



Cayley Primary School

Minutes of the Full Governing Body

Date of Meeting	25 th November 2019
Venue	Cayley Primary School, Aston Street, London E14 7NG
Chair	Nicholas Paul
Clerk	Naomi Bell

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*	-
	Don Hall (DH) (VC)*	Apologies
	Ben Sperring*	Attended
	Susan Mordey (SM)*	Attended
	Saleha Habiz-Khatun (SHK)*	Attended
Associate	Philipp Simon (PS)	-
	Jamir Chowdhury (JC)*	Apologies
Parent	Vacancy	-
	Khoyrul Shaheed (KS)*	Attended

*Denotes attendance

- Denotes no response

[The meeting commenced at 16.24 hours and was quorate]

PART 1 – Open Section

Agenda Item 1: Welcome, Apologies for Absence

Presenting: Chair/Clerk

The Chair welcomed everyone to the last meeting of 2019. Apologies were **NOTED** and **ACCEPTED** from Don Hall and Jamir Chowdhury. It was also **NOTED** that Chris Worthington would be late attending the meeting. It was **NOTED** that there had been no response from Philipp Simon.

Addendum: CW did not attend the meeting.

[BS left the meeting at 16:25 hours]

Agenda Item 2: Declarations of Pecuniary Interest

Presenting: Clerk/All

Governors were asked to declare the nature and extent of their interest in the transactions discussed to be considered at the meeting or declare that there were no such interests. A Governor must also absent him/herself from any discussion of the Governing Body (GB) in which it is possible that a conflict will arise between his/her duty to act solely in the interests of the School (in accordance with the requirements of The School Governance (Procedures) (England) Regulations 2013.

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

3.1 Governor Vacancies

The Headteacher reported that the School had held a successful Parent Governor election on 25th November 2019. The successful candidate, Rezwaan Jahedi (RJ), had won with 53% of the vote.

Q&A - SHK queried what skillset did the newly elected PG bring to the FGB? Although RJ had not stated he had formal qualifications he had established a community based organisation focussed on providing people with a second chance by offering diversionary activities through the setting up of a Dojo community centre. He was solution focussed and helped people resolve legal/social issues.

Action Point – 25 th November 2019	Lead	Timescale
AP – 11/2019 – 01 – Invite the new parent Governor to the next FGB meeting	NG	20.01.2019

3.2 End of Term of Office

The FGB were advised that the term of office for NP was due to cease on 13.12.2019.

[NP left the meeting at 16:26 hours]

[BS returned to the meeting at 16:27 hours]

The FGB was advised that it would need to contact the LA if it no longer felt that NP continued to exhibit the skillset required to contribute to the effective governance and success of the school.

Eligible members of the FGB unanimously **AGREED** that NP had been an effective LA Governor /Chair of Governors and should continue in office.

3.3 Governors Skills Audit (2019)

The Headteacher confirmed that skills audits had been received from all Governors.

The audit identified that the FGB exhibited the following:

- A significantly high level of expertise from the education sector which could have the potential to skew decisions.
- The School wanted to retain the legal expertise provided by PS as an Associate Member. PS was bound by the Governors Code of Conduct, but as a Solicitor, he was also bound by the higher code of ethics dictated by the law profession.

The FGB was advised that the term of office PS had lapsed on 11th October 2019.

Action Point – 25 th November 2019	Lead	Timescale
AP – 11/2019 – 02 – Ascertain whether PS wanted to continue as an Associate Member	Chair	ASAP

The FGB was also advised that going forward appointments of Associate Members could be reviewed on an annual basis.

Q&A – BS queried whether the skills audit identified any other significance areas in which the School required representation? There was a lack of representation in HR since KB had stepped down. The School could consider appointing an Associate Governor with effective HR experience.

Action Point – 25 th November 2019	Lead	Timescale
AP – 11/2019 – 03 –Contact Inspiring Governance to seek a potential AM with HR experience	Head	ASAP

Agenda Item 4: NGA Code of Conduct 2019

Presenting: Chair

Challenge/Discussion

All Governors present confirmed that they had read the NGA Code of Conduct 2019 version.

Agenda Item 5: Competency Matrix

Presenting: Chair/All

This item was discussed under Agenda Item 3.3 Governor Skills above.

Agenda Item 6: Minutes of the Meeting held on 8th July 2019 (Circulated) & Review of Action Points and Matters Arising

Presenting: Chair/All

The minutes of the previous meeting were **APPROVED** as a true and accurate reflection of the meeting and were duly signed by the Chair at **16:40** hours.

