



Cayley Primary School

Minutes of the Full Governing Body

Date of Meeting	20 th January 2020
Venue	Cayley Primary School, Aston Street, London E14 7NG
Chair	Don Hall
Clerk	Rochelle Clarke

MEMBERSHIP

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

*Denotes attendance - Denotes no response

[The meeting commenced at 16.04 hours and was quorate]

PART 1 – Open Section

1. WELCOME AND APOLOGIES FOR ABSENCE

In the absence of Nicholas Paul, Don Hall chaired the meeting.

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

- Ms Chrisinda Nieuwenhuis
- Mr Nicholas Paul
- Mr Philipp Simon
- Mr Ben Sperring

1.1 Welcome to the New Parent Governor

The new Parent Governor Rezwan Jahedi was welcomed to the meeting by the Chair 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 End of Term of Office – to receive notification of governor term of office
Don Hall's term of office would come to an end on 22nd May 2020.

ACTION: Clerk to add co-opted governor reappointment to the Full Governing Body meeting agenda.

4. DRAFT MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 25TH NOVEMBER 2019 (ATTACHED)

The draft minutes of the Full Governing Body meeting of 25th November 2019 were circulated prior to the meeting for review.

The following amendments were noted.

- Don Hall, Jamir Chowdhury and Chris Worthington were noted as absent but this was not reflected at the beginning of the minutes
- **Page 3- 6.1- item 6-** This item did not relate to Pupil Premium

ACTION: Clerk to remove Pupil Premium Report from the 21st January 2019 action list and leave this box empty and carry this action forward to the next FGB meeting.

- **Page 12- item 5-** AM to be amended to PS.

RESOLVED: the minutes from 25th November 2019 would be approved and signed by the Chair at the next meeting after the above amendments were made.

Review of action points and matters arising

ITEM	Carried Forward Actions - 21 st January 2019	LEAD	TIMESCALE
Item 6:	Approach Docklands Museum to ascertain whether they could do a talk at the school	DH Chair	UNRESOLVED –Carried Forward to the next meeting on 02.03.2020
Item 10: Governors Link Visits/Training – SCIENCE	To undertake a follow-up science visit and report back to the FGB	BS	PARTIALLY RESOLVED - 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 th October 2019 Actions	Lead	Timescale
Presentation	AP –10/2019 – 01 –Governors were invited to view EYFS on an operational basis	All	Any
KS1	AP –10/2019 – 02 –Whole-School progress to be identified at the next presentation	AS	TBC
Item 14: Safe-guarding Update	AP – 10/2019 – 09 – SCR audit to take place	Chair	RESOLVED:
	AP – 10/2019 – 10 – Read 2019 KCSIE Guidance	KS/JC	RESOLVED:

- **Item 14 AP10/2019-09-** The Headteacher informed that all governor information would now be uploaded onto SIMS. A form had been emailed to all governors to complete and hard copies had been brought to the meeting for anyone who required it.

ACTION: Governors to complete the governor information form emailed to them and forward back to the school.

- **Item 14 AP 10/2019-10 -** Read 2019 KCSIE Guidance

RESOLVED: All governors in attendance **CONFIRMED** they had read and understood the 2019 KCSIE guidance.

Agenda Item	25 th November 2019 Actions	Lead	Timescale
Item 3: Governing Body Matters	AP – 11/2019 – 01 – Invite the new parent Governor to the next FGB meeting	NG	RESOLVED
	AP – 11/2019 – 02 – Ascertain whether PS wanted to continue as an Associate Member	Chair	RESOLVED
	Potential AM with HR	Head	RESOLVED
Item 6:1 Review of APs	AP – 11/2019 – 03 –Contact Inspiring Governance to seek a potential AM with HR experience	Head	RESOLVED
	AP – 11/2019 – 04 –Undertake a link visit for a PD and Creativity session and School Council	Chair	ASAP
	AP- 11/2019 - 05- Undertake an SEND link visit	SHK/CN	UNRESOLVED: SHK and CN agreed to meet on CN return from leave.
Item 8: SDP	AP – 11/2019 – 06 –Raising Governors profiles to be discussed with the Stepney Partnership	Head	RESOLVED
Increase Governors Profile	AP – 11/2019 – 07 – Governors to attend Breakfast week – 27.01.2020- 31.01.2020	All	27.01.2020
	AP – 11/2019 – 08 – Attend Breakfast Week	BS	28.01.2020
	AP – 11/2019 – 09 – Attend Breakfast Week	SHK	30.01.2020
	AP – 11/2019 – 10 – Governors attendance at Breakfast Week to be placed on the agenda	Clerk	RESOLVED
	AP – 11/2019 – 11 – Dates for Christmas lunch End of Term Performances and Breakfast Week to be circulated	NG	RESOLVED 10.12.2019
Item 9: Review of Reports	AP – 11/2019 – 12 –ascertain from Jackie Ferris whether the School's results were comparable to other local schools	Head	ASAP
	AP – 11/2019 – 13 – Review the quality of the swimming provision	Head	RESOLVED

