

Grove Park Primary School

At a meeting of the Governing Body held at the School on
Thursday 23rd June 2011 at 6.00 p.m.

Present: Mrs S Alexander (Chair)
Mrs J Hanna (Vice-Chair)

Ms M Arihi, Mrs L Barrett, Mrs M Buchanan, Ms U Chesney, Mr J Hingorani,
Mrs F Hussain, Mrs M Lee (Headteacher), Mrs D McMullen, Ms A Thompson, Mrs J Wells,
Ms A Wyles

Correspondent: Miss K Sohdi

Also Present: Ms C Thomas (School Improvement Partner)
Mr S Birnage (Deputy Headteacher)
Mr A Cornelius (Headteacher Designate)

1. Apologies for Absence

The Correspondent checked the number of Governors present to ensure that the meeting was quorate.

Apologies for absence from the following Governors were received:

Mr A Millington

2. Declarations of Personal Interests

No Governors declared any potential conflicts of interest with regard to items on the agenda.

3. Welcome to new Headteacher: Mr A Cornelius

The Chair welcomed Mr A Cornelius who would be leading the school from September 2011.

Mrs L Barrett and Mrs A Thompson were welcomed as newly appointed Parent Governors.

4. School Improvement Review: Ms C Thomas

(Ms Chesney arrived at 6.20 p.m.)

Ms Chris Thomas, School Improvement Partner attended for this item.

She briefly explained her role in that she provided support and challenge to the school to improve standards and worked in partnership with the Headteacher and staff.

Copies of the SIP Visit report were distributed to Governors. She explained that the Review was linked to the School's Self Evaluation Form (SEF) and emphasised that the report outlined the progress being made to achieve the school's priorities. She talked through this item and elaborated on the sections. These being:-

- Cohort Tracking
- The impact of action taken since the last SIP visit in 2010.
- Achievements and Enjoyment
- ECM Outcomes
- Effectiveness of Provision
- Effectiveness of Leadership and Management

The judgement of overall effectiveness was rated as Outstanding.

(Mr J Hingorani arrived at 6.27 p.m.)

Governors would need to focus on certain areas:-

- Had the school made an effective response to the area for development identified in last year's report?
- How was the school doing in relation to the various areas of the OfSTED evaluation schedule?
- Did the school have the capacity to sustain its improvement?
- What is the school's overall effectiveness?

Ms Thomas noted particularly positive developments including:

- changes to the Foundation Stage leading to improved outcomes in Y1;
- a reduced gap between boys and girls attainment and good attainment by vulnerable groups
- significant progress in English where boys outperform the national average
- the likelihood that this year's data would deliver a third year of outstanding results
- the programme of work around assessment, mind up, habits of mind etc which was having an exemplary impact on developing the children's control of their own learning.

The Senior Leadership Team were very pro-active and had provided excellent leadership and the governing body was fully involved in strategic issues. Taking into account the effectiveness of leadership and management in embedding ambition and driving improvement, the school's capacity for sustained improvement was judged as Outstanding.

In terms of sustained improvement she advised governors:

- not to shy away from increasing Level 3s in Y2, despite this making it harder to demonstrate progress between KS1 & KS2.
- to focus on keeping levels of maths attainment as high as other areas
- to continue to move more teaching from good to outstanding

Ms Thomas stated, "this school was a school that knew where it is going and knew how it was getting there". The school had been judged outstanding for the 2nd year running. There a true sense of commitment from all staff and Governors.

Governors were given the opportunity to raise any questions.

On behalf of all Governors, the Chair gave huge thanks to the Headteacher for leading the school and also to Sam, Kate and all the staff for their continued dedication and positive input.

The school would no longer have a School Improvement Partner provided by the Local Authority as this initiative had been discontinued because of the changes in the national education policy. Governors had previously agreed to allocate a budget to provide similar support to the school next year from the school's own resources.

Ms Thomas was thanked for attending and left the meeting at 6.40 p.m.

5. Report of the Headteacher

a) Preliminary Results for 2010/11

Mr S Birnage (Deputy Headteacher) had distributed 2 tables of statistical data.

