



Carlisle & Hampton Hill Federation



Carlisle Infant School

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Headteacher: Mrs K Allum BA (Hons)

Deputy Headteacher: Miss V Trinder BA (Hons)

Hampton Hill Junior School

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Headteacher: Mr A Went B.Ed (Hons)

Deputy Headteacher: Mrs A Appleyard BAQTS

FULL GOVERNING BODY MINUTES

Time, date & location:

6.30 pm – 8.20 pm on Thursday 7 December 2017 at Hampton Hill Junior School

Governor attendance:

Name	Category of governor	Attendance
Alison de Lord (Chair)	Co-opted (community)	Yes
Jerry Appleyard	Co-opted (community)	Yes
Paul Schofield	Co-opted (community)	Yes
Ian Seeds	Co-opted (community)	Yes
Sharon White	Co-opted (community)	Yes
Derek Winterburn	Co-opted (community)	Yes
Ruth Wright	Co-opted (community)	Yes
Billy Day	Local authority	Yes
Maria Ticehurst	Co-opted (parent)	No (apologies received)
Paul Morgan	Elected parent	Yes
Chris Thompson (Vice Chair)	Elected parent	Yes
Karen Allum	Headteacher	Yes
Alan Went	Headteacher	Yes
Karen Hood	Co-opted (staff)	Yes
Polly Jones	Elected staff	Yes

Note: Only Governors may vote at Full Governing Body (FGB) meetings.

Other attendees:

Jane Anderson	Clerk to Governors
Mandy Appleyard	Deputy Headteacher, Hampton Hill Junior School
Heidi Davies	Associate member
Vicki Trinder	Deputy Headteacher, Carlisle Infant School

Final minutes to be sent to:

All members of the Full Governing Body, Achieving for Children and on website once approved

Papers

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| <ul style="list-style-type: none"> • Minutes of 14 November 2017 FGB meeting • Headteacher reports • Key performance indicators • School improvement plans • Self-evaluation forms • School improvement partner reports • Skills audit • Pay Policy • Health & Safety Policy | <ul style="list-style-type: none"> • Whistleblowing Policy • Governors Allowances Policy • Minutes of committee meetings: <ul style="list-style-type: none"> ○ Finance - 11 October & 22 November 2017 ○ Premises - 20 October 2017 ○ Pay & Personnel - 26 September 2017 ○ Curriculum & Achievement - 9 November 2017 ○ Strategy Group - 2 October 2017 |
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Preliminaries	
1.	Opening Governors were welcomed to the meeting. It was noted that PM had been elected to the governing body by parents since the last meeting, and introductions were made. Apologies were received and accepted for MT. One item of any other business – communication with parents – was added to the end of the agenda.
2.	Declarations of interest All members were reminded of their duty to declare any direct or indirect pecuniary interest which may relate to any matter under discussion at the meeting.
3.	Minutes of the previous meeting The minutes of the previous meeting, held on 14 November 2017, were agreed as a true and accurate record and were signed by the Chair.

Matters arising from actions agreed at previous meeting		Actions
4.	All actions agreed at the last meeting were complete and did not require further discussion, except for the following matters arising:	
4.i	<p>Actions carried forward from September FGB:</p> <ul style="list-style-type: none"> • Book and attend safer recruitment course MT - outstanding • Book and attend SEND course – IS booked • Book and attend financial management course – JA attended and both BD and HD booked. CT attended in the previous academic year. The aim in the SIP for 50% of FGB members to attend this training in the last 36 months was incorrect (see item 7). • Organise training for governors and senior leadership team on interpreting data and dashboards - VT identified possible dates with the Borough and would email governors 	<p>MT</p> <p>VT</p>
4.ii	Federation leadership – Parents and carers had been informed of KA’s resignation. AdL had drafted a job advert, incorporating feedback and would be preparing the job description and person specification shortly. Advertising would start just before the school Christmas holidays and prospective candidates would be invited to visit the school in January. The closing date for applications would be 22 January, with interviews on 29 and 30 January.	

