

Public Minutes of the Local Governing Board of Ravenscroft Primary School

Date: Thursday 27th September 2018

Time: 19.00pm

Venue: Ravenscroft School, Carson Road, London E16 4BG

Present:

Anush Begoyan	Co-opted Representative
Graham Folkes	Co-opted Representative
Patricia Regis	Co-opted Representative
Jakira Rowshan	Co-opted Representative
Louise Baker	Staff Representative
Simon Bond	Head Teacher

In attendance: Janice Faldo Clerk

Action summary

Minute	Action
77h	Clerk to request Academies Financial Handbook declaration form from Steven Lock to be emailed to governors.

The meeting commenced at 7.15pm and was Chaired by the Clerk pending the election of Chair.

- 73. Welcome / Introductions / Apologies for absence / Quorum**
Governors and attendees were welcomed to the meeting. Apologies were received and condoned from Veronica Nosiri. Governors noted that the meeting was quorate.
- 74. Declaration of interests, pecuniary or otherwise in respect of items on the agenda**
There were no declarations of interest on any item of the agenda.
- 75. Public minutes of the previous federated local governing board meeting**
The minutes of the meeting held on 10th May 2018 were **AGREED** as an accurate record and signed by the Chair with no matters arising.
- 76. Constitution**
a. Election of Chair and Vice Chair
Governors discussed alternating the Chair at each meeting. Governors felt it prudent that all governors experiencing Chairing a meeting. The Clerk called for nominations for the position of Chair.

DECISION

- Anush Begoyan was proposed and seconded and re-appointed as Chair of Ravenscroft Primary School Local Governing Board for one year.

The Chair called for nominations for the position of Vice Chair.

DECISION

- Graham Folkes was proposed and seconded and re-appointed as Vice Chair of Ravenscroft School Local Governing Board for one year.

b. Governor Forum Representative

Graham Folkes was re-appointed as Governor Forum Representative.

c. NPW Delegated Attendee

Graham Folkes was re-appointed representative at NPW meetings to exercise voting rights on behalf of the governors.

d. Link Governors

The following link governors were re-appointed:

Area/Subject	Governor
Safeguarding	Veronica Nosiri
Looked After Children	Pat Regis
Training	Louise Baker
English and Maths	Anush Begoyan

e. Parent Governors

The Head Teacher advised that a parent governor election is currently underway. Two nominations have been received and if another application is received an election will take place.

77. Main business

a. Head Teacher Report

Governors considered the report of the Head Teacher and the following points were highlighted:-

- Outstanding teachers who are on the top of their pay scale have been utilised as Phase Leader.
- The SATS data 2017/18 is currently unvalidated as the school has dis-applied a few pupils. However, 86% of KS2 pupils achieved the expected standard and 7% achieved a higher level for Reading, Writing and Maths KS2 SATS 2018. 79% of KS1 pupils achieved in Reading, 87% in Maths and 79% in Writing. 89% of Year 1 pupils achieved in Phonics and 83.9% achieving in Early Years.
- Governors were asked to consider to continue to pay 2 Deputy Head Teachers Recruitment and Retention points as they are unable to move up the pay scale. This was implemented by the previous Head Teacher when the school grew further to the incorporate the Resource Provision.
- Governors were reminded that the school is now part of the Ofsted cycle as from April 2019. Governors were asked to ensure they visit the school to challenge evidence.

Question arising from the Head Teacher's report:-

Q. How long do teachers expect an EAL pupil to be fluent in English?

A. This would depend on the level of English that the child already has, however the school would expect a child to be fluent within two years.

Q. What is the focus for teachers this year?

A. An emphasis on challenge for high ability pupils. This will need to be evidenced through lesson observations and what is seen in pupils' books.

DECISION

- Governors noted the excellent work carried out by the two Deputy Head Teachers and **AGREED** to recommend to the Trust that they continue to receive Recruitment and Retention points.

There being no further questions governors thanked the Head Teacher for his concise and informative report.

b. Finance Update

Governors were advised that the budget continues to be healthy with a surplus of circa £250,000. An audit is currently being carried out which will be presented at the next meeting.

c. Trust Short and Long Term Plans

Patricia Regis, who is a member of the Trust Board, advised Governors that Trustees have decided not to expand further and will concentrate in ensuring that the 7 schools in the Trust continue to maintain and/or improve high standards to ensure all pupils achieve.

Governors were informed that the Trust visited all schools last term and were very impressed with the hard work taking place.

d. LGB Annual Calendar

Governors noted that the Trust is required to receive details of the dates for LGB meetings and the following dates were **AGREED**.

Autumn Term

Thursday 29th November 2018 at 7pm

Spring Term

Thursday 31st January 2019 at 7pm

Thursday 14th March 2019 at 7pm

Summer Term

Thursday 9th May 2019 at 7pm

Thursday 19th July 2019 – Governors' Awards Day

e. Head Teachers' Performance Management Targets

Governors noted that the Head Teacher's Performance Management is due to take place this term. This will be carried out by the CEO, an external School Improvement Partner and a Governor.

DECISION

- Anush Begoyan will attend the Head Teachers' Performance Management on behalf of the governors.

g. Governor Code of Conduct.

Governors received, considered and signed the Governor Code of Conduct for 2018/19.

h. Academies Financial Handbook

Governors **AGREED** to sign a declaration form to advise that they have received an electronic copy of the Academies Financial Handbook.

ACTION

- Clerk to request Academies Financial Handbook declaration form from Steven Lock to be emailed to governors.

78. Standing items

a. Governor Training

No training has taken place since the last meeting at the end of the summer term.

b. Policies

There were no policies to be approved or adopted.

c. Safeguarding/Single Central Record

Governors signed a declaration form to advise that they have received an electronic copy of the updated Keeping Children Safe in Education (KCSIE) document. Governors noted that an Inset day will take place this term focusing on the new KCSIE.

Governors were advised that the Single Central Record is up to date.

Governors received and considered the Annual Safeguarding report which was signed by the Chair.

79. Governor suggestions for future agenda discussions

There was no particular business that governors wanted to discuss that would not be on the agenda.

80. Date, time and venue of next meeting

Governors noted the date of the next meeting as 29th November 2018 at 7pm.

. Close of meeting

There being no further business the meeting closed at 8.45pm.

Signed: .

A signed copy of the minutes is held by the school.

Anush Begoyan
Chair of Governors