6.1 Review of action points

ITEM	Carried Forward Actions - 21 st January 2019	LEAD	TIMESCALE
Item 6: Pupil Premium Report	Approach Docklands Museum to ascertain whether they could do a talk at the school	DH Chair	UNRESOLVED –Carried Forward to the next meeting on 20.01.2020
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	Carried Forward Actions - 8 th July 2019	Lead	Timescale
Item 8: SIP/SEF	AP – 07/2019 – 01 – Bids to be submitted to organisations to secure funding for art	Head	ONGOING: The Head had submitted a bid but the School did not meet the criteria for fine art but would continue to source other options

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 5: Governing Body	AP – 10/2019 – 03 – AM would be removed as an AM and the School would contact PM on an adhoc basis going forward	Chair	RESOLVED: PS would remain as an AM subject to AP 2 in item 3.2 above.
Item 14: Safe-guarding Update	AP – 10/2019 – 09 – SCR audit to take place	Chair	UNRESOLVED:
	AP – 10/2019 – 10 – Read 2019 KCSIE Guidance	KS/JC	UNRESOLVED:

All other actions had been completed.

Action Point – 25 th November 2019	Lead	Timescale
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	TBC

6.2 Matters Arising

AHT presentation on 7th October 2019

KS commented that the process of teachers utilising the 15 minutes prior to the start of the school day to rehearse rapid recall of basic Maths skills in order to meet the pupils' needs was a very positive method. The Headteacher confirmed that the practice was not new to the School and that the practice would continue.

SHK stated that on reflection, she had asked questions of all the presenters, firstly, in order to seek clarification on particular points raised in relation to the direction of travel and secondly her level of questioning was due to previous advice received at a Governor Services training session that the FGB failed to challenge the School sufficiently.

The Chair had sent a thank you email, on behalf of the FGB, to the AHTs for their presentation, acknowledging their time, hard work and excellent achievements.

There were no other matters arising recorded.

Agenda Item 7: Feedback from Committee Meetings

Presenting: Chair/Headteacher

Discussion/ Challenge

Finance & General Purposes Committee – 25th November 2019 (Verbal Update)

The Chair reported provided the following headlines:

- In the absence of the Chair of Finance, the Chair of Governors had acted as Chair pro temp.
- To ensure that the FGB complied with the new SFVS requirement to ensure that Governors retained oversight of the School's budget at least 6 times per year it had been agreed that:
- BMRs to continue to be presented to the F&P Committee 3 times per academic year.
- The F&P Committee would review and comment on the remaining 3 BMRs through short meetings prior to the FGB meetings.
- Subsequent BMRs were scheduled to be presented at the following times:
 - 20th January 2020
 - 18th May 2020
- The F&P Committee would continue to feedback its recommendations to the FGB.
- The Committee had reviewed the Period 6 Budget Monitoring Report.
- The SEN funding for schools across the borough was in disarray and contained several coded errors. The LA was currently reviewing its data, but in the interim had clawed back all SEN funding. The funding would revert to the School once the issue pertaining to the correct number of pupils with additional needs had been resolved. Two (2) Year 9 pupils had been included in the School's original list and 2 KS2 pupils had not been included.

Q&A – SHK sought confirmation as to whether the School was currently funding those pupils from its main budget whilst it was waiting to be reimbursed by the LA? Yes, but the Headteacher explained that as part of the usual funding process the SEND funding was paid on a termly basis in arrears.

- There had been significant savings in the staffing budget, particularly in relation to support staff. The costs related to budget line E02 - supply teachers - had been subsumed by budget E26 Agency Supply Teaching Staff. SK had queried during the meeting whether those savings could have a negative impact on curriculum delivery etc. The Headteacher had assured him that the School did not intend to make cuts where pupils required additional support etc.
- SK reported that the budget line I05 Pupil Premium (PP) funding had originally projected an in-year deficit of (£162k), but it was anticipated that the budget would reflect an in-year surplus of £274k.

Q&A – SK asked whether accumulating savings could affect the LA decision as to the level of SEN funding the School could receive? The level of SEN funding was calculated by funding formulas which reflected the pupils' entitlement and not the level of funding contained within the School's budget. The School was also permitted to carry over 8% of its income.

