



# Cayley Primary School

## Minutes of the Full Governing Body

Date of Meeting	2 <sup>nd</sup> March 2020
Venue	Cayley Primary School, Aston Street, London E14 7NG
Chair	Nicholas Paul
Clerk	Nigel Caleb

## MEMBERSHIP

Type	Membership	Attendance
Staff	Lissa Samuel (Headteacher)*	Attended
	Chrisinda Nieuwenhuis (CN) (AHT)*	Attended
Local Authority	Nicholas Paul (LA) (Chair)*	Attended
Co-Opted	Chris Worthington (CW)	Apologies
	Don Hall (DH) (Vice Chair)	Apologies
	Ben Sperring (BS)	Apologies
	Susan Mordey (SM)*	Attended
	Saleha Habiz-Khatun (SHK)	Apologies
Associate	Philipp Simon (PS)	Apologies
	Jamir Chowdhury (JC)-	
Parent	Rezwan Jahedi (RJ)-	Attended
	Khoyrul Shaheed (KS)*	

\*Denotes attendance      - Denotes no response

[The meeting commenced at 16:02 hours and was quorate]

### PART 1 – Open Section

#### 1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies were **RECEIVED** and **ACCEPTED** from:

- Chris Worthington
- Don Hall
- Ben Sperring
- Saleha Habiz-Khatun
- Philipp Simon

##### 1.1 Welcome

The Chair welcomed Nigel Caleb, who was standing in for the regular Clerk, to the meeting and introductions were made.

#### 2. DECLARATIONS OF PECUNIARY INTEREST

There were no new declarations of interests recorded in relation to the agenda items.

### 3. GOVERNING BODY MATTERS

- 3.1 Co-opted Governor Re-appointment. Don Hall's term of office ends on 22<sup>nd</sup> May 2020 and Governors **AGREED** his re-appointment as a Co-opted Governor for a further term of four years.
- 3.2 Governor DBS check update. Khoyrul Shaheed was the only governor with DBS check still outstanding and he agreed to bring the necessary documents into the school tomorrow.  
**ACTION:** KS to submit documents on 3<sup>rd</sup> March 2020 for DBS check.
- 3.3 Governor Profile/Information Forms Update. Khoyrul Shaheed will send prolife update to the HT.  
**ACTION:** KS

### 4. DRAFT MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 25<sup>th</sup> NOVEMBER 2019 AND 20<sup>th</sup> JANUARY 2020 (ATTACHED)

- 4.1 *The amended draft minutes of the Full Governing Body meeting of 25<sup>th</sup> November 2019 were circulated prior to the meeting for review.*

**RESOLVED:** the amended minutes of 25<sup>th</sup> November 2019 be approved and signed by the Chair as a true record of that meeting.

*The draft minutes of the Full Governing Body meeting of 20<sup>th</sup> January 2020 were circulated prior to the meeting for review.*

*The following amendment was noted.*

- Nicholas Paul was noted as absent, but this was not reflected at the beginning of the minutes.

**RESOLVED:** subject to the above amendment, the minutes of 20<sup>th</sup> January 2020 be approved and signed by the Chair as a true record of that meeting.

- 4.2 There were no matters arising from the minutes that were not on the agenda.

- 4.3 Review of action points and matters arising:

ITEM	Carried Forward Actions - 21 <sup>st</sup> January 2019	LEAD	TIMESCALE
Item 6:	Approach Docklands Museum to ascertain whether they could do a talk at the school	DH Chair	<b>UNRESOLVED</b> –Carried Forward to the next meeting
Item 10: Governors Link Visits/Training – SCIENCE	To undertake a follow-up science visit and report back to the FGB	BS	<b>PARTIALLY RESOLVED</b> - BS reported that he had arranged to meet with Khalida Rahman/Andrew Tattaris on 03.12.2019 for a Science and Maths Link visit and would feedback to the FGB on 21.01.2020.

