

THE GOVERNING BODY OF RUSHEY GREEN PRIMARY SCHOOL

Minutes of a meeting of the Governing Body of Rushey Green Primary School held at the school on Monday, 28 November 2016 at 7.00 p.m.

PRESENT

Ms L Brooks	
Mrs S Coban	
Mrs N Evora Kouassi	
Mrs J Greene	
Mrs C Kiwanuka	
Ms A McGarrigle	Vice Chair
Ms B Montague	
Ms Y Morris	Headteacher
Canon C Pickstone	
Ms R Pott-Negrine	
Mr G Rees	Chair

Also present

Mr M Grocock	Deputy Headteacher
Ms C Marks- Menzies	Prospective co-opted governor
Ms L Allen	Acting clerk

1. APOLOGIES / DECLARATIONS OF INTEREST / WELCOME TO NEW GOVERNORS AND PROSPECTIVE GOVERNORS

Apologies for absence were received with consent from Mr Ajayi.

2. TO AGREE THE BUSINESS FOR THE MEETING

The order in which items were to be discussed and those items which would be considered as urgent business was agreed.

3. MINUTES OF THE LAST MEETING AND MATTERS ARISING

(a) To approve the minutes of the meeting held on 3 October 2016

Canon Pickstone said that he had been present at the last meeting, and his name was added to the list of those present. With this amendment, it was **RESOLVED** that the minutes of the meeting held on 3 October 2016 be approved as a correct record.

(b) Matters arising which are not included elsewhere on the agenda

(i) Page 1, Minute 2(a) - Register of Business Interests

Governors who had not yet completed this were asked to do so now and give the form to the Clerk.

(ii) Page 2, Minute 5(b)(i) - Website

It was noted that governors' photos were not yet on the website. It was felt that it was best to have pictures of all governors before uploading them. Ofsted had made positive comments about the website.

(iii) Page 3, Minute 6(c) – National database of governors

It was noted that the information had not yet been uploaded to EduBase.

(iv) Page 12, Minute 12 - Safeguarding guidance

Copies of the guidance would be sent to governors who were not present at the meeting.

4. GOVERNING BODY

(a) Governing Body membership

The Chair formally welcomed the two new parent governors, Mrs Brooks and Mrs Evora-Kouassi, and the prospective co-opted governor, Ms C Marks-Menzies. The new governors were urged to attend the induction training session for new governors – if they were unable to attend the session this term it would still be useful to attend the following term.

(b) Governing Body self review

Governors discussed the following questions from the list of 20 questions which governors should be asking.

Question 5. How do we make good use of good practice from across the country?
While governors were uncertain if they made use of good practice from across the country it was felt that they made use of information / good practice from across Lewisham. Governors attend the annual conference, governor training, and meetings for governors. The idea was raised but not pursued as to whether it might be useful to meet governors who belong to the school's collaborative.

Question 7. Do we engage in good succession planning so that no governor serves for longer than two terms of office and the chair is replaced at least every six years?

With regard to the term of office of the Chair, it was felt that having two Vice Chairs was part of the Governing Body's succession planning. Governors were less convinced about limiting a governor's time to two terms of office.

(c) Review of committee membership and link governor responsibilities

It was agreed to defer discussion of this until the next meeting.

5. PREVENT TRAINING

Governors were reminded that Sevim Coban was the link governor for safeguarding.

Mrs Coban spoke to the meeting about safeguarding, radicalisation, and extremism. There are several levels of grooming – individual, group, mass. She outlined the steps: making contact – befriending – making an emotional connection – lowering a person's inhibitions. She spoke about the two girls who were radicalised on line and ended up going away – the parents had had no idea of what was taking place. One girl had ended up getting married the other had been turned into a sex slave and had died trying to escape. She gave some examples of girls being recruited (one of whom was a Lewisham girl). She said that the tactic in recruiting boys was to make it look 'exciting' and boys of 14-17 age liked to 'belong' to a group She spoke about the police strategy which aimed to stop people supporting terrorism. She said that police intervention did not necessarily mean arresting some-one; they also aim to take the individual out of that particular environment and direct them towards a 'good' mosque. She said there was an anti-terrorist hotline. A governor asked whether staff had had 'prevent training' and the Headteacher assured governors that they had; they were aware of warning signs and what to do. The Headteacher spoke about other measures such as visiting a mosque talking about what 'real' Islam is about. The school also alerts parents about dangers on the internet. A governor asked what would happen if the school reported something to the police and was told that the safeguarding team could, for example, come in and talk to the pupil concerned.