The information showed attainment levels for all year groups for reading, writing, mathematics and Early Years. Results were above Hounslow and National averages. For early years all areas results were higher than last year with a 26% increase in children reaching 78+ points. Level 5 results for Year 6 were also good and some children had sat Level 6 tests which was a positive indicator of the school's aspirations for more able children. The data had been fully analysed to show questions and areas for further development.

The Chair thanked Mr Birnage for his work on assessment. The quality of assessment and data analysis was clearly supporting improved results.

It was **agreed** that the final results would be discussed in more detail at next term's curriculum committee.

b) Staffing

Mrs Lee reported that it had been a great pleasure to work alongside Alex Cornelius who was successfully appointed as Headteacher to commence in September. They had been working very closely together to recruit staff. Two excellent NQT teachers had been appointed.

Victoria Retallack, Deputy Headteacher (job share with Kate Upsher from September) would shortly return 3 days a week from maternity leave. Her vast experience and historical knowledge of the school would be a great benefit to Mr Cornelius.

c) Recent Awards

This year teachers from the school had volunteered to research and gain the following awards:

- Gold School Travel Plan
- Get Set Olympic School
- Healthy School Award
- Sing Up Silver Award

This represented a significant amount of work from the individuals who had led on each award and a whole school co-operative effort in achieving them.

The Gold Travel Plan which would be awarded in September (Grove Park had silver last year) was particularly useful as it opened up significant funding/benefits to the school. Next year the school would be organising a "Bike It School" week. The Junior Safety Officers had been fantastic and had attended a conference last week. They were awarded 3 out of the 7 awards.

The Get Set Olympic Award had resulted in Jonathan Edwards attending the school to lead an inspiring assembly, and a school 'Olympics' day.

d) **Racist Incidents**

There were no racist incidents to report.

e) **Thanks to the retiring Headteacher**

Governors wished their appreciation of, and congratulations to the Headteacher to be recorded formally. When she had first joined the school, Grove Park had had a period of instability and was judged a satisfactory school. Mrs Lee had demonstrated great leadership and vision, and together with the staff, had transformed the school during her headship.

6. Financial Items:

a) **Budget Plan 2011-2012**

Governors had delegated budget agreement to the Finance Committee.

A cost centre summary was distributed and no anomalies were raised.

The budget was healthy and the school had a slightly larger income than had been predicted for this year financial year. The surplus carry forward was approximately £74,000, of which £10,000 was earmarked for School Development Plan priorities and £ 10,000 for transition.

A question was asked if there was a possibility that the LA may claw back any underspend. The Headteacher confirmed at the current time the money would remain in the school's budget.

There were no further questions and the Budget was **ratified**.

Governors discussed the potential to analyse financial trends over time, and to monitor carefully the impact on costs of reductions and changes to local authority services. Ms Wyles suggested that the Finance Committee could do some modelling given there would be two years of data on the new financial system. This was **agreed**.

b) Statement of Internal Control (SIC) to be retained at school for internal use

Governors were aware that the SIC had to be completed. It was explained the rationale behind the SIC. Governors were satisfied that the school were keeping appropriate and accurate records. It was **agreed** and signed.

It was **agreed** to take a short break at 7.10 p.m.

Ms M Arihi arrived.

The meeting resumed at 7.30 p.m.

7. Membership

a) Parent Governors:

Resignation of Ms C Brundle, effective immediately; resignation of Ms A Wyles, effective 22.07.11. Elections had taken place and Mrs Lucy Barrett and Mr Colin Graham had been elected. Mr Graham's term of office would commence in September 2011 but he would be invited to attend any prior meetings as an observer.

The term of office of Mrs F Hussain will expire on 15.11.11; an election would be arranged for this position.

b) Observers:

New Deputy Headteacher job-share Mrs V Retallack and Ms K Upsher would attend the Governing Body as observers from September.

8. Minutes of the Meeting held on 9.12.10 and 9.3.11

The minutes of the meeting held on 9 December 2010 for the ratification of the Headteacher's appointment were **signed**.

The minutes of the meeting held on 9 March 2011 were **agreed** and signed.

9. Matters Arising from the Minutes

Matters Arising 9 December 2010

There were none.

