

THE VILLAGE SCHOOL – MINUTES OF THE GOVERNING BODY MEETING

Wednesday 8th November 2017, at 6.15pm

Present Sandra Kabir (SK)
Kay Charles (KC)
J Cooper(JB)
R Davey (RD)
O Ayyadi (OA)
R Akomeah (RA)
P Webber (PW)

The meeting was quorate

In Attendance	Jo Sattaur (JS)	Clerk
	Karan Prime (KP)	Teacher
	Herman Farrington	Deputy Head
	Susan Mohammed	Prospective Parent governor
	Ayala Lerner	Prospective Parent Governor
	Erica Gbajumo	Prospective Co-opted Governor

Apologies - R Khurana(RK) H Morris(HM) D Oti (DO)

Absent - None

Resignations - None

1. **Welcome by the Chair**

The chair welcomed all to the meeting.

Before the commencement of the meeting there was a presentation by Karan Prime on SMSC/RE.

Spiritual moral social cultural development & RE.

As a school we are required to help our students to be thoughtful caring and active students. What are we doing?

This includes British Values.

The definitions of these are prescribed by the DfE.

KP stated that some of these concepts are difficult for our students to understand.

The difficulty with SEN is interpreting these statutory requirements.

Examples of SMSC in practice at TVS was provided.

KP spoke of the difficulties in making adaptations for students with particular needs.

KP advised one of his targets is to look for meaningful ways for the students to be involved.

An example of some of the initiatives that have taken place was provided. For example recycling and what the students understood from this activity and for the student to get some meaning from this.

RE - KP provided examples of activities for the students so they could experience the beliefs and practices of different religions.

KP set out the aims for 17/18.

1 - Measure The effectiveness of how PSD travers are being observed during whole school activities.

2 - Explore wider opportunities to improve SMSC and RE at TVS.

KP advised he had attended further training on translating higher level concepts of SMSC and RE and maintaining the spirit of the aims and objectives.

Q - Does the school interact with members of the community?

A - Yes we had invited a minister to the school to see the students to see how they can help the students.

One student was commissioned by the church to paint the stations of the cross.

We have also visited the local mosque.

RD advised governors there are an additional number of religious organisations working with the school.

KC spoke of the need to ensure that it is meaningful for our students. For our students the best part of this is inclusivity

KP was thanked for his presentation and left the meeting

2. Apologies for absence

Apologies were received from: R Khurana, H Morris & D Oti

These apologies was accepted.

3. Declaration of interests for this meeting

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

4. Review of the GB Minutes 20/9/17

The Minutes of the meeting of 20/9/17 were presented for accuracy. There were no matters of accuracy and the minutes were agreed as an accurate record and signed by the Chair.

5. Matters arising from the minutes and action points

- Voting rights - It was confirmed that RD cannot have voting rights on the GB.
- The review of Standards will take place on 21/3/18.
- FSM - Both RD and DO had completed the letter and it had been reviewed. The letter is due to be sent to Andrew Ward.

There were no other matters arising.

6. Heads report including Safeguarding, School improvement, SEF & Collaboration with Woodfield

RD presented as follows:

An update on the WF and TVS collaboration was provided.

- The management positions are being looked at for the next 18months.

- Both schools are involved and members of Challenge partners, BSP, Local safeguarding board and Brent local strategy networks.

- We have jointly appointed staff across both schools.

Liam Short - Catering. He is working alongside Rehana Parvez.

Aletheia Mashiri - Horticultural specialist instructor

These pathways are shared across both sites. The OCR qualification has now been jointly agreed. We will be looking to roll this out with CNWL after Christmas. We have met and agreed the OCR units to be covered.

- We have agreed the number of learners to gain hygiene level 1. There are four members of staff hygiene level 1 trained.

- 3 Woodfield students are supporting Rehana two days and possibly three days a week.

- CNWL now has six students working on a pre internship with CNWL and Caterlink.