Agenda Item 8: School Development Plan (SDP)/Self-Evaluation Form (SEF) (circulated)

Presenting: Headteacher

The Headteacher reported the following highlights:

- The FGB had been sent several updated versions. Work on compiling the SIP had begun in the spring term during which staff had been consulted on the School's priorities for the next 3-year plan.
- The School had reviewed its 3 core areas and staff agreed that in light of the new Ofsted Framework they should be retained and updated by including the *3is* – intention, implementation and impact, plus the additional inset and support plan which would ensure staff were aware of when and how things fit into the cycle of things the School was doing:
 - Behaviour for learning met the Personal Development, Behaviour and Attitudes criteria.
 - Love of learning met the Quality of Education line of enquiry.
 - Inclusion for learning met the Quality of Education line of enquiry.
- However, the School wanted to ensure that all levels of its leadership and management function was embedded throughout its core areas.
- The School had reduced the level of detail within its SDP to contain the headlines to achieve wellbeing, establishment of behaviour, SEND provision, peer review, curriculum review and curriculum development. All action plans fed into the SDP.
- The Governance/Finance and safeguarding manuals reflected a more coherent approach to the way in which the School reviewed its policies to ensure that policies were usable documents. The Parent and Carer survey identified that both groups were unfamiliar with the School's Governors. The School had previously held surgeries and coffee mornings to meet Governors which generated little or no parental interest. CN commented that there was a need to increase the level of participation from fathers. *Breakfast Week* usually reflected a high level of interest.

Action Point – 25 th November 2019	Lead	Timescale
AP – 11/2019 – 06 – Raising Governors profiles to be discussed with the Stepney Partnership	Head	TBC
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	21.01.2020
AP – 11/2019 – 11 – Dates for Christmas lunch/ End of Term Performances and Breakfast Week to be circulated	NG	RESOLVED 10.12.2019

Agenda Item 9: Review of Reports (circulated)

Presenting: Headteacher

Discussion/ Challenge

Pupil Premium Report – action from last meeting

This item would be deferred until the next FGB meeting on 21st January 2020 because some figures were still outstanding from the DfE.

Sports Premium Report – action from last meeting

- The School now utilised the funding to pay for the Sports Apprentices (SA) who were now working well. They were providing support to teachers, issued certificates of achievement at Friday assemblies and had developed a very good relationship with the pupils.
- The schedule for swimming had been changed to allow for 1 hour per week for a term in the pool to ensure pupils had optimum time to achieve the 25m requirement.

- By the end of Year 4:
76% of pupils had achieved 'water safe' levels
40% of pupils were able to swim 10m

By the end of Year 5 only 1 pupil had exceeded the KS2 expectation in swimming:
83% of pupils were able to swim 10m

Q&A – SHK queried whether the percentage of pupils who could swim had been higher under the old approach? The pupils may not have been assessed by the same criteria.

Q&A – BS asked about the quality of the swimming instruction? Swimming lessons took place at Mile End Stadium and the level of instruction had improved on that received at Sir John Cass (SJC). The new schedule of attendance allowed for an AHT or a PE TLR to attend. However, many Year 4 pupils only sat on the side with their feet dangling in the water.

Q&A – BS asked what needed to change to ensure that pupils reached the target? Pupils needed to be water safe before swimming lessons commenced in Year 4, but any decision to increase trips to the Mile End Stadium would have a significant cost implication. Pupils played happily in the paddling pool at School, but possessed a genuine fear of deeper water which often culminated in some pupils using the avoidance technique.

Action Point – 25 th November 2019	Lead	Timescale
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	ASAP
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

- The School had previously enjoyed a very successful swimming programme when lessons had been delivered by St Georges and as a result its pupils had entered galas etc.
- The School was considering arranging a parent/pupil swimming trips which could potentially take advantage of the free swimming offer in the borough and seek a parental contribution towards the cost of transport etc.

Agenda Item 10: Headteacher's Report (circulated)

Presenting: Headteacher

Discussion/ Challenge

Pupil Data:

The Headteacher highlighted the following highlights:

Attendance

- In the summer the Headteacher had reported that the official attendance figures reached 95.8%, but the School's internal calculations placed attendance at 96%. The School was still waiting for confirmation from the LA as to whether they are willing to amend their records.

Exclusions

- There had been no exclusions recorded.
- ZWS had been appointed as a Specialist Leader of Education (SLE) in Behaviour. She was currently working with some pupils to improve behaviour and had coached teachers through scenarios and how to approach difficult conversations with parents.
- ZWS was also working with the newly appointed LETTA NQTs and initial teacher training.
- ZWS would also work with individual schools outside of the borough.

Bullying

- There had been two (2) bullying incidents reported to the Headteacher involving the same pupil, but on investigation they were found not to be bullying incidents.
- It had been suggested that twins had been bullied by a Year 6 pupil, but in fact one (1) of the twins had jumped on Year 6 pupils' backs and would not leave the area. One of the Year 6 pupils had pushed the twin away.
- The next day the same pupil had acted in a similar way to a Year 4 pupil.

Racist Incidents

- A pupil had enquired about another pupil's race, but the pupil had misheard and was under the mistaken impression due to language barriers that s/he had been called a name.
- On investigation, the query had come about as a result of curiosity rather than an intentional lack of kindness.

Maternity Leave Absence

- There were currently 5 teachers on maternity leave absence.

Contextual Information Overview

	No of Pupils
EHCPs	12 pupils
Assessment Phase (submitted to LA)	4 pupils and funding levels had been agreed
Plans being written	11 pupils
Total pupil population	5% may be eligible for additional funding

- Funding was expected to be received in the 2020/21 financial year. However, the potential cuts to SEN funding the level and duration of funding to be received remained unknown.

Q&A – SHK queried whether the pupils with EHCPs were across the School? The majority of the pupils were in EYFS.

Q&A – The Chair asked whether any pupils with EHCPs had improved as they progressed through the School? Some pupils made progress, but very few made significant enough progress to no longer qualify for an EHCP. There were 2 pairs of twins in Nursery who were on the autistic spectrum and who did not acknowledge their siblings. However, one twin expressed potential for learning and could write numbers from 1-100 in both English and Turkish, but displayed no vocabulary skills.

The DHT for Inclusion was meeting his teaching commitment by observing the staff on a daily basis

[BS left the meeting at 17:12 hours]

Q&A – KS queried how often were the teachers of the 12 pupils with SEN observed? They were observed as part of the School's weekly learning walk process and the teachers set termly targets for those pupils. The School had put a support mechanism in place, but it was a very long process from identification to being awarded the additional funding associated with an EHCP.

[BS returned to the meeting at 17:14 hours]

Agenda Item 11: Safeguarding (Standing Item)

Presenting: Headteacher

Discussion/ Challenge

Safeguarding Report

Contextual Information (please also refer to item 10: Headteacher's report above)

- All staff had received updated safeguarding training in September 2019.
- The School had reviewed its induction process and had adopted a slightly different approach. AS now undertook the induction process for NQTs and new members of staff during which the Safeguarding policy was reviewed and signed by all staff before being uploaded to SIMS.

Plans/Register	No of Pupils/Update
Child Protection	3 pupils - under a statutory plan with the LA. Scheduled announced/ unannounced visits took place. The School met with the team regularly.
Looked After Children	2 pupils – A Personal Education Plan (PEP) meeting takes place on a termly basis. The LA
The Headteacher attended the	Virtual School Team did not inform the School that

meeting in her capacity as DSL and had received training for LAC.	a meeting was due to take place on 21.11.2019. It was now anticipated to take place during the week of 25.11.2019.
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- SIMS had been updated to reflect safeguarding concerns, identify a Child in Need (CIN) or Team Around the Child. A comprehensive and chronological report could now be generated which allowed resources to be allocated accordingly and helped to ensure that safeguarding meetings were taking place.

Safeguarding/Single Central Record Audit

The Chair would undertake the SCR audit and would feedback to the FGB accordingly.

Keeping Children Safe in Education 2019

The majority of Governors confirmed that they had read and understood the latest KCSIE Guidance 2019.

Action Point – 7 th October 2019	Lead	Timescale
AP – 10/2019 – 10 – Read 2019 KCSIE Guidance	KS/JC	ASAP

Agenda Item 12: Personnel Update

Presenting: Headteacher

Discussion/ Challenge

Staff Attendance - carried forward to the next FGB meeting.

- This item had been input into the Headteacher's report which had been circulated prior to the meeting.
- There had been fifty (50) days of supply cover since September 2019 which the School recognised was significantly higher than normal, but the data included long term sickness absence period for 2 members of staff.
- The HLTAs had been utilised to provide Planning, Preparation and Assessment (PPA) cover.
- The HLTA who had been admitted on teacher training had not been replaced.
- The School had spent an additional £10k to provide agency cover in the autumn term.
- The School was considering appointing another HLTA who would cover the short term sickness absences.
- However, if the sickness absence was long term classes would be covered by an HLTA rather than a qualified teacher and the particular Year Group would not have access to a TA.

Q&A – SHK queried whether the School would advertise externally for an additional HLTA or whether there was sufficient capacity within the School's current TAs to provide a successful candidate who could be trained? The position would be advertised internally. One (1) of the NNs had been successful at interview for the Learning Mentor position previously held by Lutfa Yeasmin.

The second NN had not been replaced, but the position would be filled by an HLTA. The three (3) internal candidates had been very strong at interview and the final decision had been difficult. The School would review how best to utilise the passion, creativity and skillsets of the unsuccessful candidates.

- The School still employed 2 NNs in Nursery and 1 NN in both Reception classes.
- NNs and HLTAs were paid on the same scale and attracted identical job descriptions, but a NN's salary was paid over 365 days whereas an HLTA position attracted a salary paid on a term-time only basis which provided a considerable saving.
- The FGB had previously agreed that the School would not replace its NNs when they became leavers.
- Periods of unpaid leave for both teachers and support staff had reduced. The effect of the School paying a maximum of 3-days unpaid leave of absence had modified staff behaviour who now booked non-urgent appointments during the holidays.

Review Staffing Levels

- This was a continual process. Refer above for reduction of agency cover.
- The School was reviewing its method of providing PPA cover. AHTs were currently teaching 2.5 days per week and covered PPA which no longer permitted AHTs to cover sickness/maternity leave absences.

The School needed to examine the way it deployed responsibilities for all staff across the School, but in particular, the SLT, which had increased with the return of 2 staff members.

Agenda Item 13: Chair's actions or any urgent action taken since the last meeting

Presenting: Chair

Discussion/ Challenge

There were no Chair's actions or urgent actions taken since the last FGB meeting or since the production of the agenda.

Agenda Item 14: School Policies

Presenting: Headteacher

Discussion/ Challenge

Admissions and Attendance Policy and Procedures

The Headteacher advised that following the restructure, the School's office based administrative staff had become part of a centralised human resource system in order to assist with the sharing of knowledge and roles which would provide the flexibility to manage absences without additional resources being employed.

The front office had improved its practice and procedures, but there was still an issue with communication which was being addressed. The SBM now attended SLT meetings and dealt with any queries regarding support staff processes.

The FGB **AGREED** the above policy and procedures which had been circulated prior to the meeting. The policy and procedures formed part of the annual review cycle.

Agenda Item 15: Governing Body Development

Presenting: Chair

Discussion/Challenge

This item was carried forward from the FGB meeting.

Set Governing Body Priorities for 2019/20

- The Governors' Action Plan (GAP) had initially been presented to Governors in the summer term, but had since been updated to reflect staff contact details etc.
- The priorities included:
 - To understand the focus of the SDP.
 - To improve knowledge through discussions with staff.
 - Understand quality of teaching and learning aligned to area of responsibility.
 - Promote team working between Governors and staff.
 - To champion the School and provide a comprehensive account of its strengths and challenges.

[KS left the meeting at 17:37 hours]

Governors Visits/Link Visits

This item was discussed more fully under agenda item 6:1 Review of Action Points above.

The Chair on behalf of the FGB thanked BS for providing proforma to assist with link visits.

Governors Training

- SHK had attended the *Safeguarding training* provided by the NGA on 29th October 2019.
- SHK had become a qualified football coach.
- The Chair had also attended a recent *safeguarding training* session in his capacity as the designated Governor for Looked After Children.
- The Headteacher had attended *Taking the Chair* training in her capacity as Chair of Governors at Halley School and had undertaken a mentoring session with a follow-up session on 18th December 2019.
- BS had met with the East of England and NE London region of the National Leaders of Governance (NLG) which had links with the Teaching Schools Council. The organisation was currently looking

for representatives for the region. The NLG was due to host their inaugural Governance conference on 21st March 2020 which would provide significant networking potential beyond the LA remit. Costs associated with the course would be met by the School, but any Governor wishing to attend should seek permission.

Action Point – 25 th November 2019	Lead	Timescale
AP – 11/2019 – 15 – Email details of the NLG conference to the membership	Head	ASAP

Feedback from the Governors Annual Conference – 2nd November 2019

The Chair had commented that some of the keynote speakers' presentations were irrelevant and that the time dedicated to the workshops could have been extended. The workshops on the New Ofsted Framework and Attachment theory were very positive.