Matters Arising from the meeting held on 9 March 2011

- Item 7i – The Terms of Reference were signed.
- Item 7v – The induction pack was in draft form
- Item 7xii – Governors had attended Learning Walks
- Item 12a – Governors had contacted the Chair to express an interest in Named Governor vacancies
- Item 12b – Governors had checked their training records on MLE

a) **Update on 'Working with Other Schools'**

Following the March Governing Body meeting a small working group of governors had been formed to explore this issue, consisting of Mrs S Alexander, Mr J Hingorani, Mrs D McMullen, Mrs A Wyles and the Headteacher. Mr J Hingorani and Mrs D McMullen had attended a Hounslow conference on this issue, and Mrs D McMullen had also attended a recent Educate conference with Mr A Cornelius.

The Governing Body had held a meeting during the first half of term to share research and thinking to date and had discussed various emerging options including federations, academies, trust schools. The meeting had recognised that this was an important strategic issue for the school given changes to government policy, local authority services and school finances. The governing body wished to be proactive in addressing this issue and to work closely with the incoming Headteacher to find the right approach for Grove Park. None of the formal changes to status appeared to be appropriate initial first steps but the governing body **agreed** that it would be beneficial to continue to explore options and to seek a stronger working relationship with other local Chiswick primary schools.

In May, Grove Park had invited Heads and Chairs of Governors from 6 other local Chiswick primary schools to a meeting to explore current thinking. This followed a meeting earlier in the year hosted by Chiswick Community School. The primary schools already have a soft federation, and are part of the wider Education Improvement Partnership (East Hounslow EIP). However benefits of working together at a more local level were identified. All the schools had agreed that strengthening working relationships would be a good first step. The group discussed the importance of local and national issues; e.g. pupil places, looking at collectively sharing and buying in services (grounds maintenance), having a common School Improvement Partner who would develop good knowledge of the local context; sharing/closer contacts between Business Manager(s). The meeting was broadly welcomed and it was agreed to regroup in September.

Today the Headteacher had attended an EIP meeting and it was unanimously **agreed** to retain the services of Chris Thomas as a SIP.

Governors were informed that the EIP had been fully funded by grants from the LA. However, due to the current cutbacks, this was no longer the case and the school had signed up to the partnership at a small cost. This would allow the school to have access to expertise and skills and local networking.

b) **Update on Governors' Induction Pack**

This was currently being updated.

10. Committees

a) To receive any reports:

i) **Finance & Premises Committee**

The committee had met on 24 May 2011. They had discussed the Budget. It was noted that employee costs had gone up this year although this was likely to reduce again given new appointments.

The Budget, Statement of Internal Control (SCI), Best Value Statement, Scheme of Delegation was agreed

The Finance Policy was reviewed and **agreed**.

Also reviewed were the Health & Safety, First Aid and Lettings Policy

Following the resignation of Ms Wyles (Chair) and the Vice-Chair (Ms Brundle), the positions would need to be elected quickly.

ii) **Curriculum & Standards Committee**

The Committee had met on 14 January 2011 and the following were discussed.

New PHSE/SRE policy: The school had held information sessions for parents to explain the new scheme of work to incorporate SRE and drugs education into PSHE.

Gifted and Talented: Governors looked at how the school were extending the level of challenge for more able learners in all stages.

SEN: How did other schools communicate assessments, targets and progress to parents?

Did the school's IT provision meet the demands of the creative curriculum?

Languages: it was noted that Spanish would be discontinued next year.

The Food Policy had been completed.

iii) **Community Committee:**

The Committee had met on 26 May 2011.

They had reviewed the Behaviour Policy, Guidelines for work experience and the Policy for First Aid and Medication. Child Protection was reviewed subsequently.

iv) **Chair's Group**

Learning Walks had been very successful and would be repeated next year.

The Headteacher and Mr Cornelius had begun regular induction meetings.

SEN – The school could in September be receiving a statemented child in nursery and Reception.

(Mrs Hanna left at 8.00 p.m.)

- b) **To agree committees will undertake annual review of Terms of Reference in September/October ready for agreement at a full GB meeting in the Autumn Term**

Governors confirmed they would review the Terms of Reference next term.

