CHERRY LANE PRIMARY SCHOOL

Governing Body Meeting Minutes

Meeting: Thursday 22nd September from 18:00 pm

Venue: Cherry Lane School

Nicky Tranter NT Deputy Headteacher

Members	Initials	Role
Phil Haigh (Chair)	PH	LA Governor
Steve Whitehouse	SW	Headteacher
Kevin Bugler	KB	Parent Governor
Carl Nielsen	CN	Co-Opted Governor
Shaun Holliday	SH	Co-Opted Governor
Mary Davie	MD	Co-Opted Governor
Mike Wisgard	MW	Co-Opted Governor
In attendance:		
Seema Kharbanda	SK	Clerk
Nicky Tranter	NT	Deputy Headteacher

Minutes:

Agenda		
item:	Introductions & Apologies	Action:
1.1		
1.1	Absent without apology – Carl French	
1.2	Declaration of interests	
1.2	SW is newly appointed to the Primary Heads Executive	
	MW is a Trustee of Lambeth Citizens Advice and is no longer a Trustee of Ealing and Hillingdon	
	WWW 15 a Trustee of Earniseth Citizens Advice and 15 no longer a Trustee of Earning and Thiningdon	
1.3	Minutes of meeting from 14 th July & Matters Arising	
	Minutes from 14 th July 2016 were approved	
	SRP Funding:	
	PH stated that SRP funding continues to be under discussion for the next High Needs Funding	
	group meeting.	
	The school are anticipating a further 4 children to join the SRP during the current financial year.	
	Lock Down System:	
	The Lock down system was discussed and there has been some correspondence from the LA.	CN
	The Premises Committee are to discuss this.	
	<u>Headteacher's Annual Review</u> :	
	A review date is set for next year and a meeting has been arranged.	
	School Meals:	
	The new cost was agreed at the last meeting but there was no date set as to when this should	AGREED
	be effective from. Parents need to be informed of the changes and the new price will be	
	effective from January 2017	
	Pupil Premium Eligibility Action Plan:	
	This was discussed at the last F&P Meeting and is in the minutes. The numbers eligible for	
	Pupil Premium are lower than expected in reception and an action plan has been introduced to	
	re-check all pupil eligibility.	

Changes to the School Pedestrian Entrance: This is still under review 1.4 Notification of AOB: In Confidential Minutes PH added Vulnerable Children's Funding 2 Reports 2.1 Headeacher Report SIP 16-17: SIW presented a draft document to the GB prior to the meeting. The report is currently in preparation and is still being updated. The figures will now be reported annually from April as opposed to September. NT and the SIT will be carrying out lesson observations on all Teachers by the end of the first term. The NQTs have been set targets to achieve and will meet regularly with their mentors. The GB requested a termly spreadsheet containing anonymised data showing information on good/outstanding/requires improvement lessons. Parents as a resource: It was suggested that parents are invited in to be part of the children's learning. The school ran workshops for parents and there was access to homework on the website called "purple mash" Every child has their own login for purple mash and can access from home on homework Library The Library is still open for parents to encourage reading. Assessment by year group comparison The report is for the whole school. It looks at each year group and the table produced shows the diversity of each year group and the levels of targeted achievement separated by ethnicity, gender, disadvantaged (pupil premium), EAI, mobility, SEN and summer born. The report demonstrates that the make-up of each year group aresis dramatically year by year and that the percentage of pupil groups that statistically perform badly is over-represented at Cherry Lane. It also shows the difficulty of achieving constant improvement. MW stated that this was very well presented For schools questionnaires There were 114 responses received back from the questionnaires circulated. The largest response was from y1 with a total of 23 responses. Overall, the responses showed that parents are happy with the school and would recommend it to other parents. ACTION: SW TO PROVIDE SUMMARY OF DATA Curriculum Upda			T
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It was proposed that subject presentations be made at each GB meeting. It was confirmed that		the first year group to start this. All new teachers have now been trained to use the programme and TA's will be attending Maths mastery training. In Science, Rising Stars is used. The curriculum is enriched through trips and various workshops.	
		It was proposed that subject presentations be made at each GB meeting. It was confirmed that	