Agenda Item	7 <sup>th</sup> October 2019 Actions	Lead	Timescale
Presentation	<b>AP –10/2019 – 01</b> –Governors were invited to view EYFS on an operational basis	All	Any
KS1	<b>AP –10/2019 – 02</b> –Whole-School progress to be identified at the next presentation	AS	TBC

Agenda Item	25 <sup>th</sup> November 2019 Actions	Lead	Timescale
Item 6:1 Review of APs	<b>AP – 11/2019 – 04</b> –Undertake a link visit for a PD and Creativity session and School Council	Chair	<b>PARTIALLY RESOLVED</b> – Chair informed that he had attended the School Council. Will be arranging a visit for a PD and Creativity session ASAP
	<b>AP- 11/2019 - 05-</b> Undertake a SEND link visit	SHK/CN	<b>UNRESOLVED:</b> SHK and CN agreed to meet on CN return from leave.
Increase Governors Profile	<b>AP – 11/2019 – 07</b> – Governors to attend Breakfast week – 27.01.2020- 31.01.2020	All	<b>RESOLVED</b>
	<b>AP – 11/2019 – 08</b> – Attend Breakfast Week	BS	<b>RESOLVED</b>
	<b>AP – 11/2019 – 09</b> – Attend Breakfast Week	SHK	<b>RESOLVED</b>
Item 9: Review of Reports	<b>AP – 11/2019 – 12</b> –ascertain from Jackie Ferris whether the School’s results were comparable to other local schools	Head	The HT informed that Jackie Ferris had attended Breakfast Club and met with parents.
	<b>AP – 11/2019 – 14</b> – An article to be placed in the newsletter re: swimming statistics and stressing the importance of learning to swim as a potential life-skill	Head	<b>RESOLVED</b>
Item 15: Governors Dev Plan	<b>AP – 11/2019 – 15</b> – Email details of the NLG conference to the membership	Head	<b>RESOLVED</b>
Item 16: AOB School Streets	<b>AP – 11/2019 – 16</b> – School Streets plan to be uploaded to the School’s website	Head	<b>UNRESOLVED</b> The HT said that this has not been done as they had not received a final plan from School Streets. It will be done ASAP when the information is received.

- **Item 9 AP-11/2019-12:** Governors noted that Jackie Ferris’ attendance at the Breakfast Club was very useful and well received and asked that she be thanked. They also noted that they, as Governors, should engage with parents and the Breakfast Club was a means to do so. The HT noted that they have started to do Friends of Cayley on Friday mornings at 09:00 hrs am and Governors were welcomed to attend.

- **Item 16 AP-11/2019-16:** The HT noted that she created a page on the website 'Local Area' and there is already mention of streets, the planting in Repton Street for which Judith had raised money.

Agenda Item	20 <sup>th</sup> January 2020 Actions	Lead	Timescale
Item 3 3.1 End of Term of Office	<b>AP - 01/2020 - 01</b> - Clerk to add co-opted governor reappointment to the Full Governing Body meeting agenda.	Clerk	RESOLVED
4 Preview of Previous Minutes	<b>AP - 01/2020 - 02</b> Clerk to remove Pupil Premium Report from the 21 <sup>st</sup> January 2019 action list and leave this box empty and carry forward to the next FGB meeting.	Clerk	RESOLVED
4 Review of Previous Minutes	<b>AP - 01/2020 - 03</b> Governors to complete the governor information form emailed to them and forward back to the school.	All	RESOLVED
	<b>AP - 01/2020 - 04</b> Any governor who wished to attend HR training to contact the Headteacher.	All	No governors made contact. KS indicated an interest and the HT will get Nancy to send details.
	<b>AP - 01/2020 - 05</b> Governor Profile forms to be completed and returned to the Headteacher	All	RESOLVED
	<b>AP - 01/2020 - 06</b> Governors to check that the information the school holds relating to them is up to date and correct.	All	PARTIALLY RESOLVED KS to submit information
	<b>AP - 01/2020 - 07</b> Governors to email the Headteacher dates they can attend Breakfast Week	All	RESOLVED
5 Finance Committee Minutes	<b>AP - 01/2020 - 08</b> Finance update to be provided at the next meeting	Head	RESOLVED on today's agenda
6 Safeguarding /Single Central Record Audit	<b>AP - 01/2020 - 09</b> Governors contacted to complete DBS check.	Those contacted	ASAP Ongoing
10 Governor Presence	<b>AP - 01/2020 - 10</b> A 'meet the governors' event to be advertised via the newsletter, website and homepage for 2 <sup>nd</sup> March at 3:30pm.	Head	RESOLVED The HT noted this was advertised for the Family Breakfast but not for today.
	<b>AP - 01/2020 - 11</b> Meet the Parents to be added to the FGB agenda for discussion.	Clerk	RESOLVED
	<b>AP - 01/2020 - 12</b> Information about governors to be shared on the school newsletter	Head	RESOLVED

