

THE GOVERNING BODY FOR HOLY TRINITY CE SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON MONDAY 27 FEBRUARY 2017

Foundation Governors

*Mr Mike Waring
*Father Marius
*Mrs Karina Brookes
*Mrs Sarah Tyner
*Mrs Paula Quiddington (Vice Chair)
*Mrs Jac Miller
*Mr David Smith
Mr Neil Rymer (Vice Chair)

Staff Governors

*Ms Roz Kimani (Headteacher)
*Ms Sara Sheppard

Parent Governors

*Ms Emma Tsangarides
*Mr Francesco Zoffoli

Co-Opted Governor

*Mr Mark Chapman (Chair)

LA Governor

1 x vacancy

Associate Members

*Dr Margaret Martin

Non-voting Observer

*Miss Newman (Deputy Headteacher)

*denotes member present

In Attendance

Ms Sarah Beaumont (Clerk)

The meeting opened with a prayer.

17/01 **Welcome**

The Chair welcomed all to the meeting, giving an overview of the discussion topics to be included.

17/02 **Acceptance/Non-Acceptance of Apologies for Absence**

Apologies were submitted and accepted on behalf of Neil Rymer.

17/03 **Governing Body practice & membership**

Membership: It had been reported by the Clerk that Roderick Tella had responded to the Chair's letter, advising of his resignation due to personal reasons. Unfortunately his response had not been received by the Chair. Governors accepted Roderick Tella's resignation.

The Clerk explained the process of appointment of an LA Governor, stating that, whilst it was in the remit of the General Functions Committee to nominate a candidate, the Governing Body could suggest a suitable candidate, whom the Committee could consider. It was acknowledged that there was now a greater emphasis on recruiting Governors with suitable skills.

A Governor asked how the Governing Body could identify skills needed. The Chair responded that a skills audit had been conducted but not recently, and that more recent guidance fed into the Governing Body's understanding of requirements, including statutory responsibilities and the new Governance Competency Framework.

A discussion ensued regarding the time commitment needed to be a Governor and it was noted that the National Governor Association (NGA) had recently estimated that time commitment for governance duties was approximately 20 hours per month.

Governors agreed that this was a good opportunity to seek a suitable appointment to fill the LA Governor vacancy. The Chair and Jac Miller agreed to set out desirable skills for the new appointment.

Action: Chair and Jac Miller

Sarah Tyner joined the meeting at this point.

Meeting with Parents: The Chair reported that he and Mike Waring had attended a meeting with parent representatives, at which questions relating to communication and school funding had been raised. It was reported that, based on feedback from parents, the Governing Body should review its practice in communication with the parent community.

A discussion ensued with regard to how communication practice could be reviewed, and it was agreed that a Working Party be formed in order to make proposals to the Governing Body regarding a communications strategy.

Membership of the Working Party was agreed as:

Francesco Zoffoli, Sara Sheppard, with Sarah Tyner available to proof and advise on finished documents.

Items to be considered by the Working Party were noted as follows:

- Establishment of a list of Governing Body priorities regarding communication, based on voluntary resources;
- Appointment of a Link Governor for Communication;
- Appointment of a Governor with experience in communications and/or with a public relations (PR) background;
- Appointment of a Communications Officer from the parent community;
- Ways in which the school's profile could be raised and better marketed, in order to offer parents a better sense of ownership in a high profile school that was doing well;
- Raising funds outside of the school in the wider community;
- Ways in which to collaborate further with neighbouring schools in promoting fund-raising opportunities;
- How the level of admissions to the school could be enhanced by better marketing, including drafting the new prospectus;
- How to manage information about the school to be regularly included in The Archer Newspaper;
- The creation of a Parent Forum.

Action: Working Party

Emma Tsangarides invited Governors to contribute a piece about their backgrounds and specialisms, to be included in the school newsletter.

Action: Governors / Emma Tsangarides

Sara Sheppard advised that a Governing Body email address had been established. It was explained that the Chair would be responsible for responding to questions and enquiries received via the Governing Body email address, and that this responsibility would be delegated to either of the Vice-Chairs where appropriate.

Future Clerking Arrangements: The Chair advised Governors of the new service offer received from Barnet with Cambridge Education. It was noted that there were additional tiers of support offered, and that the costs to continue with the current clerking arrangements had been

increased by 30 – 40%. Governors agreed that the Chair, with Mike Waring, would consider options for clerking in the future on their behalf.

Action Chair / Mike Waring

Confidentiality: The Chair reminded Governors of the importance of confidentiality. It was noted that because of a variety of factors including Government funding cuts, and pressure on admissions, the school could be subject to negative data related to specific school-related issues as well as education more generally. Governors were reminded that information relating to discussions within Governing Body meetings could be shared with the wider community only after the minutes of the meeting had been confirmed, and then to reflect the collective Governing Body view and not views of individuals.

A Governor reminded Governors to ensure that their written communications were concise, succinct and relevant, and could be subject to Freedom of Information requests.

It was noted that no Governor had individual power to respond to questions on behalf of the Governing Body, unless delegated to do so.

17/04 **Declaration of Pecuniary Interest in the Current Agenda**

There were none.

17/05 **Part I Minutes**

The Minutes of the meeting held on 7 November 2016 were CONFIRMED and signed.

17/06 **Matters Arising**

Headteacher's Report (16/53): Noted that the Headteacher had actioned liaison with Brookland School regarding the narrative produced to explain the change in curriculum and assessment as a pre cursor to the children's outcomes, as a model of good practice.

Other items were dealt with on the agenda.

17/07 **Report of the Headteacher (to include 'School Improvement Partnership Update')**

The Report of the Headteacher, copies of which had been circulated prior to the meeting, was received and noted. Arising from the report:

Leadership and Management: A Governor asked for more information about 'Book Bingo'. The Headteacher explained that pupils were chosen at random to monitor their progress and achievement, and were asked about their experiences of learning. The chosen pupil then received a certificate at the end of the day in recognition of their participation.

School Partnerships: The Chair asked whether participation in the school partnerships were proving to be effective, and questioned whether the partnerships had yet brought schools nearer to the vision of achieving joint accountability.. The Headteacher responded that meetings were conducted regularly with key leaders within the partnership to discuss identified key areas and that four schools in the partnership were consistently represented at meetings. The Headteacher and Deputy Headteacher reported that they found benefit in these meetings, at which topics such as impact of interventions, marking, the route map looking at pupil progress, and sharing and improving good practice had been discussed.

The Headteacher reported that the school partnerships had been discussed at the recent Director's Briefing for Headteachers, and that the structure of the partnerships may be reviewed.

Quality and Standards/Outcomes for children: A Governor asked for more information regarding the offer to Year 6 pupils for pre-SATs support. The Headteacher responded that during the Easter break, three hours over four days would be offered to an identified group of 12 pupils, at no cost to the school. This would be achieved by staff volunteering their time in the holiday, and being paid with time of in lieu, with pupil premium funding being used where appropriate. The Headteacher reported that she had sought agency rates for this, which had been costed at around £200 per child.

Governors joined in acknowledging the significant contribution of staff to offer this valued resource.

A Governor asked how this had been communicated to the families of those pupils who had not been identified to receive this support. The Headteacher responded that those pupils not identified would continue to receive support within the structures already established.

The Headteacher reported that she had attended a meeting related to SATs with Steve Marshall, Science Advisory Teacher with the Local Authority (LA). She stated that the school was offering a huge range of support for all pupils, together with a strategy for identifying key objectives that parents could help the school to work on.

In response to a question from a Governor, the Headteacher gave more information regarding the predicted information provided, adding that communicating results to the school community was a sensitive issue in order to protect the identity of each pupil.

The Chair asked if it was unusual to pre-circulate outcome data. The Headteacher responded that data was usually produced from the previous year, but that because of the changes in pupil assessment, data from the previous year could not be used.

The Chair relayed a question that he had received from parent representatives, relating to why parents were not informed earlier about any areas of underperformance. It was noted that it was not customary to pre-publish whole-school data in the Primary phase, and that without knowledge of contextual data, it would not be known if the school was underperforming.

The Chair thanked the Headteacher for her report.

17/08 **Committee Reports**

Finance, Staffing and Buildings (FSB): The minutes of the committee meetings held on 23 November 2016 and 31 January 2017, copies of which had been circulated by email, were received and noted.

Mike Waring gave an overview of issues being considered by the committee. A Governor asked if reference had been made to voluntary contributions payments at the meeting with parent representatives. The Chair responded that parents had asked several questions relating to voluntary contributions, including what the payment was for, how the level was set, and whether more parents would pay if the rate was reduced. It was noted that much of this information was provided in the letter circulated to parents to request voluntary contributions.

