
The Village School

Full Governing Board Meeting

21st January 2019 at 18:15

Minutes

In Attendance:

Sandra Kabir (SK) - Chair of Governors
Russell Davey (RD) - Head of School
Jenny Cooper (JC) - Staff Governor and AHT
Susan Mohamed (SM) – Co-Opted Governor
Hermann Farrington (HF) - Deputy Headteacher
Ayala Lerner (AL) - Parent Governor
Erica Gbajumo (EG) - Co-opted Governor
Paolina Webber (PW) - Co-Opted Governor
Kay Charles (KC) – Executive Headteacher
Helena Morris (HM) - Co-Opted Governor

Also in attendance:

Lillian Caller (LC) - Clerk to the Governors

GQ – Governor’s question

GC – Governor’s comment

ITEM		ACTION
1	Welcome and introductions SK welcomed everyone to the meeting.	
2	Apologies for Absence SK reported that Dinah Oti has requested a 3 month leave of absence for health reasons. This has been agreed. Apologies were received and accepted from Richard Akomeah and Oscar Ayyadi. <i>Rajesh Kurana sent his apologies after the meeting, which were accepted.</i>	

<p>3</p>	<p>Minutes of the Last GB Meeting.</p> <p>These were approved subject to some minor corrections.</p> <p>Matters Arising</p> <p>SK stated that she would continue in the role of Health and Safety Governor.</p> <p>EG will contact Jessica Maye, RD will send email details to EG.</p> <p>RD gave an update on the parent governor election: five parents had put themselves forward, two then retracted their nominations. The remaining three have made their supporting statements. The election starts on Wednesday 22nd January 2019.</p> <p>GQ: RD asked whether the school should have ballot boxes only or allow electronic voting? The Governors agreed to have emails for electronic voting; the school will ensure that these are accurately recorded. For future elections, RD will investigate whether Survey Monkey or another online system would be an appropriate solution.</p> <p>The successful two parents will become Governors and fill those vacancies; depending on the skills of the candidates, the Governors could decide to co-opt the third candidate to fill one of the two co-opted Governor vacancies. This would be agreed at the next meeting.</p> <p>SM will take on the role of Finance Link Governor whilst DO is on a leave of absence.</p>	<p>RD/EG</p> <p>RD</p>
<p>4</p>	<p>Declarations of Interest</p> <p>KC declared that she is Chair of the Brent Schools Partnership and explained that everyone on the Board of the BSP is now a director. The board has representation from the LA and from Governors.</p> <p>KC advised the Governors that the BSP constitution has changed, however it still remains a not-for-profit organisation.</p> <p>KC also declared that she sits on the board of the Woodfield Trust.</p>	
<p>5</p>	<p>Re-grading of Therapists</p> <p>HF reported that the school sees a high staff turnover of therapists and commented that, as the NHS pay more for therapy services it is becoming harder to retain staff. Utilising Locum staff has not worked well for the school. Currently, all the therapists are agency workers; this is not a safe or secure solution. The school has a statutory requirement to meet these children’s needs, and by not having the staff to deliver the services, they open themselves up to risk.</p>	

	<p>The Lead Therapist has been successfully managing the Therapies unit. The proposal from the Lead is to have two “Band 6” grades and one “Band 5”. This would incentivise the lower paid workers to upskill themselves, having the two higher pay bands would also help with retention. Band 6's can manage dysphagia; English trained therapists are not trained in to do this, the specific training is only taught abroad.</p> <p>The SLT is therefore suggesting that the SALTs are regraded to comparatively similar inner London NHS band 6 grades to ensure that the school can meet its statutory obligations to the pupils.</p> <p>GQ: What does that compare with, from before? HF replied that two people were on more than current pay; previously there was a different structure.</p> <p>GQ: How does this compare to other schools? RD commented that some schools pay up to £45,000 for behavioural therapists; the Village school do not have the funds for that.</p> <p>GQ: In the pay policy – pay scales for teaching and support staff – there is a weighting for therapists that was included in the pay scales, there needs to be a structure that includes them, going forward in the MAT. RD Agreed that this would be included.</p> <p>The Governors agreed to the new pay scales for therapists.</p>	
<p>6</p>	<p>Safeguarding Report from Jan Martin</p> <p>Jan Martin, School Improvement consultant for the BSP conducted a safeguarding walk with HM on 9th January 2019. It was a very thorough learning walk; different people were interviewed from many different departments in the school. The general feeling was that the day had been very successful. HF will put together an action plan to address the points on Jan Martin’s checklist which included:</p> <ul style="list-style-type: none"> • Changes to the Single Central Record • Having a Flowchart of Responsibilities for the SLT • Governor DBS records need updating (this will be followed up by Audrey Hylton) <p>GQ: Asked for clarification regarding staff that sign to say they have reviewed medical reports for children, should this read as Support staff? RD confirmed that it does refer to support staff.</p> <p>HF provided the Governors with an outline of the support that is offered by OPTIMUS Education (online school improvement package provider), that the school subscribes to, including Early Help Proceedings and Interventions, facilitating help for parents who are in difficulties.</p> <p>HF will email further information to the Governors on Optimus Education.</p>	<p>HF</p> <p>HF</p>