- **Item 4 AP-01/2020-02:** The HT informed that Pupil Premium data was 7 years out of date as the SIMS information has not been updated since 2013. Nancy has liaised with the IT team and LGFL and LGFL is exchanging data with SIMS. Nancy is working through the eligibility of the children for Pupil Premium. The HT noted that she did not want to write a report until there was accurate information and said that as soon as it is done the report will be written and sent to governors even if it is between meetings.

**ACTION:** HT to send Pupil Premium Report to Governors when the data has been updated.

**A governor asked how the situation came about.** The HT said that the previous members of staff who worked in Finance and HR had failed to ensure the data was updated but had told her that it was. She said a difficulty caused was that the system generated emails for staff when they joined and closed them down when they left. It was removing staff whose name had changed through marriage. It treated the staff's new name as a new member and generated a new email address closing down their previous one. She noted that staff had been reporting to the Finance Committee that the Pupil Premium was correct.

**The Chair asked if there is likely to be other issues.** The HT said she was unable to say but the SBM is going through everything. **Responding to a governor's query** the HT said it is likely that when sorted they will gain money that should have been received before.

- **Item 4 AP-01/2020- 04-** The Headteacher will have the information on HR training emailed to Khoyrul Shaheed.

**ACTION:** KS to be sent information on attending HR training.

- **Item 10 AP-01/2020- 12-** Information about governors is being shared on the school newsletter. **The Chair asked if there could be a governor's corner.** The Headteacher said that could be done and articles sent to Nancy. **The Chair agreed to contribute an article in the last week of the term.**

**ACTION:** Chair to do article for newsletter.

4.4 Urgent / Chair's action taken since the last meeting. There was none.

## 5. MINUTES OF COMMITTEE MEETINGS

### Finance and General Purposes Committee meeting held on 24<sup>th</sup> February 2020 (to receive minutes)

- 5.1 **Governors received** the minutes of the Finance and General Purposes Committee meeting held on 24<sup>th</sup> February 2020 at 15:00 hrs. In the absence of that committee's Chair, Chris Worthington, the Chair spoke to the minutes, highlighting certain aspects. He said they had looked at the Skills Audit and that substantial savings were made.
- 5.2 The HT noted that they had the third quarter Budget Monitoring Report and having been asked to look at making savings they had made substantial savings of £230K through restructuring of the Admin team, senior leadership and secondments. It was noted however that there was a separate budget line for supply staff and as the school had a member of staff on maternity leave, this was being covered by a supply teacher. This had contributed to a saving in salaries. The HT said there was only one maternity cover by an agency staff the rest is covered by NQTs, resulting in significant savings.
- 5.3 The HT noted they also received additional Expansion funding of £26K as they had an additional 11 pupils.
- 5.4 The SBM had reported that at the SBMs meeting they were informed that the LA will claw back any surplus over 8%. The HT noted that they have a Surplus Budget Plan for £287K in which they have put all the things they had held off doing when they thought they did not have the money.
- 5.5 The Chair noted staff was now 80% of the budget. The school was aware that this was quite high and due to this a decision had previously been taken that TAs would not be replaced unless they were considered as necessary as they left the school. General TAs had been replaced with apprentices as the school had enough experience and expertise to support this.
- 5.6 In response to a question at the F&GP committee meeting the HT had said apprentices will not become TAs after the training period and this had been made clear to all the apprentices that commenced working with the school. There was no guarantee or promise of a job after their

apprenticeship ceased. The HT noted that some were really good and there were some that didn't work out.

