

**Minutes of a governing body meeting of Charles Dickens Primary
School on Tuesday, 1st July, 2014 at 6.00 pm**

Governors Present: Claire Maugham (Chair), Cassie Buchanan (Headteacher), Emma Gleadhill, Catherine Greenwood, Matthew Harris, Robert Loader, Nik Nicol, Perrine Summers, Zoe Sumner, Linda Taylor, Michelle Avison

Others present: Ann Griffin, Tom Waddicor (McCreanor Lavington, architects)

Clerk: John Finch

The meeting started at 6.05 pm and was quorate.

1. Apologies for absence

Apologies were received from Amos Emoike, Vijay Luthra, Andrew Mayer, Mel Mackinnon, Cerian Morgan, Annastazia Nyaga and Malcolm Booth, and consent was given for their absence.

2. Declarations of Interest in the agenda

There were no declarations of interest in the agenda.

Michelle Avison arrived at 6.07 pm.

3. Presentation by McCreanor Lavington (Southwark appointed architects) of proposals for Building redesign to meet the needs of school expansion

Ann Griffin and Tom Waddicor from architect firm McCreanor Lavington gave governors a visual presentation of the proposals for the building redesign, and gave the following verbal report:

- It is proposed that there will be a new, bigger hall and a reconfigured school entrance, with an increase in the size of and improved access to the playground area.
- The new hall would be built separately from the main school building to minimise disruption during its construction.
- The existing school building is adequate to cater for the increase in the intake of children.
- The ground floor will house Early Years, with the existing hall to be turned into Year 1 classrooms.
- Existing classrooms will be turned into two Reception classrooms and the Nursery will be expanded, with designated accessible outdoor space for all year groups.
- Upstairs classrooms will stay as they are, with the upstairs hall being used for dedicated learning spaces outside classrooms.

- Cloakrooms and toilets would be refurbished as part of the redesign.
- To ensure there are no safeguarding issues, the entrance to the school will be redesigned to bring people from the street directly into the school office, bypassing the playground.
- There is a focus on maximising the amount of funding available from Southwark Council, although it was noted that the budget may prevent every aspect of the rebuild project from being achieved.
- If funding for the space for 2-year-olds is unavailable, it will instead become part of the Nursery.
- The school house will be demolished and the school will be able to use the space, even if there is no money left to rebuild on the space.

The Headteacher gave the following answers to questions from governors:

- *What impact will the rebuild have on the provision of the curriculum?* The top floor hall will remain, and will be used mainly for drama. The new hall will be split into two so that it can be used for dining and P.E. or drama simultaneously.
- *Will the redesign of the school entrance to account for any safeguarding issues prevent the school from making additional income from the new hall?* No, and the school will look to allow the local community to use the new hall, and to generate income from any additional activities run in it. The Chair stated that the school can't borrow money against any possible future income stream, in order to add to the rebuild project budget.
- *Will the school not be losing playground space if the new hall is being built in the playground?* No, as the roof of the new hall will be used as playground space. It has been suggested that the area could be used as a multi-use games area, but this would have safety implications, so the space may be used as a quieter playground area.
- *What has been the feedback from parents on the rebuild proposals?* Parents have been supportive of the new plans.
- *Will Southwark Council take into account the size of the new hall, in relation to [Building Bulletin 99](#), when allocating funding?* No. There will be a cost and time implication to the school if the application for the work has to go through the Planning Department. If this were to happen, the school could have to have temporary classrooms, which would not be desirable.
- *What is the timescale for completion of the project?* The work on the main building needs to be done in order to accommodate the increase in pupil places for September 2016.
- *What plans are there for consulting with the local community about the rebuild?* Leaflet drops will be made to neighbouring buildings in the next few weeks asking for views, and this should allow the planning application to be made by September 2014.

Ann Griffin and Tom Waddicor left the meeting at 6.45 pm.

