
Public Minutes of the Local Governing Board of Ravenscroft Primary School

Date: Tuesday 26th February 2019

Time: 19.00pm

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

Present:

Anush Begoyan	Co-opted Representative (Chair)
Jakira Rowshan	Co-opted Representative
Natalia Karpukhina	Parent Representative
Simon Bond	Headteacher
Graham Folkes	Co-opted Representative
Patricia Regis	Co-opted Representative
Elizabeth O'Connell	Parent Representative
Veronica Nosiri	Co-opted Representative

In attendance: Lisa Jensen Clerk

The meeting started at 19.10pm

91. **Welcome / Introductions / Apologies for absence / Quorum**

Governors and attendees were welcomed to the meeting. Apologies were received and condoned from Louise Baker. Governors noted that the meeting was quorate.

92. **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.

93. **Public minutes of the previous Local Governing Board meeting**

The minutes of the meeting held on Thursday 29th November 2018 were **AGREED** as an accurate record subject to the following amendment:

Min.86 - paragraph 4 should read:

A change to the structure of the start of the school day was proposed; with pupils going straight to their classes from 8.50am where they will be able to engage in educational activities prior to the usual and unchanged start time of 9.00am.

The minutes were signed by the chair. There were no matters arising.

At this point Veronica Nosiri joined the meeting (7.20pm)

94. **Action List**

Min 81 — Veronica Nosiri confirmed that she would be able to attend Local Governing Board (LGB) meetings at the scheduled dates and times in the future.

95. **Constitution**

Governors welcomed newly appointed Parent Representative, Elizabeth O'Connell, to the meeting; there were no further changes to the membership or constitution of the LGB.

96. **Trust Board and Committees**

LGB members confirmed that they had received and noted the following Trust Board documents in advance of the meeting:

- Briefing for Trustees and Local Governing Boards
- Board Minutes of 12th September 2018

- Trustee Update to Local Governing Boards
- Executive Team Report to Trustees — December 2018

The headteacher informed LGB members that the CEO had met with the Regional Schools Commissioner to discuss the progress and development of the Boleyn Trust. The headteacher highlighted that Boleyn Trust pupils achieved good academic outcomes across all trust schools and that the trust was currently in a healthy financial position. Governors noted that Boleyn Trust had been delivering strategic support to schools in the Silver Birch Academy Trust. The headteacher confirmed that Silver Birch Academy schools were not being considered as candidates to join the Boleyn Trust going forward.

Q. What level of support does the Boleyn Trust provide for other schools?

A. The Trust delivers teaching and learning support, strategic early years foundation stage (EYFS) support and special educational needs and disability (SEND) support.

Q. If Boleyn Trust has no plans to include these schools into the multi-academy trust (MAT); why are the schools being supported?

A. It is normal practice for the Department for Education (DfE) to request that successful MATs and schools provide strategic support for underperforming schools; the trust receives funding to help to raise standards and improve outcomes for other schools, and sharing best practice to raise standards is part of the ethos, remit and commitment of Boleyn Trust.

Q. Under what circumstances would Boleyn Trust agree to take on an underperforming school or a school with financial difficulties?

A. Boleyn Trust carries out due diligence checks on any potential candidate school for inclusion in the trust. The trust scrutinises all aspects of its capacity to take on and improve any prospective joiner.

ACTION: Governors will read the Trust Board documents (appendixes B, C, D and E) included in the meeting pack and bring any questions to the next LGB meeting.

97. Main Business

a. Headteacher's Report

Governors considered the Headteacher's Report and the following points were highlighted:

- A Year 6 teacher had returned to the school after a short career break and had taken over the vacant teaching position in Year 4. Parents had provided positive feedback and were satisfied with the seamless handover of the Year 4 class to the experienced Ravenscroft teacher.
- The 'soft start' re-arrangement had resulted in a calmer and more organised start to the school day. Parents, staff and senior leaders had reported that mornings were better organised, and pupils had time and space to engage in focused activities and to prepare for the school day.
- The SIMS pupil data system automatically picked up incidences of pupil lateness and absence and contacted parents by text to request an immediate explanation.
- Partition walls had been erected between Year 1 classrooms in order to minimise noise and distractions for pupils. All installation work was health and safety compliant.
- A Peer Review had taken place on 31st January 2019 conducted by a headteacher of a trust school, a headteacher of a local school and the trust's Head of School Improvement. Reviewers visited classrooms and spoke with pupils, teachers and senior leaders. The review findings had highlighted 'Areas of Strength', 'Areas for Development or Consideration' and 'Notes from the discussion with Year 5 and Year 6 pupils for the school to take into consideration'. The school had already put strategies in place to address areas for development.
- 'Subject Leaders' Action Plans' had been developed for all subjects across the school's curriculum. The action plans clearly described each subjects' targets, success criteria, actions, impacts and current focuses.
- High-standard pupils' 'Knowledge Organiser' sheets had been developed for every subject area throughout the curriculum.
- A full 'Curriculum Map for foundation subjects' and a 'Years 1-6 English Text Map' were included in the report for governors to study.

Question arising from the Headteacher's Report:

Q. Does the SIMS software allow the school to analyse pupil lateness and absence data?

A. SIMS generates automatic reports and aids the school in identifying persistent absence. The school analyses all reports and data collated. Evidence suggests that the system of contacting parents immediately is impacting favourably on levels of poor attendance and lateness at the school.

Q. SEND provision at the school is highlighted as a particular strength; was this recognised in the peer review?

A. The school's excellent SEND provision was highlighted by the reviewers. EYFS was also identified as strong and it was noted that the school was supporting and sharing EYFS best practice with other schools. Year 6 provision was identified as having expert teachers and producing high standard pupil outcomes. Reviewers commented that behaviour for learning at the school was extremely good.

Q. Why is it necessary for pupils to improve their handwriting and presentation skills?

A. Legibility, speed and comfort are important factors which aid pupils' learning. Clarity of written work and presentation of pupils' work are DfE curriculum requirements.

Q. What is meant by 'daily challenge'?

A. The school aims to have the next challenging step of learning in place for each pupil at every level of their learning. Challenge is built into teachers' planning in all subjects across the curriculum.

ACTION: Governors will study the Headteacher's Report and will email the headteacher with further questions or to arrange meetings with subject leaders.

Governors thanked the Headteacher for his report.

b. Budget Monitoring

Governors noted that Jagdeep Ghatoare, the trust's Chief Finance Officer (CFO) had been unable to attend the meeting. This item would be deferred to the next LGB meeting.

c. Finance Audit

This item would be deferred to the next LGB meeting.

98. Standing Items

a. Governor Visits and Training

Governors confirmed attendance at the following:

- Patricia Regis confirmed that she had visited the school that day to observe and take part in an art lesson.
- Patricia Regis confirmed that she had attended the Governor's Conference and had completed e-safety training.
- Natalia Karpukhina confirmed that she would be attending the upcoming Introductory Course for Governors training session.

The chair requested that governors should submit any certificates awarded for completed governor training to the school.

ACTION: Governors will submit training certificates for the school to file and record.

The headteacher informed governors of the possibility of an Ofsted inspection at any time following April 1st 2019. Governors noted that part of the Ofsted inspection would comprise of governor meetings and questions and that it would be beneficial for all governors to have updated and in-depth knowledge of all aspects of the school's remit and data. The headteacher requested that a training day should be arranged which would focus on preparation for Ofsted.

Q. When was the school last inspected by Ofsted?

A. The school was last inspected in 2013. An inspection is now due as it is two years since the school converted to being part of an academy trust.

ACTION: Louise Baker will email potential dates and times of a 'Preparation for Ofsted' training day to governors. Governors will advise of their availability by return.

b. Policies

The trust-approved Health and Safety manual was signed by the chair.

c. Safeguarding/Single Central Record

Governors noted that the Single Central Record had been checked and was in order. The Single Central Record was signed by Veronica Nosiri.

99. Any Other Urgent Business

a. Personal, Social, Health and Economic Education (PHSE)

Q. What is the school doing to accommodate the DfE updates to the PHSE curriculum?

A. The primary PHSE curriculum is carefully considered and will not hugely change from what was previously taught at the school. The school informs parents of the content of the curriculum and parents are able to study what is being taught in advance in order to be informed and prepared.

b. Remote Meeting Option

Q. Is there a possibility of governors being able to dial into meetings remotely in order to participate when unable to attend in person?

A. There are concerns regarding the effect on governors' attendance at meetings. Governors are only required to attend five meetings per year, and it is preferable for the function of the LGB that they attend in person. If the situation occurred whereby a large number of governors were unable to attend meetings, this option might be considered.

ACTION: Governors will consider the option of remotely dialling into LGB meetings and will feedback any considerations at the next meeting.

100. Agenda Items for the Next Meeting

- Trust Board documents (appendixes B, C, D and E) questions
- Budget Monitoring
- Finance Audit
- Remote meeting option feedback

101. Date of Next Meeting

- Thursday 9th May 2019 at 19.00pm

There being no further business the meeting closed at 20.35pm.

Signed: .

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

Anush Begoyan
Chair of Governors