	AP – 11/2019 – 14 – 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	Next Issue
Item 15: Governors Dev Plan	AP – 11/2019 – 15 – Email details of the NLG conference to the membership	Head	ASAP
Item 16: AOB School Streets	AP – 11/2019 – 16 – School Streets plan to be uploaded to the School's website	Head	ASAP

- **Item 3 AP-11/2019-03:** It was confirmed that the Chair had contacted PS who had confirmed he was happy continue as an Associate Member.

A governor raised concern that information was being sent to Associate Members who did not attend GB meetings and questioned if this was good practice.

In response the Headteacher informed that it was best practice as if those in question were not Associate Members they would then be unable to provide the specialist skills the school required in the way they currently did. The Clerk agreed with this and also stated that many governing bodies appointed Associate Members with specialist skills such as Human Resources, Finance and Legal as they did not want to be appointed as governors as they were unable to dedicate the time required but still wished to provide support to a school.

Governors were in **AGREEMENT** that it was beneficial to keep the current Associate Members and also **AGREED** to continue sharing information with them.

- **Item 3 AP11/2019-03-** The Headteacher confirmed she had contacted Inspiring Governance to seek a potential Associate Member with HR experience. They had suggested training be provided to upskill current governors. The Headteacher stated that this training was quite expensive.

ACTION: Any governor who wished to attend HR training to contact the Headteacher.

- **Item 8 AP11/2019-06 -** The Headteacher informed that governor profile forms had been forwarded to governors for completion. A number of these forms had been returned.

ACTION: Governor Profile forms to be completed and returned to the Headteacher.

ACTION: Governors to check that governor information the school hold is up to date and correct.

- **Item 8 AP11/2019-07 -** The Headteacher informed governors that parents had been informed via the school newsletter that governors had been invited to attend Breakfast Week. This would take place in the main hall from 8am.

ACTION: Governors to email the Headteacher dates they can attend Breakfast Week.

- **Item 9 AP11/2019-13 -** JP (John-Paul O'Donnell) had looked at the data relating to PE and swimming lessons and had queried this data as she did not believe this to be accurate due to the fact a number of children had met the expected standard. JP would now go along to ensure that assessments were being carried out correctly. It had also been decided that children would take part in swimming for one term as this showed better results than spreading the lessons over a year.

Q&A-a governor asked if the school set the children targets

In response the Headteacher stated that this depended on the level of the children as some children had never been swimming before. JP was in the process of sending information to families to inform them of free swimming activities or free trips.

The school was in the process of getting data from JF and would then share this with parents.

5. MINUTES OF COMMITTEE MEETINGS

Finance and General Purposes Committee held on 25th November 2019 (to receive minutes)

There had been no finance committee. This was now rescheduled for 24th February 2020 at 3pm.

ACTION: Finance update to be provided at the next meeting.

6. SAFEGUARDING UPDATE (STANDING ITEM)

Safeguarding Report

Governors given the following safeguarding report:

- The school had 2 looked after children
- 5 children are on the child protection register
- 1 child was on the concerns list

Q&A- a governor questioned how the school was managing with the children on the concerns list?

In response the Headteacher assured governors that the school was managing well at present.

The school used SIMs to manage this information. Many schools were now opting to use CPOMs but the Headteacher stated that she felt there was more capacity on SIMS which made it a better system and would continue to use this.

Q&A- a governor asked if all staff had access to SIMS?

In response the Headteacher assured governors that only staff members who needed this information were allowed access. At present this was the Safeguarding Leads and the Safeguarding Officers.

Safeguarding / Single Central Record Audit

The Headteacher confirmed that the Chair had attended the school to carry out a safeguarding audit. It was **noted** on reviewing the SCR that 7 governor DBS' had expired. These governors would be contacted to complete a new form.

ACTION: Governors contacted to complete DBS check.

7. CHAIR'S ACTIONS OR ANY URGENT ACTION SINCE THE LAST MEETING OR THE PRODUCTION OF THE AGENDA

There had been no chairs actions since the last meeting

8. POLICIES FOR RATIFICATION (TO BE CIRCULATED AND APPROVED BY THE SCHOOL'S VIRTUAL POLICY)

The following policy had been circulated prior to the meeting for review

- Access and Inclusion Manual

The Headteacher informed governors that any changes made to the manual had been highlighted in yellow.

RESOLVED: Governors **APPROVED** the following manual and it was signed by the Chair.

The following policies would be brought to the FGB this academic year:

- Curriculum Policies – Summer Term
- Personnel Policies – Summer Term
- GDPR- Summer Term.

The importance of the school's curriculum policies was **noted** due to the new Ofsted framework as there was a focus on the curriculum.

9. GOVERNING BODY DEVELOPMENT

Set Governing Body Priorities for the year (GAP)

Governors were asked if they had arranged to meet with their link TLR person. It was important that governors made contact and made visits to the school.

Governors Visits/Link Visits

- Governors to Attend Breakfast Week

Winter Performance

SKH attended the EYFS winter performance. The performance had been the Drummer Boy and had been brilliant as the children were great with all of them singing along. It was good to see the effort families had put in to make costumes. Well done!

Governor Training

The Headteacher had attended safeguarding training.

10. ANY OTHER BUSINESS

Governor Presence

SKH informed that before attending the winter performance parents had raised some concerns around lack of knowledge of who governors were or how to get hold of them. They also raised some issues around the lack of communication between parents and the school and commented that they did not always find the school office approachable. They also raised the issue of the school not sending trip letters in a timely manner.

It was **noted** that governors had not noticed a delay in receiving the school newsletter as this was always received in a timely manner.

SKH suggested that governors come up with ways to make themselves more available to the school community as she believed there needed to be more interaction with parents. After some discussion governors suggested that either a coffee morning or governor surgery be held.

It was **noted** that no parents attended the last coffee morning even though this had been advertised. RJ commented that he believed that governors would receive a better reaction from parents if governors were available at pick up time as this is when most parents are available.

ACTION: A 'meet the governors' event to be advertised via the newsletter, website and homepage for 2nd March at 3:30pm.

ACTION: 'Meet the Governors' to be added to the FGB agenda for discussion.

ACTION: Information about governors to be shared on the school newsletter

Governors thanked SKH as this feedback had been incredibly helpful for governors.

SchoolPing

The school was now using schoolPing to pay for school trips.

Q&A- a governor questioned if this new system worked for all parents?

In response the Headteacher stated that the app worked on all but 2 parent's phones. Parents could also use the tablets in the foyer of the school.

Q&A- A governor asked if all parents had mobile phone

In response the Headteacher stated that if a parent didn't have a phone then someone in the close family did.

11. DATE OF NEXT MEETING:

Finance Committee- Monday 24th February 2020 -3pm

Full Governing Body- Monday 2nd March 2020- 4pm

[Meeting ended at 17:06pm]

SUMMARY ACTION LOG

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Item 3 3.1 End of Term of Office	Clerk to add co-opted governor reappointment to the Full Governing Body meeting agenda.	Clerk	02.03.2020
4 Preview of Previous Minutes	Clerk to remove Pupil Premium Report from the 21 st January 2019 action list and leave this box empty and carry forward to the next FGB meeting.	Clerk	02.03.2020
4 Review of Previous Minutes	Governors to complete the governor information form emailed to them and forward back to the school.	All	ASAP
	Any governor who wished to attend HR training to contact the Headteacher.	All	ASAP
	Governor Profile forms to be completed and returned to the Headteacher	All	ASAP
	Governors to check that the information the school holds relating to them in up to date and correct.	All	ASAP
	Governors to email the Headteacher dates they can attend Breakfast Week	All	ASAP
5 Finance Committee Minutes	Finance update to be provided at the next meeting	Head	02.03.2020
6 Safeguarding /Single Central Record Audit	Governors contacted to complete DBS check.	Those contacted	ASAP
10 Governor Presence	A 'meet the governors' event to be advertised via the newsletter, website and homepage for 2 nd March at 3:30pm.	Head	ASAP
	Meet the Parents to be added to the FGB agenda for discussion.	Clerk	02.03.2020

	Information about governors to be shared on the school newsletter	Head	Next Newsetter
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Chair's signature: DP. [Signature] Date: 22/10/20
Don Hall