

MINUTES
FULL GOVERNING BODY COMMITTEE MEETING
TO BE HELD ON THURSDAY 9th December 2021 at 6.00pm
By Zoom

1	WELCOME & APOLOGIES FOR ABSENCE	Action
	<p>The Chair welcomed everyone to the meeting and noted the meeting was quorate.</p> <p>No apologies were received from Tsedey Yilala whose absence was not authorised.</p> <p>Marwa Batah was not present at the meeting.</p>	
2.	DECLARATION OF INTERESTS	
	<p>Governors were invited to declare business interest against any agenda item.</p> <p>None were declared.</p>	
3.	TERMS OF REFERENCE	
	<p>APPROVAL</p> <p>The TORs for both committees were approved.</p>	
4.	NOTIFICATION OF AOB	
	NONE	
5.	APPOINTMENT OF GOVERNORS	
5.1	<p>Co-opted Governors</p> <p>Welcome Chloe Naja who had applied via Governors for Schools and who works as a product manager for Lloyds Banking Group. The Chair proposed Chloe Naja be appointed Co-opted governor and join the PPFPP committee.</p> <p>APPOINTMENT</p> <p>Chloe Naja was unanimously appointed for a 4-year term.</p>	
5.2	<p>Parent governor election</p> <p>The Headteacher reported Marwa Batah had been elected parent governor and her term started on 1st December for a 4-year term.</p>	
6.	MINUTES AND MATTERS ARISING FROM PREVIOUS MEETING	
6.1	The Governors unanimously approved the minutes from the meeting on 16 th December 2021 as an accurate reflection of the meeting and the minutes were duly signed by the Chair.	
6.2	There were no matters arising	
7.	HEADTEACHER'S REPORT AUTUMN 2021	
7.1	<p>The Governors received the Headteacher's Report.</p> <p>The HT noted much had been achieved since the return to school in September and feedback had been positive. She noted the potential disruption caused by 76 Afghani children arriving over 2 weeks had been very minimal and the community had come together to support the children. Whilst many had been rehoused, others had joined and the anticipated total increase in NOR by Christmas was 66.</p>	

	She noted an additional teacher had been employed to work with the Afghan children on EAL and also to do some SEND work with the existing children.	
7.2	<p>Autumn Questionnaires.</p> <p>Q: Regarding the parent and student questionnaires. Whilst very positive, in one or two places the staffing issues creep through. What is the strategy for resolving that?</p> <p>HT noted recruitment of teacher and support staff remained a challenge. The current vacancies were 1 teacher replacing someone leaving unexpectedly by half term and also an additional teacher who will be funded by the DfE in respect of the Afghan children who have arrived since Census day. The HT also noted 2 or 3 TA vacancies.</p> <p>The HT noted some of the agency staff who had been with the school for a long time may apply but this would not move the school forward and some may not be suitable.</p> <p>The Governors noted the staff questionnaires had also been very positive with only 1 member of staff slightly disgruntled.</p> <p>The Vice Chair noted the attendance last term had been good although below the peak briefly achieved before Lockdowns.</p> <p>The Chair also noted behaviour was good and the HT concurred the school felt much calmer even with all the new children.</p> <p>Q: Is this the Trauma informed practice coming through?</p> <p>HT confirmed Trauma Informed Practice had been very positive and had created a much better environment than the previous <i>'high expectation and zero tolerance ethos'</i>.</p> <p>LB reported she had been into school and noted the whole environment had been calm, even in early years. The students had talked about zones of regulations and managing their emotions. They also talked about behaviour and noted there was no bullying but also knew what to do for themselves and their friends if there were any issues.</p>	
8.	SIP 2021/22	
	<p>The Governors received the SIP and noted actions and substantive progress with the only item against which progress was pending being parent communications.</p> <p>The HT noted parents would be invited into school in the new year once safe to do so and suggested a report from Governors be considered.</p> <p>Action: Chair to write to parents</p> <p>Q: Could the SIP have more focus on staff wellbeing? To make sure staff know who to speak with when they are feeling stressed or overwhelmed?</p> <p>HT noted the focus on staff wellbeing in the 2020/21 SIP and that this year the key improvement priorities were on the pupils. However, she noted the SEF summary should capture more about the work on staff wellbeing.</p> <p>Action: Clerk to table staff wellbeing inclusion in SEF at spring term agenda.</p>	<p>Chair</p> <p>Clerk</p>
9.	FINANCE REPORT 30TH SEPTEMBER 2021	
9.1 & 9.2	<p>The Governors noted the School fund income and expenditure statement had been reviewed by the PPFPP Committee</p> <p>The Bursar reported a significant change since this had been funding of £100,000 for a teacher and TA in respect of the additional Afghan children. This was expected to be received in 3 instalments, 1 before Christmas.</p>	