- Woodfield will offer horticulture to TVS. TVS and WF will be looking to sell its produce in the shop.

- Bicycle maintenance group. This is a regular group on a Wednesday. Two WF students are enjoying a work place experience at Kisharon Equals Bike employment centre.

- Moderation continues with the Brent Harrow and Herts group.
- Computing curriculum and assessment is to be reviewed at WF and TVS by Michael Larkin BSP improvement lead for BSP.

- Update on funding
 KC added that High needs funding has been cut. There is a 0.5% increase with the fair funding formula.

It was also recommended today that the increase will be 2%.

There is an increase in EHCPs.

There are decreasing rolls in primary, increasing rolls in secondary and special schools.

RD added that the clinical commissioning group have agreed to discuss the elements of the code of practise in relation to transition and how this is done effectively.

- There are two training teachers via Schools Direct and they are doing well.

- School to school support. We are looking at a dedicated personal behaviour intervention support team member to support external training commissioned through the teaching school.

- KC advised there has been a bid to the DfE for an early years hub compiled by Sue Jones. This would be £112k over three years.

- There is also a Black Caribbean funding bid.

- Leadership development in house - There is a joint development looking at a more coaching style on leadership.

- We are looking at developing the Management of Blue Sky. Using this to monitor the staff and what the teaching is looking like.

- Highlights this term

Social investment TVS and Nationwide.

U13s and U16s took part in the Panathlon football competition and came 6th.

TVS is now a participant in Young Money's. The centre of excellence in Financial Education

Nine pupils attended the National Junior games in September.

Three students gained a grade in their Art GCSE

The big drawing wall was the centre stage piece for our October Black history month.

- There has been successful collaboration with KHS on the bicycle maintenance group.

- Three students have joined WF for a unit on health and nutrition.

- The students in class 24 are participating in a 6 month expressive arts project every Thursday afternoon. This is supported by the John Lyons charity.

- Details of all staff leavers was provided.

Q - Are exit interviews conducted?

A - We have discussed this in the past.

- A list of all starters was also provided.

Q - Do new staff have induction?

A - Yes they do

- RD advised that there had been a Section 11 Audit completed by LSCB.

KC advised that this is a good way of checking what the staff know. The LCSB use this to quality assure to understand what the level of knowledge of safeguarding is in the school.

An action plan has been identified from this with lead in times.

SIP -Document presented by RD.

The poster headlines which is a shortened version of the 31 page document was presented.

RD took governors through the highlights for Leadership and management, Teaching and learning and assessment, outcomes for pupils, personal development, behaviour and welfare.

PPG update Herman Farrington

HF circulated a document on Pupil Premium funding and use of it in the school.

The grant funding was £103k similar to the previous year.

The Pupil premium grant was explained.

It was clear that the pupils related to the receipt of this should benefit but it is not isolated to only them.

The key areas the funding was spent on was as follows:

Behaviour, welfare and inclusion
Literacy (reading, writing and communication)
CPLD
PSED, life living and welfare
Physical development and personal care

The total spent was £102,635.

An analysis of how the school is closing the gap was provided.

The plans for the expenditure on Pupil Premium for 17/18 has now been compiled. The aim is a holistic approach to meet the needs of the identified students working closely with the health and wellbeing faculty.

Social, emotional and mental health (SMEH)

HF provided a Mental Health and Emotional wellbeing proposal for TVS.

Three therapists have been recommended to provide dance and movement and play therapists. 15 children will receive one to one weekly sessions for a minimum of one academic year. The likely cost will be £50-£60k

There will also be a service working with staff, students and stakeholders.

Kathy Dewhurst who works for place2be has assisted HF with the proposal.

HF explained that we had been paying £95k through SLAs previously and there was little impact and only reached a few students. This is the reason we have reviewed the delivery. A report will be provided in March on this new approach.

Q - What process has followed the expenditure of the PPG?

A - We have identified who the pupils are and look at how they will most benefit.

The SMEH proposal will be part of this funding.