- 5.7 The SBM had requested two virements, one of £10K for the SEN budget for a child with a personal budget for whom they need to buy specialist equipment. The other for £5K for premises adjustments to be made. **A governor asked** what happens if the child moves, the HT said the equipment would go with the child. The school will get back the money spent on the specialist equipment from the LA. The F&GP committee had **approved** the virements.
- 5.8 The HT said the committee had received a premises report which included:
- Leaking roof
  - gully no longer leaking as it was repaired
  - new boiler required as there have been ongoing issues with the current one for approximately 4 years
  - new pump needed on the tank downstairs to pump water to the top of the building, as current pump damaged.
- The repairs cost would be £5K - £6K and will be built into the Budget Surplus Plan.
- 5.9 There was a three year rolling plan to replace 15 computers a year under Capital Fund Spending.
- 5.10 In the staffing update to the committee it was asked how the new Parent Liaison was doing. The HT had replied that she was doing a good job. She was running several activities with families such as parent gym, ladies only fitness club, friends of Cayley and a drop-in centre for 1 on 1 sessions. Parents really seemed to value this. She said the Parent Liaison was currently working on attendance and seemed to be doing great work. She had managed to cut down morning phone calls to parents from 1-2 hours a day to around 30 minutes.
- 5.11 A staff member who was on sick leave due to a broken collarbone had returned to work.
- 5.12 The HT informed that she had received a complaint today from a parent who said that a child who had returned from Italy should have self-isolated. She had replied and copied the Chair, indicating that she had followed medical advice and had done a risk assessment. The parent had responded and was happy with the HT's reply and thanked her for responding so quickly.
- 5.13 **A governor asked** if extra sanitiser was available. The HT said there was and there were also new wash your hands posters up.
- 5.14 **A governor noted** that he was not a finance expert but had gone through the papers thoroughly and he felt training would be useful. Governors were advised that the Clerk, Rochelle had called today to say that she had spoken to Governor Services about finance training and will be emailing governors about it.
- 5.15 **SFVS Approval.** The HT noted that the SFVS had been sent to governors and some replies were received. **Governors approved the SFVS to be signed by the Chair and submitted to the LA.** The HT said that the SFVS was a useful document and noted that there were three areas which they had 'partially met' and these were being worked on.

## 6. FINANCE

- 6.1 Agree Virements - This was covered in the Finance Report at 5 above.
- 6.2 Review Budget Surplus Spending Plan – deferred to next Finance meeting on 30<sup>th</sup> March 2020

## 7. HEADTEACHER'S WRITTEN REPORT

- 7.1 **Governors received** the HT's Report to Governors Spring 2020 which was circulated prior to the Meeting. The HT spoke to her report and took questions.
- 7.2 The HT noted that they have more children in school. There were eight more children in school and five children have deferred their places. She said they had done an analysis of children who

had left Cayley to find out why. Children have left Cayley to go to schools nearer home, to be with siblings when a vacancy has opened up at a school nearer to home and because families have been made homeless and moved to temporary accommodation out of the local authority or too far to travel. One child has a parent who is a teacher and has moved them to their school, in the same way that one of Cayley's teachers has brought their child to Cayley. The HT said that she had made an arrangement with a parent who was facing difficulties to refund her bus fare if she got her child to school on time.

