LONDON BOROUGH OF REDBRIDGE

MINUTES OF THE ORDINARY MEETING OF THE GOVERNING BOARD OF CHADWELL PRIMARY SCHOOL

DATE AND VENUE: Wednesday 7th March 2018 at 6.30pm at the school

PRESENT: Mrs Sukhvinder Ubhi, Mrs S Ahmed, Mrs Margaret Lennard, Mr Lee Walker (Head teacher), Mr Kamaljit Mann (Acting Chair), Mrs Jackie Thompson, Mrs Seema Ahmed-Khan, Ms S Ilsley and Mrs J Greenidge

ALSO IN ATTENDANCE:
Karen Mount – Clerk to Governors

Attendance Record 2017-2018

<table>
<thead>
<tr>
<th>Governor Name</th>
<th>12.10.17</th>
<th>30.11.17</th>
<th>07.03.18</th>
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</thead>
<tbody>
<tr>
<td>Mrs A Egot</td>
<td>Attended</td>
<td>Attended</td>
<td>End of term of office</td>
</tr>
<tr>
<td>Ms L Schembri</td>
<td>No Apologies sent</td>
<td>No longer a governor</td>
<td>No longer a governor</td>
</tr>
<tr>
<td>Mr J Hickman</td>
<td>Apologies sent - condoned</td>
<td>Attended</td>
<td>Apologies sent - condoned</td>
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<tr>
<td>Mr K Mann</td>
<td>Attended</td>
<td>Apologies sent - condoned</td>
<td>Attended</td>
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<tr>
<td>Mrs J Thompson</td>
<td>Attended</td>
<td>Apologies sent - condoned</td>
<td>Attended</td>
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<tr>
<td>Mrs L Turner</td>
<td>Apologies sent - condoned</td>
<td>Attended</td>
<td>Apologies sent - condoned</td>
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<tr>
<td>Mrs S Ahmed-Khan</td>
<td>Attended</td>
<td>Apologies sent - condoned</td>
<td>Attended</td>
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<tr>
<td>Ms S Ilsley</td>
<td>Attended</td>
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<tr>
<td>Mrs J Greenidge</td>
<td>Attended</td>
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<tr>
<td>Mrs N Mehmood</td>
<td>Apologies sent - condoned</td>
<td>Apologies sent - condoned</td>
<td>Apologies sent - condoned</td>
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<tr>
<td>Mrs S Ubhi</td>
<td>Attended</td>
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<tr>
<td>Mrs M Lennard</td>
<td>Attended</td>
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<tr>
<td>Mr L Walker</td>
<td>Attended</td>
<td>Attended</td>
<td>Attended</td>
</tr>
<tr>
<td>Mrs S K Mann</td>
<td>-</td>
<td>Attended</td>
<td>Apologies sent - condoned</td>
</tr>
<tr>
<td>Mrs S Ahmed</td>
<td>-</td>
<td>Apologies sent - condoned</td>
<td>Attended</td>
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### Also in attendance

<table>
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<tr>
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<th>07.03.18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alison Smith</td>
<td>Attended</td>
<td>Apologies sent - condoned</td>
<td>Apologies sent - condoned</td>
</tr>
<tr>
<td>Annie O’Kane</td>
<td>Attended</td>
<td>Attended</td>
<td>Apologies sent - condoned</td>
</tr>
</tbody>
</table>

### ACTIONS

<table>
<thead>
<tr>
<th>ACTIONS</th>
<th>BY WHO</th>
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<tr>
<td><strong>MEMBERSHIP:</strong> School to run a parent governor election.</td>
<td>School</td>
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<tr>
<td><strong>MEMBERSHIP:</strong> The Head teacher and Mr Mann to speak to the Chair of Governors regarding the co-option of a governor.</td>
<td>Head teacher and Mr Mann</td>
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<td><strong>CO-OPTED GOVERNORS:</strong> The Clerk to contact Governors One Stop Shop for any suitable candidates.</td>
<td>Clerk</td>
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<td><strong>AGENDA ITEM:</strong> Clerk to add Term of Office of Vice-Chair to the agenda for the summer term 2018 meeting.</td>
<td>Clerk</td>
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<tr>
<td><strong>AGENDA ITEM:</strong> Clerk to add Election of Vice-Chair to the agenda for the summer term 2018 meeting.</td>
<td>Clerk</td>
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<td><strong>EVENT DATES:</strong> The Head teacher agreed to review event dates for the summer term and contact governors.</td>
<td>Head teacher</td>
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<td><strong>AGENDA ITEM:</strong> Clerk to add Year End Report to the agenda for the summer term 2018 meeting (May 2018).</td>
<td>Clerk</td>
</tr>
<tr>
<td><strong>AGENDA ITEM:</strong> Clerk to add EOY3 Form to the agenda for the summer term 2018 meeting (May 2018).</td>
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<td><strong>AGENDA ITEM:</strong> The clerk was requested to add Budget 2018/2019 to the agenda for the summer term 2018 meeting (May 2018).</td>
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<td><strong>REGISTER OF BUSINESS INTERESTS:</strong> Clerk to hand over to the school the completed Register of Business Interests.</td>
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<td><strong>PROPOSALS AND ADMISSIONS ARRANGEMENTS FOR NEXT AUTUMN:</strong> Clerk was requested to clarify the issue of twins in the new admission arrangements for September 2019.</td>
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<td><strong>FINANCE COMMITTEE:</strong> The Head teacher to email the minutes of the Finance Committee meeting (30.11.18) to the clerk. Minutes from the Finance Committee meeting (08.02.18) to be emailed to the clerk.</td>
<td>Head teacher</td>
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<tr>
<td><strong>AGENDA ITEM:</strong> Clerk to add Finance Committee minutes (08.02.18) to the agenda for the 17th May 2018 governing board meeting.</td>
<td>Clerk</td>
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<tr>
<td><strong>PREMISES COMMITTEE MINUTES:</strong> The minutes from the Premises Committee to be emailed to the clerk.</td>
<td>Mrs Thompson</td>
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1. **APOLOGIES FOR ABSENCE:** a) Apologies for absence are received and accepted from Mrs S K Mann, Mr J Hickman, Mrs L Turner and Mrs N Mehmoood, Mrs A Smith (Deputy Head teacher) and Ms A O’Kane (School Business Manager).
b) Quorum: The meeting was quorate.

2. **CO-OPTION OF A GOVERNOR:** The governing board considered the co-option of Mrs A Egot.

   The clerk informed the meeting that if Mrs Egot was eligible to stand as a Parent Governor this should be conveyed to her.

   The constitution is made up so that there is a certain percentage of parent governors, co-opted governor and staff governors.

   One group should not be able to out vote another group.

   **ACTION:** School to run a parent governor election.

   **ACTION:** The Head teacher and Mr Mann to speak to the Chair of Governors regarding the co-option of a governor.

   **ACTION:** The Clerk to contact Governors One Stop Shop for any suitable candidates for the co-opted position.

3. **DECLARATION OF PECUNIARY/PERSOAL INTERESTS:** There are no declarations of pecuniary/personal interests in any of the following agenda items.

4. **MEMBERSHIP:** The governing board noted the end of term of office of Mrs A Egot as Parent Governor.

5. **TERM OF OFFICE OF VICE-CHAIR OF GOVERNORS:** This item was deferred to the summer term 2018.

   **ACTION:** Clerk to add Term of Office of Vice-Chair to the agenda for the summer term 2018 meeting.

6. **ELECTION VICE-CHAIR:** This item was deferred to the summer term 2018.

   **ACTION:** Clerk to add Election of Vice-Chair to the agenda for the summer term 2018 meeting.

7. **MINUTES:** The minutes of the meeting held on 30th November 2017, having been agreed as a true record are signed by the Acting Chair.

8. **MATTERS ARISING:** The following matters arising from the last meeting are discussed:

   **Minute 1 Membership:** The Head teacher advised the meeting that he had
contacted the Metro Bank and details were taken. However, to date he has had no reply.

**Minute 7 Matters Arising (Governor Visits):** Governors are advised that event dates have been sent to them via the school’s newsletter.

Governors felt they should be directed to come into school and carry out a half day visit. This could then coincide with an event at the school.

**ACTION:** The Head teacher agreed to review event dates for the summer term and contact governors.

**Minute 7 Matters Arising (Finance Training):** It was noted that the SBM had undertaken Finance training with the board on 25th January 2018.

**Minute 13 Committees:** The Curriculum Committee met on 7th March 2018.

**Minute 15 30 Hour Nursery Funding:** The Head teacher advised the board that the 30 Hour Nursery provision was not being offered at Chadwell Primary School. The vacant places will be filled with part-time pupils.

9. **YEAR END REPORT:** This item was deferred to the summer term 2018 (May meeting).

**ACTION:** Clerk to add Year End Report to the agenda for the summer term 2018 meeting (May 2018).

10. **BEST VALUE STATEMENT:** The governing board received the Best Value Statement.

**DECISION:** The Best Value Statement was approved by the Governing Board and this was signed by the Head teacher.

11. **DRAFT EOY 3 FORM:** This item was deferred to the summer term 2018 (May meeting).

**ACTION:** Clerk to add EOY3 Form to the agenda for the summer term 2018 meeting (May 2018).

12. **DRAFT BUDGET 2018-2019:** The governing board received a copy of the draft budget 2018/2019.

The predicted surplus as at the end of the 2018/2019 financial year is reported as £291,588.
Funding received under IO1 Funds delegated by the Local Authority will not be subject to the changes in the National Funding Formula for 2018/2019. This will come in for 2019/2020. At this point the school will receive a flat cash settlement. The Head teacher advised governors that staffing levels will be reviewed in the near future to ensure the breadth of experience was maintained while at the same time remaining financially viable.

The Finance Committee have considered in depth the draft budget and approved this. Questions were raised by governors and answered by SBM via email as the finance committee convened to discuss the budget was cancelled due to snow.

DECISION: The budget 2018/2019 will be ratified at the governing board meeting in summer term 2018 (May 2018).

ACTION: The clerk was requested to add Budget 2018/2019 to the agenda for the summer term 2018 meeting (May 2018).

13. STAFF INSURANCE ARRANGEMENTS 2018-2019: The governing board are reminded that Chadwell Primary School have opted out of the Local Authority Insurance scheme. They are now insured by Royal Sun Alliance through Lucas Fetta. It was noted that this company gave the school more choice as to which members of staff could be insured. With the Local Authority scheme, it was only teachers who could be insured and they had to be absent for 30 days before any return was seen.

The new insurance premium quote has been received as £36,000. It was noted that the school did not claim this much back last year and so will look at the level of cover required.

A spreadsheet was tabled which showed three options.

Option one - £26,864.24
Option two - £27,410.70
Option three - £27,156.07

The three options were explained to the board.

From the three options noted, option two was £9,500 less than last year.

If the school does not renew with this company the school’s maternity leave absence will not be paid out.

DECISION: The Governing Board agreed to Option two (£27,410.70).
The Head teacher advised the board that some schools were self-insuring. They would not pay into an insurance scheme and just bank the money. For many they would hope not to have any pay-outs to cover. Chadwell Primary School felt this was too risky and would continue to pay into an insurance scheme for staff absence.

The school is tied into this insurance scheme for a further 12 months.

Governors noted that most teaching staff return to school after a few days off sick.

14. **HEAD TEACHER’S REPORT:** The report of the Head teacher was received.

The Head teacher advised the board that the Subject Leader Reports are written by staff at Chadwell Primary School. It was felt that by reporting to governors this will help teachers with their impact statements. At present the quality of these reports vary. Over time these will improve across all subject areas.

**Attendance:** Governors noted the attendance rate as at 7th March 2018 as 95.96%.

Governors were pleased to see the unauthorised absence so low at 00.91%. It was noted that parents continue to take their children out of school during term time. The school cannot do much about this except follow Local Authority procedure to issue penalty notices.

**Governors’ questions** (Response in italics)

Does the school receive this money? *No, the money received from penalty notices goes back to the Local Authority.*

15. **GOVERNING BOARD RESPONSIBILITY FOR MONITORING SAFEGUARDING OF SCHOOL:** The governing board noted their statutory responsibility for ensuring that the school has effective safeguarding procedures in place.

The board received a copy of the Single Central Register (SCR) Updates (Spring term 2018 (Term 2)).

This Register was reviewed and agreed by Mrs Thompson. Mrs Ahmed has now taken over this role. The SCR was reviewed and signed as accurate by Mrs Ahmed on 5th March 2018.

The clerk informed the meeting that the Register of Business Interests was now complete and would be handed to the SBM.

**ACTION:** Clerk to hand over to the school the completed Register of Business Interests.
DECISION: The Governing Board accepted the Single Central Register update.

The Head teacher advised governors that there would be a Teaching and Learning Review on 12th March 2018. Part of this review will include a Safeguarding audit. An audit tool is used to check the Safeguarding Procedures within the school. The Head teacher and SBM will review this document.

The board are reminded that Mrs Ubhi is the Child Protection and Safer Recruitment Link Governor and Mrs Ahmed is the Safeguarding Link Governor responsible for reviewing the SCR.

