

The Village School

Full Governing Board Meeting

Tuesday 27th November 2018 at 18:00

In Attendance:

Sandra Kabir (SK) - Chair of Governors
Russell Davey (RD) - Head of School
Jenny Cooper (JC) - Staff Governor and AHT
Oscar Ayyadi (OA) - Staff Governor
Susan Mohammed (SM) – Co-Opted Governor
Richard Akomeah (RA) – Co-opted Governor
Hermann Farrington (HF) - Deputy Headteacher
Ayala Lerner (AL) - Parent Governor
Nick Sheffield (NS) - Year 4 Teacher
Erica Gbajumo (EG) - Co-opted Governor
Paolina Webber (PW) - Co-Opted Governor

Also Present:

Lillian Caller (LC) - Clerk to the Governors

GQ – Governors’ Question

ITEM		ACTION
1	Introduction and Apologies Apologies were received and accepted from Dinah Oti, Helena Morris, and Rajesh Kurana. SK confirmed that Kay Charles will not be attending the FGB meetings going forward unless she needs to specifically report on a matter.	
2	Declarations of Interest There were no declarations of interest received.	
3	Election of Helena Morris to the GB Helena Morris has previously been a Parent Governor; however her child no longer attends Village school so she has to resign from that role. There is a proposal to make her a co-opted governor. GQ: Is there a vacancy for a co-opted governor? The school confirmed that under the current constitution there is, and also vacancies for parent governors. Helena Morris was proposed by Paolina Webber and seconded by Susan Mohammed as a Co-opted Governor Helena Morris was formally appointed as a Governor.	

<p>4</p>	<p>Agreement of The Previous Minutes</p> <p>The minutes were reviewed for accuracy. There are two amendments to make on page 4 and an amendment to be made on the Confidential section. Subject to those amendments, the minutes were approved.</p>	<p>LC</p>
<p>5</p>	<p>Video Me Presentation</p> <p>The governors discussed The Village School’s response to Section 4 of the Rochford Review – 2017, which is a review of the practices of SEN Teachers encompassing assessment, engagement and managing behaviour. There are seven aspects of engagement.</p> <p>The Village will be participating in the DfE working group on the outcomes of the Rochford Review (RD and Nick Sheffield)</p> <p>Issues that need addressing include unexplained plateauing and spiking, parental involvement, lack of pupil voice i.e. assessments being meaningless.</p> <p>GQ: How are lessons assessed? A chart is used to graph how a child responds to a lesson – the seven aspects of how they interact with the class. There is now a nationally recognised system for documenting how a lesson is received and how progress is being made against the EHCP targets.</p> <p>Using the Video Me programme, the school has started sharing videos of the class with parents, so that the parents can see what the children are doing. It was confirmed that this was GDPR-compliant.</p> <p>There was a 40% increase of attendance at Parents’ evening. Parents are more involved in the EHCP and so see more value in the child getting to targets set in the EHCP, both of these facts provide the evidence that the assessments are working. The school is around two years ahead of other schools in its practice. The video system allows teachers to see when lessons work, as if there is no interaction from pupil, the lesson plan or structure needs to be changed.</p> <p>Middlesex University now use this practice for their PGCE courses.</p> <p>The Village School is one of only two schools in the country who are being asked to support the DfE response to Recommendation 4 of the Rochford report, ‘Cognition and learning for pupils with severe or profound and multiple learning difficulties’</p> <p>The school is rated as a National Leader in Special schools and other schools come in every week to observe the lessons. The Governors congratulated the school on this fact.</p>	

GQ: What are the next steps for the school, in the development of this response?

The school is one of six schools speaking at an upcoming conference on assessment and curriculum for pupils with additional needs.

There are plenty of opportunities to take the initiative and to steer government policy; the school is in constant communication with the DfE. HF lectures at Middlesex University on their teacher training program. The School is being paid to be a 'mentor' school.

GQ: Will this become a national rollout? Potentially, but with refinements. The process encourages reflective practice; lesson planning is linked to assessing. All information is collated onto one document that the whole team contributes to in a meeting, so the next lesson is immediately planned based on how the current lesson went.

GQ: When tracking, do you get feedback on how learning is changing at home? Yes; the tracking is about a centralised approach, the teachers should be comfortable with the data model and understanding the progress the child is made, and also the parents are informed. It is important that the videos should be going to parents regularly so they can make comparisons with progress at home.

GQ: Isn't the parent still passive? Yes and no. Through the home/school links there are lots of ways of finding out what parents are doing at home with their children.

GQ: Have you factored in feedback from parents? Yes. Parents are developing an understanding of the class and this reduces their anxiety of what their children are doing in school.

6 Headteachers Report (15 Minutes)

RD read from his report.

- Transition Health – he advised the process for health needs/support after 2019 will hopefully be agreed in December
- Response to the Ofsted SEND review – It was highlighted that Brent has the fastest growing number of EHCPs in the country, but the funds for this support are being reduced. RD commented on the difficulties the school faces when making referrals to CAMHS, the services are very disparate.
- Physiotherapy, the NHS is not meeting its KPI's
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- Dysphagia - the UK does not provide training in managing this condition to its speech and language therapists, there are approximately seventy students in the school requiring support with

dysphagia. The school have asked for extra support which was not granted.