It was noted that in the past the rate had been reduced, that there had been no resulting increase in the number of parents making voluntary contributions, and that ultimately this had resulted in a shortfall. The Chair suggested that the Governing Body continued to annually review and reflect on its practice, as it had done in the past.

The Chair asked how much discussion had taken place with regard to Government cuts in school funding at committee level. Mike Waring responded that early indications showed that the school was not disadvantaged by the revision in funding per pupil, because this was already capped. However, it was noted that staff and other costs were increasing, so it was anticipated that the school would not be better off.

Mike Waring stated that staffing costs were set to reflect cuts in funding and that budgeting was cautious. Governors were invited to attend FSB committee meetings if they were interested and available.

A Governor asked for an update on the procurement of playground equipment. Mike Waring responded that there was no update, but that a review was being undertaken regarding issues such as health and safety relating to this work. It was noted that any work would be undertaken over the summer holidays.

The Headteacher reported that pupils had been instructed as to appropriate outdoor use of the Astro-turf and other facilities.

A Governor asked about the long-term plan regarding funding. Mike Waring responded that the Government had produced a financial plan up until 2020, which had identified further cuts. It was noted that the Government would be running a second consultation and that information could change over the next two years, which made long-term budget forecasting difficult.

The Chair stated that Barnet was comparatively better off than its neighbouring boroughs, which fell in inner London in terms of funding. It was noted that more impact may be felt in the secondary phase. It was noted that the deprivation factors had not been changed.

Strategy: Noted that the committee had not met.

Curriculum, Pupils and Community (CPC): The minutes of the committee meeting held on 12 January 2017, copies of which had been circulated with the agenda, were received and noted.

Jac Miller gave an overview of issues discussed by the committee, including data, Pupil Premium, and the Special Educational Needs (SEN) policy. It was noted that the policy had changed significantly, and was easy to navigate.

It was noted that consideration was being made to include Governor training on safeguarding led by Sarah Tyner at the budget ratification meeting on 27 March 2017.

A discussion ensued with regard to how priority areas in the school, such as Maths, were recorded in the minutes of meetings, and whether this could be read in a negative light.

It was noted that minutes of meetings needed to be a useful aide memoire to those in attendance, a record of issues and priorities discussed, and form part of the Governors' accountability. However, it was noted that it was not a requirement to publish committee minutes or the Headteacher's report on the school website, and that notes or minutes referring to identifiable members of staff or pupils should be kept confidential.

It was agreed that the Part I minutes of Governing Body meetings would be published on the school website.

Admissions: Paula Quiddington gave an overview of issues discussed. Governors noted that the minutes and breakdown of criteria under which people were applying had been circulated.

It was reported that priority for admissions of children of staff members had been agreed. It was noted that the Admission Policy for 2018/19 had already been signed off, so this change would

be included in the Admissions Policy 2019/20. Noted that the Admissions Committee would report to the Governing Body with a proposal.

Action: Admission Committee

A Governor suggested that the number of pupils being admitted from nursery should be tracked.

RE and Worship Committee: The minutes of the committee meeting held on 24 January 2017, copies of which had been circulated by email, were received and noted.

Mike Waring gave an overview of issues that had been discussed by the committee, including final data in the previous year compared to the current year. It was noted that the attainment and progress of Pupil Premium pupils in one class had exceeded that of non-Pupil Premium pupils.

17/09 **Ratification of policies**

Lettings Policy: circulated by email

Financial Management Policy, incorporating Credit Card Policy and Fraud Policy: circulated by email

Breakfast Club Policy: circulated by email

After School Club Terms and Conditions: circulated by email

Special Educational Needs (SEN) Policy: circulated by email

2018/19 Admissions Policy: substantially the same as the previous year

E-safety: circulated by email.

Upon consideration, Governors agreed to RATIFY the policies.

It was noted that the terms of reference for the Admissions Committee had been updated and these were approved by Governors.

17/10 **Chair's Correspondence**

Report of Director of Children's Service – Spring 2017

1. Family Friendly Barnet and Resilience: This was noted.
2. Governance Self-evaluation Tool: This was noted.
3. School Attendance: Update for Governing Bodies: This was noted.
4. Progress Report on Barnet with Cambridge Education partnership: This was noted.
5. Barnet with Cambridge Education: Update on Governing Body Clerking: This was noted.
6. Update on School Funding: This was noted.
7. Early Years Update: 30 Hours Childcare: This was noted.
8. Governor Information to be published on Edubase: This was noted.
9. Ofsted Annual Report: Governance overview: This was noted.
10. Improving Governance: Governance arrangements in complex and challenging Circumstances: This was noted.

