

**MINUTES OF THE MEETING OF THE  
COPPERMILL PRIMARY SCHOOL GOVERNING BOARD  
HELD ON 20 SEPTEMBER 2018 AT 6.30PM AT THE SCHOOL**

Present: Jennifer Burr (Chair) (Co-Opted Governor)

**Co-opted Governors**

Mick Collins  
Katie Pomeroy  
Ed Harlow

**Headteacher (voting)**

Figen Bektaşoğlu

**Parent Governors**

Kalonde Mutuna  
Tom Webster

**Staff Governor**

Nicolianna Petriodou  
Laura Jago (Co-opted)

Clerk to the Governors: Sue Gill

Also present: Will Power (Assistant Headteacher)

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2	Declarations of Interest forms to be sent to governors absent from this meeting.	Governor Services/ Governors	1 week
3	Election of Jennifer Burr as Chair and Mick Collins as Vice Chair of Governors	Governor Services	1 week
4.1	Ed Harlow appointed as a Co-Opted Governor	Governor Services	1 week
4.2	Governor applications to be sent to the Chair and Headteacher	Governor Services	1 week
	Governing Board Committee establishment	All / GS	1 week
	Sub committees to review their committees' Terms of Reference	Committee Chairs	Next GB meeting
5.1	Minutes to be sent to governors electronically.	Governor Services	Next meeting
6.2	Last year's Terms of Reference to be sent to governors	GS	Next committee meetings
11.2.1	SDP operational priorities document to be emailed to governors	School	By next meeting
11.3.1	Pay Policy to be emailed to governors.	School	21-9-2018

12	Safeguarding Link Governor visit to be arranged with Figen Bektaşoğlu	Katie Pomeroy	By next meeting
13	Last year's completed skills analysis templates to be emailed to governors	GS	By next meeting
14	<b>Next Curriculum and Achievement Committee moved from 13 to 6 December 2018</b>	GS/Governors	
15	Committees to review policies	Committees	By next meeting
16	Possible whole governing board training session on safeguarding or GB accreditation	Governor Services	By next meeting
17.1	Date of next meeting Community Social Event – 26-9-2018 Resources Committee – 8-11-2018 Curriculum and Achievement – 6-12-2018	All/GS	Immediate
17.2	Agenda items: Items from cycle of business Safeguarding Link Governor Report Minutes 20-9-2018	All/GS	Immediate

**1. WELCOME AND APOLOGIES FOR ABSENCE – BEN ACCEPTED**

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Ben Rigby.
- 1.3 The Clerk confirmed that the meeting was quorate with seven governors present.
- 1.4 Notice of Any Other Business/Confidential items

**2. DECLARATIONS OF INTEREST**

- 2.1 The clerk issued all present governors with copies of the personal and pecuniary interest form. All those governors present completed these forms and duly returned them to the clerk for processing. A form is to be sent to Ben Rigby for completion.

**Action: Governor Services and Governors**

- 2.2 There were no declarations made pertaining to any of the agenda items for this meeting.

**3. APPOINTMENT OF OFFICERS**

- 3.1 Election of Chair for the academic year 2018/2019  
The Clerk welcomed nominations for the position of Chair of Governors. Jennifer Burr nominated herself. With no other nominations and no objections Jennifer Burr was duly elected as Chair.

- 3.2 Election of Vice-Chair for the academic year 2018/2019  
The Chair welcomed nominations for the position of Vice-Chair. Tom Webster informed governors that he did not want to stand for this position.

Mick Collins nominated himself. With no other nominations and no objections, he was duly elected as Vice-Chair.

#### 4. GOVERNING BOARD

##### 4.1 To appoint a Co-opted Governor

Ed Harlow was introduced to governors. He gave background information as to his interest in becoming a governor. He was a resident of Waltham Forest. He had experience of working with governors through his role as a secondary school teacher in Haringey and as the school's NEU representative. Ed Harlow was unanimously appointed as Co-opted Governor

**ACTION: Governor Services to note appointment of Ed Harlow.**

##### 4.2 The clerk confirmed that there was currently 1 LA Governor vacancy and no governors would come to their end of terms. Governor Services as asked to provide information on possible applicants.