- MAT – the school are still awaiting the outcomes of the DfE consultation.
- Expressive Arts – Deirdre O'Flanagan secured work experience at the Arts Depot for five students. **The Governors praised her tenacity in securing this.**
- Whisper Me Happy Ever After – the children were shown a production of this excellent, ninety minute play, performed by actors with and without learning difficulties, the children gave input on the play.
- Soundabout Music 8 London Network –this launches 31st January 2019 at the school. The company work with a large number of special schools, the catering for the workshops will be done by the school. Progress can be tracked now through the SOI programme. The school has requested training in the programme's methods.
- Finance Education: Young Money - Centre of Excellent Status has been achieved by the school. Young Money helps to teach the children what money is and how it works. The award and details will be displayed in the school.
- Pride of Brent Awards - Dan Rayner has been awarded the Pride of Brent 2018 - Apprentice of the Year. The Village school have won an award for placing thirty apprentices from the school; **Chris Eracleous was thanked for preparing the nominations.**
- Apprenticeships – the children need arts awards and experience and to find work experience with arts organisations. This helps to develop future pathways, and to prepare for auditions and interviews with confidence
- Borough SEND Finance - Funding – The Village have been advised by the chief educational finance officer that there won't be any reductions this coming year. SK will hold a meeting with heads and vice chairs of governors to discuss SEND funding cuts in general.
- Four children have been integrated into Roe Green School, the school have adopted the V levels and EHCP approach.
- Children – GCSE business class, history entry level, arts awards, range of students
- The Cabinet Member for DSG and Schools Development and Apprentices visited the school, he praised the school and all its efforts
- The school have discussed the need to ask all students where they want to be at twenty-five – parents need to know and be involved.
- Nick Sheffield and Russ Davey have been invited to be part of the DfE Expert Review Group for Aspects of Engagement.
- RD will be speaking at the Times Educational Supplement Conference.
- Russell Davey and Hermann Farrington will be speaking at the Maria Landy Conference.
- Exclusion – there has been one 10-day exclusion, a child caused a

serious accident involving a member of staff, as a result it was deemed unsafe for him to be at school. SENAS and the Brent Inclusion team were informed – in line with Brent procedures in relation to pupil exclusions. The child finds it difficult to transition to and from transport when arriving and leaving school. This has been addressed with two members of staff escorting him to and from his minibus.

GQ: Is the smaller SLT working effectively whilst you are away on conferences? The structure will need to be revisited, problems escalate to the SLT very quickly and it is not possible for the Head/deputy to do everything. It had been hoped that the AHT could also support more but their significant teaching workload prevents this from happening. A decision needs to be made whether the SLT are operational or strategic, they are currently carrying out both roles.

GQ: Are you getting paid for the external work e.g. teaching, speaking? Yes; eg Middlesex University pays for HF to lecture there; but also the school receives ‘benefits in kind’ such as extra funding that comes as a result of referrals from other organisations for support and the school is also involved in supporting assessment and curriculum with the DFE, local authority and other organisations.

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Safeguarding And Attendance

The Attendance and Safeguarding report was circulated to the Governors in advance.

Safeguarding

There are seventeen open cases, thirteen children are categorised as ‘in need’ and one child as ‘early help required’.

Attendance

The following factors have impacted on the attendance figures:

- Children transferring to the school affected the figures, there was a school refuser, the school worked with the child and the child is now in the school full time.
- One parent had a problem with transport.
- A number of children were sent home after being sick, potentially with the norovirus. The school received a health visit; the inspector was content with what they saw regarding hygiene in the toilets and personal care areas. Some breakages in the personal care areas led to other toilets being overused.

GQ: Are the school concerned about attendance? Yes, Ofsted look at attendance but they need to be aware that, the complex medical needs of children can lead to absence. The school endeavours to ensure that the parents feel supported and that the reasons are valid. Registers are not

always taken properly, sometimes it is chaotic in the morning which makes it hard for the teachers to get everyone's attention. This is being addressed by Jo Morton, the safeguarding and attendance officer.

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Finance and Premises

It was noted that if the MAT has not been formed, a Finance and Premises Committee meeting will be needed in January 2019. **The Governors were in agreement.**

Balance in the bank - The carry-forward is £900,533 including ICT Outreach funding.

The income of £50,000 from the cafe nearly covers the cost of the two staff members.

There are lots of vacancies, agency staff are TTO (term-time only) and don't carry on-costs so they are much cheaper to hire. There are currently eighteen posts being advertised, there have only been twelve responses, of these, eleven were invited to an interview. The standard of agency TAs is very variable. Chris Eracleous works hard to negotiate good rates for the school.

RD was asked to explain the vacancy rate in future Headteachers's reports.