See Confidential Appendix A.

16. PROPOSALS AND ADMISSIONS ARRANGEMENTS FOR NEXT AUTUMN: The governing board received a letter from Mr C Stewart - Operational Director Education and Inclusion. This deals with the proposals and admissions arrangements for next autumn.

The admission arrangements for 2019/2020 have been agreed by Cabinet and include the following:

- a new oversubscription criterion giving priority to children of staff working in a school, up to one child per form of entry.

This criterion is for the children of all school staff and is not restricted to the children of teaching staff. However, priority will be given:

- to children of staff recruited to fill a vacant post for which there is demonstrable skill shortage;

- to children of staff employed at the school for two or more years at the time at which the application for admission to the school is made, ranked by distance.

This criterion will be implemented for entry to schools from September 2019 onward, and will be the second highest criterion following that for Looked After and previously Looked After children.

The Head teacher stated that this change could help with the recruitment and retention of staff.

Governors noted that priority will be given to children of staff working in a school, up to one child per form of entry. What happens if there are twins?

ACTION: Clerk was requested to clarify the issue of twins in the new admission arrangements for September 2019.
OFSTED INSPECTION ARRANGEMENTS: The board received the new Ofsted Inspection arrangements for Section 8 and Section 5 Inspections. The changes from January 2018 are noted as follows:-

- inspectors will continue to convert short inspections, usually within 48 hours, if they have serious concerns about safeguarding or behaviour, or if they think the quality of education provided by a school has declined to inadequate.

- when there are no significant issues with safeguarding or behaviour, but inspectors identify potential concerns about either the quality of education or leadership and management, the inspection will not convert. Instead, Ofsted will publish a letter setting out the school’s strengths and areas for improvement. A section 5 inspection will then take place later, typically within 1 to 2 years. This will give the school time to address any weaknesses and seek support from appropriate bodies. In the meantime, the letter will be clear that the school’s current overall effectiveness judgement has not changed.

- when inspectors have reason to believe that a school may be improving towards an outstanding judgement, Ofsted will publish a letter confirming that the school is still good and setting out its strengths and priorities for further improvement. A section 5 inspection will then take place within 1 to 2 years, giving the school time to consolidate its strong practice. However, requests from schools for early inspections will be considered. The majority of short inspections will confirm that the school remains good and, as now, Ofsted will return to carry out another short inspection after approximately 3 years.

The Head teacher advised the board that the school SEF is written from Section 5. Ofsted would review the school’s website at least 6 months before the inspection and again just before the inspection.

Mrs Greenidge supplied a website compliance checklist to the Head teacher to ensure the website was Ofsted-ready. The Head teacher confirmed that the necessary actions had been taken.

17. WHISTLEBLOWING POLICY: The board received the Whistleblowing Policy. The Head teacher stated that all typing errors had been corrected and personnel changes had been made.

DECISION: The Governing Board approved the Whistleblowing Policy.
18. EXCLUSIONS GUIDANCE: The governing board received the Exclusion Guidance document. The Head teacher stated that this had been considered by SLT.

The Exclusions Guidance document will sit alongside the Behaviour Policy.

Page 1 - Unacceptable behaviour which has previously been reported and for which school sanctions and other interventions have not been successful in modifying the pupil’s behaviour is be made a bullet point.

DECISION: The Governing Board approved the Exclusion Guidance.

19. GENERAL DATA PROTECTION REGULATIONS (GDPR): The governing board are advised of the introduction of GDPR as from May 2018.

The school’s Data Protection Officer (DPO) has been appointed with effect from 1st April 2018 from Essex County Council. The school has carried out an audit to ensure they are compliant in time.

Governors’ questions (Response in italics)

How long is the school signed up to the contract with Essex County Council? The contract is for 12 months. After this a group of school may be able to afford a DPO between them.

Does the school have to have a DPO? Yes, it is part of the regulations.

Will there be information on the school’s website? Yes, the website has to be compliant and the DPO will advise on this. The school’s Privacy Notice will have to be updated and added to all correspondence and the school’s website.

20. NON-CONTACT DATES 2018/2019: The governing board noted the following 4 non-contact dates for 2018/2019 have been agreed under Chairs Action.

Tuesday 4th September 2018
Monday 7th January 2019
Monday 22nd and Tuesday 23rd July 2019

One non-contact date to be agreed.

