**DRAFT MINUTES FROM THE GOVERNING BODY OF BELVUE SCHOOL**

**Date** 10 July 2014

**Time** 5:30 pm

**Location** Belvue School

**Present**

Mr A Baxter Parent Governor Chair to the Governors

 Ms L Lyons Parent Governor

 Mrs S O’Shea Staff Governor Head Teacher

 Miss P Read Community Governor

 Mr J Shah Parent Governor

 Ms T Sooknanan Community Governor

Mrs L Woodcock Local Authority Governor

**In attendance** Ms Lorna Brown Clerk

**1. APOLOGIES**

Advanced apologies from L Lyons that she would be arriving late to the meeting

**2. AUTHORISED/UNAUTHORISED ABSENCE**

Ms S Virdee – authorised absence.

**3. DECLARATION OF BUSINESS INTERESTS**

There were no declarations of personal interest.

**4. MINUTES OF THE LAST FULL MEETING**

AB stated that the previous meeting was a full Governing Body meeting and not a Finance Committee. LB to amend.

At bottom of page 3 account code 3790 should read DBS (Disclosure Barring Service) not CRB.

Page 5 line 24, should read “AB asked the Governors to authorise provision of £20,000 for the shop”.

The minutes were agreed and signed.

**5. MATTERS ARISING FROM LAST FULL MEETING**

Item 9 - SO reported that it had been decided not to pursue the opening of a Belvue Shop during the next academic year. She informed governors that there was no capacity to open another site with the Ken Acock building, outside café and garden currently in progress.

LW asked if would consider a pop up shop for short term.

SO replied they were looking into this and other options such as carnivals and Perceval House table sales.

Item 7 - AB asked if a disclaimer had been sent to all staff about the delivery of personal items to the school. SO confirmed it had been done.

6. **GOVERNING BODY – MEMBERSHIP AND RECONSTITUTION**

 AB reported resignations from the following Governors:

 Faith Baxter

 Steph Dwayne

 Anthony Loftus

 Pat Read (last meeting this week)

AB presented the proposed new Instrument of Government (IOG) for Belvue School explaining that it would need to be ratified by LB Ealing legal department before coming into effect.

AB explained that once the reconstitution is agreed, hopefully by September 2014, there would be no more community governors. Instead there would be co-opted governors

AB informed governors that where possible governors would continue in their present category. Governors who remain in their present category will serve until their current term is complete. In some cases it will be necessary for governors to move to a new category e.g. community governors will become co-opted; in which case they will begin a new four-year team in September.

Altogether there would be 14 governors. The period of service for all categories of governor will be with 4 years.

AB said for Belvue would need 7 governors to be quorate, half the total.

Comments from the governors present included:

 LW - it seemed simpler and sensible.

 AB - it was both flexible and versatile

JS asked how the instrument could be amended. AB replied that the IOG can be amended by submitting a request to the LA but reasons for doing so would have to be given.

TS asked for clarification on the term “co-opted”. AB was unable to provide a definition from the regulations but explained that a co-opted governor could be anyone from the community.

LW asked if there was an option to recruit specialist governors for specific purposes.

AB explained that associate governors could be appointed to take advantage of any specific expertise. Associate governors may serve on sub-committees and attend full governing body meetings but they would have no voting rights. AB was unsure if it was necessary to list vacancies for associate governors on the IOG but explained he did not intend to increase the overall number of governors.

JS suggested specialists attend the meeting as observers or speakers. AB confirmed that specialist speakers are regularly invited to attend meetings and agreed to investigate further the facility for observers to attend if necessary.

The Instrument of Government for Belvue School was proposed by TS, seconded by LW and agreed by the Governing Body.

**Governor responsibilities**

Pat Read is to be removed from the pastoral allocation as she is leaving.

In response to a query from LW; SO said items such as smashing glass, gardening and cookery would be located in section 8 – Personal Learning.

