



# CHERRY LANE PRIMARY SCHOOL

## GOVERNING BODY

Minutes of the meeting held on Thursday 1 February 2018 at 5.00pm

### GOVERNORS

Amanda Bedborough	Staff Governor	PRESENT
Kevin Bugler	Associate Governor	APOLOGIES
Phil Haigh (CHAIR)	LA Governor	PRESENT
Mary Davie	Co-opted Governor	PRESENT
Shaun Holliday	Co-opted Governor	PRESENT
Carl Nielsen	Vice Chair of Governors	PRESENT
Elizabeth Summerville	Parent Governor	PRESENT
Steve Whitehouse	Headteacher (ex officio)	PRESENT
Hailey Winton	Parent Governor	PRESENT
Carole Wright	Co-opted Governor	APOLOGIES

### STAFF

Kate Boulter	Clerk	PRESENT
Nicola Fry	Deputy Headteacher	PRESENT
Nicky Tranter	Deputy Headteacher	PRESENT

		ACTION
1.	<b>STANDING ITEMS</b>	
1.1	<p><b>INTRODUCTION &amp; APOLOGIES</b></p> <p>Apologies from Carole Wright and Kevin Bugler were accepted and recorded in the meeting attendance (above).</p> <p>The Chair confirmed the meeting was quorate and could proceed to business.</p>	
1.2	<p><b>DECLARATIONS OF INTEREST</b></p> <p>PH declared that he had been invited to become a Governor of Meadow School, which is a secondary special school.</p>	
1.3	<p><b>MINUTES OF THE MEETING HELD ON 28 NOVEMBER 2017</b></p> <p>The minutes were agreed as a correct record and signed by the Chair.</p>	

1.4	<p><b>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 28 NOVEMBER 2017</b></p> <p><u>Minute 1.4 - PGL</u> Deposits had been paid for 37 of the 90 pupils in the year group. It was hoped that 60 would attend and based on that figure the school would be subsidising around £100 per pupil.</p> <p><u>Minute 1.4 - Car parking</u> Having looked into the matter further, the school had decided not to pursue using the site for private parking in school holidays.</p> <p><u>Minute 1.4 - Meeting rooms</u> PH had met with the LA, which had acknowledged that rooms in the Children's Centre belonged to the school. The Children's Centre could continue to use the office, provided that Schools HR OH continues to be allowed use of the medical room once a week. The Round Room reverted to the control of the school, but would be available to the Children's Centre when not booked.</p> <p>It was reported that the heating in the Children's Centre was not functioning properly and the LA wished their contractor to repair it. As it was a shared building, the Governing Body felt strongly that the school should be involved in any decisions regarding repairs. PH would write to Councillor Simmonds.</p> <p><u>Minute 2.1 - Maths Mastery</u> A second external visit looking at Maths Mastery had taken place. It was noted that this was not a formal review and there would not be a written feedback report.</p> <p><u>Minute 2.3 - Exit buttons</u> The low exit buttons had not been moved yet, as advice from Health &amp; Safety was that buttons should be low enough for children to reach in an emergency. This conflicted with safeguarding concerns, and further clarification was being sought.</p> <p><u>Minute 3.4 - Governor visits</u> Governors were reminded they were welcome to attend learning walks at the school, and should email NT to arrange their visit.</p> <p><u>Minute 3.6 - Friends of Cherry Lane</u> HW was looking into the requirements for registering as a charity.</p>	<p>PH</p> <p>SW</p> <p>ALL</p> <p>HW</p>
1.5	<p><b>CLERKING MATTERS</b></p> <p>Governors were reminded to return their completed Register of Interests and Skills Audit forms, if they had not already done so.</p>	<p>ALL</p>
1.6	<p><b>NOTIFICATION OF ANY OTHER BUSINESS</b></p> <p>It was agreed that two items would be considered under Any Other Business:</p> <ul style="list-style-type: none"> <li>• Special leave request</li> <li>• New school in West Drayton</li> </ul>	
2.	<p><b>REPORTS</b></p>	
2.1	<p><b>HEADTEACHER'S REPORT</b></p> <p><b>(1) GENERAL UPDATE</b></p>	

The Governing Body received the Headteacher's Report which provided updates on:

- Supporting SEND pupils
- Focus on literacy teaching and learning
- School census and take-up of school meals
- Working towards 'a singing school'
- Sport successes in gymnastics, netball and football
- Staff participation in sport

In response to questions from governors it was confirmed that:

- The school census established the roll as 682. 94% of KS1 were recorded as taking school meals.
- 33% of the school's pupils were SEND, which was significantly higher than the national average of 18%.
- 40 pupils at the school had a diagnosis of autism. Across the Borough, the number of pupils with a diagnosis of autism had increased significantly over other SEND categories.
- A different subject area was chosen as the focus of teaching and learning monitoring for each term. This term it was literacy.
- The school aimed to provide a balanced experience for children and promoted sport and music activities. Governors were invited to join the school choir. **ALL**
- It was possible for netball to be played late as it had use of the all-weather pitch, however football had been restricted by the dark evenings. Governors requested that the timetable of sporting events be published on the school website. **SW**
- SW invited governors to contact him if there were any areas they wished to be included in the Headteacher's Report. **ALL**
- Governors requested that an overview of the autumn data be provided to the next meeting. **SW**

The Governing Body **NOTED** the Headteacher's Report.