**ACTION: Governor Services**

##### 4.3 To consider disqualification due to non-attendance

The clerk advised that no governors were eligible for disqualification due to non-attendance.

#### 5. MINUTES

##### 5.1 Governors received the minutes of the governing board meeting held on 12 July 2018 and agreed these to be an accurate record of the meeting. Jennifer Burr signed a copy of the minutes and these were retained by the school for filing. Governors stated that they would prefer to receive all meeting papers electronically. Governor Services was also asked not to send a copy of the meeting papers for the noticeboard.

The question was asked again as to why confidential minutes were not emailed; governors felt that receipt of minutes via this route was safer than through Royal Mail.

**ACTION: Governor Services.**

##### 5.2 Matters arising from summary of actions

5.2.1 Minute 1 – Safeguarding was now a standing agenda item.

5.2.2 Minute 3 – Laura Jago was appointed as the Co-opted Staff Governor.

5.2.3 Minute 8 – Kalonde Mutuna shared the finance training papers with governors.

5.2.4 Minute 9.1.3 – Figen Bektaşoğlu had met with the other Headteachers in the WWP. It was noted that no queries were received from parents following information regarding the collaboration.

5.2.5 Minute 9.1.4 - the school calendar was updated and shared with governors.

5.2.6 Minute 9.2 – The SDO was uploaded onto the website.

5.2.7 Minute 9.4.4 – Data information on attendance at After School clubs will be discussed at the next Curriculum and Achievement Committee.

**ACTION: Curriculum and Achievement Committee.**

5.2.8 Minute 11 – SEF will be an ongoing termly agenda item.

- 5.2.9 Minute 13 – It was noted that the Community Social Event will now be held on 26 September 2018.

## **6. GOVERNING BOARD COMMITTEES**

- 6.1 Governors considered the establishment of committees and unanimously agreed to the following committee structures and memberships:  
Governor Discipline – Governors agreed that all eligible governors form a pool for the purposes of Governor Discipline matters.

Governors agreed that all eligible governors form a pool for the purposes of Staff Discipline, Staff Grievance and Dismissal Appeals. It was duly noted that no staff members would be called upon to form a part of any of these panels.

### **Headteacher's Performance Management**

Katie Pomeroy, Kalonde Mutuna and Ben Rigby

### **Resources (including Pay)**

Tom Webster  
Kalonde Mutuna  
Jennifer Burr  
Mick Collins  
Ed Harlow  
Figen Bektaşoğlu

### **Curriculum and Achievement**

Laura Jago  
Jennifer Burr  
Katie Pomeroy  
Ben Rigby  
Figen Bektaşoğlu

- 6.2 Governors to review committees' Terms of Reference

Subcommittees were asked to review their Terms of Reference and bring these to the second meeting of this term for consideration and adoption as necessary.

Governors duly noted that all committee meetings held in the interim period would be conducted in line with the previously agreed terms of reference.

Governors Services was asked to provide the Terms of Reference to the relevant committee meetings.

**ACTION: Governor Services.**

- 6.3 Link Governors

- 6.3.1 Governors agreed to the following link governor appointments for the academic year:  
Behaviour and attendance – Mick Collins  
Health and Safety – Tom Webster  
Safeguarding and Looked After Children – Katie Pomeroy  
SEND – Kalonde Mutuna  
Training – Ben Rigby  
Literacy – Jennifer Burr  
Maths – Jennifer Burr  
Humanities, Art and Computing – Ed Harlow

Science – Laura Jago  
Culture Champion – Katie Pomeroy

- 6.3.2 Governors questioned the role of the Culture Champion, which was created to mark the authority being the first London Borough of Culture in 2019. Katie Pomeroy informed governors that there will be cultural events within the authority with the possibility of funding for schools to submit a bid for cultural activities for the year. One of the legacies of the bid will be to raise opportunities for the children.

**Q: Was there a dedicated funding stream?**

A: There will be fellowship funding, which might fall into the schools' remit

- 6.3.3 Jennifer Burr informed governors that there was an overview presentation at the last Waltham Forest Partnership meeting. Information will be going out to schools to engage. More information will be given on how schools could be involved. The programme of events will start in January 2019. The cultural events will be aimed to reach at least 85% of households.

## **7. LINK GOVERNOR REPORTS**

### **7.1 Safeguarding**

- 7.1.1 The safeguarding link governor had planned to conduct a tour of the site and meet with members of the School Council to gain their understanding of safeguarding however was unable to attend and therefore will follow this through at the next visit day.

**ACTION: Safeguarding link governor**

- 7.1.2 It was noted that safeguarding was a standing item at staff briefings. Site security was paramount and awareness of any irregularities. All visitors had to sign in. Annual health and safety and safeguarding inspections were carried out.
- 7.1.3 Governors attended the first INSET of the academic year. Attention was drawn to the Keeping children safe in education document. There was an opportunity to introduce the key safeguarding links in the school. Staff were confident about their role in managing safeguarding in the school.
- 7.1.4 It was questioned what safeguarding questions were asked at the last inspection. The inspector wanted to know that staff had undertaken relevant awareness training, the single central record was checked and the link governor's involvement etc.

## **8. GOVERNING BOARD CODE OF CONDUCT**

Governors signed the Code of Conduct and gave their completed forms to the Clerk.

## **9. ALTERNATIVE MEETING ATTENDANCE**

This was completed.

## **10. CHAIR'S ACTION**

Jennifer Burr informed governors that she had received an email from David Kilgallon stating that Ogugua Okolo-Angus had left the local authority.

Tom Webster left the meeting at 7.22pm. Before he left, he gave approval to the residential trip that would be discussed later in the meeting.

## 11. SCHOOL ITEMS

### 11.1 Year 5 Residential trip approval

11.1.1 The trip to Gilwell Park will be taking place from 3 to 5 July 2019. Previously the children used to go to Suntrap, but Gilwell Park had more outdoor activities. The trip was always open to all the Year 5 pupils, but for a variety of personal reasons not all will be going.

11.1.2 The cost of the trip was £120, which was a subsidised cost. A payment plan was offered to families. The school budgeted for Pupil Premium pupils and others who do not have sufficient funds to pay for the trip.

11.1.3 It was questioned whether there was access to PTA funding for parents who could not afford the trips. It was noted that PTA paid for a lot of the enrichment activities in the school. Those children who did not go on the trips either joined or attended a day trip with another class.

11.1.4 Governors approved the trip.

### 11.2 Ratification of SDP

11.2.1 Tom Webster had given his observations to Figen Bektaşoğlu. It was decided to slim down the SDP. There were strategic and operational priorities documents. Tom Webster had asked for a copy of the operational priorities document be sent to governors.

#### **ACTION: School**

11.2.2 Reference was made to data and target setting. It was agreed that this could be delegated to the Curriculum and Achievement Committee. The purpose of the committee was to be strategic.

11.2.3 Amendments to the document were highlighted by Figen Bektaşoğlu. This included a formalised process to develop staff and a staffing matrix, which was discussed at a Resources Committee to ensure that this was reflected in the budget.

11.2.4 Governors questioned teacher recruitment. Figen Bektaşoğlu stressed that in the past there were a lot of applications but in the last year it had been challenging. It was recognised that this was a local and national issue. As Waltham Forest was in Outer London, that also added to the recruitment difficulties. Coppermill had a good working relationship with Exeter and Goldsmith Universities. It was noted that most students who trained wanted to have a permanent job at the school.

11.2.5 The school was hoping to have two students from Exeter next year. Teachers via Schools Direct was also positive as the school was able to 'grow their own'. A former Teaching Assistant was now a newly qualified teacher who had trained through the Schools Direct route. The school had also taken on an unsalaried School Direct teacher this year.

11.2.6 Governors highlighted other areas of amendment. One of the governors stated that the newsletter was very useful as a parent to know what the children were doing.

**11.2.7 Q: Were the priorities aspirational when they were reviewed?**

A: They were aspirational, compared to other neighbouring schools.

11.2.8 It was questioned whether there should be reference to the previous year so that it showed that the action had taken place. It was suggested that the summary of the previous year's action be included. It was noted that the SEF fed into the SDP. The school wanted to make the document more user friendly. The SEF was a live document.

11.2.9 Governors ratified the SDP

### 11.3 Pay Policy

11.3.1 The model policy was sent to schools earlier in the day. Nicoliana Petridou and Figen Bektaşoğlu will look through the policy and highlight changes from the previous version. Governors noted that the school had budgeted for 2% pay increase for all staff and it was agreed that Coppermill would be following the LBWF recommendations. It was noted that the school could submit a grant to the DfE to pay for the pay towards increases. The policy will be emailed to governors.

**ACTION: School to email the policy to governors.**

11.3.2 As staff will be undergoing performance management this term, it would be preferable to do so under this new policy. It was agreed to ratify the policy, subject to amendments/views being sent via email.

**ACTION: Governors.**

### 11.4 Review of Code of Conduct and Governors' allowances

11.4.1 A governor asked if there should be a shared agreement of expectations around attendance at training and events.

11.4.2 It was agreed that there should be governor representation at all events and a minimum expectation of numbers attending training. The more governors engaging in school activities the more they would learn about the school. Jennifer Burr had created a template that will be sent to governors to indicate their availability throughout the year. The template will also include whether the particular governor involvement was desirable or essential. There was an expectation that all governors attend the Governors' Visit day.

**ACTION: Jennifer Burr to email template to all governors.**

## 12. SAFEGUARDING AUDITS

**ACTION: Katie Pomeroy to email Figen Bektaşoğlu regarding potential dates.**

## 13. SKILLS ANALYSIS

**ACTION: All Governors to complete by 4 October 2018 and return to Governor Services. Governor Services to provide last year's completed forms to governors.**

## 14. GOVERNING BOARD ANNUAL CYCLE

14.1 The governing board had an agreed cycle.

14.2 It was noted that the Curriculum and Achievement Committee had moved to 6 December 2018.

**ACTION: Governor Services to note.**

- 14.3 Governors noted a showcase of the enrichment clubs will be held on 5 December 2018.

**15. SCHOOL POLICIES**

- 15.1 To review the Policy Cycle  
The policy cycle will be reviewed at the committee meetings.

**ACTION: Committees.**

- 15.2 Review Child Protection and Safeguarding Policy  
Figen Bektaşoğlu highlighted the additions to the policy, which included information about child sexual exploitation and gangs etc. Figen Bektaşoğlu was the school's designated safeguarding lead and Danny Edwards was now the e-safety lead. It was noted that the children did not have access to social media in school. They were taught about the appropriate use of social media. Governors adopted the policy, which was signed and dated by the Chair.

- 15.3 Review Code of Conduct for Employees  
Attention was drawn to the information about the use of mobile phones and tablets on site. Reference to this was already included in the ICT user agreement and was usually in the staff handbook (GDPR section). Governors agreed the policy subject to the omission of 7.4.2. The policy was signed and dated by the Chair.

**16. GOVERNORS' TRAINING**

- 16.1 Governors confirmed receipt of the Training Programme.
- 16.2 Jennifer Burr had signed up to sessions via WF Online. She encouraged governors to sign up to sessions and inform Ben Rigby who was the new Training Governor.
- 16.3 Governors were also reminded that the governing board was entitled to a free session. Preferred topics were safeguarding or an accreditation for the governing board.

**ACTION: Governor Services.**

- 16.4 Jennifer Burr thanked those governors who attended the recent staff safeguarding INSET.

**17. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

- 17.1 Community Social Event - 26 September 2018. Kalonde Mutuna, Jennifer Burr and Laura Jago to attend.  
Resources Committee - 8 November 2018  
Curriculum and Achievement Committee - 6 December 2018 (note change of date from 13 December 2018)
- 17.2 Agenda items to be taken from the cycle of business. If governors wanted an item placed on the agendas, they were advised to contact the Chairs.
- Safeguarding Link Governor Report
  - Minutes 20-9-2018
- 17.3 Jennifer Burr will be attending Governors' Briefing on 1 October 2018.



**18. ANY OTHER BUSINESS**

**18.1 Karen Reed**

Governors noted that Karen Reed will be leaving the school. Appreciation was expressed for the work she had undertaken at the school for the last 12 years as a Teaching Assistant, sports lead and trained ELSA (Emotional Literacy Support Assistant). She will be a huge loss to the school. A replacement for the ELSA role will be sought via advertisement. The sports lead will be covered within the school.

The meeting closed at 8.42pm.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:  
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