11. **Governors**

- a) **To Receive any Named Governor Reports:**

- i) **SEN/G&T Governor:** Mr J Hingorani.
The Intervention Policy had been reviewed.
- ii) **Deputy Child Protection Governor/Looked After Children:** Ms J Hanna. The Safeguarding audit had been completed.
- iii) **Link Governor:** Mrs F Hussain.
There had been no communication or updates regarding the reduced services.
- iv) **HSGBA Representative:** Ms U Chesney.
The next meeting was scheduled 4 July 2011.
- v) **Literacy Governor:** Mrs F Hussain – nothing to report.
- vi) **PHSE & Healthy Schools Governor:** Ms J Wells
The school had received the Healthy School Award. Thanks were given to Amanda Letch for her hard work.
- vii) **Sustainability/Ecoschools Governor:** Ms D McMullen
Had met with the Deputy Headteacher focusing on 3 areas. These being:- Buildings, Travel to School and Sustainability in Curriculum.

- b) **To consider roles & responsibilities for 2011-12**

Mrs Alexander identified the following key roles would be vacant and encouraged anyone interested in volunteering to speak to her:

- Chair and Vice Chair for Finance Committee
- Chair and Vice Chair for the Curriculum Committee
- Vice Chair for Community Committee
- Parent Engagement Governor
- Safeguarding Governor

c) **To report on any Governor visits to schools**

Governors had attended Learning Walks. These had focused on specific year groups i.e. EYFS; KS1; Lower Juniors & Upper Juniors and/or philosophy week.

d) **To report on any Governor Training/Development**

Mrs McMullen had attended the EduCate conference on new school models and Recruitment and Selection training
Miss Arihi had completed the Governors' Induction
Mr Hingorani, Mrs McMullen and Miss Arihi had attended the Hounslow Governors' conference

12. **Governing Body Effectiveness (self-evaluation)**

The Governing Body had been very effective this year and the quality of its engagement with the strategic direction of the school had been noted by the school improvement partner.

A major focus for the year had been the recruitment of the new Headteacher which had been successfully achieved.

During the year the governors had also undertaken a major review of all school policies, including the SRE policy. The communication process around this had been very successful, and demonstrated a good improvement in working with parents.

Governors had also begun proactively to explore the strategic issue of school status/working with other schools to ensure Grove Park was well placed for the future.

There were a small number of outstanding actions from the 2010 review of effectiveness still to be implemented e.g. the governor induction pack and these were in hand for 2011/12.

The Chair noted the exemplary engagement of all governors with the school and the time commitment governors made to a wide range of meetings, visiting the school, drafting policies, working groups, staff recruitment and supporting the children, e.g. through Year 5 interviews. On behalf of the school she thanked all governors.

13. **To appoint Headteacher Performance Panel**

Mrs S Alexander, Mrs M Buchanan and Mrs McMullen were appointed to be on the Panel. It was **agreed** that Mrs McMullen would attend training.

It was **agreed** that Ms C Thomas would be retained as external adviser, providing useful continuity during Headteacher transition.

14. Policies

a) Policy Review

A full policy review had been completed. This included developing a policy overview with review dates and assigning them to committees. The final overview sheet would be agreed at the Autumn term Chairs' Group.

b) The following policies that had been reviewed at Committee level were **agreed**

i) **Finance:**

- Finance Policy
- First Aid Medication Policy
- Health and Safety
- Scheme of Delegation

ii) **Curriculum:**

- Assessment Policy
- Learning & Teaching Policy
- Interventions Policy
- SRE Policy

iii) **Community:**

- Behaviour Policy
- Guidelines on child & staff protection
- Guidelines on student work experience

All policies would be uploaded on the school website.

15. Report of the Director - CS&LL

A. School Admissions 2012-13

From September 2012 onwards the LA had agreed to:

Reduce from 37 Priority Admission areas to 5 larger ones – so a single PAA for the Chiswick primaries.

Change oversubscription admission criteria so that all siblings would have priority (currently only in-catchment siblings had priority over other in-catchment applicants).

Retain William Hogarth as two-form entry following several years of bulge classes.

B. School Effectiveness Strategy

The Borough would no longer provide a School Improvement Partner (SIP). As a good, outstanding school it would have an annual visit from a Senior Adviser in the Autumn and telephone contact in Spring/Autumn. Hounslow would continue to quality assure NQT induction and take joint responsibility for NQT supervision and training. The school would be able to access, for a fee, training, senior leaders' induction, CPD online and briefings.