Ms Coban was thanked for her informative talk.

6. FEEDBACK FROM OFSTED

The inspection had been a short one day inspection. In such instances if inspectors have any doubts they then return for a second day – the inspectors had not returned for a second day – indicating that they still considered Rushey Green to be a ‘good school’. The written report was not yet available so it was not possible to have a detailed discussion.

7. HEADTEACHER’S REPORT

SEND – Included in the report were details of number of pupil with Education Health Care Plans and number of those with statements, information of attendance of these pupils, work with external agencies.

School meals – It was reported that there had been a seamless change over in the arrangements – governors would be invited to take part at the INSET day in January.
Vacancies – A question was asked about the number of vacancies. The Headteacher reported that there were vacancies in all years except Y3 and that there was a lot of mobility.
Reading – Governors heard about a scheme in which older children helped the younger ones with reading. This initiative was helping both groups of pupils. Infant parents were also allowed to help in the classroom but governors were assured that they were not left alone with children.

Parental Feedback – A parent governor mentioned the fact that only 25 parents had given their feedback to Ofsted. There was some discussion of how feedback from and engagement with parents could be increased. Among the ideas mentioned – emailing the newsletter to parents; inviting parents to some assemblies.

Attendance – Governors received a detailed written report on attendance issues Information about attendance from the beginning of term were included in the report. This included percentage of attendance, authorised and unauthorised absence for each year group; actions undertaken re attendance such as home visits, reminder letters and panel meetings Details were given of each year group. It was noted that there was no year group below 96%. The Headteacher outlined some of the initiatives used to encourage attendance, for example, awarding a cup for 100% attendance; displaying charts with attendance and punctuality, articles in the newsletter – the figures showed some of the measures were working. A parent governor suggested some changes in the wording of the letter sent home about attendance.

Raise-on-line – The Headteacher gave a presentation of the Raise-on-line data; she answered governors’ questions and explained how the school used the data. The information was about last year’s Y6 results – it showed how much progress children had made since KS1; whether they had reached the expected levels. She pointed out that four children did not make the expected progress but all the others made average or above progress. In maths most children made above the expected progress.

In response to a question she explained that the comparison of disadvantaged children was with the other children not with the national figures.

8. REPORTS FROM COMMITTEES, LINK GOVERNOR REPORTS, VISITS TO THE SCHOOL, AND TRAINING

Reports from Committees

The following committees had met very recently and minutes were not yet available for all the meetings:

Finance and Personnel; Curriculum; Premises.

Visits and Training

Mr Ajayi was not able to be at the meeting, however, he had sent the clerk an e-mail about his visit to the school on 4 November where he was briefed about the health and safety arrangements in place. He agreed that he would undertake the health and safety audit in January. Mr Ajayi reported that he had attended the Lewisham Governors AGM and was now a committee member. He had also attended Finance training

9. URGENT BUSINESS

Recruitment: The Headteacher asked for and got the agreement of two governors who could take part in shortlisting and interviewing on 12 and 15 December.

Appointment of co-opted governor

Ms Marks-Menzies indicated that she would be keen to join the Governing Body, and it was **RESOLVED** that Clare Marks-Menzies be appointed as a co-opted governor for a four year period of office with immediate effect.

10. DATES AND TIMES OF FUTURE MEETINGS

Governors were reminded that the following dates have been agreed.

Governing Body

Monday 23 January 2017

Monday 13 March 2017

Monday 15 May 2017

Monday 26 June 2017

All meetings start at 7.00pm

Finance and Personnel Committee

Tuesday 31 January 2107

Tuesday 9 May 2017

All meetings start at 4.30pm