4. Minutes of the last governing body meeting on Tuesday, 25th March, 2014

4.1 Approval of the minutes

Governors received the minutes of the governing body meeting on Tuesday, 25th March, 2014, as circulated with the agenda, and they were approved as a correct record, subject to the following changes being made:

- Page 4, item 3.2 – “As a Foundation school, the governing body would be responsible for the maintenance of the school premises, and as such would not be eligible for funding.” should read “As a Foundation school, the governing body would be responsible for the maintenance of the school premises, although the school would still be eligible for Southwark Council and central government grants.”.
- Page 5, item 3.2 – “There are not thought to be any negative aspects of the school becoming a Foundation school” should read “There are not thought to be any negative aspects of the school becoming a Foundation school that cannot be managed, including the risk of the governing body being responsible for the maintenance of the school premises.”.
- Page 5, item 3.2 – “The only issue that may be raised during the consultation period would be parental concerns regarding the school’s Admissions Policy.” should read “There may be issues raised during the consultation period, and it is expected that there will be parental concerns regarding the school’s Admissions Policy.”. **Action: Clerk**

4.2 Matters arising from the minutes

There were no matters arising.

5. Governing Body

5.1 Governing body membership and vacancies

Governors received the report as circulated with the agenda, and the following points were raised:

- The following terms of office are coming to an end:
 - Michelle Avison - Parent - 12/7/14
 - Mel Mackinnon - Staff - 23/7/14
- Michelle Avison confirmed that she will not stand for reappointment as a Parent governor, and governors thanked her for her work with the governing body.

- The clerk advised the Headteacher not to hold Parent and Staff governor elections in the Autumn term, as these vacancies will be deleted through the reconstitution process.
- Claire Maugham confirmed that she will not stand again as Chair in the Autumn term, but will remain as a Parent governor.
- Governors were asked to consider whether they wish to stand as Chair ahead of the next governing body meeting on Tuesday, 9th September, 2014.

5.2 Governing body meeting attendance

Governors received the report as circulated with the agenda.

5.3 Governing Training & Development

Governors received the reports as circulated with the agenda, and the following points were raised:

- Emma Gleadhill stated that she has attended the New governor induction Modules 1 and 2: Roles and responsibilities.
- Emma also attended the Safeguarding in schools training course, and all courses were said to be excellent, and of a much better quality than the training previously offered by Lambeth Council.
- It was noted that several governors have completed safer recruitment training, and this can be done online in a couple of hours.

6. Committees

6.1 Committee membership and link governor roles

Governors received the reports as circulated with the agenda, and the clerk explained that the First/Second committees consist of all non-staff governors, in the event that any three need to be called to sit on an ad hoc panel/appeal panel to deal with matters such as staff disciplinary, staff capability, grievances, exclusions or parental complaints.

6.2 Link Governor Reports

The following points were raised:

- Anastazia Nyage visited the school as P.E. link governor.
- Cerian Morgan visited the school as English/Literacy link governor on Thursday, 12th June and met with Zoe Sumner.
- Cerian learned that there has been a huge Phonics drive in the school, with a number of teachers being sent on a training course to improve their teaching of Phonics.
- It was noted that the teaching of Phonics was separate from what was happening throughout the day elsewhere in the school.

- Elements from the training course have been used to embed the teaching of Phonics in the curriculum.
- An ambitious target of 80 % was set for Year 1 children in Phonics this year, but 85 % passed, which exceeded the target and last year's pass rate of 69 %.
- The pass rate for Year 2 children who did not pass Phonics in Year 1 is 86 %, which exceeds last year's pass rate of 78 %.
- The Phonics results have been achieved as a result of better teaching of Phonics.
- Cerian discussed the new curriculum in relation to Literacy, and learned that the school has been using the draft new curriculum since last year.
- Teachers are already using some of the ideas in the new curriculum, and are comfortable with it, which will aid the transition in September 2014.
- Two literacy consultants have come into the school and have been doing work using high quality texts to aid the teaching of spelling and grammar.
- The consultants have been focused on ensuring teachers are comfortable teaching spelling and grammar, whilst allowing the teaching of them to be creative.
- There has been a focus on reading and the use of a broad range of classic texts.
- Cerian and Zoe observed two lessons, and noted that the children in a Year 1 class were comfortable with the high levels that they were expected to work at.
- A review of guided reading took place, and it was stated that this takes place by grouping children into ability-based groups, who are then given texts appropriate to their skill level.
- Writing was also discussed, and it is anticipated that this will be a major focus in the school next year.
- The Headteacher agreed to include shorter versions of link governor visit reports in school newsletters.

Action: Headteacher

6.3 Committee meeting attendance

Governors received the report as circulated with the agenda.