After reconstitution the members of Belvue Governing Body will consist of:

Mr Andy Baxter Co-opted Governor Chair to the Governors

 Mrs Shelagh O’Shea Head Teacher Head Teacher

 Mr Jay Shah Parent Governor

 Mrs Lyn Woodcock Local Authority Governor

 Ms Tamieka Sooknanan Co-opted Governor

Ms Liz Lyons Parent Governor

Ms Sukhi Virdee Staff Governor

Cllr Steve Hynes Co-opted Governor from September 2014

Ms Nicola Harmer Co-opted Governor from September 2014

5 Co-opted Governors need to be recruited

AB said that the two new governors, Councillor Steve Hynes, co-opted governor and Nicola Harmer, co-opted governor will both start in September 2014 and have been allocated roles.

AB also reported that several roles were yet to be filled and they were looking for 5 more co-opted governors.

The governors will be responsible for policies in their area of work

The Governors agreed their allocated responsibilities. .

AB also stated that each governor will have a linked staff member at the school.

AB reminded governors of the training available to them. AB had recently attended safeguarding training. He recommended all governors to keep their training up to date. He also suggested that some training would be provided at Belvue prior to governors’ meetings.

AB to arrange safeguarding training for all governors.

TS requested feedback on the quality of her questions during meetings at the school. SO suggested that a School Improvement Partner (SIP) could sit in.

AB informed governors that in future their role in scrutinizing the work of the school would be emphasised. Future meetings would have less information sharing, as it would be expected that governors would read all necessary documents before the meeting. The focus future meetings would be to critically examine the information that had been provided.

He also said that to make it easier for more governors to attend, the start time for Governing Body meetings will change from 5.30pm to 6.00pm.

**Action Points.**

AB to continue efforts to recruit new governors
AB and SO to agree on link staff members for each governor
AB to arrange safeguarding training for governors

**7. HEADTEACHER REPORT**

 SO reviewed her report:

 **1. Review of School Development Plan**

**Priority 1**

Learnpad technology has recently been introduced to the school.

AB asked if staff could also benefit from the use of Learnpads for marking and record keeping. SO said it would take a year to inbed. The technical staff will produce a set of skills required.

SO informed governors that the Learnpads interact with the virtual learning environment (VLE). The pupils’ work will be entered via the VLE. Both teachers and Parents can access and monitor the VLE.

Governors will have access to the VLE.

JS asked SO what expectations did she have from their introduction. SO said learning will become 24 hrs. It will increase the communication and confidence of the young people and that early indications were good.

LL reported the skills acquired would be necessary because both job applications and government forms were now online.

TS asked how the impact of the new system was to be measured. SO replied by analysing data, standard tests and anecdotal data.

**Appendix 1 Overview of teaching for Summer Term**

JS pointed out errors in the table of teaching observation results.

To be resubmitted at the next meeting with corrected figures.

**Appendix 2 Overview of teaching for Academic Year**

To be resubmitted at the next meeting with corrected figures.

**Priority 2**

Ken Acock development – SO showed governors the initial plans for the building. The original building will be refurbished and a two storey extension added. It is hoped that Belvue pupils will move in to the refurbished building part by Easter 2015.

SO stated that she is waiting for the handover confirmation from Kevin Oakhill at LBE. This should be done before the end of term.

**Priority 3**

SO reported a successful partnership bid for £120,000 had been made for music education. She said it was one of only 10 in the UK.

**Priority 4**

SO reported on the achievement gap between children receiving free school meals (FSM) and non-FSM children at Belvue. AB requested the same information from the September data broken down by years.

**NB. Please add here exactly what SO reported before circulating to governors.**

JS will meet with Greg Head and SO to present the summer data at the next meeting.

**Priority 5**

Report to be presented after reconstitution.

**2. Safeguarding**

SO said that cyberbullying and inappropriate internet activity will be included in the list of safeguarding categories reported to governors in the Autumn term.

SO reported that the access to pornography by pupils is widespread. This is done using their own devices, mainly mobile phones. SO explained that on the few occasions when it is found to happen in school it will be confronted by staff at every opportunity and not shut away. She said they could would stop children bringing mobile phones into school. Many used them for activities such as listening to music or for keeping contact with parents while travelling.

LW said with so many different cultures in the school it was difficult to define pornography. She also agreed with SO to have the subject out in the open. SO said pornography was covered under the sex and relationship curriculum and with conversations with parents and specialist health advisors. The also worked with organisations such as Image in Action.

AB asked for clarification as to whether the policy to confront rather than to restrict access, for example by limiting the use of mobile phones in school is common practice. SO responded that she is currently formulating the school policy and will inform governors of what, if anything, is regarded as usual practice.