- 7.3 The school has had children with 6 new languages start during the autumn term: Finnish, Greek, Konkani, Kurdish, Turkish and Yoruba and there are no adults in the school that speak any of the languages. The HT reported that the children have settled into Cayley life well, are developing friendships and making progress in all subjects. Some have slower progress, one of them in Year 1 understands English but is not confident and that is holding back her Reading and Writing.
- 7.4 The HT said their Free School Meals had gone down, but they are working on Pupil Premium and will go into it further.
- 7.5 Mark did an update on SEN and the HT noted that advice from the Education Psychologist is that they should have 6 days of out of class support from a SENCO for the number of children they have. **Governors asked** what that means and were told it is the teacher working out of class on provision for the children. The HT noted they have interviews set up but while the Deputy HT is doing it that's a loss of strategic provision for the school. She said depending on how the interviews go they will look at how to cover Inclusion and Support. They could have 2 Higher TLRs or 1 Higher TLR and 2 Lower TLRs at no extra cost to the current structure. They also need to look at how the Deputy HT is spending his time on Inclusion.
- 7.6 The interview will be very stringent and will include an in-tray prioritising exercise as well as the completion of part of an Education Health Plan application for which they will be given an Education Psychologist Report and a Speech and Language Report.
- 7.7 The current profile of pupils with SEN showed 15 children had an EHCP in place with additional funding from LA; 4 children had an EHCP Assessment Completed and were at SEN Panel and 12 children had an Education and Health Care Plan Request with the gathering of evidence this term by the school, so they are at various stages.  
16:49 hrs KS left the meeting at this point, the meeting was now inquorate.
- 7.8 The HT noted that the 4 children in Year 6 would be leaving but there are an additional three children in Nursery. She informed that the LA had asked for case studies of children who joined Nursery and Reception without having their needs identified.
- 7.9 Seven children from Nursery will be going up to Reception in September, two have Health Care Plans and so the school was consulted on them. They are not consulted on the other 5 as they do not have HCPs. The HT said they are concerned they will have 7 children with considerable needs. She said other HTs are also concerned and they are all saying it is a really big issue and that is why the case studies are being put together.
- 7.10 **A governor asked** where the failure in the system is and was told it is partially with the parents and partially with the Health authorities. The HT noted that providing for 7 children will be difficult and Mark is already looking at the provision for September, but there could be other children with needs as well. She noted that if all twelve children with an EHCP request got it the school would have 6.1%, which is almost double the local average and 1.1% above national average. The HT noted that it is a big concern and is a concern for most schools.
- 7.11 The HT noted that their results may not be up with the National averages if they are as inclusive as they wish to be. It was noted that the HCP does not cover the school's costs.
- 7.12 Behaviour and anti-bullying is going quite well.
- 7.13 There have been no exclusions.
- 7.14 The Behaviour Policy will be reviewed in the second half of this term. The HT informed that Zoe Winson-Stowe has been appointed as Specialist Leader of Education for behaviour and has begun supporting other schools as well as continuing to lead sessions for Initial Teacher Training and Newly Qualified Teachers through LETTA.
- 7.15 Attendance is quite poor, 94.86%. The HT noted they have not been that low since Summer 2018. There will be Attendance Week this half term to try and boost it up, will have a lot of fun and games and competitions.

