

**MINUTES OF THE MEETING OF THE  
COPPERMILL PRIMARY SCHOOL GOVERNING BOARD  
HELD ON 19 SEPTEMBER 2019  
AT 6.30PM AT THE SCHOOL**

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

**Co-opted Governors**

Ellie Ashwell  
Mick Collins  
Ed Harlow  
Laura Jago (Staff)

**Headteacher (voting)**

Figen Bektaşoğlu

**Parent Governor**

Tom Webster

**Staff Governor**

Nicolianna Petridou

Clerk to the Governors: Sue Gill

Also present: Stephanie Daley (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 Ben Rigby	Governor Services/ Governors	1 week
3.1	Election of Jenny Burr as Chair and Mick Collins as Vice Chair of Governors	Governor Services	1 week
3.1	Jennifer Burr reappointed as Co-Opted Governor	Governor Services	1 week
4.1.1	Parent Governor election be arranged	School	1 week
	Online Parent Governor election guidance to be sent to Figen Bektaşoğlu	Clerk	Immediate
5.2.7	Staff survey is to be devised.	Figen Bektaşoğlu	Before the end of term
5.2.10	Vision statement to be written.	Jennifer Burr	By the end term
10.2	Clerk to note Governors' attendance at forthcoming training sessions	Clerk	Immediate

14.2	Governing Board Pay Committee establishment	All / GS	1 week
14.2	Pay Terms of Reference to be sent to Jennifer Burr	Clerk	1 week
16.1	Dates of future meetings 30 January 2020 26 March 2020 13 April 2020 (Finance Committee) 14 May 2020 (Budget ratification) 9 July 2020  Agenda items Ratification of SDP Update on WWP	All/GS	Immediate
16.3	Book Ellie Ashwell a place at the Governors' Briefing on 9-10-19.	Clerk	20-9-2019

## 1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting.  
1.2 Apologies for absence were received and accepted from Ben Rigby and Michael Johnson.  
1.3 The Clerk confirmed that the meeting was quorate with eight 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.  
Ben Rigby was not present and were therefore required to complete and return pecuniary interest forms.

**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 2019/2020

The Clerk welcomed nominations for the position of Chair of Governors. Tom Webster proposed that Jennifer Burr be elected as Chair of Governors for the 2019/2020 academic year, this was seconded by Figen Bektaşoğlu. With no other nominations and no objections Jennifer Burr was duly elected as Chair.

It was noted that Jennifer Burr's term of office will be ending on 25 February 2020. Governors unanimously agreed to re-appoint her for another term.

**Action: Governor Services to note re-appointment.**

### 3.2 Election of Vice-Chair for the academic year 2019/2020

The Clerk welcomed nominations for the position of Vice Chair of Governors. Ed Harlow proposed that Mick Collins be elected as Vice Chair of Governors for the 2019/2020 academic year, this was seconded by Jennifer Burr. With no other nominations and no objections Mick Collins was duly elected as Vice Chair.

#### 4. GOVERNING BOARD

##### 4.1 Clerk to confirm Governing Board membership

- 4.1.1 The Clerk confirmed that there is currently one Parent Governor vacancy. Figen Bektaşoğlu questioned whether the election process could be done electronically. The Clerk agreed to send her information.

**Action: School to arrange Parent Governor election.  
Clerk to send online election guidance to Figen Bektaşoğlu.**

- 4.1.2 It was noted earlier in the meeting that Jennifer Burr's term of office was ending in the spring term.

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

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

- 4.3 The Clerk confirmed that DBS checks had been completed by all governors and details were held on file by Governor Services.

#### 5. MINUTES

- 5.1 Governors received the minutes of the governing board meeting held on 11 July 2019 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. The minutes of the meeting held on 18 May 2019 were also signed.

##### 5.2 **Matters arising:**

- 5.2.1 Minute 1.3 – The resignation letter was sent to Kalonde Mutuna.

