

**MINUTES OF THE MEETING OF THE  
COPPERMILL PRIMARY SCHOOL GOVERNING BODY  
HELD ON 10 JULY 2017 AT 6.30PM AT THE SCHOOL**

**Present:** Mr. James Percival (Chair – Local Authority Governor)

**Co-Opted Governors:**

Ms. Jennifer Burr  
Mr. Enrique Bao-Nion (Staff)  
Ms. Katie Pomeroy  
Mr. Ben Rigby

**Parent Governors:**

Mr. Tom Webster  
Ms. Kalonde Mutuna

**Staff Governor:**

Ms. Nicoliana Petridou

**Headteacher:**

Mrs. Figen Bektasoglu

**Also present:** Mr. Will Power (Assistant Headteacher)

**Clerk to the Governors:** Mrs. Pauline Dorney

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1.1	Check Potential Governor List sent to Ben Rigby.	Headteacher and Chair	By next FGB
3.2	Check Ben Rigby's Term of Office	Governor Services	By next FGB
13.2	School Term Dates 2017/18 to be sent to School	Governor Services	By next FGB

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed all those present at the meeting.
- 1.2 There were no apologies for absence noted.
- 1.3 There were no apologies for absence not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with nine Governors present.
- 1.5 Notice of Any Other Business/Confidential items: One Confidential Item

**2. DECLARATIONS OF INTEREST**

- 2.1 There was nothing to report.

**3. GOVERNING BODY**

**3.1 To appoint two Co-Opted Governors**

- 3.1.1 It was agreed to defer this item until the gaps are identified in the skills audit. However, Governors were happy to receive any Governor Applications as they become available. It was noted that a list had been sent to Ben Rigby and this point

Chair of Governors  
Initials:

was clarified. It was agreed that the Chair and Headteacher would consult the list to identify potential candidates.

**ACTION: Chair and Headteacher**

- 3.2 The Clerk confirmed membership of the Governing Body. The following terms of Office were due to expire in the Autumn Term 2017:-

Mr. Tom Webster (Parent Governor)

Mr. Ben Rigby queried his membership date and wished this to be checked as he thought Governor Services had made an error in the membership list. He confirmed that his first meeting was in February 2013.

**ACTION: Governor Services to check**

- 3.3 The following vacancies were noted:-

Two Co-opted Governors

- 3.3 There were no disqualifications due to non attendance.  
3.4 It was confirmed that DBS checks had been completed by all governors.  
3.5 This item was noted by Governors.

#### **4. MINUTES**

- 4.1.1 Governors received the Minutes of the governing body meeting held on the 18 May 2017 and agreed these to be an accurate record of the meeting subject to the following amendment:-  
4.1.2 Item 5.1.2 – should be Curriculum and Achievement Committee not FGB.  
4.1.3 Item 8.1 – second bullet point – states one meeting undertaken should be two.

The Chair signed a copy of the Minutes and these were retained by the school.

#### 4.2 Matters arising:

##### 4.2.1 Item 3.1

A List of Potential Governors had been received by Mr. Ben Rigby.

##### 4.2.2 Item 4.2.3

The Headteacher confirmed that she had sent the Pupil Premium Impact Evaluation to all Governors.

#### **5. GOVERNING BODY COMMITTEES**

- 5.1.1 The Minutes of the Curriculum and Achievement Committee held on the 22 June 2017 were noted by Governors.  
5.1.2 It was noted that Jack Walden gave a very interesting Presentation on the progress in high achieving pupils. The results were very positive and there were no major concerns.  
Thanks were conveyed to Jack Walden for his excellent presentation at the meeting.  
5.2 The Minutes of the Resources Committee held on the 6 July 2017 were noted by Governors.  
5.3 Matters arising:  
5.3.1 It was noted that Ms. Katie Pomeroy was not a member of the Finance and Resources Committee.

- 5.3.2 **The Full Governing Body agreed to delegate responsibility to the Finance and Resources Committee to ratify all documents except statutory documents such as Budget Ratification, Safeguarding issues and Pay Policies which are to be ratified by the FULL Governing Body.**

## **6. HEADTEACHER'S REPORT**

- 6.1 The Headteacher advised Governors that the School is fully staffed and all positions had been filled.
- 6.2 The School had a visit by the School Effectiveness Advisor (SEA) and it was noted that she was very pleased with the school's data. She was also very pleased with the stable staffing as well as leadership and development of Middle Leaders. The progress was very pleasing with the Computing Department and the implementations made.
- 6.3 Discussions took place with the SEA regarding the ongoing support for Barncroft Primary School and she was very pleased with the positive outreach support.
- 6.4 Coppermill Primary School had been accepted on to a Maths Hub where the school will be developing Maths. The Maths Lead will work with the Maths Hub Leaders and this will train our staff who can then support other schools. This fits in very well with the Maths Mastery and teaching Maths at a greater depth. A meeting will be held with initially with Elmhurst Primary School in Newham.
- 6.5 Unfortunately, potentially the SEA's may be made redundant next year which has created uncertainty for future visits. It may be possible to 'buy in' the SEA's service and this may have to be considered in the future.

*Question: How does this impact on Performance Management of the Headteacher?*

*Answer: We would have to buy in this service from her. There is contingency within the budget for this service.*

- 6.6 The Headteacher advised Governors that this academic year has been hard but very positive and stable. The School is in a very good position for moving forward next year.

Thanks were conveyed to the Headteacher for her informative Report.

## **7. SAFEGUARDING**

- 7.1 There were no major concerns with the present Safeguarding arrangements within the School. It was noted that the Safeguarding Policy will be updated in September 2017.

*Question: Do pupils know who they should go to in situations?*

*Answer: The Posters within the School are very good and the pupils do look at them and are aware of their content.*

- 7.2 It was noted that E-Safety sends a very clear message to pupils and they are very comfortable in the classroom setting. It was confirmed that interventions were in place for vulnerable pupils.

## **8. CHAIR'S ACTION**

- 8.1 Nothing to report.

**9. GOVERNORS' TRAINING**

- 9.1 It was noted that Mrs. Kalonde Mutuna attended the Induction Training Part 1.
- 9.2 Mr. Ben Rigby attended the Governors' Briefing recently.
- 9.3 Training requirements will be identified in the Autumn Term 2017.

**10. SDP 16/17 – END OF YEAR EVALUATION**

- 10.1 Mr. Will Power addressed Governors with the SDP 16/17 document. A small analysis had been completed on the areas that had been successfully and partially completed. There were still some areas that had not been done which were not a priority. Mr. Will Power advised Governors that he had nothing to add to the comments made at the Governors' Away Day and that this was a working document. This would be presented to staff at the end of the academic year and recommended for ratification.

*Question: How do you monitor progress for specific things?*

*Answer: A subject leader's role might be specifically a target for their performance management and they would be held to account through the performance management process.*

*Question: Do the objectives appear in the Performance Management Forms?*

*Answer: Subject Leadership is very clear. It will be necessary to ensure that Subject Leaders have specific objectives for each area and lead their subjects strategically.*

Discussion took place amongst Governors.

- 10.2 The Governors' section under 'actions' would have to be completed. The Chair suggested the following:-

Item 1            Self assessment for strengths and areas for development  
Progress - Amber

Action:        Katie Pomeroy

Item 2            Drafting internal guidelines  
Progress – Green  
Completed.

Item 3            Understanding Academies  
Progress – Amber  
Chair to write an explanation.

**11. DRAFT SDP 17/18**

- 11.1 It was noted that some wording in this document would be amended and these were noted by the Headteacher and Chair.
- 11.2 Going forward, it was suggested that Governors should be part of the Leadership of the School and have a strategic role which should be included in the data section. The Coppermill Primary School's long time plan should be led by Governors, Headteacher and Senior Leadership Team (SLT).

**The Full Governing Body noted and ratified the amendments accordingly.**

**12. PROVISIONAL KS2 SATS RESULTS**

12.1 The following results were shared with Governors:-

12.2 EYFS: 80%

12.3 Year 1 Phonics 96%

12.4	KS1 SATs (EXS)	Reading	86%
		Writing	86%
		Maths	86%
		Combined	79%

12.5	KS1 SATs (GDS)	Reading	29%
		Writing	25%
		Maths	29%
		Combined	11%

12.6	KS2 SATs (EXS)	Reading	81%
		Writing	96%
		Maths	98%
		Combined	81%

12.7	KS2 SATs (GDS)	Reading	36%
		Writing	30%
		Maths	36%
		Combined	19%

Discussion took place amongst Governors.  
Governors were very pleased with the School's results.

**The Full Governing Body agreed the FFT Aspirational Targets.**

Thanks were conveyed to all staff and pupils for their excellent effort.

**13. SCHOOL TERM DATES 2017/18 AND 2018/19**

13.1 It was noted that Governors had already agreed the School Term Dates for 2017/18 by email.

13.2 It was noted that School Term Dates for 2018/19 had not been received by Governors.

**ACTION: Governor Services**  
**Agenda item**

**14. AUDIT OF THE SCHOOL'S WEBSITE AND STATUTORY PUBLICATION OF INFORMATION**

14.1 This item was deferred.  
**Agenda item**

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

15.1 Schedule of Meeting Dates for the academic year 2017/18

15.1.1 Full Governing Body Meeting	12 September 2017	6.30pm
Resources Meeting	12 October 2017	6.30pm
Curriculum & Achievement Meeting	12 December 2017	6.30pm

Remaining dates for the academic year to be agreed.

15.2 Agenda items

15.2.1 To be confirmed.

15.3 Governors noted the date of the Governors' Briefing 1 November 2017 6pm to 8pm

**16. ANY OTHER BUSINESS**

16.1 Confidential Item – reported separately.

16.2 Confidential Item – reported separately.

The meeting closed at 8.50pm.

The Chair thanked everyone for attending the Meeting this evening.

Chair: ..... (print)

..... (sign)

Date: .....

Chair of Governors Initials:
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