DECISION: The Governing Board ratified the decision of the Chair to agree 4 of the 5 non-contact dates for 2018-2019.
21. **LINK GOVERNORS:** The governing board noted the list of Link Governors and the Teacher in Charge. The role of subject Link Governor is also noted for governor’s information.

The following amendments to the list of link governors was agreed:

- Maths KS1 and KS2 – Mrs Seema Ahmed-Khan
- Music – Vacant
- Curriculum Committee Chair – Mrs Seema Ahmed-Khan (Acting Chair)

22. **VISITING GOVERNORS:** The governing board received the following reports:

- Literacy Governor – John Hickman (06.12.17)
- Gifted and Talented – Jo Greenidge (26.01.18)
- Literacy Governor – John Hickman (31.01.18)
- EYFS Standards – John Hickman (07.02.18)

It was noted that Mrs Greenidge attended the school on 19th January 2018 to discuss the Pupil Premium report and the Pupil Premium SEF with the Head teacher. Thanks are recorded to Mrs Greenidge for her support in this area.

Mrs Greenidge advised the board that she would be accompanying the school trip to Goldsmiths later in March.

23. **COMMITTEES:** The governing board are advised that the Finance Committee meeting (01.03.18) was cancelled due to snow.

**ACTION:** The Head teacher to email the minutes of the Finance Committee meeting (30.11.18) to the clerk. Minutes from the Finance Committee meeting (08.02.18) to be emailed to the clerk.

**ACTION:** Clerk to add Finance Committee minutes (08.02.18) to the agenda for the 17th May 2018 governing board meeting.

The Premises committee took place on 6th March 2018.

**ACTION:** The minutes from the Premises Committee to be emailed to the clerk.

The Curriculum committee meeting took place prior to the full governing board meeting.

The committee discussed the Topic webs that staff have created. This highlighted key skills to that topic. The committee felt that this would be a good way to raise the profile of the school.
It was felt that this work should be added to the school’s website. Each subject has its own area on the website. Staff would administer this.

Parents and the wider community can see what is happening in DT, PE and Art. There could be pictures added and the school could really celebrate their achievements. It will give ownership back to the subject leader.

The committee are anxious not to add to the teacher’s workload. However, it was noted that some staff are already undertaking this task in report form. It would just require transferring to the website.

The committee felt that it would really promote the school. Ritu is leading on this.

Governors discussed the implications of GDPR on the posting of children’s pictures. The school will always ensure they have the permission of the child’s parent before submitting any pictures on the school’s website.

The Standards Workshop also met.

24. GOVERNOR TRAINING: The governing board received feedback from governor training undertaken since the last meeting. Discussion points from the training session which took place on 16th January 2018 led by Mr S Carter was also received.

The board felt that the finance training on 25th January 2018, led by the SBM was beneficial. It has made reading budget documents clearer and relevant questions can now be asked and the answers make more sense. Governors can now see clearly what the Local Authority funding represents. Ms O’Kane presented the training course very clearly.

DECISION: All non-staff governors to meet on 19th March 2018 at 6.30pm to discuss the training on 16th January 2018 and the Governing Board Development Plan.

25. CHAIR’S ACTION: The governing board noted the Chair’s action in agreeing the non-contact dates for 2018/2019.

26. GOVERNORS’ CALENDAR: Governors agreed dates for meetings of the governing board for the academic year 2018/2019 as follows:

Thursday 11th October 2018 at 6.30pm at the School
Thursday 6th December 2018 at 6.30pm at the School
Tuesday 29th January 2019 at 6.30pm at the School
Thursday 21st March 2019 at 6.30pm at the School
Thursday 16th May 2019 at 6.30pm at the School
Thursday 11th July 2019 at 6.30pm at the School

27. DATE AND TIME OF NEXT MEETING: The date and time of the summer term meeting of the governing board was agreed as Thursday 17th May 2018 at 6.30pm at the School.

Future meeting dates:

Wednesday 11th July 2018 at 6.30pm at the School

28. ANY OTHER BUSINESS:

a) Year 6 Parents Evening: It was noted that the use of the upstairs hall was much better for the Year 6 Parents Evening. It was felt that this much better represented the type of parents evening in Secondary school.

28. CONFIDENTIALITY: Governors are reminded that the signed minutes of every meeting of the Governing Board should, as soon as possible, be made available at the school to persons wishing to inspect them. It is for the governing board to consider which items, if any, should be treated as confidential and excluded from publication. Part of Minute 15 was to remain confidential.

There being no further business to discuss the meeting closed at 8.35pm

CHAIR – 17th May 2018