School improvement and evaluation	
5.	<p>Headteacher reports The FGB received a verbal update on the reports that had been circulated.</p> <p>CIS On the advice of the School Improvement Partner the way in which progress was reported had moved to a focus on current progress, rather than just at the end of each term.</p> <p>A number of key targets related to handwriting and the first round of observations had focussed on this. 100% were good and some were good with outstanding features.</p> <p>It was noted that there were placement students from St Mary’s University this term. Q. Does the Federation received income for teaching students? A. Yes, but we are at capacity and cannot take additional students.</p> <p>In the report it mentioned one Single Point of Access Team (SPA) referral, a further referral had been made since the report was issued and it related to a</p>

	<p>child without an Education, Health and Care Plan (EHCP). Q. What is the timeline to get an educational psychologist appointment to start the EHCP process, if appropriate? A. The school will realistically have to provide one to one support from existing resources until the end of this academic year at least, as it takes a long time to apply for an EHCP.</p> <p>It was reported that VT had attended an English lead meeting for the Borough in order to discuss the CIS handwriting programme and would be sharing the teacher resource guide with other attendees. It was a useful chance to share best practice and highlight the good work happening at the school.</p> <p>The key areas for development mentioned the issues with the cleaning contract. Issues with cleaning had an impact on staff wellbeing. It was also reported that the caretaker had resigned since the report had been prepared. Governors felt it was a priority to resolve these issues urgently</p> <p>HHJS A meeting had been arranged for 19 December to discuss the request for three additional places for pupils with special educational needs (SEN) with the local authority. There were some issues with progress in last year's year 3 and a really strong team and approach has been put in place to improve the situation.</p> <p>It was noted that there were links in place with Hampton Boys and Lady Eleanor Hollis schools to support higher achieving mathematicians and provide reading support. Q. Is it worth considering swapping round the support so that boys deliver the support in English and girls in maths? A. It could be considered, but would be dependent on timetables of each school. Staff were fostering good links with Hampton High. Once the link had been developed further it would be advantageous to work with that school to develop a less gender specific approach to maths and English.</p> <p>Q. How is fundraising going for the library? A. Raised nearly £400 at Hampton Hill parade and books were starting to arrive from the wish list which had been set up. The new library management system would be installed and limited staff trained before the holidays. Had a very generous donation towards furnishing, which won't be spent until a stock take of existing facilities. The aim is to have an opening with a famous author in the spring term, but want to have children to start using it from start of that term.</p> <p>It was noted that setting up the after school club had not been straightforward, but initial issues were being overcome and it was working well with a strong team, supported by the leadership team.</p>	
6.	<p>Key performance indicators</p> <p>HHJS The school did not get the full figure for the census, but it was not far short. Q. Do we operate a waiting list? A. Where necessary, but the spaces are in year 6 and that is not where local families are seeking the places.</p> <p>It was reported that there were two exclusions so far this year – an increase since the report was issued.</p> <p>Q. Why have the PPG numbers gone down? A. When universal free school meals for infants started it made it harder to identify PPG children. On advice from the Borough a request for national insurance numbers was sent out, but it only led to one extra PPG pupil. One other had been found through data analysis. Next year the admission forms would include a request for national insurance numbers. Governors felt it was worth reminding parents a couple of</p>	