## **(2) READING**

The Governing Body considered KS1 and KS2 progression and attainment data for reading, and received a presentation on steps being taken by the school to improve reading results. In response to questions from governors it was confirmed that:

- Reading had achieved the least successful SAT results in the past two years.
- The emphasis was mainly on phonics in KS1, then comprehension and interpretation were introduced from KS2. It was the later stages that pupils found challenging. Vocabulary and comprehension ability were influenced by a pupil's life experiences.
- Data showed that the school was good at raising attainment for pupils who had a low starting position, and the gap between the school's overall results and national averages was narrowing. However at higher level the gap was widening, and the reasons for this were being explored.

	<ul style="list-style-type: none"> <li>• There was significant turnover between KS1 and KS2, with around 30% of pupils leaving. This meant that the children tested at KS1 and KS2 were not the same cohort, which needed to be taken into consideration when analysing progression results.</li> <li>• The school had a programme of planned interventions to raise attainment. Pupils who were not progressing at expected level were targeted with interventions and had reading sessions with LSAs.</li> <li>• Reading logs were provided for every pupil but were dependent upon parents completing them, which was not always done.</li> <li>• The 'Reading Gladiators' programme had been introduced for more able pupils. This was run by teachers during lunchtimes and had been well received.</li> <li>• INSET days and lesson observations had focused on ways to stretch more able pupils.</li> </ul> <p>Governors noted the presentation and requested that a report on strategies for more able pupils be produced for the next meeting.</p>	SW
2.2	<p><b>FINANCE &amp; PERSONNEL COMMITTEE REPORT</b></p> <p><b>(1) CURRENT FINANCIAL POSITION</b></p> <p>The Governing Body considered the budget monitoring report which showed a relatively strong financial position with a slight increase in projected carry forward.</p> <p>Governors requested confirmation of whether the 10K payment due from the catering company had been received in the current financial year.</p> <p>The Governing Body <b>NOTED</b> the financial position.</p> <p><b>(2) RECRUITMENT</b></p> <p>The SMT had discussed using TAs to initially cover teacher sickness. The TAs knew the school and could provide efficient and effective immediate cover until a supply teacher was in place. The TAs would be paid an enhanced rate on a casual contract for the days they provided cover. The Finance &amp; Personnel Committee had supported the school advertising for existing TAs to provide this cover.</p> <p>One more teacher would be needed to cover an extra class from September, and it was anticipated that there would be one or two further vacancies to fill. The school had started advertising for teachers and five applications had already been received.</p>	SW
2.3	<p><b>PREMISES</b></p> <p><b>(1) LOCK DOWN PROCEDURE</b></p> <p>Quotes for the equipment and alarm needed to implement the procedure had been obtained. CN was exploring the possibility of someone from Cherry Lane visiting a school in the Borough which had already implemented a Lock Down Procedure.</p> <p><b>(2) NEW BUILDING</b></p> <p>There had been no further action from the LA in response to the concerns raised regarding the new building. The Finance &amp; Personnel Committee had agreed that PH should write to</p>	CN

	<p>Councillor Simmonds to request that the LA liaise with the contractor to resolve the problems as a matter of urgency, and inform him that the school would have to close the building if it was considered to be unsafe for users. In that event, the school would charge the LA for the use of up to 7 additional classroom spaces,</p> <p><b>(3) SUMMER CLUB</b></p> <p>The school had applied for a grant from the Hillingdon Learning Trust to run a summer club during the first two weeks of the summer holiday. £7.5K had been requested to run the club in 2018 and 2019. The decision would be known at the end of February.</p>	<p><b>PH</b></p> <p><b>SW</b></p>
3.	<b>GOVERNANCE</b>	
3.1	<p><b>MEMBERSHIP UPDATE</b></p> <p>It was noted that one of the Parent Governors, Natesh Basavaiah, had resigned from the Governing Body due to work commitments. The vacancy would be publicised and an election held if more than one parent expressed an interest.</p> <p>The Governing Body continued to seek co-opted governors.</p>	<b>PH/SW</b>
3.2	<p><b>COMMITTEE RESTRUCTURING</b></p> <p>The review of committees would be postponed until more governors were appointed.</p>	<b>PH</b>
3.3	<p><b>POLICIES</b></p> <p>The Governing Body reviewed and <b>AGREED</b> the Nursery Admissions Policy.</p>	
3.4	<p><b>VISITS, REPORTS AND OBSERVATIONS</b></p> <p>Governors requested the report on safeguarding be provided for the next meeting.</p>	<b>SW</b>
4.	<p><b>ANY OTHER BUSINESS</b></p> <p><b>(1) SPECIAL LEAVE REQUEST</b></p> <p>The Governing Body <b>AGREED</b> a request from a staff member to take unpaid leave in January 2019. Governors reiterated that any requests were considered on their individual merits, and no decision should set a precedent for future decisions.</p> <p><b>(2) NEW SCHOOL IN WEST DRAYTON</b></p> <p>It was reported that an Islamic School had opened in West Drayton which was supposed to operate between the hours of 1700-1900 only, however pupils had been observed attending at other times, which had the potential to impact on Cherry Lane. The LA had advised they were looking into it as a possible breach of planning.</p>	

The meeting closed at 7.15pm.