

**SUMMER TERM 2017****BUCKINGHAMSHIRE LEARNING TRUST**

**MINUTES** of the meeting of the Governors of King's Wood School held at the School on Tuesday 20 June 2017 at 6.30 p.m.

<b>PRESENT:</b>	Mr B Daniels	Mr S Kayani
	Mr R Davis-Foster	Mrs A Reed
	Mrs J Freeman – Headteacher	Dr A Saunders
	Mrs A Hickman – in the Chair	Mr D Sparks
	Mrs D Holland	
<b>IN ATTENDANCE:</b>	Mr W Cariven – Clerk	
	Mrs L Virgo – Associate Member	
	Mr A Scutt – Observer	
<b>ABSENT:</b>	Mrs M Faisal	
	Mrs M Fowler	(Apologies received and accepted)

NB. Governors' questions are highlighted in *italics* throughout these minutes.

The Chair opened the meeting and welcomed all present. The new members were welcomed and all introduced themselves.

	<b>ACTION</b>
<p><b>1 NOTIFICATION OF ANY OTHER BUSINESS</b></p> <p>The Headteacher drew attention to a recently published discussion document on the Admissions process and, following consideration, Governors agreed that this would be delegated to the Curriculum, School Improvement and Pupil Welfare Committee meeting scheduled for 14 July 2017 for discussion.</p> <p>The following additional item was tabled for discussion as Any Other Business:</p> <ul style="list-style-type: none"> <li>• Celebration and Recognition</li> </ul>	C, SI & PW Committee
<p><b>2 DECLARATIONS OF INTEREST</b></p> <p>The following interest was declared:</p> <p>Mr Davis-Foster's wife was an employee at the school and Mr Davis-Foster would withdraw from any discussions relating to personnel matters.</p>	

## 5 STRATEGIC MANAGEMENT

### 5.1 REPORT OF THE HEADTEACHER

The Report of the Headteacher, having been circulated, was received. Arising from the report:

#### 5.1.1 School Context

A Governor asked for clarification in percentage terms of the number of families (104) subject to a watching brief for Safeguarding. This represented approximately one third of the families in the school. A Governor asked how this compared with other schools. This was significantly higher than for other schools; but in the Safeguarding context, the level of monitoring was probably similar. Asked for further clarification, the Headteacher explained that all staff maintained an ongoing daily record of any points of note however minor. There was a strong Safeguarding culture in the school and information shared often proved to replicate that which was already known in relation to the child concerned.

A Governor asked if there had been any change in the number of children under a watching brief with regard to Prevent. This had not changed and remained at only 2-3 families.

A Governor asked if the level of unauthorised absences (1.08%) represented a percentage of Registrations, which was confirmed; and comment was made that this figure therefore represented approximately 25% of all absences. Nevertheless, further comment was made that this represented an improvement. The Headteacher highlighted that approximately 99% of the children were either in school or absent with a valid reason, which was a good figure: and mentioned that one child had only attended for nine days since the beginning of term, which greatly affected the overall figure.

A Governor asked about the 9% of persistent absentees. A child was regarded as a persistent absentee if attendance dropped below 85%. Interventions were in place in all cases, and the reduction in this necessity recorded in the report was noted. A Governor asked whether the Local Authority (LA) imposed fines. This was confirmed.

A Governor asked about the relative increase in the numbers of Pupil Premium children from Year 1 and above against Nursery and Reception. It was confirmed that more children needed support. This had increase since February. There were currently 85 children in the school qualifying for Free School Meals (FSM). The Headteacher advised

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A Governor asked about the plans to replace the Music Specialist. An advertisement had been published and the Headteacher had shown a possible candidate around the school during the last week; and also was expecting to show another around the school on 27 June. It was more important to find the right person than to fill the post quickly.

A Governor asked what plans were in place to replace the RWI Lead Teacher. This role had also been supported by the former Deputy Headteacher and the Headteacher believed it was possible to absorb the role into the SLT.

A Governor asked about the high number of LSAs who were leaving the school. This role tended to appeal to mothers due to the hours fitting into the school day and holidays. As the LSAs' children had grown up, they were seeking better paid jobs, returning to resume previous careers or, in one case, taking the opportunity to go to University.

See attached Confidential minute.

### 5.1.3 SEF

A Governor asked for more information about the proposed Social Skills Programme. There had been a growing tendency for poor behaviour that was silly, rather than malicious. Staff were working to develop a structured programme throughout the school, based upon approaches used in the lower school, made age-appropriate for all year groups. Mrs Holland mentioned that she had come across Transaction Analysis information, which might be useful and offered to investigate further and inform the Headteacher.

Mrs Holland

A Governor asked about the incident of discrimination. The comment had been discriminatory in the context of the language used and it was thought not in the intention of the child concerned. The children were likely to be influenced by language and opinions voiced at home, including the high level of EAL among parents. In the light of the recent events in Manchester and London, an Assembly had emphasised the unity of diverse communities in responding to these events. An effort had been made to outline for the children a clearer perspective on such matters.

A Governor asked if the minor bullying issue mentioned had been racially motivated. This was not the case. The matter had been a case of girls choosing particular friends and excluding another child from the group, as was common at that age.