Virements

- £62,000 – building works for upgrading the Hope Centre
- Teachers that have left – money has been moved from salary to agency budgets. There are no vacancies for teachers at present. The school wants to promote itself to Middlesex University ITT students as a school that they might want to teach at.
- There has been a reclaim from Woodfield School due to work done by KC, Chris Eracleous and others; the outstanding money has been counted into the budget's overspend. Woodfield are now waiting for us to invoice them. The school needed an SLA in place, which is now in place. The onus is on The Village School to invoice, so going forward this will be done by the school.

Staff

- The list of starters and leavers was circulated and noted. All PCT roles have been filled however; one SMSA vacancy remains to be filled.
- Staff attendance is below 95%. **GQ: Is there a common reason for this?** No, the first half of the autumn term is always problematic, attendance tends to rise and then drop in February, then get better for the end of the year.

Site and Health and Safety

	<ul style="list-style-type: none"> • The toilets have not been fixed adequately on two separate occasions however they are not repairable any longer and they will now need to be rebuilt. • Hoists, there are fifty throughout the school which need annual inspection and servicing. • The boundary fencing for class 28 will be a mesh-type barrier to restrict the children from causing accidents but ensuring they can still be seen. This is to prevent future stone throwing at cars and flat windows. 	
9	<p>Clerking Arrangements (5 Minutes)</p> <p><i>LC left the room.</i> The Governors considered the three quotes they had received for Clerking services. LC was formally appointed as Clerk; subject to contract.</p>	
10	<p>DIPS and SIPS (10 minutes)</p> <p>Governors were asked to review and prepare detailed questions on the DIPS and SIPS for next meeting, LC to email the Governors with a reminder.</p>	LC
11	<p>Governance Issues</p> <p>Link Governors were established as follows: Governors for all Key Stages: EYFS and KS1 – Paolina Webber KS2 - Rajesh Kurana KS3 – Ayala Lerner KS4 and KS5 - Helena Morris Expressive Arts – Richard Akomeah Finance - Dinah Oti Safeguarding - Helena Morris, Health and Wellbeing – there is a vacancy – EG to discuss with Jessica Maye Standards – Paolina Webber Health and Safety - TBC</p> <p>All Governors were asked to audit the website for their specific link area. LC to remind via email.</p> <p>SK suggested that the Governing Board hold a half-day away session to decide the GB strategy going forward. She will be asking for input on suggested dates.</p>	EG LC SK
12	<p>Accredited Courses Results</p> <p>The results spreadsheet was circulated to the Governors in advance of the meeting. The school hopes that more children will pass accredited courses for 2018/19 e.g. OCR Life and Living Skills and Art Awards. The school wants to show continued learning and that pupils achieve the appropriate level of</p>	

	<p>award that they have worked hard for. These will then be continued with at the College of North West London with those pupils that are able to going onto internships and work placements.</p> <p>The Governors noted the handout, The Village 3 Curriculum, contains targets for each year; students are listed as belonging to a curriculum pathway, Stepping Stones (PMLD), Tracks (SLD) and Lanes (MLD), depending upon their different abilities.</p>	
12	<p>Pupil Premium Grant 2017/ 18 and Proposed 2018/19 and Year 7 Catch Up Premium 2017/18 and Proposed 2018/19. (10 Minutes)</p> <p>The Governors discussed what had been spent. Effective use of the PP grant was demonstrated by the inclusion of therapists and other auxiliary staff.</p> <p>Class teachers are canvassed for ideas on how to spend the grant, the staff try to ensure inclusion for all pupils with their requests e.g. flotation devices for students for swimming. It was agreed that the large amounts of money should be used for phonics, playtime and socialisation.</p> <p>There is an inconsistency about the services available to the children at lunchtimes. RD and HF will investigate this area further.</p>	
13	<p>Autumn School Improvement Visit Notes (15 Minutes)</p> <p>The new school-improvement partner visited the school, his notes were circulated and future visit notes will be circulated by RD, a report will follow.</p> <p>In brief:</p> <ul style="list-style-type: none"> • He doesn't like the long School Improvement Plans, he wanted a reduction in the number of areas in the SIP, RD has taken the comments on board. • The suggestion was made for the Governing Board to have an away day – see above. • Governing Board Actions should be owned by individuals <p>LC will ask a contact at Newfield school if their SIP can be shared.</p>	LC
14	<p>Parent Governor Election</p> <p>LC has produced a draft letter to invite parents to be nominated for the GB role. There are two vacancies. There are some skilled parents in the school community who would be an asset to the GB. RD is hopeful that some will stand; some have already expressed an interest in getting involved. The Governors agreed that the letter should go out to get the process started.</p>	
15	<p>AOB</p> <p>RD is organising a school improvement safeguarding audit that he will share when it has been written.</p>	

	<p>LC asked has there been any Governor training? The governors confirmed there has not been.</p> <p>SK requested that Link Governors Visit Reports are brought to the FGB in the future.</p> <p>LC was asked to produce an updated list of Governors with their responsibilities to include email addresses and phone numbers.</p>	<p>LC</p>
	<p>Meeting Close: 21:00</p>	