

## THE VILLAGE SCHOOL – MINUTES OF THE GOVERNING BODY MEETING

Wednesday 20<sup>th</sup> September 2017, at 6.15pm

**Present**

- Sandra Kabir (SK)
- Kay Charles (KC)
- J Cooper(JB)
- R Davey (RD)
- R Khurana(RK)
- H Morris(HM)
- O Ayyadi (OA)
- R Akomeah (RA)
- D Oti (DO)

The meeting was quorate

<b>In Attendance</b>	Jo Sattaur (JS) Paolina Webber	Clerk Prospective Governor
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**Apologies** - T O Driscoll (TOD) (As previously agreed)

**Absent** - None

**Resignations** - None

### 1. **Welcome by the Chair**

The chair welcomed all to the meeting. SK stated that this year will be a demanding year. There are a number of key areas, the collaboration, funding and changes to staffing. There will be a need to focus and commit time and to work very closely.

SK advised that Paolina Webber(PW) was in attendance as an observer but with a view to becoming a Co-opted Governor. At the end of the meeting PW can feed back and if PW is interested in becoming a governor a vote will take place.

### 2. **Apologies for absence**

Apologies were received from: T O Driscoll

The apology was accepted.

### 3. **Declaration of interests for the forthcoming year and for this meeting**

There were no declarations of interest for any items on the agenda.

Governors were invited to complete the annual declaration of interest form and return this to the clerk. All present completed the form.

### 4. **Appointment of Chair & Vice Chair for the forthcoming year**

Nominations were invited for the roles of Chair & vice Chair.

S Kabir was nominated as Chair and this was seconded.

H Morris was nominated a Vice Chair and this was seconded.

S Kabir & H Morris were successfully voted as Chair & vice Chair for the forthcoming year.

## 5. Roles for the forthcoming year. Committee Membership

### Committee membership

Governors were invited to consider which committee they would like to be a part of. The following was therefore agreed:

### Members of the new Finance/Site/Personnel Committee were as follows:

RA, OA, DO, HM, KC, JC. C Eracleous and A Moss would attend representing the leadership team.

### Members of the Standards & Review Committee:

HM, JC, RK

### Members of the Heads performance review committee:

SK, DO and one other. Once the Finance Committee appoint their Chair, this governor will join the panel.

### Members of the Pay review committee:

SK, DO and one other. Once the Finance Committee appoint their Chair, this governor will join the panel.

It was agreed that any governor could be called for any panel hearing with the exception of staff governors for staff matters.

- **Individual roles**

Safeguarding Governor - H Morris

SEN Governor - D Oti

H&S Governor - RK

- **Link roles**

**Governors discussed and** These were agreed as follows:

KS1	- Vacant
School Business Manager	- D Oti
Post 19/KS4/5	- H Morris
KS2	- R Khurana
Expressive Arts	- R Akomeah
KS3	- Vacant
Health & Well being	- O Aayadi

RA suggested that it would be good to meet the link governors at Woodfield.

KC stated that The Woodfield GB meet in October and will put this to them.

- **Governor vacancies update**

There are currently 3 parent and 4 co-opted vacancies.

The parent governor vacancies are due to be advertised.

HM and DO are due to meet parents at a coffee morning and this will be raised.

Governors discussed how best to encourage parents to consider being part of the GB.

- **Review of GB Terms of reference (TOR)**

The TOR were presented for the annual review.

Following KC moving to executive Head position there needs to be a change to include Head of School (RD)

Add in 'Head of School' and Executive Headteacher.

It was noted that RD is not officially a governor and would need voting rights.

**Action - Clerk to find out how this will be dealt with.**

## **6. Review of the GB Minutes 28/6/17**

The Minutes of the meeting of 28/6/17 were presented for accuracy.

The following was noted:

- Spelling for Ayyadi to be corrected
- Page 2 - SEN review - add in SEND LAs review.

Matters arising

- SEND review - KC advised that all the Special schools had received excellent feedback
- Page 5 - Amend- It was felt.....work add in 'yet'
- Page 6 - Charity status - Add in - To be discussed at this GB meeting.

The minutes would be amended and re-presented for signing by the Chair.

## **7. Matters arising from the minutes and action points**

- Collaborative working group final meeting - It had not been possible to meet at the end of the term. This will be discussed later.
- JC contact union rep at Woodfield - JC will set this up but wanted to have access to the 'Managing Change Policy', - KC and JC will liaise.
- Artwork - JC and RA to follow up.
- RA and RD are in liaison in relation to ongoing work and initiatives with TFL.

There were no other matters arising.

## **8. Heads report including Safeguarding, School improvement, SEF & Collaboration with Woodfield**

RD as new Head of school will provide a report on Safeguarding and School Improvement at the next GB meeting on 8/11/17.

**Action - Agenda item - 17/1/18 - a Short review of standards**

RD advised the following

- The school is moving to BACS payments. There will be changes to delegated authority.
- There will be a confidential item on staffing
- Cpoms is up and running now.

### **Q - How has the school year started?**

A - Very well. Staff have been positive. There are a group of students at CNWL which is working very well.

There has been a meeting with Andy Stayton the new Head of Kingsbury High.

RD advised there will be issues with the continuing use of the KH site. The agreement ends this year and the continuing costs will be prohibitive.

KC advised efforts are underway with the LA in relation to space.

