

The Village School

Full Governing Board Meeting

Tuesday 24th September 2018 at 18:15

In Attendance:

Kay Charles (KC) - Executive Headteacher

Russell Davey (RD) - Head of School

Sandra Kabir (SK) - Chair of Governors

Hermann Farrington (HF) - Deputy Headteacher

Dinah Oti (DO) - Parent Governor

Oscar Ayyadi (OA) – Co-opted Governor

ITEM		ACTION
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1	<p>Presentation On Stepping Stones</p> <p>Marianne Steyn (MS) and Anna Aronowska (AA) introduced themselves. They presented to governors the findings of the Stepping Stones Curriculum Review that they had worked on with the consultant Sue Jones. Stepping Stones are for PMLD (Profound and Multiple Learning Difficulties) students. They looked at the different aspects of the provision offered by the school and the teaching staff were asked for their honest feedback. This feedback was analysed and contrasted with Maslow's Hierarchy of Needs to work out the priorities for the children. From this analysis MS and AA could determine what was working well and what was not so successful for the children. Some of the issues raised</p>	
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Jenny Cooper (JC) - Staff Governor and AHT
Erica Gbajuno (EG) - Co-opted Governor
Rajesh Khurana (RK) -Parent Governor
Helena Morris (HM) -Parent Governor - *arrived 18:30*
Richard Akomeah (RA) – Co-opted Governor

Also Present:

Marianne Steyn (MS) – left 18:20
Anna Aronowska (AA) – left 18:20

Apologies were received from:

Susan Mohamed
Paolina Webber
Ayalah Lerner

GQ – Governors Question

Due to time constraints, it was agreed that some agenda items would be deferred.

	<p>were easily resolvable.</p> <p>A short report will be written and given to the Headteacher, to be fed into the School Improvement Plan. These changes will be assessed in March to establish the impact they have had on the school. The school will report back to the governors after this assessment.</p> <p>GQ: How are you capturing the student voice? The school confirmed that the teachers collate this information.</p> <p>GQ: Have TA's been involved in this process? The school confirmed that they have not. A governor commented that TAs can advocate for children in ways that teachers cannot. It was suggested to incorporate TAs views in a future. The governors noted that review demonstrates that school is continually improving, the school will continue to working over this academic year to improve the curriculum.</p> <p>The Governing Board thanked Marianne Steyn and Anna Aronowska. MS and AA left the meeting at 18.20.</p>	MS/AA
2	<p>Election of Chair and Vice Chair</p> <p>Sandra Kabir was proposed and seconded as Governing Body Chair. Sandra Kabir was duly elected as Chair.</p> <p>Helena Morris was proposed and seconded as Governing Body Vice-Chair. Helena Morris was duly elected as Vice - Chair.</p>	
3	<p>Declarations of Interest</p> <p>Kay Charles declared that she sits on Board of BSP (Brent School's Partnership). LC to circulate the Declaration of Interest forms to the Governing Body members. The Governors were reminded to write to the Clerk or the Chair if their circumstances change in between meetings.</p> <p>It was agreed that the Teacher Governors would stay in the meeting for the section on Teachers' Pay although their interest in that section was noted.</p>	LC
4	<p>Clerking Arrangements</p> <p>LC was introduced as the interim Clerk. RD will approach the LA and other clerks to get quotes on clerking packages and then make an appointment.</p>	Head teacher

5	<p>Head- Teacher’s Report</p> <p>RD highlighted the following aspects of his report:</p> <ul style="list-style-type: none">□ Safeguarding <p>HF will be the lead member of staff with assistance from Joanne Morton who is a junior member of staff, she is excellent. They have quickly identified students with weak attendance and punctuality levels. HF and RD are both Designated Safeguarding Leads for the school. The Governors noted that there are five Looked-After-Children, the school receives a financial allocation for these children, expenditure must be accounted for to the LA under the new rules. Elsie Penez –the family worker, will no longer be involved in safeguarding work, leaving her free to concentrate on family support work.</p>	
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- **Attendance**

is around 92% - the school is aiming to get to 95%.