6.4 Committee meeting minutes

Governors received the minutes of the Resources committee meeting on Tuesday, 4th March, 2014 as circulated with the agenda, and the following committee meeting minutes as circulated via e-mail prior to the meeting:

- Curriculum & Standards - Tuesday, 11th March, 2014
- Curriculum & Standards - Tuesday, 10th June, 2014
- Resources - Tuesday, 17th June, 2014

Catherine Greenwood gave the following verbal report:

- The committee reviewed data from the spring term, and were informed that the school is preparing for the new curriculum in September 2014.
- There has been a focus on Reading and Phonics in the school.
- Pupil Premium funding was also discussed, and it was noted that income has gone up due to an increase in funding per child, even though the number of children eligible for it has gone down.
- The change in Pupil Premium funding and reduction in children eligible for it will have an impact on the budget.

7. Headteacher's Written Report

Governors received the Headteacher's written report as circulated at the meeting, and the Headteacher gave the following verbal report:

- There will be some staff members leaving in the summer and new staff joining, as well as a number of staff changing roles.
- There will be an extra class next year which will enable Year 5 and Year 6 classes to be combined.
- This will allow for classrooms of 30 children based on ability rather than age.
- The school roll hasn't changed, and this is the last year that Year 6 will have smaller classes.
- There is an extra child in Year 1 as the school was allocated a child with a statement.
- If a child from that year group leaves, they will not be replaced to reduce the number of children in the year back to 60.
- The school has been allocated £1,300 per child for the 165 children eligible for Pupil Premium funding, meaning a total allocation of £214,500 for next year.
- £48,568 Pupil Premium funding was spent in the summer term, and impact judgements were good.
- It was noted that there were a lot of SEN children in Reception this year.
- There have been a number of events and educational visits this term, as well as a number of upcoming events including a Year 6 show, sports day, London Youth Games, Southwark Splash and Excellence in Southwark awards.
- A residential trip to Paris was held, and it was suggested that in future a day trip to Paris be held, with Year 5 children then being offered a residential visit to a French village.
- Staff have received a lot of development through INSET days and training courses attended.
- The main focus of INSET days was the teaching of grammar, and safeguarding training for all staff regarding female genital mutilation.

- Three tenders of a significant range were received for the refurbishment of the staff room, and the school has selected the option of £50,000 + VAT.
- £10,000 will be spent on new furniture, which means that the school has saved £20,000 from the initial budget of £80,000 that was set aside for the work.
- The Headteacher has evaluated the leadership and management section of the School Development Plan, and as part of the self-evaluation process, and has found leadership and management in the school to be outstanding.
- The school is on target for the following objectives:
 - Strengthen the depth and distribution of leadership through the development of new middle and senior leaders;
 - Effectively manage the physical and educational transition of school from 1 ½ to 2 form entry;
 - Embed performance related pay – performance management cycle for all staff;
 - Gove to establish new curriculum and standards committee – targeted support and challenge to school.
- The main priority for the autumn term is engagement with families, including consultation with parents on Foundation status, and reassuring parents that their views are valued and used to improve the school further.
- Parent Surveys will be sent again next year, and will not be as generic as the OFSTED model that was used this year.
- Workshops are held for parents on Friday mornings, with a focus on helping them support and challenge their child regardless of their range of ability.
- Writing in KS1 needs improving and remains a focus in the school.
- There have been big improvements in KS2 average progress, especially in Reading and Maths.
- SEN children have made good average points progress, although they have not made as much progress as other groups.
- There are no significant gaps in attainment between FSM and non-FSM children, between all ethnic groups, and between late arrivals and all through children.
- The Pupil Premium attainment gap closes throughout the year, although this is dependent on cohort.
- The Headteacher has evaluated the progress of key priorities within the School Development Plan, and the school is on target for the following objectives:
 - Raise standards in Reading and Phonics across the school. In June 2014 standards of Reading at the end of KS2 returned to exceeding 95 % at Level 4 and 45 % at Level 5, with APS targeted to be 29.5+;