It was **agreed** that the school retain the services of an independent SIP for termly meetings and the Headteacher's performance management support in 2011/12.

C. Racial Incidents 2009-10

This showed an analysis of incidents reported in Hounslow in 2009/10. Grove Park had an Equalities Policy and did monitor and report all racist incidents. These were reported at full Governing Body meetings through the Headteacher's Report.

D. Outsourcing Services & Academies - TUPE

HR/legal requirements for academies.

E. Services to Schools

The Borough will now offers 3 service packages to schools outlined in a new brochure:

Core, free of charge, including core strategy

Subscription, previously 'buy back' and this paid for essential services e.g. safeguarding, educational psychology paid for on price per pupil; also Governor Services

Pay As You Go, this was a range of paid for services, information and assistance.

It was felt it would be useful if Governors had an idea on what the comparable costs differences were and it was **agreed** to report on this at the Autumn Term meeting.

F. SEN Green Paper

Green Paper proposals on SEN provision: National consultation closed 30 June 2011.

G. HT Performance Management

This was discussed under item B.

H. CPD Online

Governors could search for courses, view information and book online.

Governors were asked to register for CPD ebulletin. Any Governor without login details would need to contact GBS.

I. Electronic GB Papers

All papers would now be distributed electronically. For some Governors this could be an issue as the information had not been received for this meeting. Furthermore there was a cost implication if all reports required printing.

It was **agreed** to look into this further and to consider any necessary arrangements to support this.

J. DfE Consultations

A number of consultations underway:

Curriculum – this has now closed
OfSTED (new framework for Jan 2012) the consultation date had passed

Behaviour this had now closed
Finance x 3 – The new standards; reform of funding; academy funding
2012-12

K. HSGBA

The next meeting was Monday 4 July, 7pm and the HSGBA Representative would be attending.

L. Summary of Letters to Chairs

No action required.

M. Early Years Foundation Stage Review

The consultation on a new EYFS would run from June to end Sept 2011 with new framework to be implemented for September 2012.

16. Governing Body Correspondence – including Correspondence sent Directly to Chairs

None.

17. Dates of Future Meetings

SDP Meeting Date: Friday 8 July 2011 at 8.00 a.m.

Summer Fair: Saturday 25 June 2011 11.00 am – 2.00 pm

Govs' Farewell to Marion: Tuesday 19 July 2011 4.30 pm

September Planning Mtg: Thursday 15 September 2011 9.00 am - 10.15 pm

Autumn GB Meeting: Thursday 17 November 2011 6.00 pm

Spring GB Meeting: Wednesday 7 March 2012 6.00 pm

Summer GB Meeting: Tuesday 19 June 2012 6.00 pm

18. Any Other Urgent Business

a) Following on from news on the strike action, 3 classes would be closing on Thursday, 30 June 2011. The remainder of the school would be open as usual.

b) The Chair asked for volunteers to conduct Staff Exit Interviews. Mrs Wyles and Mrs McMullen **agreed**.

The meeting closed at 8.45 p.m.

AGREED ACTIONS

Item	Action	Who	When
5 a	Review final results for 2010/11	Curriculum Committee	Autumn term
6 a	Financial Modelling	Finance Committee	During 2011/12, to inform next budget
9 a	Continue to develop 'Work with Other Schools'	Working Group	Ongoing
9 b	Complete Induction Pack for new Governors	Chair & Vice Chair	For September 2011
10 iv	Arrange Learning Walks	Chairs' Group & Committees	Autumn 2011
11 b	Consider vacancies on GB and discuss with Chair	All Governors	ASAP
14 a	Sign off Policy Overview	Chairs' Group	Autumn term
15 E	Report on cost differences due to changes to Hounslow services	Finance Committee/GB	Autumn term
15 H	Register for Hounslow CPD bulletin	Any governor not yet registered	ASAP
15 I	Decide approach to Electronic GB Papers	Chair and new Headteacher	For Autumn GB meeting
15 M	Monitor introduction of new EYFS framework for Sept 12	Curriculum Committee	Ongoing
18 b)	Exit Interviews with leaving staff	Ms A Wyles; Ms D McMullen	By end of term

Signed: _____

Date: _____