KC and RD are still pursuing the issue of the not receiving funding for Free School Meals.

Governors discussed this and asked to be kept updated on this.

**Q - If the lease at KH is not renewed where would the students go?**

A - At this point we do not know and we may need to look at the use of all the rooms at TVS. This has been raised with the Local Authority.

**Collaboration with Woodfield**

KC advised this there has been a seamless transition. There was a great deal of preparation and effort as a GB and Woodfield did the same.

The senior teams have been flexible and the staff also in supporting the process. The momentum at different levels also has gone very well with staff working across both schools.

KC advised it is very interesting to look at the strengths and the fact that both schools are outstanding. There are very different types of the students in both schools.

It is very positive and is working well. There will need to be discussions to make some decisions regarding the partnership and it is proposed that there be an extraordinary GB to specifically look at how we move forward.

Dedicated meetings will be required to look at this process so that the GB can commit time to this. It would be good to have joint meetings with Woodfield as a consultative group. We need also to look at how we manage the partnership.

RD stated it was noted that it is still very early in the term to be able to report definitively on the partnership. It was also necessary to ensure this Governing Body still completes its core work such as the pupil premium and other areas. RA suggested we should potentially set some dates aside to dedicate time to these areas.

It was confirmed that we are getting to a point where the clock is ticking and the two years would come round in no time. This governing Body does need to look at what is in the best interest of the children for the future.

It was confirmed that to allow the governors to move ahead with decisions there would be a need to establish what information is needed to assist with these decisions.

It was suggested that the working group should ideally meet again to formulate what is required for the extraordinary GB meeting.

KC advised that if a MAT is to be a route you would initially have to apply to consult with all stakeholders.

Governors discussed further what this consultation would mean and how effective this consultation would be and the integrity of it.

It was suggested that the working group should reconvene in the first instance. This was **agreed**.

**Action. - Clerk to arrange a meeting with Collaborative working group members.**

Two dates were set aside for a possible GB meeting.  
12 and 18 October 17.

**Action - Clerk to e mail governors.**

## **9. Update from Governors**

RA - Reminded that there were conversations with Nationwide Building Society working with TVS.

There are two members of staff with a possible third called 'Social Investment reps'. The aim will be to look at various activities in different phases. There will be themed coffee mornings. There will be an initiative called 'money skills' and we will tailor this to the students at TVS. It was noted that parents have asked for this also.

**RA** will get the reps from Nationwide to work with the school to tailor this appropriately.

There will also be a number of Pupil initiatives.

At the end of the summer term an event will be planned with the students.

The ultimate gain is to try and obtain a £50k grant for the Nationwide charity to assist the school.

**OA** - will commence his governor visit shortly.

**RA** - Had his link meeting in June and met with Karan Prime (Teacher). A presentation for Karan Prime to present on SMSE was suggested and this was agreed to be at the start of the next GB meeting.

**Action - SMSE presentation GB meeting 8/11/17.**

**HM** -Met Alyson Moss and Elsie Perez to discuss the parents accreditation. This is evidence based to prove the work with parents. There would be an assessment. There have been discussions on the needs of the parents and there will be a focus on KS1 parents. A survey will be planned with the parents and this will be feedback to the GB.

**DO** - Will be working closely with HM this term supporting the parents. Governors discussed the level of support and some of the issues that parents encounter and need help with.

## 10. AOB

### - Delegated duties

Now that RD is the Head of school he will require an alteration to the delegated responsibility.

There would be a need for RD being able to carry out exclusions, which would be a highly unlikely event.

The three areas for consideration were:

- Delegate duties under the Financial Procedures,
- The ability to dismiss staff
- To carry out exclusions.

Governors agreed to these changes

### Charity Status

RD advised that we will require two governors to be two trustees. RA, DO and RK agreed to this position.

### - Co-opted governor role.

Paulina Webber having attended this meeting expressed an interest in becoming co-opted governor.

Paulina left the room for governors to vote.

Governors voted unanimously to elect PW as Co-opted Governors.

### - S and R Committee

This was agreed to be moved to 4/10/17 at 5.30

## 11. Date of next meetings

### Governing Body meetings

All meetings commence at 6.15pm

~~Wednesday 20/9/17~~

Wednesday 8/11/17

The pay review committee will meet before the GB date in November 17.

Wednesday 17/1/18

Wednesday 21/3/18

Wednesday 23/5/18

Wednesday 4/7/18

### COMMITTEES

F&P starting at 4.30pm and C&P starting at 6pm.

~~Monday 2/10/17 – To be changed to 16/10/17~~

Monday 5/3/18

Monday 14/5/18

Monday 25/6/18

Summer dates moved around as the last two were too close together

### Standards & Review – Time agreed as

Tuesday 4/10/17 5.30

Tuesday 6/3/18 Time to be agreed

Tuesday 26/6/18 Time to be agreed

- 11. Confidential items**  
Staffing matters were discussed.

**Meeting ended at 8.55pm**

**Action points from this meeting**

- Clerk to find out how The Head of School can obtain voting rights.
- Short Review of standards at GB meeting 17/1/18
- Clerk to arrange a meeting with Collaborative working group members.
- Governors to be advised if there will be an Extraordinary GB meeting on either 12 or 18/10/17.
- SMSE presentation GB meeting 8/11/17

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