Action: Sarah Sheppard

11. Governance Handbook Update: This was noted.

17/11 **Report of Training Link Governor**

The Training Link Governor reported on the Training Link Governors' meeting that she had attended earlier in the term. It was reported that the following items had been discussed:

- General themes that had emerged through Barnet school self-evaluation audits including succession planning, and Governor involvement in self-evaluation;
- Inspiring Governance as a national resource for finding suitable Governors ;
- The New Governance Handbook;
- The new Competency Framework;
- It was noted that Governors should attend a course on Safeguarding/Child Protection: Keeping Children Safe in Education at BEST Hub on 30 March 2017 at 7 – 9pm.

Governors noted that a self-evaluation audit of the Governing Body had been undertaken in the previous year and that the Governing Body should consider undertaking this exercise annually, either by using the Barnet process, or materials from the National Governors Association (NGA), or the new Competency Framework.

17/12 **Report of the Treasurer**

The Treasurer provided a verbal report, noted as follows:
Income since the last report:

- | | |
|--------------------------|---------|
| 1. Parental Contribution | £680.00 |
| 2. Lettings | £860.00 |

Payments:

LDBS Maintenance Scheme	£2218.50 (Autumn Term 2016)
	£2218.50 (Spring Term 2017)
Current Balance	£3760.38

Noted that:

1. The current insurance had been paid for by the school budget, compared to previous years when it had been the responsibility of the Governors.
2. Nat West Bank had informed the Treasurer that cheques required only one signature;
3. The Treasurer reported on the on-going issue with Nat West Bank regarding establishing three signatories, and the change of status from Club to Firm/partnership, which had instigated confusion.
4. The total income from parental voluntary donations since the October reminder was £7890. It was noted that anticipated outlay until the end of August was £2700 without the cost of the Insurance premium.

Mike Waring reported that it was anticipated that once the LDBS had established its system for entering Gift Aid, the school would be able to claim six years of Gift Aid contributions.

A Governor asked for clarity on the process to accept lettings being dependent on the availability of the Site Manager. It was agreed that the FSB Committee would review the lettings policy again.

Action: FSB Committee

The Chair thanked the Treasurer for his report.

17/13 **Any Other Business**

Multi-AcademyTrust consideration: The Chair reported that he had been invited to a meeting by the Executive Principal of Millbrook School, to explore the possibility of the school becoming one of the early entrants in a LDBS MAT. Governors agreed that the Chair attend the meeting to begin investigating the benefits of such collaboration, and report back.

Action: Chair

Government funding cuts to schools: The Chair reported that he had received approaches from two schools asking the Governing Body's stance in relation to the proposed school funding cuts. The Chair suggested that the Governing Body consider a spectrum of measures.

An in depth discussion ensued. Governors agreed the following course of action:

- That the Governing Body respond to the general consultation;
- That the Governing Body sign-post parents to respond individually to the consultation;
- That the School newsletter includes an update from the Governing Body, stating that the Finance Committee was in the process of judging the initial impact of the cuts to the school.

Action: Chair

Governor engagement

Emma Tsangarides proposed ways in which Governor engagement could be increased. She stated that the Governing Body could achieve a heightened presence in the school through:

- Drawing up a rota for Governors to attend Friday assemblies, in order to propose thanks and congratulate pupils;
- Allocating a Governor to each class, to attend class events, trips and assemblies;
- Governors writing regularly for the school newsletter.
- Governors attending school events.

The Chair made a plea for Governors to manage their time effectively and prioritise their commitment related to the priorities of the Governing Body.

Karina left the meeting at this point.

Emma to organise for Governors to attend an event.

Action: Emma Tsangarides

17/14 **Dates of Committee meetings**

The following meeting dates were noted:

CPC – 27 April 2017
FSB – 16 March 2017
RE&W – 23 May 2017

17/15 **Date of next Governing Body Meeting**

The following dates were confirmed
Spring Term Budget Ratification meeting: Monday 27 March 2017 (unclerked)
Summer Term: Monday 3 July 2017

17/16 **Motion of Confidentiality**

That, due to its nature, the business to be conducted be treated as confidential and not for publication.