

**MINUTES OF THE MEETING OF THE
COPPERMILL PRIMARY SCHOOL GOVERNING BODY
HELD ON 29 SEPTEMBER 2016 AT THE SCHOOL – 6.30PM**

PRESENT: Mr. James Percival (Chair – LA Governor)

Parent Governors:

Mr. Paul McDonough
Mr. Tom Webster

Co-opted Governors:

Mr. Ben Rigby (Parent Governor)
Ms. Katie Pomeroy
Ms. Jennifer Burr

Staff Governor:

Ms. Nicoliana Petridou

Headteacher:

Ms. Figen Bektasoglu

Also Present: Mr. Will Power (Assistant Headteacher)

Clerk to the Governors: Pauline Dorney

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the Meeting.
- 1.2 Apologies for Absence were received from Mr. Enrique Bao-Nion and accepted.
- 1.3 There were no Apologies for Absence not accepted.
- 1.4 The Meeting was quorate.
- 1.5 One Confidential Item to be discussed.

2. DECLARATIONS OF INTEREST

- 2.1 Nothing to declare.
- 2.2 All Governors signed their Pecuniary Interest Forms and these were returned to the Clerk for forwarding to Governor Services.

ACTION: Clerk to send to Governor Services

3. APPOINTMENT OF OFFICERS

3.1 Election of Chair for the academic year 2016/17

- 3.1.1 Mr. James Percival was nominated Chair of the Full Governing Body by Mr. Tom Webster and this was seconded by Mrs. Figen Bektasoglu and accepted.

The Full Governing Body agreed to appoint Mr. James Percival to act as Chair for the academic year 2016/17.

3.2 Election of Vice Chair for the academic year 2016/17

- 3.2.1 Mr. Tom Webster was nominated Vice Chair of the Full Governing Body by Mr. James Percival and this was seconded by Mrs. Figen Bektasoglu and accepted.

The Full Governing Body agreed to appoint Mr. Tom Webster to act as Vice Chair for the academic year 2016/17.

4. GOVERNING BODY

- 4.1 The Clerk confirmed membership of the Governing Body. It was noted that there were two vacancies as follows:-

One Parent Governor
One Co-opted Governor

It was noted that Mr. Paul McDonough was not shown on the Membership List and Governors agreed that he had recently been appointed as Co-opted Governor.

ACTION: Governor Services.

- 4.2 The Chair advised Governors that it may be necessary to review the constitution of the Governing Body in the near future. This would be discussed at the next Meeting. Mr. Ben Rigby advised Governors that his attendance at future Meetings may be affected due to work commitments. It was advisable to appoint additional members to avoid inquorate meetings.

Agenda item

- 4.3 There were no disqualifications noted.
4.4 It was noted that all DBS checks were in order. The Headteacher confirmed that DBS renewals are carried out for staff every three years and Governors every four years.

5. MINUTES

- 5.1 The Minutes of the Meeting held on the 26 May 2016 were agreed as a true record of that meeting and were signed by the Chair accordingly.

5.2 Matters arising:

5.2.1 Item 5.1

It was noted that the draft SEF would be sent to all Governors for their perusal.

ACTION: Headteacher

5.3 Minutes/Reports from Committees

- 5.3.1 There was nothing to report as the Committees had not met this term.

6. GOVERNING BODY COMMITTEES

6.1 Committee Review Membership

- 6.1.1 The following Committee Membership was agreed:-

Curriculum & Achievement Committee

James Percival
Figen Bektasoglu
Ben Rigby
Enrique Bao-Nion
Katie Pomeroy

Resources Committee

James Percival
Figen Bektasoglu
Nicoliana Petridou
Tom Webster
Jennifer Burr
Katie Pomeroy

Headteacher Performance Management Panel

Tom Webster
Katie Pomeroy
Local Authority SEA

Statutory Committees:

James Percival
Tom Webster
Ben Rigby
Katie Pomeroy

6.2 Committees' Terms of Reference Review

6.2.1 It was agreed that the Terms of References for each Committee would be reviewed and endorsed by the Full Governing Body accordingly.

6.3 Link Governors

6.3.1 The following Link Governors were appointed:-

Behaviour and Attendance	Ms. Jennifer Burr
Health and Safety	Mr. Tom Webster
Safeguarding	Ms. Katie Pomeroy
SEND/LAC	Mr. Enrique Bao-Nion
Governors' Training	Ms. Katie Pomeroy
Literacy	Mr. Paul McDonough
Maths	Mr. Ben Rigby
Early Years Foundation Stage	Mr. James Percival

The Chair reminded all Link Governors that it would be necessary to link through the School at least once per term which would then be included in the School Development Plan (SDP) for monitoring.