- 5.2.2 Minute 3.1.1 – The school will be arranging the Parent Governor election as discussed under minute 4.1.1.

- 5.2.3 Minute 3.3 – DBS clearance numbers were passed to Governor Services.

- 5.2.4 Minute 4.1 – The minutes from the meeting held on 16 May 2019 were amended for signing.

- 5.2.5 Minute 4.2.2 – The summary of the Governors' Day was sent to governors by Jennifer Burr.

- 5.2.6 Minute 9 – Information was sent to governors re. the Governors' Workshop by Ben Rigby.

- 5.2.7 Minute 10.1.2 – The staff survey is to be devised by Figen Bektaşoğlu.

**Action: Figen Bektaşoğlu.**

- 5.2.8 Minute 10.5 The cycle of business and schedule of meetings was finalised.

- 5.2.9 Minute 12.2 – Ed Harlow listed the changes of the new Ofsted Framework. The changes included more focus on workload and wellbeing and how well that was operating. From a teaching perspective, he had not seen anything clear cut. Figen Bektaşoğlu stated that the school's recent inspection was geared towards the new framework. The biggest change was to be aware of a broadly balanced

curriculum and move away from internal data and the push on middle leadership. Schools have to show quality and quantitative progress in teaching and learning. Inspectors will also be looking through the pupils' books. The three key points of the framework was the three Is (intent, implementation and impact). All teaching should relate to this.

**Q1: Will there be a regular review?**

A: This would most probably be adhoc. It was generally politically driven.

**Q2: Was the inspection follow the same format?**

A: A call could be received any day up to Wednesday and inspected the next day. They (Ofsted) would check the website first for statutory key policies/information. Coppermill is not another inspection for at least 3 years.

Governors would need to focus on the broader curriculum and ensure quality of teaching and learning was the same level as English and Maths. It was reminded that the school was judged outstanding for pupils' personal development and behaviour and the Early Years provision. The areas of focus for Coppermill are Humanities, Science and Art. As discussed at the last meeting Science was now taught across the school on a Friday morning and Art in the afternoon.

Another area of the framework that was changed was technical aspects such as looking for signs of gaming, Prevent and off rolling, which was not an issue in the school.

It was suggested that a training session on Prevent could be provided to the schools in the partnership.

**Action: Figen Bektaşoğlu to provide an update.**

5.2.10 Minute 15.2 – JB will write the vision statement and send to governors.

**Action: Jenny Burr**

**6. SAFEGUARDING**

6.1 Figen Bektaşoğlu delivered training for staff at which governors were present. The Child Protection Policy was reviewed. An updated policy was awaited from the local authority. Figen Bektaşoğlu will be meeting with Michael Johnson (Safeguarding Link Governor) once a term. It was suggested that he should engage with the pupils and ask relevant questions.

6.2 There were currently no open Child Protection cases, though it was noted that there were a number of vulnerable families.

**6.3 Premises and safety**

6.3.1 The handles of the main entrance and exit knobs were placed higher. It was questioned whether the height would breach the accessibility policy for people in a wheelchair. It was stated that this did not breach the policy, but advice would be sought. The priority of the safety of children was paramount.

6.3.2 Currently there was no one in the school using a wheelchair, but a risk assessment will be carried out in line with the Accessibility Plan. It was noted that when the fire alarm sounds, the doors automatically release and every classroom has access to the outside.

## 7. HEADTEACHER'S VERBAL REPORT

7.1 Figen Bektaşoğlu reported that there was a good start to the new academic year. The new children and staff had settled. The school was fully staffed and had two newly qualified teachers in Years 2 and 5 and a School Direct trainee teacher who was a trainee working with Stephanie Daley in Year 1.

### 7.2 Works in the summer

7.2.1 The windows in the mobiles, used by the current Year 4 and artist in residence were upgraded. The Artist in residence was working with the school via London Borough of Culture from the Nursery up to Year 6. Part of the remit for the funding was that there had to be clear permanent features in the school. This will include mosaics, sculptures and canvasses.

7.2.2 Governors voiced concern about the look of the boards at the front of the school. These will be re-moved on 20-9-2019.

7.2.3 It was noted that film had been placed on the windows on the hall, partly through match funding. Nicoliana Petridou stated that the some of the windows in the mobiles had been replaced and were now safer as the openings were higher up. The fire exit doors on the mobiles were also replaced. The water heaters were replaced as part of the local authority works for the school. The timber trail was removed after it was condemned following a playground inspection. Canopies were installed above the playground picnic tables to provide shade and protection under the tables and a partition wall installed in the sensory room. A push bar was installed on fire exit door and the drains cleared.

### 7.3 West Walthamstow Partnership (WWP)

7.3.1 The school was still working closely with the WWP. Two of the Headteachers in the partnership retired at the end of the last academic year (Stoneydown and Kelmscott). Their replacements were keen to continue work with the partnership.

7.3.2 Figen Bektaşoğlu informed governors that another school wanted to join the partnership (Executive Headteacher of the Forest Alliance – Church Hill and Low Hall Nurseries). The WWP thought it would be useful to have an AGM. Governors will be invited. At the AGM, an update would be given on the activities during the last year and next steps. The AGM will be held on 28-11-2019 at 6.30pm at Kelmscott School.

7.3.3 In response to a question about the role of the WWP, Figen Bektaşoğlu reported that there had been regular meetings amongst the Headteachers, opportunities created for teaching and learning, monitoring and observations. The middle leaders hold meetings and there was joint INSET for all teachers and Teaching Assistants. A Maths INSET will be taking place in October 2019. The WWP was successful in obtaining local authority funding for the 'Breaking Down Barriers' project.

7.3.4 One staff member from each school will be trained on the Solihull approach a way of working with parents and children in a supportive capacity (early intervention model). The SENCO will participate on behalf of the school.

#### 7.3.5 **Q: Were there moves to make the WWP a hard federation?**

A: Everyone was happy with the soft federation. The governors of those schools were happy with the arrangement to collaborate and work together for CPD

opportunities, networking, passing on valuable information and the schools being able to use other schools' facilities at the secondary schools. This favoured Coppermill especially as it was a feeder school to Willowfield and Coppermill pupils and staff had been to Willowfield and Kelmscott schools to have lessons and use their facilities.

7.3.6 A governor asked about the funding of maintained nurseries. Coppermill had a nursery with a capacity of 26 children for each session. If there was some level of capacity for nurseries in the WWP it was asked if they would look to redeploy to retain provision in the area. This could be looked at. It was noted that funding arrangements for maintained nurseries were changing and will eventually be phased out.

**7.3.7 Q: Was there any documentation on the aims and objectives for the WWP?**  
A: There were aims for the first 12 months. New aims will be agreed for this year at the AGM. Governors will be invited to the AGM. It was thought useful to know what the WWP had done against the objectives. It was asked that WWP be a standing agenda item for future governing body meetings.  
**Action: WWP standing agenda item.**

7.4 It was noted that the Maths lead was now doing outreach work through the Maths hub with six non LBWF schools as part of her successful appointment as a Maths Mastery specialist by the National Centre for Excellence in the Teaching of Mathematics (NCETM).

7.5 In answer to a question, it was noted that the Reception year was full. Baseline assessment will not be carried out this year, as it was not statutory.

## 8. CHAIR'S ACTION

Jennifer Burr informed governors that she chaired a Complaints Appeal Panel for a neighbouring school. The one thing she found reassuring was that when Coppermill was aware of potential complaints, they got it right at the early stage.

## 9. GOVERNING BOARD CODE OF CONDUCT

Governors received and signed the Code of Conduct.

## 10. GOVERNORS' TRAINING

10.1 Governors were in receipt of the electronic copies of the training programme.

10.2 Governors indicated which sessions they would like to attend:

### **Headteacher Performance Management – 26-9-2019**

Jennifer Burr, Ellie Ashwell and Ben Rigby were on the panel. Ed Harlow was unable to attend the session, but was aware of the process.

### **Pupil exclusions – 31-10-2019**

Jennifer Burr, Tom Webster and Mick Collins

### **Disciplinary and Grievance -**

Jennifer Burr and Mick Collins

### **Radicalisation**

Governor Services was asked to confirm whether the focus was on Prevent.

**Action: Governor Services**

**11. ALTERNATIVE MEETING ATTENDANCE OPTIONS**

This was completed by Jenny Burr at the meeting completed. The Clerk agreed to provide a 'clean' copy for signature.

**Action: Clerk**

**12. SCHOOL ITEMS**

**12.1 Governing Board strategic planning Away Day 2019-2020**

12.1.1 This took place last term. Governors thought it was useful to know the Cycle of Business. The meeting structure and link governors were finalised. Governors also looked at their aims for the next three years. Another away day will be held this term. Figen Bektaşoğlu, Jenny Burr and Nicoliana Petridou will be attending an event on 7-11-19, hosted by the local authority where strategy and high needs block funding for the next three years will be discussed. They will find out more about the impact on some of the changes before bringing back to governors on the Away Day. It was noted that the deficit on the high needs block funding was approximately £3 million.

12.1.2 The Away Day will be held on 16-11-19. The vision tree for parents and results of the staff survey will be fed back.

**12.2 Ratification of SDP**

The draft will be presented at the next meeting.

**Action: Agenda item.**

**12.3 Year 5 Residential trip**

Governors formally approved the Year 5 residential trip to Gilwell Park on 1 to 2-7-20.

**12.4 Budget monitoring -Q2**

Nicoliana Petridou stated that the end of quarter 1 (April, May and June) was looking healthy. There was an increased income of £11,000 and £7,500 capital increase. The surplus was £180,000.

**13. GOVERNING BOARD ANNUAL CYCLE**

13.1 This was agreed last term. The governing body agreed to not hold separate committee meetings.

13.2 The following changes were noted:

Away Day – 16-11-19

Governing Board – 5-12-19

**14. GOVERNING BOARD COMMITTEES**

14.1 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**

Jennifer Burr, Ben Rigby and Ellie Ashwell

**Pay Committee**

Tom Webster, Mick Collins and Ellie Ashwell

14.2 To review Terms of Reference

The Committee will look at the Terms of Reference at their meeting on 17-10-19.

**Action: Pay Committee**

**Clerk to send Terms of Reference to Jennifer Burr.**

14.3 Link Governors

14.3.1 At the Away Day, it was agreed to have subject based link governors. The link visit days were included in the cycle of business. All link reports to be forwarded to the governing board.

**Action: Governors**

14.3.2 Governors were urged to make contact with the relevant link members of staff and inform Jennifer Burr and Figen Bektaşoğlu when they have completed a visit.

**15. SCHOOL POLICIES**

15.1 Governors noted the policy review cycle, which was agreed at the last meeting.

15.2 Staff Code of Conduct

Ratified.

15.3 Child Protection and Safeguarding

Ratified.

15.4 Pay

This was still awaited from the local authority.

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

16.1 Future meeting dates were noted as follows:

30 January 2020

26 March 2020

13 April 2020 (Finance Committee)

14 May 2020 (Budget ratification)

9 July 2020

All meetings to be held at 6.30pm at the school.

16.2 Agenda items

- Ratification of SDP
- Update on West Walthamstow Partnership (WWP) – standing item

16.3 Ellie Ashwell agreed to attend the next Governors' Briefing on 9-10-19.

**Action: Governor Services to note.**

**17. ANY OTHER BUSINESS**

17.1 School Development Plan (SDP)

There will be parent and staff surveys, the results of which would feed into the SDP. Engagement on the strategic plan would be encouraged. Members of the School Council will also be asked to provide feedback.

17.2 Staffing

This was recorded as a confidential minutes.

The meeting closed at 8.35pm

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:  
---------------------------