

## THE BOLEYN FEDERATION

### MINUTES OF THE LOCAL GOVERNING BOARD OF RAVENSCROFT PRIMARY SCHOOL MEETING HELD ON THURSDAY 28<sup>th</sup> SEPTEMBER 2017 AT 7.15PM AT THE SCHOOL

**Present:-**

Anush Begoyan	Co-opted Governor
Graham Folkes	Co-opted Governor
Patricia Regis	Co-opted Governor
Jakira Rowshan	Co-opted Governor
Veronica Nosiri	Parent Governor
Louise Baker	Staff Governor
Simon Bond	Head Teacher

**In attendance:-** Janice Faldo NPW Clerk

Patricia Regis acted as Chair for items 14 – 18b.

**14. Apologies for absence**

All governors were in attendance.

**15. Declarations of interest**

There were no declarations of interest on any agenda item. Governors completed new Academy forms.

**16. Governors CRB/DBS Check Requirement**

Governors noted Article 80 requiring all governing boards to apply for enhanced CRB/DBS checks from September 2016.

**17. Compliance with Publishing Governors' Information on Websites**

Governors noted the statutory requirement to publish governors' details on Edubase. Louise Baker advised that all governors' information is accessible on the school's website and she is currently updating Edubase.

**18. Constitution**

**a. Parent Governor Election**

Governors were advised that there has been some interest in the vacancy which will be published in a future school newsletter. The Head Teacher will report to governors on the outcome of the election.

**b. Election of Chair and Vice Chair**

The Clerk called for nominations and Anush Begoyan was proposed and seconded as Chair and Graham Folkes was proposed and seconded as Vice Chair. Both positions are for a term of office on one year.

**c. Governors Forum Representation**

Governors were advised that the Trust has representation on the Governors Forum.

#### **d. Newham Partnership Working Ltd.**

Governors were advised that the Trust has representation on the Governors Forum.

#### **DECISION/ACTION**

- Governors would like to meet with all members of the Trust and governing bodies. The Clerk will contact the CEO of the Trust to advise him of governors' request.

#### **19. Minutes of the meeting held on 18<sup>th</sup> May 2017**

The minutes of the meeting held on 18<sup>th</sup> May 2017, copies of which had previously been circulated, were **AGREED** as an accurate record, subject to correct spelling of Alison Sharp, and signed by the Chair with no matters arising.

#### **20. Governors' Committees**

No committees have met since the last meeting.

#### **ACTION**

- NPW to remove this item from future agendas as full governors' meetings will incorporate finance and curriculum.

#### **21. Report of the Head Teacher**

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

- Head Teacher's Performance Management/Appraisal will take place this term with one of the target pertaining to well-being.
- Ravenscroft will continue to support ELASCITT and the Deputy and Assistant Head Teachers will work as professional tutors ensuring that the school maintains close links with Tollgate Teaching School Alliance and The Boleyn Trust.
- The school is fully staffed and TAs have been recruited via an agency giving a greater variety of staff. Governors received the staffing structure.
- The Local Authority is paying 50% of the cost of the additional teacher attached to the Resource Provision due to the increase in SEN pupils in Reception.
- The refurbishments were completed over the summer holidays.
- The School Development Plan is currently being completed to incorporate new school systems and will be presented at the next meeting. New exercise books with the school logo and higher expectations of pupil's work along with quality marking will raise the profile of good quality evidence. Formal work scrutinies and lesson observations will take place to support teachers in their professional development and to ensure that lessons are good or better.
- Pupil premium is currently being reviewed and will be presented at the next meeting.

- Safeguarding continues to be a high priority with regular training taking place. The Safeguarding leads meet fortnightly to discuss any issues.
- The school is holding a 'sleepover' for Year 6 pupils and is encouraging High Needs Funded pupils to attend. All staff attending have volunteered to support the event.

The Head Teacher was pleased to advise the governors on the **validated data** of the Key Stage 1 and 2 results as follows:

	<b>Ravenscroft</b>	<b>Local Authority Average</b>
<b>EYFS Good Level of Development</b>	87.1%	75% national
<b>Phonics</b>	87%	
<b>KS1 – At expected</b>		
Reading	76%	78%
Writing	75%	73%
Maths	85%	80%
<b>KS2 - At expected</b>		
Reading	84%	73%
Writing	93%	81%
Maths	93%	81%
SPAG	91%	83%
Combined	84%	67%

- The school is predicting 2017- 2018 results to drop due to this year's cohort of SEN pupils.

**Q.** What is the difference between Deputy Head Teacher and Assistant Head Teacher?

**A.** Deputies would work closer with the Head Teacher and will be attending future governors meetings, they would also be responsible for the school in the absence of the Head Teacher. Assistant HTs are responsible for more curriculum based duties and have less accountability.

**Q.** Does the school receive additional funding for SEN pupils?

**A.** They do not fall into the category of Higher Needs Funded, however they have specific SEN, they will make progress but not achieve at the expected levels. However, the school will have the data and evidence of the progress that these pupils have made.

**Q.** Should governors be concerned with increase of pupils who have not met the standard?

**A.** This cohort are less able, however the school is well above the Local Authority average. The school is also second in the ranking of the four schools in the Trust.

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

**22. School Budget Monitoring 2017-2018**

The Chief Finance Officer is currently reviewing the budget and the Head Teacher will contact governors to call an ad hoc finance meeting.

**23. Safeguarding Policy**

Governors considered the Whole School Policy for Early Help, Safeguarding and Child Protection which had previously been circulated.

**DECISIONS**

- Governors **AGREED** the policy subject to slight amendments i.e. correct names of staff.

**24. Annual Safeguarding Report**

Governors considered the Annual Safeguarding Report which had previously been circulated. Governors noted the on-line training available.

**DECISIONS**

- Governors **AGREED** the Annual Safeguarding report which was signed and dated by the Chair.

**25. Pupil premium**

This item was referred to in the Head Teacher's report.

**26. Compliance Calendar**

The school will follow the Trust's calendar and should be removed from the agenda.

**27. School Terms and Holiday**

Governors **AGREED** to follow the school term dates as published on the Local Authority's website.

**28. Governor Education and Training**

Jakira Rowshan and Veronica Nosiri have attended introductory training session for new governors.

Louise Baker advised that Ofsted want to see evidence that governors have attended training therefore the school needs a commitment from governors to attend at least one training session. Governors acknowledge the importance of training and proposed that training be delivered at the Governors' Development Day.

**ACTIONS**

- Louise Baker will liaise with Governor Support Services to ascertain if they could deliver in-house training.
- Governors to inform Louise Baker of training that they would like to attend.
- Governors will submit a written report on training attended which will be published on the governors' section of the website.

**29. Governing Board Meeting dates in 2017-18**

Governors noted the meeting dates for the academic year 2017 - 2018.

**Autumn Term**

Thursday 9<sup>th</sup> November 2017 at 7pm

**Spring Term**

Thursday 18<sup>th</sup> January 2018 at 7pm

Thursday 8<sup>th</sup> March 2018 at 7pm

**Summer Term**

Thursday 10<sup>th</sup> May 2018 at 7pm

Governors' Prize Giving – Friday 20<sup>th</sup> July 2018

**31. Agenda Items for the Next Meeting**

- School Development Plan
- Pupil Premium

***The meeting closed at 9pm***