Governors thanked the Headteacher for her report.



## ACTION

would need to have at least 3000 pupils. This would necessitate the involvement of at least one Secondary school. It was noted that in Warwick, the current model was for MATs to include 3-4 Primary schools with 1000-1500 pupils. Comment was made that hidden costs, such as Professional accountants, Legal Team, HR and Payroll, needed to be taken into account. A Governor asked how this had been managed locally by Beechview School. That school had been academised under Special Measures with Sir William Borlase Grammar School as sponsor. The MAT had therefore already been of a significant size. A Governor asked if this had been successful. It was believed to have held some benefits for the school. The Chair advised that the matter was not for discussion at present; but it was likely that future funding constraints might drive the school towards considering Academy status. In response to a question, the Headteacher advised that the school was currently in a strong liaison group, which could lead to stronger informal co-operation, coalition or federation in the future. Comment was made that it was unclear what, if any, the advantages would be for the children if the school entered into a MAT. Governors were reminded that they would be required to undertake a due diligence analysis to ensure the value of conversion.

The Headteacher advised that all the Headteachers currently in the liaison group had a similar ethos, and this resulted in a very cohesive group.

A Governor asked what independent advice was available. It was suggested that most, if not all, advice tended to come from organisations wishing to sell support services. The DfE would provide comprehensive advice and guidance to any school transferring; however, as it was DfE policy for schools to become academies, the DfE provided nothing to help governing boards make decisions whether or not to seek academisation. A Governor asked if the NGA had information available. Mrs Reed agreed to make enquiries.

Mrs Reed

Governors agreed to add a statement with regard to considering the benefits of Academy status to the strategic plan.

The Chair asked Governors to consider which items to prioritise for 2017-2018 and, following a short discussion, it was agreed that first priority would be given to 'To work within the school community to encourage mutual respect and understanding'. It was agreed that this should be a priority in the light of the work already being done in school towards the improvement of social

### **6.3 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/ COMPLAINTS/ PAY REVIEW APPEALS/ PUPIL DISCIPLINE COMMITTEES**

These Committees had not needed to meet.

## **7 DELEGATED REPORTS - GOVERNORS**

### **7.1 REPORT OF CHAIR**

The Chair had not taken any action under emergency or delegated powers.

The Chair reported that she had attended two Governors' Liaison Group meetings, at the latest of which the new Director of Education for Buckinghamshire County Council (BCC) had spoken emphasising the continued support towards diminishing differences. It had been noted that the contract between BCC and the Buckinghamshire Learning Trust (BLT) was due to end in 2018. BCC had drafted a Three-Year educational Strategy for Buckinghamshire, which could result in the rationalising of some services provided by BCC and BLT.

Comment was made that Primary schools in Buckinghamshire continued to require a strong and effective School Improvement Service; but it was not clear how this would evolve in the future.

### **7.2 REPORT OF DEVELOPMENT GOVERNOR**

The Development Governor reported that the whole Governing Board training held on 13 June had been found useful by a number of Governors.

### **7.3 REPORT OF SEND GOVERNOR**

The SEND Governor had nothing to report on this occasion.

### **7.4 REPORT OF SAFEGUARDING GOVERNOR**

The Safeguarding Governor reported that she had taken the opportunity to make much use of the GEL training facility.

It was confirmed that the Single Central Record was up-to-date.

She reiterated that safeguarding was embraced throughout the school and incorporated into the curriculum.

## **8.4 ARRANGEMENTS FOR APPOINTING THE CHAIR/VICE-CHAIR**

## **ACTION**

It was confirmed that the appointments of the Chair and Vice-Chair were for periods of two years. In accordance with the Standing Orders, nominations for the positions of Chair and Vice-Chair would be made at the relevant meeting or provided to the Clerk in advance of the meeting. The appointment of the Chair had been to the end of Mrs Hickman's current term of office on 14 July 2018 (recorded as Minute 8.4.1 on 21 June 2016), and the election would therefore take place at the next summer term meeting of the full Governing Board.

*(CLERK'S NOTE: Minute 1.1 on 4 October 2016 states that Mrs Reed's appointment as Vice-Chair will end at the autumn term meeting on 10 October 2017, at which time an election will be required)*

## **9 RECURRING ITEMS**

### **9.1 TERM AND IN-SERVICE TRAINING DATES 2017-2018**

Governors agreed the two school specific INSET dates as follows:

- Friday 9 February 2018
- Monday 4 June 2018

## **10 DATE AND TIMES OF NEXT MEETINGS**

The following dates and times of future meetings had previously been agreed:

- Tuesday 10 October 2017 at 6.30 p.m.

It was agreed that further meeting dates would be as follows:

- Tuesday 20 February 2018 at 6.30 p.m.
- Tuesday 19 June 2018 at 6.30 p.m.

All Governors

## **10 ANY OTHER BUSINESS**

### **10.1 CELEBRATION AND RECOGNITION**

Further to the retirement of Mrs Fowler from the Governing Board discussed earlier (Minute 3), Governors discussed how her contribution to the school could be appropriately marked. It was believed that she had been a Governor for approximately forty years. Suggestions