	<p>GC: Staff find the courses online quite boring, interactive sessions were better received. RD commented it is hard to arrange interactive sessions for 240 staff; but also the training with a test at the end is about ensuring that people have an understanding. There has definitely been an improvement in how things are reported. The quality of the reporting is much better, more detailed and accurate. The school needs to be able to guarantee that the staff have been provided with the correct tools to execute their duties.</p> <p>KC commented that Having JM around is good, she supports staff and talks them through things. Incidents are now being dealt with in accordance with Safeguarding Rules and regulations. Staff feel able to raise subjects to Jo that they can't raise in a group session.</p> <p>HM reported back her findings from her visit. She informed the Governors that the current TVS safeguarding processes are detailed and all relevant parties are involved and that the weekly meeting appear to be working a lot better. HF will arrange for HM to be invited to the meetings.</p>	HF
8	<p>Any Other Business</p> <p>RD circulated the Safer Recruitment Policy, new rules came into effect in December 2018. The following change was highlighted; references must now be taken in advance of the interview for staff that are recruited.</p> <p>GQ: Regarding the right to work requirements, what if a candidate does not have a passport? It was confirmed that a birth certificate will be accepted.</p> <p>The Governors approved the Safer Recruitment Policy.</p> <p>Website Audit</p> <p>Governors were reminded to check their section of the website and report back any changes that are needed.</p> <p>GC: KS1 Section refers to 2013. RD agreed to update the curriculum section on the website.</p> <p>Governor Visits</p> <p>AL conducted a visit for Middlesex University Students to see KS3 classes. The students commented that it was an 'eye opener' for them to come to the school and go to the classes, of particular interest was seeing what part of the lessons the children were interested in and what they were lacking. The students said their curriculum did not cover much on autism or ADHD. HF agreed that the University sees SEN as a different specialism, however TVS continues to send the message that everyone needs SEN training not just SEN specialists, it is</p>	RD

	<p>important to have the knowledge to teach in mainstream schools too.</p> <p>HM carried out two visits and has sent her reports to LC and RD. Going forward the Governors asked LC to circulate the Governors reports once they are complete.</p> <p>JC commented that the school play was very enjoyable and encouraging to see that the work of the children is the result of lots of different disciplines across the school. HM agreed that it had been a very inclusive play; children were able to participate at all levels. It was obvious to the audience that the children’s confidence comes from the support that the teachers give them.</p> <p>The Governors were invited to “The Village's Got Talent” Show on 1st March 2019.</p> <p>KC attended a cultural inclusion conference: there has been a cultural inclusion manifesto in the country which the school is part of. She has now been invited to the House of Commons for a linked event. KC attended a performance of the West End musical, Wicked, with a group of students, it was commented that the support that the students got from the school and the staff had been superb, and every stop was pulled out to allow the children to attend. It is noted that parents find it difficult to get involved in these trips.</p> <p>RD advised governors that going forward, Audrey will store copies of the governors visits forms so that they can be completed.</p> <p>AL informed the meeting that on her visit to the school, she was told by a therapist that parents were being given information on the Mollii suit. GQ: Is it realistic to have children trying it on when there is no funding in the school to pay for these suits? The school confirmed that there are some charities who can help with the costs, but these are very limited. Expecting parents to come in for an hour and a half trying on session raises expectations that they would get the suit. RD and HF agreed that this is something to consider. RD commented that the cost could come down, as with all developing technologies, the question was raised as to whether there could be a value in testing the suit. RD and AL to liaise further on that point.</p>	<p>LC</p> <p>RD/AL</p>
<p>9</p>	<p>Update on TVS Conversion and the Creation of a MAT <i>See separate confidential section.</i></p>	
<p>10</p>	<p>MAT Budget <i>See separate confidential section.</i></p>	
<p>11</p>	<p>Next Meeting Date The next meeting is Tuesday 26th February 2019. LC to send a calendar</p>	

	invite to the Governors. <i>Invite was 21st January 2019 after the meeting.</i> LC	
12	Meeting Close: 20:30	