

## THE BOLEYN TRUST

### MINUTES OF THE LOCAL GOVERNING BOARD OF RAVENS CROFT PRIMARY SCHOOL MEETING HELD ON THURSDAY 9<sup>th</sup> NOVEMBER 2017 AT 7PM AT THE SCHOOL

**Present:-**

Graham Folkes	Co-opted Governor (Vice Chair)
Jakira Rowshan	Co-opted Governor
Veronica Nosiri	Parent Governor
Louise Baker	Staff Governor
Simon Bond	Head Teacher

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

The meeting commenced at 7.15pm

**32. Apologies for absence**

Governors condoned the absence of Anush Begoyan, however she joined the meeting via telephone link. Governors noted the absence of Pat Regis.

**33. Declarations of interest**

There were no declarations of interest on any agenda item.

**34. Constitution - Parent Governor Election**

Governors were advised that nomination forms have been sent to parents, along with information on the responsibilities and demands of being a Parent Governor, with a deadline of 24<sup>th</sup> November 2017. The Head Teacher has also referred to the vacant post in his recent newsletter. A few parents have expressed a verbal interest in joining the Governing Body, therefore it is anticipated that a Parent Governor will be in post by the next meeting in the spring term.

**35. Minutes of the meeting held on 28<sup>th</sup> September 2017**

The minutes of the meeting held on 28<sup>th</sup> September 2017, copies of which had previously been circulated, were **AGREED** as an accurate record and signed by the Vice Chair with no matters arising.

**36. School Budget Monitoring 2017-18**

The Head Teacher gave a verbal update from work carried out by the Chief Finance Officer and highlighted the following points:-

- A successful audit of the Trust has taken place.
- An internal audit will take place in December to ensure financial procedures are being carried out correctly.
- The school predicts a surplus of £145,000 from the 2016/17 budget which will be confirmed with the Trust later this term. The balance included £57,000 carried forward from the old maintained school account.

**Q.** Who will be carrying out the audit?

**A.** An independent auditor procured by the Trust.

Governors were advised that further information on the budget will be presented at the next meeting in the spring term with the Chief Finance Officer in attendance.

**37. Report of the Head Teacher**

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

- The school newsletter has been distributed to parents including information regarding Parent Governors.
- The recent Y6 sleepover was a great success.
- The Year 2 agency teacher has had to leave due to unforeseen circumstances, however the school has been successful in recruiting another agency teacher who, although early in her teaching career, has taken to the roll very well and is being supported on a daily basis by the Assistant Head Teacher.
- It is with regret that two teachers have to leave this term due to expiration of their visas and the school is actively looking for replacements.
- In light of the change in leadership and as part of the well-being of staff, the Head Teacher has met with an Education Support Partnership who offer free support to teachers. This will be closely monitored and the impact will be reviewed via a staff survey.
- The school targets are currently being expanded into Actions, Timing, Impact and Evaluation. The revised School Development Plan will be available to governors at a later date, however, governors will receive a summary of the progress against the targets at future meetings. Members of staff will be invited to governors' meetings to report on specific areas.
- The Head Teacher will be reviewing the possibility of allowing the school to be used for private lettings as a source of income.

***Questions arising from the Head Teacher's report.***

**Q.** Has the school identified a need for a focus on well-being?

**A.** Staff seem relatively happy, however due to the changes in the school it was felt that an independent person carries out a review and feedback on the support that staff receive and ensure that the school is looking after their well-being.

**Q.** Has the Head Teacher Appraisal been based on the targets outlined in the report?

**A.** The Head Teacher of Cleves Primary School, part of the Trust, will carry out the Appraisal which will include targets based on the SDP.

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

### **38. Pupil Premium**

The Head Teacher tabled a draft report identifying the pupil premium spending for 2016/17 highlighting the following points:-

- 135 pupils – 23% - eligible for pupil premium.
- Total funding received for 2016/17 £253,440 which as a £20,000 drop from the previous year due to families not meeting the criteria for claiming benefits. However, the school ensures that all families who meet the criteria apply for free school meals to ensure that the maximum funding is received.
- The school has exceeded the funding but the following points justify spending to support vulnerable pupils. The end of year surplus will cushion to impact on the budget.
- £90,000 spent on an additional teacher in Year 5 and Year 6 and splitting two classes into three to provide quality teaching to smaller class sizes and more individualised teaching.
- £114,000 spent on SLT teaching commitment to address gaps in knowledge and understanding to diminish the difference in pupils' attainment.
- £25,000 spent on an additional non-SEN Higher Level Teaching Assistant to work within Year 6 on a carefully planned timetable of intervention.
- £9,000 to employ a Family Support Worker/Counsellor to provide emotional and practical support to assist in removing barriers to learning.
- £9,400 to support Chess in Schools and Communities.
- Additional funding spent in Year 5 and Year 6 to increase the percentage of pupils reaching the expected standard across all areas. Whole school reading to enhance progress and attainment and promote a love of reading. Whole school extra-curricular EAL reading to encourage and support EAL pupils. Analysis of whole school attendance. Peripatetic music tuition for a large number of pupils including all Year 5 pupils involved in the Every Child a Musician (ECAM) initiative. Breakfast club, extra-curricular clubs and an extensive range of educational visits.

Governors were advised that the final version of the report will be presented at the next meeting and published on the school website.

### **39. Governor Education and Training**

Governors have attended training on Safeguarding, Prevent and website compliance. Further to training, governors asked what the school is doing in regards to FGM (Female Genital Mutilation). The Head Teacher advised that the last INSET day focused on safeguarding which is also a target in the SDP. The Head Teacher referred governors to the school's

Designated Safeguarding Lead for further information. Governors discussed their training requirements as a group.

#### **DECISION**

- A meeting will take place on a Saturday in March 2018 focusing on safeguarding training. This will be confirmed at the next meeting when all governors are in attendance.

#### **40. Governing Board Meeting dates in 2017-18**

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

##### **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 – 20<sup>th</sup> July 2018

#### **41. AOB**

##### **a. Thanks**

The Head Teacher formally thanked Anush Begoyan and Pat Regis for their assistance in writing and signing a letter support the school's stance on admitting two complex needs pupils who do not live in the local area. The Head Teacher advised that the school wishes to support pupils with needs but wants this to be pupils from the local area.

##### **b. Women in the Corporate World / Management**

Anush Begoyan referred governors to the lack of women in the corporate world and management and asked if the school has any plans to promote girls into science, technology and maths. The Head Teacher advised that girls at the school are out performing boys and that this type of promotion would be a secondary school level, however, he would review it at a later date and discuss further with governors.

#### **42. Agenda Items for the Next Meeting**

- Governor Training Requirements
- Pupil Premium Report

***The meeting closed at 8.35pm***