ACTION: Headteacher to email all Link Governors accordingly.

7. **LINK GOVERNOR REPORTS**

7.1 Nothing to report.

8. **RATIFICATION OF FINAL DRAFT 2016-17 SDP**

8.1 Governors perused this document and agreed that this was very clear, concise and accurate. The progress from the previous year made the document very clear as to where the School was at the present time. This document was amended after a meeting with staff and was recommended for ratification. It was noted that this would be a working document throughout the academic year 2016/17.

The Full Governing Body ratified the School Development Plan for 2016/17.

9. **LOCAL AND NATIONAL UPDATES**

9.1 The Headteacher reported as follows:-

9.1.1 General

- ❖ Coppermill Primary School was now fully staffed – currently there were no leavers or joiners.
- ❖ Positive feedback from parents and pupils had been received regarding the location to the far mobiles.
- ❖ The Summer Programme was a huge success and well received from parents and pupils.
- ❖ A CCTV has been fitted to the front and back of the school for added security.
- ❖ Confirmation has been received that Coppermill Primary School will be allocated a bulge class for September 2017.
- ❖ A new Local Authority School Effectiveness Advisor (SEA) has been appointed to Coppermill Primary School – Monica Raphael.
- ❖ The “Keeping Children Safe in Education” statutory guidance has been updated in September 2016.
- ❖ The Coppermill Primary School values are currently under review by pupils and staff.
- ❖ Secondary School transition evening took place for Year 6 parents and pupils. Representatives from Bancroft School and Willowfield School attended.
- ❖ Prospective Reception parents open days have been scheduled for mid October.

9.1.2 SEND

- ❖ The Local Authority has launched the Disability Enablement Service, a service for children and young people with SEND. The launch meeting took place on 26 September 2016.
- ❖ Coppermill Primary School was approached (due to their proactive work in the local area) by the Local Authority’s Health Strategist to have a representative on a borough led steering group to improve Health and Wellbeing in Schools. The first meeting took place on the 22 September and was attended by the Inclusion Leader.
- ❖ The TA/Learning Mentor is attending the Emotional Literacy Support Assistant (ELSA) Training. This is provided by the Educational Psychologist Service.
- ❖ The School is also taking part in a new supervision programme to support Learning Mentors and Senior Pastoral Care Leaders. This programme is delivered by Place2be and will be attended by the School’s Learning Mentor and the Inclusion Leader.

Question: Has the Place2be Programme started?

Answer: Yes – The Inclusion Leader will attend training who will then train the School Staff. This will be very positive for Coppermill Primary School.

Question: Do we have Learning Mentors and Pastoral Care Leaders?

Answer: Not by those names but we do have staff that deal with this.

Question: So linking this to the SDP – we want to have Outstanding Teachers and Support Staff. This is a potential area where we have to focus on this kind of support?

Answer: We do have an Action on Wellbeing – under ‘Pupils’ 2c – Pupils demonstrate independence, aspiration and good citizenship which is linked to Wellbeing.

9.1.3 Early Years

- ❖ The Local Authority will be conducting ‘health checks’ for all EYFS providers this year. Mr. Will Power explained that there will be an old team of Ofsted Early Years Specialist Inspectors who will inspect the Early Years Provision. This will provide interesting feedback to identify future training needs.
- ❖ The Early Years Foundation Stage Profile (EYFSP) will remain statutory for the 2016 to 2017 academic year.
- ❖ EYFSP was due to become non-statutory from September 2016.
- ❖ Baseline assessments (tried at Coppermill in 2015-16) will not be used as they were found to be inaccurate and inconsistent.

9.1.4 KS2 SATs 2016

- ❖ National and borough-wide performance tables for KS2 SATs were released at the start of September.
- ❖ Two children from Coppermill Primary School were discounted from the performance data following further guidance issued by the DfE (September 2016). This has improved the school’s attainment data by 4% in Maths, Writing and GPS and the overall combined score by 3%.
- ❖ The score needed to achieve a ‘high score’ in the tests was set at 110 allowing the school to analyse the percentage of high achieving children.

