

## Minutes of meeting of Governing Body of Rosendale Primary School

21 November 2012

<p><b>Present</b></p> <ol style="list-style-type: none"><li>1. Jeremy Baker (Chair)</li><li>2. Ola Balme</li><li>3. Belinda Brissett</li><li>4. Joyce Dzandzo</li><li>5. Erika Klingler (items 8-19)</li><li>6. Jon Overton</li><li>7. Geraldine Pusey</li><li>8. Shola Salako</li><li>9. TazeemBhatia Theuss</li><li>10. Rosie Unwin (items 8-19)</li></ol> <p>Apologies:</p> <ul style="list-style-type: none"><li>• Neil Hopkin</li><li>• Natasha Price</li><li>• Peter Radford</li><li>• Scott Swinton</li><li>• Toby Litt</li></ul>	<p><b>In attendance</b></p> <p>Kate Atkins, Head of School Kate Taylor, Deputy Headteacher</p> <p><b>Clerk</b></p> <p>Tom Milne</p>
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### 1. Apologies

Apologies were received, and consented to, as above.

### 2. Declarations of Interest

None

### 3. Election of vice chair

Ola Balme was elected as vice chair of the governing body for 2012/13

### 4. Minutes of meeting held on 26 September 2012

Agreed as a true record

### 5. Matters arising (not otherwise on the agenda)

5.1 *Parent View website.* The Chair suggested that it is important that the parental survey results are uploaded to the Parent View website as soon as possible

**Action: Head of School**

5.2 *Persistent absenteeism.* The Head of School summarised the process in place to deal with persistent absenteeism

5.3 *Governor photographs display board.* It was agreed that this should be located in the Turney Road playground, rather than the school foyer area, because this would make it more visible to parents.

**Action: Head of School**

5.4 *Parent governor blog.* It was agreed that a link to the governing body minutes should be posted on this blog.

**Action: Clerk**

### 6. Chair's action

The Chair said that he had signed a health and safety policy to supplement the statement agreed at the previous meeting, drafted by the school's health and safety professional advisers, setting out the school's commitment to high health and safety standards. The statement will be put in the School Policies section on the school website. It was agreed to ratify this.

**Action: Clerk**

## **7. Financial governance and value for money**

Deferred as the school's financial adviser was not present having suffered a family bereavement.

## **8. Executive Headteacher's Report**

8.1 Kate Atkins, Head of School, briefly introduced the Executive Headteacher's report

8.2 The Chair asked, in response to an approach that he had received from an interested parent, whether and how the school could become more 'dyslexia friendly'. Kate responded that the school already has strong provision in place and provides a personalised and practical approach to supporting the learning of dyslexic children. It was agreed that the Chair would respond to the parent concerned, advised by the Head of School and Scott Palmer (SENCO).

**Action: Chair**

8.3 Kate tabled a set of key performance indicators (KPIs). The indicators were broadly positive with the exception of continuing high levels of support staff absence. Governors asked whether the high levels of absence were reflective of support staff morale. Kate responded that levels of absence had been high for several years and were not connected with the recent restructure. However, absence levels are being actively addressed and clarification of the staff attendance policy (item 14) forms part of the response. Governors asked for a more detailed analysis, in the next set of KPIs, of the reasons for support staff absence.

**Action: Head of School, Business Manager**

## **9. RAISEonline 2012**

9.1 Kate Atkins, Head of School, summarised some of the main points arising from the 2012 RAISEonline analysis.

9.2 Regarding KS1 results, Kate said that although the results were improved, they remain significantly below the national average for Level 2A+ and above in writing, and Level 3+ in maths, and this is an area of continuing focus.

9.3 At KS2, Kate said that a significant issue for the school is increasing numbers of families withdrawing their children from the school during Year 5 as a result of moving out of London or transferring to private schooling.

9.4 The Chair noted that although RAISEonline shows that the KS2 results are strong when compared with national benchmarks, Lambeth Local Authority's analysis shows that the school's results are not as strong as some others in the local area.

9.5 A full analysis of the RAISE document will be presented to the next meeting.

**Action: Executive Headteacher**

## **10. Parental survey results**

10.1 Kate Atkins, Head of School, briefly introduced results to the school's annual survey of parental opinion on the school. This was generally very appreciative of the school.

10.2 Kate said that there are mixed views among the parent body about homework and that this will be further explored at the next parental forum.

**Action: Head of School**

10.3 In response to questions from governors, Kate reiterated the importance the school attaches to addressing bullying wherever and whenever this occurs. She also suggested – based on her specific knowledge of some of the individual cases reported in the parental survey – that some of what is described as 'bullying' would more accurately be understood as a general issue of poor behaviour, much of which occurs at lunchtime. This behaviour is being addressed through the various changes that have been made to lunchtime arrangements and supervision since the start of the year.

10.4 Governors pointed out that the questions used in the parental survey do not in all cases exactly match those used on the parental view website where 'Don't know' is given as one of the response options for some questions. The Head of School said that she would replicate the Parent View wording exactly in the next survey.

**Action: Head of School**

10.5 The Chair suggested that governors could help to increase the numbers of parental survey responses by attending events to hand out questionnaires and encourage parents (especially "hard to reach" parents) to complete them the next time the survey is carried out.

## **11. Self-evaluation**

11.1 The school's SEF had been circulated electronically. It was noted that the SEF would be updated to reflect the 2012 RAISEonline analysis and there were no further comments from governors on the document at this time.

11.2 The Chair circulated a set of seven key questions that are designed to test governors' knowledge and understanding about the school. They are indicative of the sorts of questions that Ofsted might use, in conversation with governors, to judge the strength of a school's governance.

11.3 The Chair asked governors to email to him their thoughts on each of the seven areas. He will then attempt to draft some consensus governing body positions.

**Action: All governors**

## **12. Premises management**

12.1 Carol Costello and Kristina Roszynski from Cullinan Studios (formerly Edward Cullinan architects) presented three alternative options for the next phase of the school's refurbishment (financial year 2013/14), working within a budget of 120-150k:

- (a) To complete the upgrade of the KS1 building by refurbishing the remaining two classrooms
- (b) To refurbish the KS2 toilets and improve the surrounding circulation spaces, cloakrooms, lunch trolley spaces etc.
- (c) To refurbish the two second-floor classrooms in the KS2 building (which are in a poor state of repair and where temperature control and lighting are difficult) and insulate the loft space.

12.2 An extended discussion was held about the pros and cons of each of the options:

- Governors asked whether there are grants available to support works to make school buildings more energy efficient. The Head of School will follow this up with the architects.  
**Action: Head of School**
- Governors asked what would be involved in making changes to school radiators (replacement or repair and upgrading). The architects said that this is partly a planning issue (heritage considerations linked to the need to restore old radiators) and partly a resourcing issue. There is no quick and cheap technical fix available.
- Governors asked about the planning consents that would be needed to carry out work on the KS2 Grade II listed buildings. The architects said that an application would need to be made to carry out any work – interior or exterior – including changes to fixtures and fittings.
- In response to a question from governors, the architects suggested that planning consent would be likely to be granted for changes to the toilets as envisaged. The Chair emphasised that it would be important to be confident that the work would be able to be carried out in 2013/14 (effectively, over the summer of 2013).

- It was noted that the School Council, in its presentation to the governing body immediately before the formal meeting, had strongly indicated that improvements to the KS2 toilets were the top priority for the children in the school.

12.3 Governors agreed the following order of priority with the aim of carrying out the next phase of work next summer:

- 1) KS2 toilets and surrounding areas
- 2) KS2 classrooms
- 3) KS1 classrooms

12.4 It was agreed, in the meantime, to investigate options for low cost, interim improvements to the two KS2 classrooms, including painting and decorating and refurbishment of the sash windows. Governors delegated authority to the Chair to approve expenditure on remedial work as above.

### **13. Teaching and learning monitor**

13.1 Kate Atkins, Head of School, introduced the paper setting out the various initiatives in place that are designed to improve the quality of teaching and learning.

13.2 Governors noted the strength of teaching as reflected in lesson observations where 50% have been outstanding, and another 33% were at least good, in the year to date.

13.3 Kate also set out the school's performance development process as below:

- Executive Headteacher: governor panel with external support
- Senior Leadership team: Executive Headteacher
- Phase and team leaders: Head of School
- Deputy Head: Second Year teachers
- Assistant Head: Other teachers
- Teaching assistants: Head of School
- Learning Support Assistants: SENCO

13.4 Kate said that performance development targets are reviewed on a termly basis.

### **14. Staff attendance policy update**

Governors agreed to adopt the updated model policy.

### **15. Governor reports / visits / training**

15.1 The Chair said that he had made several visits to the school since the last governing body meeting, including to attending the INSET at the beginning of term and School Council meetings, and had set up a fortnightly meeting with the Executive Headteacher / Head of School. He recommended governors to attend INSET.

15.2 A number of governors had been into the school to carry out lesson observations.

15.3 Jon Overton said he had attended Lambeth's staff governor training.

15.4 Governors were invited to attend the next staff Inset day on 7 January – in particular, the Head of School said that the afternoon session, dealing with SEN provision in the school, might be of interest.

### **16. Governing Body committees and governor special responsibilities**

16.1 Governors agreed to set up Committees in case of need with membership as below.

- Resources: Natasha Price, Belinda Brissett, Shola Solako, Jeremy Baker, Geraldine Pusey
- Curriculum: Tazeem Bhatia Theuss, Erika Klingler, Jon Overton, Rosie Unwin
- Communications: Clare Jenkinson, Tazeem Bhatia Theuss, Ola Balme, Joyce Dzandzo

16.2 It was agreed that Committees would meet at 6.30pm unless agreed otherwise by the members.

16.3 The following governor special responsibilities were agreed for 2012/13:

- Child protection: Jeremy Baker
- Inclusion and Looked After Children: Joyce Dzandzo
- Pupil Voice: Jeremy Baker
- Parent liaison: Ola Balme
- New technology: Shola Salako
- Health and safety: Tazeem Bhatia Theuss

**17. Working Together Autumn 2012**

Noted

**18. Any other business**

It was agreed that the Chair would write to a parent who had expressed concern about the school's policy on charging for educational visits and trips and about use of the pupil premium. The issue had been discussed at length at the Governing Body meeting on 20 March 2012.

**Action: Chair**

**19. Dates of next meetings / calendar of school events**

Noted