- 7.16 There are two children in LA Care and their attendance was 97.1% which was very good.
- 7.17 Extended leave went up by 0.8%, with a lot of families travelling for medical reasons for care not available in the UK. The HT had agreed to a family holiday for a child with special needs, but they took 20 days instead of the agreed 10 days. **A governor asked** if families are still being fined and was told they were.
- 7.18 The HT said a lot of work has been done on the curriculum and the TLRs are working well. They had a good Inset on Thursday with TLRs leading parts of it. They looked at what makes Cayley, Cayley. It was a good session with people staying till 17:30 hrs. Lots of good reasons were given including, opportunities children have, feel of the school, families, children and support.
- 7.19 The HT suggested that in Autumn they have a whole meeting dedicated to the curriculum where the TLRs can talk about their work and how the curriculum builds in with each other.
- 7.20 This term the school celebrated the achievement of a Music Mark Award in recognition of all the music in the school including Tower Voices project, music with Thames. The children will have a music concert where they will play for other schools.
- 7.21 Staff absences have decreased. One of the biggest factors is the change to PPA. This term they have trialled having a whole day of PPA on alternate weeks (rather than ½ a day each week), giving teachers the option of working off-site if they prefer. Asked how it was covered the HT said they had advertised for a HLTA and got three really passionate individuals. One was appointed to replace EYFS and they met with the other two to agree a way for them to both work. One does art linked to the curriculum and the other does creative writing. The children also have PE led by the Nursery Nurse and Sports Apprentice. This is done every other week, so the teachers are not deskilled as they teach on the alternate weeks. One of the girls in Year 6 who can be quite distracted has been trying her best to please the Nursery Nurse. The HT will do a brief questionnaire for staff to see how they feel about the system.
- 7.22 The SLT reviewed the School Action Plan in its entirety. They looked at each section, Behaviour for Learning, Love of Learning and Inclusion for Learning and checked for accuracy and relevance. They considered ways to ensure that it is usable and used as a working document and then reflected on the progress made this year. They considered what needs to be done for the rest of the year. It also led to them looking at the meetings they have, and they have decided to have stand up meetings. Senior leadership is told what the focus will be and so come prepared and can feed into the meeting. The meetings are now more focused.
- 7.23 The HT noted that there have been a lot of fractures this year. Children were reminded and given time for reflection in assembly about looking after themselves and others. Keeping selves and others safe.
- 7.24 Several learning walks have been done since the second half of the autumn term as part of Performance Management and Continuous Professional Development. Teachers will be carrying out their mid-year reviews during this half term – a time for reflection and to check whether or not they need any support in meeting their targets or if changes need to be made.
- 7.25 Jo Franklin will be in on Friday to do a Single Central Register (SCR) inspection that the school have asked for.
- 7.26 The Chair noted that, except for attendance, it was a very positive report. The HT said that the reason behind the fall in attendance might be because they no longer gave prizes.

## 8. FEEDBACK FROM LINK GOVERNORS' VISITS / TRAINING

- 8.1 Meet the Parents. A governor noted meeting briefly with a parent.
- 8.2 Breakfast Week. Governors noted this went off quite well. It was well attended with some parents coming over several days.
- 8.3 Directors with Governors Meeting feedback. Rezwan was not present to report. The Chair noted that he had not attended that meeting. He reported attending THEP training last week on Governance where they provided questions that governors should ask. He found the session quite good, although there was nothing new. However, he felt it was good to hear it all and be reminded

of governors' role.

The Chair informed that he will attend Preparing for Ofsted training on 10<sup>th</sup> March.

- 8.4 The HT noted that they were due an inspection and that may happen after Easter.

## 9. POLICY AND OTHER DOCUMENTS REVIEW

*The following policies approved by the Governing Body by email were noted and signed by the Chair.*

- Health & Safety and Premises
- GDPR

## 10. DATE OF NEXT MEETING

The date of the next meeting was noted as 18<sup>th</sup> May 2020 at 16:00 hrs.

## 11. ITEMS TO REMAIN CONFIDENTIAL

- There were none.
- It was noted that Associate Governor Jamir Chowdhury and Parent Governor Rezwan Jahedi had failed to send apologies for their absence at today's meeting. The Chair will write the Parent Governor. **Action: Chair**
- It was **agreed** the Clerk will ask Steve Worth to do financial training for the GB on Monday, 6<sup>th</sup> July 2020 from 15:00 hrs – 16:00 hrs. **Action: Clerk**

**[Meeting ended at 17:34 hrs]**

### SUMMARY ACTION LOG

ITEM	Carried Forward Actions - 21 <sup>st</sup> January 2019	LEAD	TIMESCALE
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Agenda Item	2 <sup>nd</sup> March 2020 Actions	Lead	Timescale
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Item 3 3.3 Governor Profile Update	Khoyrul Shaheed to send prolife update to the HT.	KS	03.03.2020
4 Previous Minutes	HT to send Pupil Premium Report to Governors once the data has been updated.	Head	ASAP
4 Review of Previous Minutes	KS to be sent information on attending HR training.	Head	ASAP

	Chair to contribute an article to newsletter in last week of the term.	Chair	30.03.2020
11	Chair to write Rezwan Jahedi.	Chair	ASAP
11	Clerk to ask Steve Worth to do financial training for the GB on Monday, 6 <sup>th</sup> July 2020 from 15:00 hrs – 16:00 hrs.	Clerk	ASAP

Chair's signature:  Date: 22/10/20  
Nicholas Paul