- **SEND Inspection**

A recent SEND inspection found that Health element of the LA's SEN offer was lacking. The Village school is directly involved in improving this offer. A "passport" system will be implemented at the school, where all the child's information will be stored in one place. The passport will contain information from therapists and paediatric doctors etc. which will detail their needs when they go to other organisations e.g. college. Each child will be subject to an annual review.

- **Preparing for Adulthood Pathway**

RD reported that the council has now agreed the proposed 'Preparing for Adulthood Pathway' for young children with Special Educational Needs. EHCP reviews will now continue at all stages through to ages 25 and careers advice will form part of the pathway programme.

GQ: Does it include Reproductive and Sexual Health? The Governors noted that the Government has just drafted regulations - to be implemented in 2019 - which specify that the curriculum must include relationship education.

- **Theatre Forum**

RD also reported that the school offers a Theatre Forum day for KS4 students – governors were invited to attend the workshops which take place on Wednesday 26th September 2018.

- **The Hope Centre**

The Hope Centre is now open; there are 12 staff members, in a very impressive setting. Attendance is currently 21 new children, of year 1 to Year 3 age; the children are all ambulant with complex needs, who had been either without a school or in a mainstream setting. RD invited the Governors to visit, the responses from parents so far have been very positive.

GQ: is there a SLT member there? RD confirmed that the lead member of staff has a TLR, but there is not a SLT member present, however RD/HF are at the other end of a phone if needed.

- **School Roll**

The Village School currently has 298 children on roll, the PAN is 270. Governors, the LA and others will need to be consulted regarding the number of children in the school.

- **Premises**

The school needs to reach an agreement with Kingsbury High School regarding the buildings on their site that had been rented from them. The buildings are in a poor state and the LA are involved in discussions about dilapidations and

repairs. There are other possibilities regarding where pupils can be sited if that site proves to be unsuitable in the long term.

□ Curriculum

The PSHE curriculum has changed; there is now a statutory requirement to teach things such as financial management.

The school is working with the Autism Education Trust – their work covers assessments, curriculum and training for teachers. Discussions are in place as to how the work of the trust can impact on the Village school’s teaching practices.

JC reported that she is working on a one day a week secondment with Soundabout – a national music educational charity for people with disabilities, using music to unlock the potential of their students. They have funding to set up a network of music practitioners in a group of eight London boroughs. The secondment will last for a period of a year, the person covering JC at the school is paid for by the charity, she offers group sessions and music therapy. This partnership raises the profile of the school as well as the charity.

The School is now offering Citizenship and GCSE Business Studies to students.

KC commented that OFSTED are pushing curriculum planning in schools now and she was pleased to report that The Village School is ahead of the game. Due to the advent of the National Curriculum teachers generally fail to understand curriculum design now, as they have to work to much more structured national guidelines which has removed the flexibility. Special schools however are good at curriculum planning because they have had to design their own curriculums. The Village School teachers lead reviews; this is now expected from OFSTED.

The ICT curriculum is being revised along with Personal, Social and Emotional Development and Relationships and Sex Education.

- **School Cafe**

This is now open; it is currently self-sustaining; a £20 surplus was made last week. A video will be made to promote it further.

- **SSLT**

As a general comment, RD drew the Governors’ attention to the fact that the SLT is two members plus Chris Eracleous (School Business Manager). This is a much smaller team than the school has had previously, at one point there were ten people on the team. The current team are working in a more efficient way, work is being delegated to working groups, where required.