SO to report results of her research when it is completed. SO said the policy was in early stages and was not complete.

LL said there should be something on the consequences for children accessing pornography at school. AB said governors will see the policy before it is signed off. LL to email SO link on the subject.

AB asked how many children were involved in the safeguarding report. Was it many children or the same children more than once? SO to clarify figures in future.

**3. Health & Safety**

JS pointed out that it might be possible to identify individual pupils from the information given in the report. SO agreed to leave out any details that could identify the children from future reports.

AB observed that the number or reported incidents appeared to be quite high. LL responded that this was not the case as they were minor incidents not requiring treatment.

**Appendix 4 Staffing Structure**

SO reported one member of staff on maternity leave and another on long term sick leave (planned). SO pointed out that long term sick leave could have financial implications for the school but some of the cost will be covered by insurance.

LL asked if all the staff vacancies had been filled. SO said they were filled but not for the staff on long term sick.

The staffing structure was endorsed by governors.

**Action points**

JS will meet with Greg Head and SO to present the statistics at the next meeting
SO to report progress on policy regarding dealing with children accessing pornography in school

**8. UPDATE ON POST 16 SITE**

Covered in Priority 2 Head Teachers Report

**9. PASTORAL REPORT**

SO reported on the difficulties with one autistic pupil assaulting other pupils and using threatening behaviour. Measures such as 1-2-1s, clinical nurses, police visits and medical assessments have been undertaken. When the pupil returns to school they will be closely monitored by school and ESCAN. Medication will also be considered. SO said the situation was high risk and she would make a decision on whether the child is excluded or not on the child’s behaviour on a day-to-day basis.

AB said the GB would support any measures SO deems appropriate.

**10. RECORDING AND REPORTING OF RACIST INCIDENTS**

No incidents to report

**11. CORRESPONDENCE TO THE CHAIR**

There was no correspondence.

**12. DIRECTORS REPORT**

 **1. Proposed Changes to the School Governance Constitution Regulations**

Governors noted this item.

 **2**. **Proposed Changes to Teachers Pay and Conditions Document 2014**

 Governors noted this item.

 **3. E-Safety Flowchart**

 Adopted in school. Revised to include Belvue Blue Form.

 **4. Children & Families Bill: Special Education Needs & Disability Reforms**

 Noted. Belvue will be part of local offer. Website link to LB Ealing.

 **5. Private Fostering Statutory Duties**

AB explained how the school looked out for signs. See appendix 4. School office staff also included.

**6. Supporting Children at School with Medical Conditions**

Medical Policy has been drafted. TS to examine and feedback to SO. SO to distribute electronically.

**7. The 6th Health Related Survey**

 Noted. Mainstream survey – does not include pornography questions.

 **8. The Status of Person Social Health and Economic (PSHE) Education**

 SO urged GB to read. Very important to Belvue.

 **9. Draft Agreed Syllabus of Religious Education**

 Will take advice from LB Ealing.

 **10. Reflection; Guidance for Schools**

 Noted. Done at morning assembly.

 **11. Governor Expertise**

 Governors noted this item.

 **12. Ealing Self Evaluation Tool for Governing Bodies**

` Part of Governors Toolkit – will continue to work with.

 **13. Governors’ Conference 2014**

 Noted. Will look out for next year.

 **14. Governors’ Awards 2014**

 Noted. Will look out for next year.

 **15. Governor Development update**

 AB recommended governors continued training.

 Clerks training agreed for LB.

**13. AOB**

LW noted from the recent awards evening and school concert that staff said they did not know who the Governors were. She suggested meetings.

AB reported that the governors should make scheduled visits that did not interrupt the operation of the school.

TS suggested governor name badges

SO said a Governor / teacher session was run last term. She will also update the governor’s web page.

LW said the GB should thank all the retiring governors for their hard work and contribution to the GB.

AB thanked Pat who was retiring after 14 years, she had held several offices including Chair.

AB noted receipt of the Link Officer report for the Spring Term 2014.

**Action points**

AB to send letters of thanks to all departing governors

The meeting finished at 7.10 pm.

Chair of Governors School name & address

Lorna Brown Clerk to the Governors