The following data was reported to Governors:-

	Reading test % Expected Standard	Maths test % Expected Standard	GPS test % Expected Standard	Writing (TA) % Expected Standard	Combined Measure % Expected Standard
National	66	70	72	73	52
Waltham Forest	63	75	74	77	53
Coppermill	92	96	96	88	83

	Reading test % High score	Maths test % High score	GPS test % High score	Writing (TA)	Combined measure % High score
National	19	17	22	18	5
Waltham Forest	15	21	23	14	6
Coppermill	17	25	54	8	4

Question: Across the board the results do not exceed the National Average. It will be necessary to understand what the data means.

Answer: The data shows attainment not progress. The Headteacher clarified to Governors accordingly. The progress has not been calculated at the present time and should be available later in the term.

The Headteacher stated that compared to the National that in terms of reaching the higher level school the school had a lower percentage in Reading. The School were above in Maths and English, Grammar, Punctuation and Spelling Test. The School were below in Writing.

Mr. Will Power reported that for the Reading there was one class of 24 pupils – two children were disapplied. The percentage for each child was large. There were two children who were below the cut-off mark which made a great deal of difference.

The School could possibly do better with children who are at the higher end. Provision has already been made for this year, especially in Reading.

Mr. Will Power advised Governors that he was very confident that this year the higher ability pupils will do very well. The School has a lot more precision on what is required for the pupils to do well.

The Writing assessments were based on the School's judgments.

Question: When a child enters the School do you know what depth they are working within their own first language?

Answer: It is very difficult to judge. If a child is able and fluent in their own language they make rapid progress. If they do not make progress within one or two years then there is a difficulty identified and SEND will be put in place to support them. It would be necessary to look at the progress measures of these individual children, their starting points and where they have ended up. Progress can be very good. Because of the change in assessment and how it is measured it is hard to assess.

Discussion took place amongst Governors.

10. REVIEW OF GOVERNING BODY CODE OF CONDUCT

10.1 It was noted that the Headteacher had previously emailed this document to Governors for their perusal. Amendments were clarified from the original draft document. Governors signed their acceptance of this document and it was agreed to send a copy to Governor Services when Mr. Enrique Bao-Nion was available to sign for their records.

11. CHAIR'S ACTION

11.1 The Chair advised Governors that he had dealt with the Governors' Section in the School Development Plan (SDP).

11.2 The Chair stated that Standards of Governance would have to be completed and would be discussed with Ms. Katie Pomeroy accordingly.

12. SKILLS ANALYSIS

12.1 It was noted that Governors would complete this document and send to Governor Services accordingly.

ACTION: All Governors to complete and send to Governor Services with a copy to Ms. Katie Pomeroy.

13. GOVERNING BODY ANNUAL CYCLE

13.1 Governors were invited to email their comments relating to this document.

ACTION: All Governors

14. TRAINING

14.1 It was noted that Ms. Katie Pomeroy encouraged Governors to book “Effective Link Governors” Training on the 10 November 2016 – 7pm to 9pm.

14.2 The Clerk circulated copies of the Governor Services Training Schedule for 2016/17. Governors perused this document and encouraged to attend training as required.

14.2 Governors requested a visit from a Representative of the DfE to provide a Presentation on Academy Conversion.

ACTION: Clerk to inform Governor Services – already requested by email.

15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

15.1	Resources Committee Meeting	20 October 2016	6.30pm
15.2	Curriculum & Achievement Meeting	8 December 2016	6.30pm
15.2	Governor Visit Day	To Be Advised	
15.3	Full Governing Body Meeting	14 December 2016	6.30pm
15.4	Resources Committee Meeting (Month 9 Budget Reporting)	19 January 2017	6.30pm

Agenda items:

Visitor from the DfE – Academy Conversion

15.5 The Clerk reminded Governors of the forthcoming Governors’ Briefing and circulated the Information Poster to Governors.

16. ANY OTHER BUSINESS

16.1 The SEN Budget Plan for 2016/17 was circulated for Governors’ perusal.

The Full Governing Body ratified the SEN Budget Plan for 2016/17 and this document was signed by the Chair and Headteacher accordingly.

16.2 The question of Internet Security was brought up. The Headteacher clarified that the School works with LGFL which was considered very efficient. It was agreed to take this matter up with the LGFL Representative. It was also agreed that the ICT Co-ordinator would be asked to provide a Presentation to Governors on E-Safety.

ACTION: Mr. Will Power

16.3 Confidential Item – reported separately.

The Chair thanked all Governors for attending the Meeting this evening.

The Meeting closed at 8.30pm.

SIGNED:

DATED: