



GOVERNING BODY

Thursday 5th February 2015 at 6.30pm

GOVERNORS (* indicates present):

| <u>Parent</u> | <u>Co-opted</u> | <u>Authority</u> | <u>Trust</u> | <u>Staff</u> |
|------------------|------------------|------------------|-------------------------|----------------------|
| Ms P Dixon | * Mr M Dixon | * Mr C Kitson | * Ms R Bynon | * Mrs K Wheeler (HT) |
| * Ms R Medwynter | * Mr S Gascoigne | | * Mr T Williams (Chair) | * Ms K Henderson |
| Ms M Thomas | * Mrs E Humm | | * Mr J Blair | |
| | Ms A Ross | | | |
| | * Ms B Whelan | | | |
| | Mr T Wilkins | | | |

In attendance:

Mrs J Bowers-Broadbent, Head of Primary
 Ms A Money, Clerk to the GB
 Mr M Beresford, Minuting Secretary

MINUTES

| Min | Summary of Action Points or Matters Arising for next meeting | <u>Action</u> |
|----------------|--|----------------------|
| 02/15 | Completed Declaration of interest forms to be sent to Clerk | All Governors |
| 03/15 | Minutes of GB 4 th December to be signed by Chair | Chair, Clerk |
| 04/15.1 | Lesson observations - Report Performance Committee | HT, Clerk |
| 04/15.2 | Trust Board: all Governors invited to put themselves forward | All Governors |
| 04/15.3 | Re-imburement of staff for DBS renewal fee to Resources Committee | HT, Clerk |
| 04/15.4 | SEN Policy - Governors' comments invited | All Governors |
| 04/15.5 | Governors handbook - email to all Governors | Clerk |
| 06/15 | Les Enfants after school club letting: decide / agree fixed term | HT |
| 07/15.1 | Performance measures changes: training for staff and Governors | HT |
| 08/15 | Points awarded for good and poor behaviour: publicise scheme to parents | HT, Clerk |
| 09/15 | Admissions: discuss issues with School Admissions Service and report back to the next GB. | HT |
| 12/15.1 | Building Development: all Governors invited to attend Thursday meetings with bidders / contractors | All Governors |
| 14/15 | Governors' conference: invite SLT to attend, email details to Governors | Clerk |

Governors' comments, queries, or challenges during debate are highlighted in these minutes in italic underlined text, with responses and debate following in italic text.

- | | | |
|---|---|--------------------------|
| 01/15 WELCOME AND APOLOGIES FOR ABSENCE | Newly appointed Trust Governor Joe Blair was welcomed to his first meeting. He briefly explained his background as a researcher and director of digital technology and data during some 6 years for “The Key” support service for school leaders. He was educated in North London and a resident of Trumpington road. | <u>Action</u> |
| | Apologies and explanations for absence were received and consented from Governors, Ross, Thomas, Wilkins, newly elected Staff Governor Kate Henderson, and also from Moazim Parvez, Head of Secondary School. Paulette Dixon was also absent. | |
| 02/15 DECLARATIONS OF INTEREST AND REGISTER OF GIFTS AND HOSPITALITY | There were no declarations of conflicts of interest, and copies of an update to the Register were circulated to all Governors for completion and submission to the Clerk / Business manager. | All Governors |
| 03/15 MINUTES OF THE GB MEETING HELD ON 4th DECEMBER 2014 | The minutes were <u>approved</u> as a correct record. To be signed by the Chair. | Chair, Clerk |
| 04/15 MATTERS ARISING AND ACTIONS OUTSTANDING | | |
| 1 <i>Minute 80/14.1 - Lesson observations</i> | In progress, to be reported to Performance Committee next week. | HT, Clerk |
| 2 <i>Minute 81/14 - Trust Board nominee</i> | There was still a vacancy for a nominee other than the Chair and he asked Governors to consider putting themselves forward. | All Governors |
| 3 <i>Minute 89/14.3 - Disclosure and Barring matters</i> | Legal and practical issues around the proposal for c230 staff to be re-imbursed the DBS disclosure renewal fee (£13) were still under consideration. If workable, the proposal would be brought to Resources Committee. The impact of “disqualification by association” was on the agenda (see minute 14/15.1 below). | HT, Clerk |
| 4 <i>Minute 89/14.7 - SEN Policy</i> | The revised policy was not yet formalized and Governors comments were invited. | All Governors |
| 5 <i>Minute 90/14 - Governors Handbook</i> | Following Governor vacancies being filled, Clerk to email handbook | Clerk |
| 05/15 GB MEMBERSHIP - STAFF GOVERNOR ELECTION | Governors were pleased to note that Kate Henderson had been elected as Staff Governor to replace Mark Deveson. Kate had been teaching for around 25 years and had been an NUT representative. | |

[18.50 Governor Medwynter joined the meeting)

06/15 CHAIRS' ACTION

Action

Les Enfants, a local after-school child care organization, had re-applied for OFSTED clearance to provide an after school club till 6-6.30 pm at Buxton. They were therefore re-activating their request for a reduced letting rate of 50% of the normal letting fee. This had been agreed by Resources Scrutiny Committee on 13th November and subsequent Chairs Action reported to and endorsed by the GB on 4th December 2014.

Had any other child care providers been considered?

Les Enfants was the only organization to have approached the school, having previously provided crèche facilities. The HT felt that Buxton might consider organizing its own after-school club in future (e.g. when the new building was available)

The reduced letting fee to Les Enfants was approved subject to the letting being fixed term and reviewable, with the HT authorized to decide what length of fixed term would be appropriate.

HT

07/15 COMMITTEE UPDATE

1 **Performance Committee 11th December 2014**

The minutes of Performance Committee were tabled. Governor Kitson briefly summarised the matters considered, which included:

- Overview of the Primary Curriculum
- Attendance and punctuality
- Targets (see also minute 11/15 below)
- Performance in Year 6
- Comparing gaps between groups (boys and girls, pupils subject to pupil premium or otherwise)

Two issues were highlighted for Governors' attention:

1. The current Y10 performance was stronger than Y11 despite being weaker on entry
2. There was a big change in the way performance for Y10 was measured, which would require training for both staff and Governors (see also minute 08/15 below)

HT

The minutes of the Committee were received and its decisions ratified.

2 **Resources Scrutiny Committee 29th January 2015**

Minutes were not yet available. The Chair of the Committee, Governor Dixon, summarized the main matters considered by the Committee:

- Staffing update and shadow structure (see also minute 10/15 below)
- Appraisal process for all staff and HT completed
- Projected budget surplus remained at £580,000
- London living wage - if top-ups were implemented, the estimated cost to the school would be in the region of £20,000. The HT commented that Waltham Forest had implemented top-ups, but before following suit Buxton needed to take account of any contradictions with current "single status" pay arrangements, and other Community schools' approach.
- School roll up at 1532
- Benchmarking report - comparison of Buxton costs with other schools generally favourable

- Building development (see also minute 12/15.1 below)
- HR - new contract with LBWF commencing April
- Photocopier- revised annual lease approved
- Policies - DBS, Disciplinary, Grievance, Best Value statement approved (see also minute 14/15 below)
- Audit queries - response still awaited
- Agreed to write off a sum of £19.85

Governors noted the report of the Committee's deliberations and its decisions were ratified.

08/15 HEAD TEACHER'S REPORT

The Head's report had been circulated with the agenda with the latest update of performance (Buxton School "Data Dashboard" Autumn 2). She highlighted the following:

Achievement

Predicted 57% Y11 5A*-C inc E&M was below target (68%), but:

- significantly higher than 48% as at the end of Y10
- up from the 54% reported to the last GB, and
- in line with (or slightly better than) national average (56%).

Performance was therefore improving, and she was hopeful the gap could be closed, but it was unlikely that results would be above this level, especially as this year's target is extremely challenging. She reminded Governors that the target was aspirational and well above Fisher Family Trust D levels when set. It had not been adjusted despite a drop in results last year nationally (less so at Buxton).

She drew Governors' attention to new performance measures given in the Data Dashboard table on Y10, viz: "Attainment 8" (4.9 - just below C) and "Progress 8" (+0.72).

From 2016 students' progress would be measured across eight subjects: English; Mathematics; three other English Baccalaureate (EBacc) subjects (sciences, computer science, geography, history and languages); and three further subjects, which could be from the range of EBacc subjects or any other approved, high-value arts, academic, or vocational qualification.

The floor standard would be based on schools' results on the Progress 8 measure. A Progress 8 score more than half a grade below the average for pupils nationally with the same prior (KS2) attainment would be below floor standard. On both old and new measures Buxton was above floor standard, and the current estimate of the Progress 8 measure indicated that pupils were about 3/4 of a grade higher than expected. A major difference between the 5A*-C measure and the new measure was that it raised the importance of higher attaining students.

Schools could opt in to use the new measures early by June 2015. It was therefore proposed to look at this at Performance Committee on 10th February and bring recommendations to the GB.

Were Buxton students achieving above expectations in each subject?
The measure was an average across all the subjects.

Action

Teaching and Learning

Teaching quality was generally strong with a very small proportion inadequate (3%), which was directly reflected in results.

Behaviour and safety

How far was the slight improvement in attendance due to introduction of fines ?

There was no specific connection as fines had been in use for some time, but attendance had improved overall. However, this could now be at risk due to higher levels of sickness and threatened bus strikes.

What were exclusions related to ?

The students excluded for more days were the same as those involved in an assault on a senior member of staff and as reported to the last GB.

Did awarding points for positive behaviour work, and should it be publicized to parents ?

The points system was more successful in improving matters like homework and low level disruption, but it could be publicized to parents. Requiring pupils to account for their behaviour in meetings with Governors had been helpful.

HT, Clerk

09/15 ADMISSIONS ARRANGEMENTS

The school current admissions criteria and information had been circulated with the agenda. The HT drew Governors' attention to the following issues:

- As a Trust school Buxton operated its own admissions policy and needed to notify the LA of it or any changes to it. Changes needed to be planned a year in advance due to community consultation requirements.
- Administrative work involved in admissions was delegated to the LA's Schools Admission Service.
- Buxton admissions criteria were closely aligned with LA policy; the GB would need to decide whether to adopt some changes proposed by the LA, which related to children of staff working in the school for 2 years and allocating priority to early year and nursery applicants who would attract pupil premium.
- Buxton pupils' automatic right to transfer from Y6 to Secondary phase needed to be made conditional on pupils being at the school before the application deadline in October. This was unlikely to be a problem until next year.

What was the alternative to using the LA?

Directly employing someone to administer admissions.

The HT felt that it was important to use the LA service for consistency between schools, and the efficiency of the service had improved. Governors agreed it was important to align with LA priorities and timescales. Agreed HT to discuss the issues with the School Admissions Service and report back to the next GB.

HT

10/15 STAFFING STRUCTURE

The HT briefly explained a formal re-designation of the Deputy Head post to recognize the fact that its true focus and purpose was inclusion, plus the addition of one extra Assistant Head in the Secondary phase.

The details of the change had been considered at Resources Committee on 29th January, and Governors approved the change for implementation in September.

11/15 2016 TARGETS

Action

Attainment Targets for EYFS, KS1, KS2 and KS4 as approved by Performance Committee 11th December 2014 had been circulated to all Governors with the agenda. The paper included information on the methodologies used for arriving at these, e.g. Fischer Family Trust (FFT) percentages, and formulae for different levels at KS1.

The HT pointed out that that these targets were highly aspirational: for example, 5A*-C inc E&M at 65% FFTD + 10% for 2016 was setting a target in the top 25%. KS1 targets were difficult to set as the cohort was unknown. Attainment 8 and Progress 8 targets were given for 2016 as C+ and 0.4 respectively.

What is the approach to EBACC and would this affect the curriculum?

After a year of strong results pupils were now required to take one subject from Geography, History and a language. However, EBACC would not be mandatory because it needed pupils to be reasonably able to achieve A-C results, and not all Buxton students were so capable, and it would potentially restrict options like drama and music.*

Governors ratified the targets unanimously, the Chair of Governors having been involved in the target setting meeting and the targets having been discussed in principle at the Performance Committee.

12/15 BUILDINGS DEVELOPMENT

1 *Priority Schools Programme*

Following low levels of interest among tenderers for a contract involving a batch of seven schools, the HT reported that it had been confirmed that the Buxton project would now be tendered on its own. A “bidders” open day for contractors had been held a fortnight ago and 4 contractors had shown interest, one of these having sent 4 people to reconnoiter. The pre-invitation to tender information had been despatched on Monday 2nd February for a response by Monday 9th.

The Education Funding Agency (EFA) was likely to select 1 or 2 potential contractors from among respondents, with whom meetings would be held during half term and on Thursdays over the next 8 weeks. The HT was hopeful that there would be 1 or 2 viable bids by Easter, and EFA agreement to go forward. As regards project timescales this would mean an early Autumn start and projected completion by Easter 2017 for the first phase, and all completed by the end of 2017, depending on whether the LBWF Planning Committee was convened in August.

The HT invited any /all interested Governors to attend the Thursday meetings.

**All
Governors**

13/15 SOUTH AREA PARTNERSHIP (SAP) COLLABORATION

The HT reported that the schools in the SAP were still meeting and wanted to carry on working together in matters like data, sharing information, networks etc. However they were not sure whether they would now be subsumed by the Waltham Forest Challenge, an expanded collaboration for improving attainment across all the Borough's Secondary schools except Walthamstow Academy.

She recommended that Buxton should join the Waltham Forest Challenge group and this was agreed, unanimously.

Action

14/15 POLICIES

1 *Addition to Disclosure and Barring service policy - Childcare disqualification*

Updated advice on childcare disqualification requirements and disqualification by association had been circulated to all Governors with the agenda. The HT explained that the issue of “disqualification by association” had been raised with the LA but, as Buxton was the first school in the Borough to become aware of the issue, there had been no alternative but to take the lead in tackling matters directly.

After consulting staff, staff governors, and union representatives she had concluded that the regulations affected all teaching and support staff at Buxton, as they could all be deemed to be caring for children up to age 8. In these circumstances the safest option was for all staff to complete declaration forms.

This had been done, and had resulted in 5 applications for waiver being submitted to OFSTED. So far 2 had received a response that a waiver was not required, but 3 were still awaited. The process had been extremely traumatic for everyone.

Could the declaration process affect job applicants’ chances of being appointed at Buxton?

Yes, either through disqualification or because of the need for a waiver, which could take a long time. As the backlog of applications to OFSTED was reduced, the timescale for vetting new job applicants would hopefully shorten.

Did the fact that all students would eventually be in one building affect the decision?

Yes, this was part of the reasoning for asking everyone to complete a declaration form, even though there was discretion to re-locate staff where appropriate.

Were Trade Unions advising their members not to sign declarations in future, and were they required annually?

Union guidance not to sign had been issued last week, although all staff had now completed a declaration form. Declarations were not required annually.

2 *Disciplinary and Grievance policies, Code of practice and safe working practice policy*

The current versions of Disciplinary policy, Grievance policy, Code of practice and safe working practice policy had been circulated with the agenda. Waltham Forest was currently developing new model policies and, as Buxton would want to consult staff on these, it was proposed to re-endorse the existing policies for the time being.

On this basis Governors approved continuing with each of these policies, unanimously.

3 *Best Value statement 2015*

The Business Manager explained that this set out the school’s commitment and was unchanged from last year. Governors approved the best value statement, unanimously.

14/15 GOVERNING BODY CONFERENCE

Action

The Prince Regent hotel had been booked as the venue for the conference on Saturday 25th April. The Chair reminded Governors that last year the conference had looked at the SDP, and reviewed strengths and weaknesses, and invited suggestions for topics to be considered. The following topics were suggested:

- Update on academy status and information
- Focus on relative performance of groups, equalities, problems & possible action
- Practical meaning of British values and preventing indoctrination in terrorism
- Implications of moving the school from Good to Outstanding
- 20 key questions for Governors 2015 edition (issued by the National Governors' Association, Secretariat to the All Party Parliamentary Group on Education Governance and Leadership)

The Chair suggested that it might be more appropriate to devote one meeting of Performance and/or Inclusion & Diversity Committee to a focus on groups and equalities. The HT advised that work done on British values etc had been submitted for an award and she would ask Carol Moloney to provide a presentation. It was also suggested that there were strong links between considering the 20 key questions and moving the school from Good to Outstanding.

The Clerk was asked to email details of the conference to all Governors and it was agreed to invite all SLT members to attend.

Clerk

15/15 GOVERNOR FEEDBACK

1 **Link Governor Reports**

There were no reports.

2 & 3 **School related events attended & Governors' contributions to school life**

Governor Whelan Had attended the Christmas concert, Carols and Nativity and planned to attend an Assembly on 11th February

Governor Thomas Had attended the creative arts and drama evening

The HT informed Governors that Buxton Voices would be taking place each morning for different year groups

4 **Training planned or undertaken**

Governors Joe Blair, Michael Dixon, and Sean Gascoigne were booked on training courses.

There being no further business the meeting was closed at 20.15