	<p>The Bursar noted it was too early to establish the impact of this additional funding as the new children had also required additional resources such as IT hardware and extra staff at lunchtime to support them in their play.</p> <p>Q: When do we expect to be able to review the 3-year budget? The Bursar noted work would commence this in the new year and be finalised in the summer term once final figures received.</p> <p>Q: Will we have a picture of the possibility of restoring our financial position earlier than this? The Bursar replied this would become clearer in January once student numbers were known and funding decisions re. the refugee children were clearer.</p>	
9.3	<p>The School Fund Income and expenditure report was received. The Governors noted the surplus of £21,550 and observed the £11,000 previously approved IT expenditure for the purchase of Chromebooks had not been required.</p>	
10.	SFVS	
10.1	<p>Benchmarking The Governors received the benchmarking slides prepared by the Bursar the following:</p> <ul style="list-style-type: none"> ● most have higher leadership numbers; ● some have greater income, some from lettings and others from larger EHCP cohorts; ● school staffing numbers were on the lower end overall in spite of in-house cleaning staff; ● teaching staff costs quite high due to large number of teachers on upper pay scale; ● supply staff the lowest of all as agency staff avoided where possible; ● energy costs were low in spite of the age and size of the school buildings. <p>The HT summarised that the low staffing numbers reflect the feeling in the school that additional staff are required to maintain standards. She reflected on the real need to recruit both the 2 teachers and the 2 or 3 TA's.</p> <p>The Chair noted the overall picture from the benchmarking exercise reflected well on the school and confirmed the school was not a significant outlier.</p>	
10.2	<p>SFVS The Governors received the SFVS which had not been updated since its review by the PPFPP Committee.</p> <p>The Bursar noted the outstanding items were the register of interest for staff and the asset register both of which were being completed.</p> <p>Q: Is the update to the asset register required due to the purchase of new Chrome Books? Bursar: yes the new children require additional equipment and some of the IT had been overdue for an upgrade.</p> <p>APPROVAL: The SFVS was unanimously approved.</p>	
11.	Approval of Updated Pupil Premium Statement and Plan	
	<p>The HT reported the original Pupil Premium Strategy had been set out very carefully costed to individual TAs with a separate plan for Catchup and Recovery funding. Since this the DfE had produced a new template for completion and publication 31st December.</p> <p>The Governors reviewed the updated challenges and intended outcomes in detail and noted the proportion of EVER6. The HT noted different papers provide different EVER6 numbers and this would be carefully reviewed with the Bursar prior to publication to ensure accuracy.</p> <p>APPROVAL:</p>	

	The Board Approved the updated Pupil Premium Statement and Plan.	
12.	Committee updates	
12.1	<p>PPFPP</p> <p>The Chair reported he had taken on the role of Chair of the PPFPP Committee temporarily until a new chair could be appointed.</p> <p>The Committee had reviewed the financial reporting and approved an increase in the budget for premises by £5,000.</p> <p>The Committee had also reviewed pay progressions and arranged the HT's appraisal which had since been completed.</p>	
12.2	<p>TLPC</p> <p>The Chair of the Committee reported the Committee had had a thorough discussion about the impact of the Afghan children and were really satisfied it had been handled well and had been a positive experience for the new and existing pupils.</p> <p>The Committee had also reviewed the impact of the change away from having a dedicated music teacher and had been robustly assured that the teachers had taken on the challenge and music teaching was working well.</p>	
13.	Policies	
	<p>Recommended by TLPC</p> <ol style="list-style-type: none"> 1. Health & Safety <p>Recommended by PPFPP</p> <ol style="list-style-type: none"> 2. Appraisal procedure for teachers 3. Pay Policy - to be personalised to the school <p>For Approval</p> <ol style="list-style-type: none"> 4. Collective Worship <p>THE POLICIES WERE APPROVED</p> <p>For review</p> <ol style="list-style-type: none"> 5. School privacy notice <p>The Governors received the privacy notices, and noted the importance of procedures following the data protection and retention policies</p> <p>The HT confirmed the notices reflected the GDPR audit requirements.</p> <p>Action: The VC to arrange a school visit to review Privacy notices and Attendance.</p> <p><i>Reena Merali left the meeting at 19.27</i></p>	
14.	AOB	
14.1	<p>Visit to Sensory Room had been deferred due to the meeting being held remotely. LB confirmed she had seen the room during her visit, and it felt like a very quiet place to be and was a lovely resource for some of the most vulnerable children and support for students with EHCP's.</p>	
14.2	<p>The Governors noted Tsedey Yilala had not attended any meetings for a period of 6 months and had not offered any apologies.</p> <p>The Board noted she was therefore disqualified and agreed to her removal from the board.</p>	

	Karen Baker was appointed H&S link governor in her place.	
14.3	The Chair reflected the school had had another very good year despite not quite being what had been expected. SLT had done a great job and shown resilience. The Governors asked the HT to extend their thanks to staff for their hard work.	
15.	Confidential Items	
	None	

There being no further business the Chair thanked those present and the meeting closed at 19.33

Future meetings

Winter/Spring 2022	Summer 2022
TLPC 10 th February 2022 - 17.30 PPFPP 3 rd March 2022- 17.00 FGB 31 st March 2022 - 17.00	TLCP 5 th May 2022 – 17.30 PPFPP 19 th May 2022 – 17.00 FGB 30 th June 2022 – 18.00

Circulation list:

Governors	Senior Leadership Team
Mark Chesher (Chair of Governors & Chair of PPFPP)	Jemima Wade (Head Teacher)
Will Young (Vice Chair & Chair of TLPC)	Bernie Mukasa (DHT)
Kareen Baker	
Laura Brown	Other
Chloe Naja	
Marwa Batah	