6. Review of Committee minutes

F&P 16/10/17

- A Finance update was provided.
- A number of policies were reviewed (on the agenda)
- There has been an update on the Apprentice Levy. RD explained how this will work.
- RD confirmed that there is a policy and procedure for apprentices.
- Staff, Site and H &S matters were reported on.
- The Driving licenses and those eligible to drive these was discussed as well as staff to be Midas trained.
- It was confirmed that CE is trying to resolve this and looking at costs.

S&R 4/10/17

- It was confirmed that the SIP had been discussed in detail
- Teacher training was discussed

7. Policies

The following policies had been presented for review.

- Finance policy & Procedures
- H&S Policy
- Safeguarding Policy

- Bomb alert & Lockdown Policy

JC confirmed the H&S and Bomb alert & Lockdown Policy had been discussed and agreed at the H&S committee.

Governors **agreed** to the above policies.

- CPD Policy
- Punctuality Policy

RD advised that both these policies are for discussion.

CPD Policy

Clarity was sought in relation to the Staff training agreement form.

It was raised that this policy has not been shared previously and it would be advisable to give staff an opportunity to comment.

It was stated that once a person is fully trained there is a gain to the school no matter for what period of time.

It was pointed out that in other organisations and private companies staff would be expected to contribute to the cost of the training and to remain in post for a period of time.

It was further pointed out that there does need to be a level of commitment from the staff when they commence the course.

It was suggested that staff be consulted but the in principle decision to have such a policy is agreed. The final detail will be agreed and discussed at the next F and P 5/3/18.

Punctuality policy

The draft of the Punctuality policy had been presented. JC made some observations and questioned the actual need for this policy.

Governors discussed this in detail.

RD confirmed that this policy had been discussed with the HR advisor.

It was made clear that the children are at the heart of this policy. The presence of this policy is to clarify what punctuality and breaches mean.

It was suggested that rather than call this a policy an appendix to existing policies could be added.

It was acknowledged there is a need to be clear on what is required of staff. It was pointed out that this is a sensitive time and how we deal with this is very important.

It was agreed that JC would assist with the rewording of the two documents ready for presentation at the GB meeting on 5/3/18.

Action - JC to assist with compilation of the CPD & Punctuality policy.

8. Update from Governors
Governors were invited to give an update of training and other school related matters.

- PW - Had completed a walkabout of the school and was very impressed. PW noted it is clear that everyone is very enthusiastic and want to improve the children's lives. PW noted it was extremely evident as to how the students are valued.
- RA had visited JC in relation to his link role in expressive arts.
- SK had visited the school on a regular basis to meet Senior leaders.
- SK had completed a walk about in the school.
- SK advised that externally TVS is discussed very positively and is a great source of pride.
- SK reminded governors to check the governors training schedule.
- Initial and refresher safeguarding training is recommended for governors.

9. AOB

- Governors were reminded that there is an extraordinary GB meeting on 11/12/17.

- Prospective governors in attendance were invited to speak following their observations at the meeting.

A Lerner - potential parent governor

Has a special needs child and had previously worked in a special needs school for 15 years. With a child with SEN at this school it is imperative parents support this.

S Mohammed - potential parent governor

Is an architect and has a child with autism in the school.

The school has helped her son greatly.

Both parents stated that they were happy to join the governing body. This was following an appeal to parents to become Parent Governors.

E Gbajumo - Potential co-opted governor

Is a paralegal, local to the area and an activist.

Erica was asked to leave the room to allow governors to vote.

Governors were in favour of voting Erica as co-opted governor.

Erica returned to the meeting and was congratulated on her appointment.

Terms 6/11/17-5/11/21 for all three

Action - Clerk to obtain details for all three new governors.

10. Confidential items

Staffing matters were discussed.

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 on 17/11/17 at 2.30pm

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

Meeting ended at 9.15pm

Action points from this meeting

- JC to assist with compilation of the CPD & Punctuality policy.
- Clerk to obtain details for all three new governors.

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