Lead teachers could submit a discussion paper at the beginning of meetings. SW & NT ACTION: SW & NT to decide which subjects are to be presented at which meeting NT suggested that lead governors attend and mirror/shadow lessons. PH suggested that NT NT write to the governors and arrange a schedule. Assessment by year group comparison: The school overall did very well in most things apart from Year 6 Reading. A training session for non-school based governors is planned to discuss the outcomes in detail. Safeguarding: Updated Policies have been received 2.2 **Finance & Personnel Committee Report** 2016-17 Current financial position School: The school remains in a strong financial position. There are no significant variances from the last minutes SRP: There are a number of potential additional pupils to be discussed at the Panel meeting next Tuesday. There is capacity for only 4 more children. The SRP is currently running at a deficit, but representations are being made to School's Forum to correct this. Special Leave Policy: Proposed changes to the special leave policy are going to consultation with staff. It is proposed that special leave for religious days are unpaid Recruitment: This was discussed in the F&P meeting. See relevant minutes. Pay Committee The Senior Management Performance Management has been carried out and a meeting of the Pay Committee has been arranged in October to carry out the relevant salary reviews. 2.3 <u>Premises Report</u> The premises committee met on 21st September. The main area of concern was the subsidence in the playground. An investigation was carried out in the holidays and the results will be discussed with LB Hillingdon Estates. There was a problem with security on the site manager's house which has been dealt with. Some safeguarding concerns were raised as it was observed that children were being photographed from Cherry Lane, particularly from the bus stop. A warning sign needs to be displayed to prevent photo's being taken. The lock down process has been confirmed as statutory guidance from the LA and will therefore need to be assessed by the committee and put in place. Some fire doors have not yet been replaced. This work is continuing. ACTION: CN TO PROVIDE DETAILS OF HOW MANY NEW FIRE DOORS ARE REQUIRED FOR CN CLASSROOMS

	There was a request to "cign off" the breathing building but the recent still some off.	
	There was a request to "sign off" the breathing building but there were still some ongoing issues with the louvres with seeds coming through and snow and rain. It was suggested that a service engineer assesses this. The building cannot be signed off until it is complete.	AGREED
	The schools entrance needs to be addressed. There have been some concerns with the traffic flow through the car park and the safety of children.	
	The photocopier in the Children's Centre is connected to the LA phone system and has been disconnected. It will cost £400 to maintain, however, there is a maintenance contract already in place which has been paid for until next April. The ink has also been purchased. ACTION – PH TO WRITE TO TOM MURPHY/CLARE FRY	РН
2.4	CL Marcoms Web-site:	
	The new website is progressing and is in build mode. A recent meeting was focussed on compiling the content for the website and the core build of the site should be in place soon. The project is behind by 2 weeks. Training will be available on how to use the website and there will be a "mini rule book" about how to use the logo. This will be agreed and then implemented.	
2.5	Children's Centre The body of the 2016 17 has been accompand and was discussed at the last mosting.	
3	The budget for 2016-17 has been approved and was discussed at the last meeting. Governors	
3.1	Academisation/Collaboration:	
3.1	There is a further meeting of the group next week and the Headteacher of Rabbs Farm will be in attendance.	
	 Membership/Instrument of Governance: There have been 2 expressions of interest for the staff governor vacancy. Once the application forms have been received, there will be a briefing to explain the purpose of the role and the staff election will then take place There is a requirement for an additional parent governor and an election will take place once forms are received 	РН
	 3. There is a requirement for 2 further community governors. It would be helpful if the GB recruitment could reflect more diverse ethnicity. MW suggested using the website to advertise for the role. 4. It was decided to postpone discussion about Associate Governors for now. 	
	 PH is editing an induction paper for governors. Together with annual checklist and training requirements. There was a need for further link governors as there were currently only SEN and safeguarding governors in place 	
	ACTION – SK TO SEND LOGIN DETAILS FOR ALL GOVERNORS AND TO RESEARCH LINK GOVERNORS	SK
	Committee Restructuring This will be carried out following the recruitment resultant from changes to the 'Instrument of Governance.	
	The following were discussed at the recent F&P Meeting: • Policies update	
	- i oncies upuate	4

	Use of Social Media	
	Nursery 30 hours entitlement	
4	Any Other Business & Future Dates	
	Vulnerable Children Funding:	
	PH stated that a considerable amount of funding has been allocated by the Schools Forum for	
	vulnerable children, and that Cherry Lane may be able to access this funding stream.	
	ACTION: PH to send the Criteria for vulnerable children	PH
	Away day for Governors and Senior Leadership to be discussed at next meeting. CN suggested	
	that the community centre is used as a venue for this.	
	Future Dates:	
	Thursday 24 th November 2016 at 18.00	
	Thursday 26 th January 2017 at 18.00	
	Thursday 23 rd March 2017 at 18.00	
	Thursday 25 th May 2017 at 18.00	
	Thursday 13 th July 2017 at 18.00	

The meeting concluded at 20.40 pm.		
Signed	(Chair)	Date