	<p>times a year that PPG funding would benefit the child in question and all children, in the hope that this would lead to more children being identified.</p> <p>Q. Will the fact we have potentially unidentified PPG children skew the results? A. It is unknown.</p> <p>It was reported that the local authority had changed the SEN criteria and according to the new system the Federation had less children defined as having SEN than before. The percentage of children that were defined as having SEN and PPG had declined as a result.</p> <p>CIS</p> <p>It was reported that there would be two extra children at the start of January. There would have been 20 people touring the school by the cut-off date for admissions (15 January) which was an increase on previous years.</p> <p>Governors noted that absence was higher this term and staff explained this was largely due to a high number of cases of chicken pox.</p> <p>Q. Will the application form for CIS include a request for national insurance numbers? A. Yes</p>	
7.	<p>School Improvement Plans (SIPs)</p> <p>Governors received an update on progress towards school improvement targets for the year.</p> <p>Governors clarified that the action relating to governor finance training which appeared in both SIPs should not include the words “in the last 36 months”.</p> <p>CIS</p> <p>Governors discussed the focus on the seven year curriculum in the SIP and noted that this would also be a focus for the January inset day.</p> <p>Q. What are Foundation subjects? A. The non-core subjects, e.g. geography and history.</p> <p>The clerk was in the process of setting up governor links for different subject areas. A subject link governor would then liaise directly with the staff lead, look at books, etc.</p> <p>It was noted that writing was a key area in the SIP in which there had been really positive progress, meaning that it would be possible to move to whole class teaching of handwriting, rather than focussed group interventions. This will need to be embedded.</p> <p>HHJS</p> <p>Governors were reminded that the targets were for the whole year and good progress was being made. Q. Are there any targets you are worried about? A. SATs results were so good last year, but that sets a challenge for this year. Last year’s year 3 progress data was disappointing and staff are working to improve progress. Finance and retaining a quality staffing team are the biggest challenges.</p>	
8.	<p>Self-evaluation forms (SEFs)</p> <p>Governors reviewed the SEFs which had been circulated. They were reminded that this document was the most useful reference point in the event of an Ofsted inspection, as it was headteachers’ assessments of their schools using the Ofsted criteria.</p>	

	<p>HHJS It was reported that the school's own judgement was that HHJS was a solidly good school. Governors asked that staff consider which were the outstanding features and highlight those successes. In the spring the leadership team would look at this in more detail.</p> <p>CIS The form focussed on current progress and was broken down by class, in line with advice from the School Improvement Partner. It was noted that the targets for year 2 were quite aspirational and were based on the Fischer Family Trust (FFT) data. Governors heard that FFT took account of a child's prior attainment and circumstances (e.g. whether they received free school meals) and then made a prediction of their likely attainment</p> <p>Q. Do the schools use different monitoring criteria? Is this transparent? A. There is consistency where possible, but due to the different age groups of the schools different information is available and important.</p> <p><u>ACTION:</u> Identify any outstanding features that should be highlighted in the next version of the HHJS SEF.</p>	AW
9.	<p>School Improvement Partner reports The FGB received a verbal update on the reports that had been circulated in advance of the meeting.</p> <p>Governors felt that it would be useful to use the questions raised by the School Improvement Partner in her reports to help set the agenda for the Curriculum & Achievement Committee.</p> <p>CIS Since the report was written an arrangement had been made to send two teachers on a year long course which used research to develop a whole school approach to spelling. It was reported that the no nonsense approach to spelling would start in January in line with the HHJS approach.</p> <p>It was reported that information would be added to the website to help parents support children with their learning at home. Even though there would not be homework, it would provide an overview of the activities that parents could expect to see if they wanted to give their child support.</p> <p>It was reported that targets were aspirational but in reach. Q. The report mentions that targets set for reading and writing are likely to result in below national progress. How are you addressing this? A. Plan to raise targets in the new year and have FFT 50 targets in mind. Standards have changed and as such the target will be raised.</p> <p>HHJS Governors heard that the leadership team were clear about what needed be done to improve, and that they would use links the report suggested. Targets were considered to be aspirational and achievable.</p> <p><u>ACTION:</u> Use questions in School Improvement Partner reports to help set agenda for next Curriculum & Achievement Committee meeting</p>	PS & clerk

Other business

10.	<p>Skills audit HD had collated the individual governor skills audit returns and had analysed the results. Unfortunately the scores for two governors were not included. It was noted that the questions had changed from last year, which made direct</p>	
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	<p>comparison more difficult, but when compared with last year the average scores had improved overall.</p> <p>Governors were reminded that there was not a need for everyone to be an expert at everything. Guidance stated that a governor should score a 3 or above for the subject areas covered by their committees.</p> <p>It was noted that Finance Committee was also doing its own financial competencies exercise.</p> <p>There were no obvious skills gaps, now that the governing body had filled all vacancies.</p> <p>The answers to the questions at the bottom of the questionnaire (free text boxes rather than scores) reflected that governors and associate members felt that they were working in the right areas and were sufficiently trained.</p> <p>Governors were asked to remain aware of their own development needs and take responsibility for booking CPD using the AfC portal.</p> <p>The skills audit would continue to be useful as governors leave and the FGB looks to recruit new ones. The exercise would be conducted annually in the autumn term.</p>	
11.	<p>Policy review</p> <p>The FGB reviewed and ratified the following policies which had been approved by its committees:</p> <ul style="list-style-type: none"> • Health & Safety Policy • Whistleblowing Policy • Governors Allowances Policy <p>The Pay Policy which had been reviewed by the Pay & Personnel Committee was also ratified, subject to a clarification to Annex 2. This was to ensure that staff who achieved UPS continued to be performance managed to ensure they maintained that threshold, providing evidence of Federation wide projects at UPS2.</p> <p>It was noted that no Business Continuity Plan had been provided for the FGB to review. It was acknowledged that further work was needed on the draft document. It was agreed that this would fall within the remit of the new Finance & Premises Committee.</p> <p><u>ACTION: Finalise Business Continuity Plan ready for Finance & Premises Committee approval and FGB ratification</u></p>	BD & SP
12	<p>Committee chair updates & minutes</p> <p>The FGB received the minutes of the meetings of its committees which had met in the autumn term. Each committee chair provided an oral update on the key decisions which had been made and issues that had arisen. The majority of the discussion related to the work of the Finance Committee.</p> <p>Finance Committee</p> <p>It was reported that the CIS caretaker had recently resigned, but had agreed to work part time until alternative arrangements could be put in place. It was considered crucial to have a caretaker and other staff should not be diverted from their roles to cover. It would be important to ensure appropriate hours in the contract. There was also ongoing work to resolve issues with the cleaning contract at CIS.</p>	

The Committee had continued to investigate the historical discrepancy in figures provided by the Corero and LA books systems. There was a potential additional cost if it was found to be necessary to move to one accounting system to prevent this issue reoccurring.

The most significant issue facing the Federation was the anticipated deficit budget. JA, AdL and BD had met a senior finance officer from the local authority that day (at the Federation's request) to go through the budget, reiterate the Federation's robust financial management, outline the steps taken to maximise income generation and seek assistance from the local authority. Governors were disappointed to hear that this had resulted in little progress, but it was noted that the school would be RAG rated as "red" and it was hoped that this could lead to further, more constructive engagement.

It was noted that Councillor Cardy was due to arrange a meeting with Vince Cable about school finances and plans for a feasibility study for a nursery at CIS, but there was no progress to report. He would be joining the Finance & Premises Committee as part of the committee restructure in the new year. The committee chair also hoped to arrange a meeting with the Council's cabinet member with the education portfolio to ensure that both officers and members were fully aware of the seriousness of the situation. Q. When will we find out the exact funding allocation under the new funding formula? A. Likely to be February or March.

Governors noted that staffing costs accounted for the largest part of the budget. Should any redundancies or changes affecting staff be needed in order to address the budget deficit that process would need to start very soon. It was noted that the Federation was already managing vacancies carefully, but it was agreed it was important not to make false economies, so the caretaker post should be filled, not removed. Governors agreed that all forecasting must be realistic and it was noted that in year virements were strongly discouraged.

Q. Are we one of many schools in this potential deficit situation? A. Trying to find out. Want to speak to other schools and work together with one voice.

JA had worked with the School Business Manager to produce benchmarking reports which compared costs with those of other local schools. These had been circulated to the FGB. This was a work in progress and governors comments on the benchmarking data circulated would be helpful. It was noted that there were a long list of codes and different schools assigned costs to them differently, making comparison harder. On the basis of the information available no major discrepancies in the spending of the schools had been identified, although the direct staffing costs at HHJS were being re-examined by the leadership team.

Q. Can you look at the financial reserves of different schools using the benchmarking tool? A. No.

Premises

Work would be taken forward through the Finance & Premises Committee.

Pay & Personnel Committee

As discussed at the special FGB meeting in November a key issue this term had been about the Federation's leadership structure. This had been resolved and an advert for a CIS Headteacher would be placed.

It was reported that headteacher performance reviews had been carried out and targets had been set for next year around pupil achievements, PPG and financial probity. Deputy headteacher reviews were underway.

	<p>The Committee had considered equal pay monitoring and decided it was not a requirement and would not be helpful at the Federation. The Committee had also started to look at a staff organisational chart, work which would continue in the new year.</p> <p>Procedures had been put in place to closely monitor and manage staff sickness absence and exit surveys were also being routinely considered.</p> <p>Upper pay scale applications were determined the previous week using a robust evidence based approach.</p> <p>Curriculum & Achievement Committee The main focus this term had been analysing the complete set of results for the previous academic year and plans for this year.</p> <p>Children, Families & Community Committee The chair of the committee was not present. The FGB noted that the meeting had been virtual this term and that the committee chair had been tasked with ensuring actions resulting from the papers were taken forward.</p> <p>The safeguarding governor asked whether any governors had received complaints this term. No complaints had been received. It was agreed that this should be a standing item on the FGB agenda.</p> <p>Strategy Group The Group had discussed multi academy trusts. The pressure from central government to form multi academy trusts had greatly reduced. Governors remained mindful of any recommendations in future in order to group certain schools, this must to be based on financial imperatives and other important factors. The Strategy Group would continue to monitor the situation.</p> <p><u>ACTIONS:</u></p> <ul style="list-style-type: none"> • Prepare timeline of actions taken by the Federation to manage budget responsibly and to try to avoid deficit budget • Add governor complaints as a standing item to FGB agendas 	<p>BD Clerk</p>
<p>13.</p>	<p>Committee restructure The FGB agreed that the Finance and Premises committees would merge from the start of January 2018 with BD as chair and JA as Vice Chair. The terms of reference for the new Finance & Premises Committee were approved.</p> <p>It was agreed that the Curriculum & Achievement and Children, Families & Community committees would merge from the start of the summer term and that PS would be the Chair for that term. The terms of reference for the new Achievement & Families Committee were approved.</p> <p>The FGB noted the updated membership document which showed arrangements from January and the further changes from the summer term.</p>	
<p>14.</p>	<p>AOB – Communication The FGB discussed what information should be communicated to parents using the governor newsletter. It was agreed that the financial issues should be raised, this time highlighting all the things the governing body had done to manage the situation as well as possible given the local and national funding context.</p> <p>Governors heard that a large number of parents had not contributed the £5 requested to fund the additional activities during maths week. Governors were concerned to hear that in some cases members of staff had paid for</p>	

	<p>materials with their own money as a result. It was hoped that if requests for money included a clear explanation of the positive benefits to the children that the majority of parents would be willing to pay.</p> <p><u>ACTION:</u> Headteachers to send AdL highlights of the term, BD to prepare timeline of finance actions taken and AdL to finalise newsletter</p>	<p>KA, AW, BD & AdL</p>
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Next meeting: 6.30pm on Thursday 22 March 2018 at Carlisle Infant School

Signed:

Date: