



MINUTES OF THE GOVERNING BODY MEETING

Held on Thursday 18th September 2014 at 6.30pm

Venue: Primary Phase Staff Room

Membership Present:

Mr. Clyde Kitson	LA Governor
Mr. Tom Williams	Trust Governor & Chair
Ms. Radhika Bynon	Trust Governor
Ms. Paulette Dixon	Parent Governor
Ms. Michelle Thomas	Parent Governor
Mr. Mike Dixon	Co-opted Governor
Ms. Belinda Whelan	Co-opted Governor
Ms. Emma Humm	Co-opted Governor
Mr. Tony Wilkins	Co-opted Governor
Mr. Sean Gascoine	Co-opted Governor
Ms. Kath Wheeler	Staff Governor & Head Teacher
Mr. Mark Deveson	Staff Governor

In Attendance:

Ms. Jackie Bowers-Broadbent	Head of Primary School
Ms. Alison Money	Clerk to the Governing Body
Ms. Julia Ryan	Cover Minute Secretary

Pre-Meeting, Governors were delighted to spend 35 minutes meeting a group of Pupils – prefects and representatives of Buxton Voice from all year groups across the school. Governors and Pupils enjoyed an interesting and informative presentation and a question and answer session, finding out about each others roles and the work being done by all to further improve school life. At the end of the session Governors warmly applauded and thanked all the pupils for their time. Governors also recorded their thanks to Carol Moloney who brought the students to the meeting and who did a lot of work in preparing for it.

Min	Summary of Action Point/Matters Arising for next meeting	Action
62/14	Clerk to write to Richard Evey	Clerk
65/14	Remove watermark from June 2014 minutes, Chair to sign	Clerk, Chair
66/14	Circulate Performance Committee paperwork for 25/09/14 Meeting	Clerk
68/14	Circulate the Minutes from the 26/06/14 Performance Cmte	Clerk
69/14	Lesson Observation Results post-November	Head
73/14	Remind Parents that they can request a reduction in the £6 daily limit	Clerk
74/14	Clerk to invite Governors to Sports Awards Evening (09/10/14)	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*

62/14 APOLOGIES FOR ABSENCE AND WELCOME

Apologies for absence were received and accepted from Anita Ross and Rennae Medwynter. The Clerk has tried to contact Richard Every several times, but has had no response. Governors asked that she write to him to advise that action will be taken to remove him as a Governor as he has not attended for over six months and has not made any contact. Sean Gascoigne was formally welcomed as a new Co-Opted Governor.

Action: Clerk

63/14 ELECTION OF CHAIR AND VICE CHAIR

Tom Williams was proposed and seconded as Chair; no other nominations were received. Tom Williams was unanimously elected as Chair to serve for a one-year term. Paulette Dixon was proposed and seconded as Vice Chair; no other nominations were received. Paulette Dixon was unanimously elected as Vice Chair to serve for a one-year term. Governors congratulated them both.

64/14 DECLARATIONS OF INTEREST AND REGISTER OF GIFTS & HOSPITALITY

None reported.

65/14 MINUTES OF THE LAST MEETING HELD ON 19TH JUNE 2014

The Minutes were approved as a correct record following one amendment at paragraph 47/14 – removing 'P Dixon' from the fourth line. The watermark 'draft' will be removed for the Chair to sign a copy.

Action: Clerk

66/14 MATTERS ARISING FROM THE MINUTES

All Actions from the last meeting were completed. Governors asked about new membership for the Performance Committee and if the start time could be later than 5pm to facilitate attendance. As some Staff are due to attend the next meeting to present, the start time will stay at 5pm for now but a change in time will be borne in mind. Sean Gascoigne offered to attend the next meeting (25th September) and this was agreed; the Clerk will send him and other interested Governors the paperwork.

Action: Clerk

Governors asked:

Q. Pupil Survey (55/14) – is all the work being carried out on the outcomes?

A. Yes, we are taking the work forward.

Q. The School Forum (60/14) met last night. However it is a difficult meeting to get to and seems overly-bureaucratic and process-driven; feedback to that effect has been offered. Would it be more appropriate for a staff member to attend?

A. *We will see how the School Forum evolves/changes following the meeting last night; there will be changes to the construct.*

67/14 CHAIR'S ACTION

Chair's Action was taken following the Resources Committee decision last week on Support Staff Pay; this allowed the necessary paperwork to be submitted to payroll. The Committee made the decision to give the Pay Award of 1% to all those on the six-point scale who had met their performance targets [The School's Pay Policy maintains a six-point scale – in line with other local schools – and for Pay Awards to be also awarded as appropriate to those staff not on the Minimum or the Maximum].

Governors asked:

Q. Does the budget allow for a 1% pay increase across the board for Support Staff?

A. *Yes; this was built-into the budget.*

Governors, minus Staff Governors who did not vote, unanimously agreed to ratify the decision of the Resources Committee.

68/14 GOVERNING BODY COMMITTEES & TRUST BOARD UPDATE

1. Performance Committee held on 26th June 2014

Governors received a verbal update; the Clerk will circulate the Minutes shortly. Key points are that:

- Year 10 is a concern, but work is in place and the issues are not insurmountable
- The Committee will meet again next Thursday (25th September)
- Pupil Attendance has improved

Action: Clerk

2. Resources Committee held on 2nd July 2014 (Minutes circulated to Governors)

The key points from the Committee were:

- Terms of Reference were updated and agreed, with elections to be held at the end of the school year and not the start
- The Head gave an update on Staffing
- The Financial Statement was healthy
- Cash Flow is positive
- There is a healthy outlook for Reception
- No building information was discussed – there was a meeting two days later

Governors asked:

Q. What is happening with the complaint from a local resident regarding noise from the Music Department?

A. *The Noise Abatement Officer from the Council has visited the resident; we have heard nothing since the visit. There has been no change to our music provision other than a new teacher. The resident has complained before – their property is located metres from the school site and a night worker lives in the property. There is no other location in school of sufficient size to relocate music to, so we do monitor what happens in the existing space.*

69/14 HEAD TEACHER'S REPORT

Governors received the following documents:

- a. Report (two pages - white)
- b. KS2 and KS4 2014 Results (three pages – yellow)
- c. School data dashboard (three pages – white)

The Head explained that the Report reflected that it was early in the new school year. She talked Governors through the headlines, key points being:

RESULTS AND PERFORMANCE

- **the school has achieved great KS2 and GCSE results** – they have been published on the school website
- **GCSE results were 63% 5+A*-C** (against a target of 62%) which puts the school c.6th in the Waltham Forest League Table and only 1-2% away from the next three schools. The Head gave slight caution that the 63% may adjust to 62%
- English GCSE results were very strong, but the Maths results were down on last year's strong outcomes
- **KS2 results were 85% L4+ in Reading, Writing and Maths** – above local and national averages and the best-ever Primary results for the school. KS2 had been a big focus as there had been a worry of a three-year downward trend. Now the priority is to maintain and improve on these good results, particularly L5's in Writing and Maths, bearing in mind that the margins for improvement in percentage terms is limited by some results already being in the 90%-range, the numbers of SEN pupils and also each pupil counting for more than 1%
- **SPAG Results** – Work since last year to plan for them and improve has led to a big jump this year, as last year they were not good - below local and National Averages
- KS2 has benefitted from additional staff, a residential trip that included Maths and English activities and booster sessions after school and holiday classes. Progress is improving all across KS2 and there has been a focus on Upper KS2. Monitoring is effective and informative and overall there has been a change in expectations and consistency, and there is no complacency
- Against all trends, Boys are doing better than Girls, including in English
- There have been staff changes in the English Department so the focus will be to ensure consistency of high standards this year
- The school is sharing good practice – such as work with Boys in English – with other schools; the school is in a stronger position to do so this year, work is ongoing in Waltham Forest
- It is very pleasing to see such good results in both Phases at the same time, and the Head recorded her thanks to staff, pupils, parents and Governors for all their efforts. The Head said that she had already thanked staff before the results were known – she felt that it was important to recognise all their efforts, regardless

Governors agreed that the results were excellent and endorsed the positive words from the Head.

Governors asked:

Q. Why are Boys doing better than Girls, against the trend?

A. It is hard to say. There is certainly a positive ethos and expectations with Boys, and they have confidence more than Girls tend to have in asking to do extra – for instance asking to sit exams early.

Q. Why were GCSE Geography results only 43%? And what about Music?

A. There are quite a few reasons and it's been a three-year pattern. The subject improved last year, and work on this is planned and monitored by the Performance Committee. The Clerk will send papers to interested Governors (see 66/14). Music has improved, due to a new teacher.

Q. Writing – what is actually assessed, physical technique?

A. It isn't the physical act of writing – although that is a necessary skill – but the construct of Writing: SPAG and creativity. And it isn't just assessed in English but in subjects across the Curriculum and progress is judged over the course of a year.

Q. What is the National Average for Maths for KS2 in 2014?

A. Only provisional result's are available – the Clerk confirmed this – and so we await RAISE Online data, which is often not received until some weeks into the school year.

TEACHING AND LEARNING

- there are a number of new staff and the lesson observation programme will resume this term; we expect the first figures for this term to be available in November 2014

Action: Head

- the Improving Quality of Teaching (IQT) Programme has resumed and support programmes continue where necessary; all new teachers will be observed this half-term
- the goal remains that all teaching is Good or Outstanding as soon as possible
- the school will deliver its own Outstanding Teacher Programme under the OLEVI² Licence and there is a big drive on Marking & Feedback to productively close the communication loop between teachers and students

ATTENDANCE AND BEHAVIOUR AND SAFETY

- on the second day of term Attendance was 91.7%, poor for the first days
- since the Head wrote her Report there has been 1 Fixed-Term Exclusion of one day; the Head has communicated with the Chair about this. There had also been another incident and without going into detail, the Head outlined that it

¹ <https://www.gov.uk/government/statistics/national-curriculum-assessments-at-key-stage-2-in-england-2014>

² <http://www.olevi.co.uk/our-programmes/the-outstanding-teacher-programme-otp/>

- concerned an alleged incident outside of school involving three pupils and a member of the public, and there has been Police involvement and a Parental Complaint. The Police have to date not contacted the school, and the Head cautioned Governors that the brief press reporting to date has not been wholly accurate. Governors noted the update and that it was a Confidential matter
- aside from this, the year had started really well; very positive
 - the Secondary Phase held an outstanding Fire Drill today; one of the quickest ever

Governors asked:

Q. Do you have numbers on Year 6 pupils staying at the school into Year 7?

A. The data is to be produced but we know the numbers are increasing; some pupils who left after Year 6 have now returned to Buxton!

LEADERSHIP AND MANAGEMENT

- The Pay Policy will be reviewed in line with the Teachers Pay and Conditions Document 2014; a local Working Party will be set up to make this easier

COMMUNITY

- 272 children from ages 6-17 took part in one or more sessions of the Summer Programme: VProject; Summer 7 Transition Camps; Grow, Craft and Play; Archaeology Master Class with the Museum of London and League 4 Sport in conjunction with Tottenham Hotspur were all on offer. The Programme was very successful and there was a significant increase in the number of Jenny Hammond pupils attending; their Head gave very positive feedback. 69% of the children attending the programme were Buxton students with 31% from other schools

RESOURCES

- 115 pupils started Reception (120 by Census) and 153 started in Year 7; the highest number for some years
- Nursery and Reception are expected to be full by Census Day on 2nd October 2014
- The balanced Budget for 2014/15 is progressing as expected; the carry-forward is allocated for buildings work
- Support staff pay is undecided Nationally and there is a proposed strike (Unison) for 14th October 2014

Radhika Bynon left the meeting at 20:07

70/14 2014/15 SCHOOL DEVELOPMENT PLAN

Governors received a copy of the SDP for 2014/15; the draft plan was considered by the Governing Body on the 19th June 2014. Page 7 is an addition – ‘Objective: to improve results at each Key Stage’. The Head said that improvement from previous SDP’s had been looked at. She commented that this showed that Governor Attendance [necessary for monitoring of the SDP and for specific actions such as on Page 6] stands

at 69% against a target of 96%. Governor attendance has previously been regular, and all the work of Governors is appreciated. **Governors approved the SDP for 2014/15.**

71/14 BUILDINGS DEVELOPMENT

The Head provided a verbal update on the Priority Schools Building Programme:

- it has reverted to the original plan: for Buxton to be the first school and to have a full rebuild
- Bidders Day will be on 9th October 2014 – for potential contractors to visit the site – with a Contractor due to be appointed c.November 2014
- The school will have additional resources as the new site size will be bigger than pupil numbers; the school will take advantage of this by improving IT

Governors asked:

Q. When is the earliest the work will start? Wouldn't we be better not to be the first school?

A. We anticipate the earliest start date to be Summer 2015, though there is a chance it could be Easter 2015. The Contractor will only get the contract for the rest of the Programme if they are successful building the first school – so we do not believe that Buxton is disadvantaged by being first, particularly as the Contractor will wish to impress.

72/14 ACHIEVEMENT PARTNERSHIP AND FUTURE SOUTH AREA PARTNERSHIP COLLABORATION

The Chair gave verbal feedback from the Achievement Partnership Governors' Meeting. He said that the main effort was on sharing Best Practice on Performance Management. The Governor Forum arranged a visit to an Outstanding school in Hackney; it is backed by KPMG and the City of London.

Governors asked:

Q. Was there any discussion regarding 6th Form?

A. No.

The Head advised that Lammas and Norlington Schools had both issued individual Consultation Documents³ on new 6th Forms; they had issued these without notice. Leyton 6th Form is not in favour of the proposals. Buxton is a through-school and has no buildings available to house a 6th Form. However Lamington and Norlington are both struggling for pupil numbers and clearly wish to increase their viability. The Head said that she was not in a position to advise Governors how this might impact on Buxton, and it would be for Governors to decide if they wished to respond to the Consultations or not. The Head added that there was a possibility of Buxton having a stronger relationship with Leyton 6th Form, leading to a path to 6th Form for Buxton students: e.g.

³ <http://www.lammas.waltham.sch.uk/wp-content/uploads/2014/09/Lammas-Consultation-Document.pdf>

<http://www.norlington.net/images/pdf/Norlington%20School%20For%20Boys%20consultation%206th%20form.pdf>

guaranteeing every pupil a place at Leyton. Buxton is certainly keen to work with Leyton to harness their teaching expertise in achieving Grades A* and A.

Governors asked:

Q. Is there a new 6th Form College in Stratford?

A. It is believed this has a Science-focus.

[Post Meeting Note: See <http://eastlondonsciencesschool.co.uk/index.html> It is a Free School that opened in September 2013 and so has recently completed its first year. It does not appear to have a 6th Form].

Governors agreed that it would be of benefit to deliver a closer relationship with Leyton, particularly with regard to teaching expertise.

73/14 POLICIES

Governors ratified the Biometrics Policy, as recommended by the Resources Committee at their 2nd July 2014 meeting. The Clerk explained that it was an update on an existing policy and that biometrics was working well in the Secondary Phases and there was no distinction between Free School Meals pupils and other pupils.

Governors first asked:

Q. Is there a minimum top-up of £10 per pupil? How do Parents control spending?

A. There is a daily limit on expenditure of £6 per pupil, however parents can request a lower limit by contacting the school and two have done so. Parents see information on what their child is buying and how much they are spending. We did a lot of research with other schools before setting the daily limit, but we shall do more to communicate to parents that they can request a lower limit.

Action: Clerk

74/14 GOVERNOR FEEDBACK

There were no Link Governor Reports. Paulette Dixon attended the Year 6 Transfer Evening the previous night and reported that she found it really positive; other Governors attended various end of term events last term. The Clerk will send out invites to the Sports Awards Evening for Years 5-11 which will be held on 9th October 2014. A list of training undertaken or planned was circulated (grey) and leaflets on Health and Safety Training (21st October 2014) and Safeguarding were distributed; Governors were asked to advise the Clerk if they wished to attend either. Newham have published their Governor Education Programme for 2014/15 – Governors each were provided with a copy – but Waltham Forest is yet to do so. The Head advised that Staff Training is held on Thursdays and extended an open invite to Governors to participate.

Action: Clerk; All

75/14 Any Other Business

None notified.

76/14 Date of Future Meetings

Governors received a list of dates of meetings for the 2014/15 academic year (cream).

For ease of Reference, the remaining 2014 meetings are as follows:

25 th September 2014	Performance Committee
22 nd October 2014	Health & Safety Committee
13 th November 2014	Resources Committee
27 th November 2014	Inclusion & Diversity Committee
4th December 2014	GOVERNING BODY – at 6.30pm
11 th December 2014	Resources Committee

The Meeting closed at 8:36pm