6	Review of Exam/National Test Results from 2017/2018	
	<p>The school is very proud to report that one student gained 3 GCSEs and has started at a sixth form college, two other students gained entry level in Maths and English and have gone to sixth form colleges. Three classes have achieved Arts awards.</p> <p>There are students who have been involved in “Sounds with Intent” - a pilot scheme for accreditation in music for children with special needs, which culminates in awards for the students.</p> <p>RD will present the OCR live results when they are ready. All information will be collated with OCR Life in Living awards and presented to governors separately. The school’s aim is that all students gain two qualifications.</p> <p>The achievements of J were highlighted, he was a former Woodfield School pupil who worked very hard in the Village School cafe, and further developed his catering skills at Woodfield School with work experience in their kitchen. He had secured a role at the Savoy Hotel, where he is now an Assistant Chef there (out of 58 applicants). The Governors applauded this achievement.</p> <p>The school will investigate work experience for Expressive Arts going forward. There is now a course for Performing Arts at the Central School for Speech and Drama for fifteen students with special needs. There is hope that they will expand this course if enough students want to attend the course. It is notable that this is now a realistic pathway for them.</p>	
7	<p>Review of any Contextual Changes for the Year</p> <p><input type="checkbox"/> DfE Policy/Ofsted Framework/Any Others</p> <p>This section was deferred due to time constraints.</p>	
8	<p>MAT Status Update for Governors</p> <p><i>See confidential section</i></p>	
9	<p>Teachers Pay Award</p> <p><i>See confidential section</i></p>	

10	<p>Progress Against Previous School Improvement Plan (SIP)</p> <p>It was confirmed that all the results are obtained from the School Information Management System. All targets were achieved except the target for the Progress 8 – Ethnicity mark which was 84%.</p> <p>The Governors commented that they consider the category descriptions offensive. RD advised that the school are required to use these categories by statute, and that the results are reported back to the government</p> <p>GQ: What has caused the Vocational Skills mark to be so strong? Gardening and Horticultural Studies have been very prevalent this year and the school’s connections with Woodfield School have assisted in this change. The school also offers Bike Maintenance classes. Three students gained a qualification in</p>	
	<p>Nutrition and Health at Woodfield School (these qualifications do not count towards the school's results but the pupils are from the Village school which is good for the school’s reputation).</p> <p>GQ: Are the children being pushed to be ICT experts? The ICT team are currently looking at the impact of ICT on the curriculum and whether it caters for all students. The ICT curriculum may become more personalised over time. The curriculum also includes E Safety lessons.</p> <p>GQ: What has school done about GDPR? All staff have been trained, the school has subscribed to the LA's consolidated service that includes a Data Protection Officer, all the policies have been updated.</p>	
11	<p>Approve Educational Targets for 2018/19</p> <p>This section was deferred as standards have already been reviewed.</p>	
12	<p>Approve School Improvement Plan (SIP) (including LGB objectives)</p> <p>This was circulated to the Governors in advance of the meeting. RD will email the key focus areas of the SIP (School Improvement Plan) to the Governors.</p> <p>The school building also needs some maintenance; these costs need to be factored in to the SIP.</p> <p>The 2017-20 Three Year SIP Plan is currently being amended as some matters were achieved quicker than the predicted target dates. The current One-Year SIP will be finalised. The SIP was last updated w/e 22nd September 2018; the colour coding is accurate and secure.</p> <p>Governor visits to the school is recorded as <i>good</i> – it is important to test how accurate the information is that is reported to Governors.</p> <p>The school has asked for greater parental involvement, for example supporting a child’s outcomes and ensuring that parents are more involved in what their child can achieve. The school will investigate opportunities for parents to be involved in more activities.</p>	RD

13	<p>Approve School Evaluation Form(SEF)</p> <p>This was circulated to the Governors in advance of the meeting. The Governors approved the School Evaluation Form.</p> <p>The school commented that there are not any mentions in the SEF of Governor involvement in the school, the school needs to achieve <i>an excellent</i> grade in this area. The Governing Board agreed that they need Link Governors who need to come in and get involved with the school. The future plan is that once the MAT is established, a Charity would become attached to the school – one for the PTA and one for the provision for 19+ students. Once the school's final status is established progress can be made on setting these charities up.</p>	
14	<p>Admissions Policy</p> <p>This section was deferred to a future meeting.</p>	
15	<p>Pay Policy</p>	
	<p>This policy was agreed by the Governors. <i>See confidential section</i></p>	
16	<p>Any Other Business</p> <p>The minutes of the Meeting on the 4th July 2018 were confirmed as an accurate record and approved by the Governors.</p> <p>It was agreed that training sessions for Governors will be arranged later in the year.</p>	
	<p>Meeting Close: 20:15</p>	