Agenda Item 16: Any Other Business Presenting: Clerk/All

- **Pay Policy in line with Teachers Pay and Conditions Document**

- The policy had been reviewed and **AGREED** at the F&GP Committee held on 7th October 2019.
- The School had updated the 2018 version of the policy to reflect the 2.75% increase in salaries.

The FGB **APPROVED** the above policy subject to a further issuance of the policy being received from the LA.

Governor Hub

- Governors were reminded that the Governor Services now communicated through Governor Hub which provided access to meeting documents and information regarding training courses. Governors were also reminded that permission should be sought from the School where training courses attracted a fee.

School Streets

- The Headteacher reported that there were plans for the School to become a Green Street school to reduce the carbon emissions. The process would involve a 12 week consultation period. It was anticipated that works to the changes in street layout would be completed by the end of 2019/20 financial year, but there was a cost implication in moving the Zebra Crossing. The planting of trees in planters would provide an attractive environment which would be watered by rain water diverted from rain pipes. Changes to the back of the School involved Repton Street becoming a legally enforced one-way street. The area would have widespread surveillance coverage. The strip of land in Repton Street was now expected to form part of the School's plot.
- The trial pits for digging for trees would take place by mid-December 2019.
- The School would use part of the £6k donation it received from the supermarket towards costs.

Action Point – 25 th November 2019	Lead	Timescale
AP – 11/2019 – 16 – School Streets plan to be uploaded to the School's website	Head	ASAP

2FE Consultation

- The School had received an email on 22nd November 2019 announcing that its request to reduce to a 2FE School for Reception was going to consultation. BS had become aware of the consultation from a survey that had been circulated prior to the meeting. In the survey it had stated that the potential reduction would only affect Reception intake in 2020, but the decision would be reviewed regularly.

Q&A – SHK sought confirmation that the current 3FE intake would remain set? The Headteacher confirmed that the current 3 FE would not be affected.

- The LA had agreed that reducing to 2 FE was the best way forward which also provided the possibility of opening back up to 3FE if and when required, but it also meant that the School would not need to open an additional class for a few extra pupils.

Q&A - SHK asked you how that would affect the School financially? The decision provided the School the flexibility to reopen those classes. The School managed successfully when it first opened as a 3FE with one Year Group. The costs associated with the building would reduce.

Q&A - BS queried whether the available space would allow for the possibility of a 2-year old provision to be set up? This was a possibility, but the School was currently utilising its rooms well, including one had been adapted as a physical circuit for pupils with SEN and one had been allocated to the new LM to hold daily parent meetings.

- For a £300 donation the School had acquired crèche equipment and art materials from an organisation which was going out of business.
- The school had been approached by a training company which had the potential to bring in additional revenue by leasing the cabin once per month.

Headteacher absence

The Headteacher would be away from the School for an approx. 10-day period. The DHT would cover in her absence.

Lunch Monitors

- 16 pupils had responded to the advert for lunch monitors. They were interviewed following submitting an application form.
- The process increased responsibility, especially for those pupils who with behavioural issues.
- There had been significant interest expressed in other pupils becoming a lunch monitor.

There was no other business recorded.

Agenda Item 17: The Date of the Next Meeting

The date of the next meeting of the full governing body was confirmed as Monday 20th January 2020.

Agenda Item 18: Confidential Items (Observers and Staff to Withdraw)

Presenting: Chair

Refer to confidential minutes.

[The Chair closed the meeting at 18:07 hours]

SUMMARY ACTION LOG

ITEM	Carried Forward Actions - 21 st January 2019	LEAD	TIMESCALE
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	AP – 10/2019 – 10 – Read 2019 KCSIE Guidance	KS/JC	UNRESOLVED:

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	20.01.2020
	AP – 11/2019 – 02 – Ascertain whether PS wanted to continue as an Associate Member	Chair	ASAP
Potential AM with HR	AP – 11/2019 – 03 – Contact Inspiring Governance to seek a potential AM with HR experience	Head	ASAP
Item 6:1 Review of APs	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	TBC
Item 8: SDP	AP – 11/2019 – 06 – Raising Governors profiles to be discussed with the Stepney Partnership	Head	TBC
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	21.01.2020
	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	ASAP
	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

Chair's signature: _____

Nicholas Paul

Date: _____

2/3/20