- Accelerate the progress of SEND, and FSM pupils (particularly in KS1) to equal that of Non SEND and Non FSM (from the current gap of 0.5 between Non SEND and SEND pupils and the gap of 0.5 between FSM and non-FSM pupils);
 - Non-negotiable pupil attainment and progress targets for all year groups.
- It was noted that the leadership team are only partially on target for pupil attainment and progress targets in KS1 Writing at Level 2b+, and in Years 3 to 5 in Writing progress.
- There have been no exclusions, or racist or bullying incidents in the summer term.
- Red forms are being used to track behaviour, and 20 have been issued this term compared to 23 last term.
- Overall attendance is now above the national average, compared to last year when it was below the national average.
- The school's new EWO has met with families of all pupils with poor attendance records, including home visits, and it was noted that it has not been necessary to issue any fines to parents.
- Behaviour in classrooms is outstanding, but regarding behaviour in the playground there is room for improvement.
- Apart from EYFS, all teachers have had formal observations as part of the performance management process.
- Teaching in EYFS, Year 5 and Year 6 is often judged as Outstanding, whilst most other teaching in the school is judged as consistently Good.
- One NQT in KS1 and one teacher in KS2 are being supported to move their teaching to consistently Good.
- Priorities for teaching in summer 2014 were outlined as follows:
 - Maintaining outstanding teaching and learning in YR;
 - SMT – supporting planning in English and Reading in lower KS2 NQTs, and embedding good practice;
 - School Direct – 3 students preparation for NQT year;
 - Preparation for SATs for Year 6;
 - Headteacher and Deputy Headteacher - supporting teacher graded at Requires Improvement in lesson observation.
- It was noted that these objectives have all been achieved.

The Headteacher gave the following answers to questions from governors:

- *Has a Deputy Headteacher been recruited for next year?* No, the Headteacher currently has four Assistant Headteachers who all need more experience before becoming a Deputy Headteacher. The SMT structure will be reviewed again in a year's time.
- *Two of the Assistant Headteachers are classroom based, how much time will they spend out of the classroom?* One will have a day which they would normally have, and one will have one

and a half days. Both will have students to help cover their role in the classroom.

- *What is PPA?* This is Planning, Preparation and Assessment, and teachers are given time out of class to do this, whilst they are covered by other staff in the classroom.
- *What is being done to extend more able pupils?* 3 groups of 8 pupils are given a couple of sessions per week. These sessions are not limited to Pupil Premium children. The school will work with parents in supporting their children once a week next year.

8. Foundation status consultation: update and views

The Chair gave the following verbal report:

- The school is in the middle of the consultation period regarding becoming a Foundation school.
- The Chair has contacted all governors by e-mail to ask for their individual viewpoint on the matter, and notwithstanding her point of view, the Chair has received the following responses:
 - 2 governors are entirely in favour of the school becoming a Foundation school;
 - 11 governors are entirely in favour of the school becoming a Foundation school, pending the outcome of the consultation period;
 - 3 governors are entirely 50-50 regarding the school becoming a Foundation school.
- The school held events for parents and local residents to attend and find out about the process of becoming a Foundation school.
- Parents raised some valid and strong concerns which were addressed, and the Headteacher has had a follow up meeting with the Chair of the Parent Forum, to reassure them of any concerns that they may have.
- The final results of the consultation process will be available at the end of term.

The Headteacher gave the following answers to questions from governors:

- *What concerns were raised by local residents at the event held by the school?* Concerns were expressed about local changes in general, particularly as the consultation process from Southwark Council has not been good when local changes have taken place in the past. It was suggested that local changes might also have an impact on housing prices in the area. It was queried how letters had been posted by the school, as some local residents claimed not to receive them. Additional letters will be sent to neighbours at Colliston Court and Lant House as a result. It was suggested that communication from the school to parents can be improved.
- *What is the general feeling from parents and local residents regarding the school becoming a Foundation school?* Parents

and local residents are generally supportive of the change. They are happy that the changing character of the school will not have a negative impact on the local area, and the performance of the school in the long-term. The Chair stated that no major objections have been raised so far.

- *Will there be any change to the school's Admissions Policy if it becomes a Foundation school?* No, there is no intention to change the school's Admissions Policy. However, it was stated that a future governing body could always enter a consultation process to change the Admissions Policy, in order to fit in with the national admissions code. Such a change if it happened would give priority to staff members with children, and to children with a parent in the armed services.
- *Have staff been consulted on the change to become a Foundation school?* Yes, three meetings have been held with staff, which union representatives were invited to, and the meetings were successful. The Headteacher and Malcolm Booth have subsequently met with union members. Southwark Council HR attended one meeting to inform staff about the TUPE process and the ring-fencing of pensions. Becoming a Foundation school will allow for the pay and conditions for support staff members to be improved.

9. Department for Education (DfE) & Local Authority (LA) Items

9.1 Policy schedule

Governors received the report as circulated with the agenda.

Agreed – That the governing body adopts the following policies as currently in use by the school:

- Attendance & Punctuality – pupils
- Admissions Policy
- Behaviour and Discipline, Governors' Statement on
- Collective Worship Policy
- Home School Agreement
- Pupil Discipline (incl anti-bullying) Policy

Agreed – That the following policies be reviewed by the relevant committees (where appropriate) and added as an item for adoption to the agenda of the governing body meeting on Tuesday, 2nd December, 2014:

Resources committee – Tuesday, 14th October, 2014

- Equality Information and Objectives Statement
- Pay Policy *(last adopted 5/6/13, annual review required)*
- Statement of procedures-allegations of abuse against staff

Governing Body Responsibility – Tuesday, 2nd December, 2014

- Data Protection Policy
- Terms of Reference – Children, Family & Community committee
- Terms of Reference – Curriculum & Standards committee

9.2 Governor Survey

Governors received the briefing paper as circulated with the agenda, and the clerk stated that the governors' survey is available to fill in at <https://www.surveymonkey.com/s/governorssurvey2014>.

10. Dates and times of future meetings

Governors received the report as circulated with the agenda, and noted the dates and times of the following meetings:

Autumn term

Governing Body - **Tuesday, 9th September, 2014, 6.00 pm**

Curriculum & Standards - Tuesday, 16th September, 2014, 6.00 pm

Resources - Tuesday, 14th October, 2014, 6.00 pm

Children, Families & Community

- Tuesday, 28th October, 2014, 6.00 pm

Resources

- Tuesday, 4th November, 2014, 6.00 pm

Governing Body - **Tuesday, 2nd December, 2014, 6.00 pm**

Spring term

Curriculum & Standards - Tuesday, 20th January, 2015, 6.00 pm

Children, Families & Community

- Tuesday, 3rd February, 2015, 6.00 pm

Resources

- Tuesday, 17th February, 2015, 6.00 pm

Governing Body - **Tuesday, 10th March, 2015, 6.00 pm**

Summer term

Curriculum & Standards - Tuesday, 28th April, 2015, 6.00 pm

Children, Families & Community

- Tuesday, 9th June, 2015, 6.00 pm

Resources

- Tuesday, 16th June, 2015, 6.00 pm

Curriculum & Standards

- Tuesday, 23rd June, 2015, 6.00 pm

Governing Body - **Tuesday, 14th July, 2015, 6.00 pm**

Governors noted the following points:

- The Children, Families & Community committee meeting on Tuesday, 21st October, 2014 has been moved to Tuesday, 28th October, 2014.
- The Resources committee meeting on Tuesday, 17th February, 2015 needs to be moved as it currently falls during half-term.
- The Children, Families & Community committee meeting on Tuesday, 2nd June, 2015 has been moved to Tuesday, 9th June, 2015.
- The summer term governing body meeting has moved from Tuesday, 7th July, 2015 to Tuesday, 14th July, 2015.

11. Setting agenda for strategy day on Tuesday, 9th September, 2014

The Chair raised the following items:

- The strategy day on Tuesday, 9th September, 2014 will be a clerked governing body meeting.
- The meeting will deal with the business of electing a Chair/Vice-Chair and the vote on Foundation governor status, along with a new Instrument of Government for adoption.
- Governors were encouraged to send any other items for the agenda to the Chair.

12. Any other Business

None was raised.

Date..... Signed.....

CONFIDENTIAL ITEMS – Governing body meeting, Tuesday, 1st July, 2014

13. Confidential minutes of the Resources committee meeting on Tuesday, 17th June, 2014

13.1 Approval of the confidential minutes

Governors received the confidential minutes of the Resources committee meeting on Tuesday, 17th June, 2014, as circulated with the agenda, and they were approved as a correct record.

13.2 Matters Arising (not appearing elsewhere on the agenda)

There were no matters arising.

The meeting finished at 8.05 pm.

Date..... Signed.....