



Carlisle & Hampton Hill Federation



Carlisle Infant School

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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:

7.00 pm – 9.00 pm on Thursday 13 July 2017 at Hampton Hill Junior School

Governor attendance:

Name	Category of governor	Attendance
Alison de Lord (Chair)	Co-opted (community)	Yes
Paul Schofield	Co-opted (community)	Yes
Ian Seeds	Co-opted (community)	Yes
Sharon White	Co-opted (community)	Yes
Ruth Wright	Co-opted (community)	Yes
Andrew Whitehead (Vice Chair)	Local authority	Yes
Louise Bell	Co-opted (parent)	Yes
Maria Ticehurst	Co-opted (parent)	Yes
Rachel Young	Co-opted (parent)	Yes
Alexandra Hall	Elected parent	Yes
Chris Thompson	Elected parent	Yes
Karen Allum	Headteacher	Yes
Alan Went	Headteacher	Yes
Emily Matthews	Elected staff	Yes
Karen Hood	Co-opted (staff)	Yes

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

Associate member attendance:		Other attendees:	
Mandy Appleyard	Yes	Vicki Trinder	Deputy Headteacher CIS
Jonathan Cardy	Yes	Jane Anderson	Clerk to Governors
Heidi Davies	No (apologies received)	Billy Day	Observer
Sharmila Hanson	No (apologies received)		
Sue Parkin	No (apologies received)		

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"> FGB minutes (item 3) Headteacher reports (item 5) Key performance indicators (item 6) School Improvement Plan end of year analysis 2016/17 (item 7) Self-Evaluation Frameworks (item 8) School Improvement Plan 2017/18 (item 9) | <ul style="list-style-type: none"> Review of the benefits of the Federation (item 10) Special Educational Needs Policy (item 11) Charging and Remissions Policy (item 11) Committee minutes (item 12) Budget (item 12) |
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Preliminaries		Actions
1.	Opening Governors were welcomed to the meeting. Apologies were received and accepted for HD, SH and SP.	
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 4 May 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 were complete or were dealt with under other agenda items, except for the following matters arising.	
4.i	(4.i) Celebration event. Governors had met the school council and it was a very positive and successful event.	
4.ii	(4.ii) We Care values. It was confirmed that the values were being updated	
4.iii	(4.v) Multi academy trusts. Over the next 12-18 months look at the feasibility of collaborating with a range of multi academy trusts to understand options and likely impact on the Federation. Strategy Group to start this work in autumn.	Strategy Group
4.iv	(4.vi) Governor skills. Attend AfC's special educational needs training	SH

School improvement and evaluation		
5.	<p>Headteacher reports Headteachers talked through their reports in detail. They covered issues around Pupil Premium Grant (PPG), achievement, effectiveness of leadership & management, quality of teaching, continuous professional development (CPD), safeguarding, ethos & vision and the school calendar of events. The FGB was pleased with the format and found the reports helpful in updating governors, with a focus on school improvement.</p> <p>CIS The headteacher particularly highlighted closing the PPG gap and the expected standard of writing as key priorities. She also highlighted the difficulties in recruiting staff and the limited CPD opportunities due to financial constraints.</p> <p>Q. Were we in line with Richmond results last year? A. In some areas above and some below last time. Particularly pleased with closing the gender gap.</p> <p>Q. For recruitment are we reliant on the local authority pool of candidates? A. We advertised through the eteach website. The local authority pool was quite empty. We have students on placement and hope to build those relationships to help with future staffing. Need to make ourselves stand out in advert. Difficult that we can only advertise for one year fixed term as it is not attractive for candidates.</p>	

Q. Could we use the empty caretaker's flat as a way to attract candidates, given that Richmond is an expensive area to live? A. Advertising this opportunity to staff across the Federation. Advantage over Spelthorne as we have London weighting.

HHJS

The headteacher particularly highlighted the positive impact that having a PPG lead member of staff had on the children and the really pleasing SATs results. It was noted that the provisional SATs results which were included with the minutes of the recent Curriculum & Achievement Committee meeting (circulated with FGB meeting papers) had been updated and were even better than previously reported. A verbal update of the figures was provided. [Note: Following the meeting the Clerk has asked for a hard copy of the updated results for circulation by email to the FGB]

Q. How have we achieved these great results? A. The PPG lead was very aspirational with the PPG children. They had the same content as other pupils, but the pace of lessons was reduced as necessary, whereas in the past they may have been given easier content. With all students a lot of work focussed on editing to slow down and improve the writing. Some of the texts were changed, in particular to find more that were really engaging for boys. Reading similar to what has been done in booster groups. All in smaller groups. A lot of work around old papers. Lots of exposure to types of questions. Identified pupils were struggling with vocabulary, so did more work around this. Introduced a reading challenge. Used Read Theory which was online – short excerpts. Relationship between MA and year 6 leader worked very well. Targeted intervention. Has been very hard work and has paid off.

It was reported that staffing The Hub was difficult. Up to 50-55 children a day were committed and The Hub would be ready to start in September. Been challenging, but the outcome will be worth it – it will be managed by us and will generate income.

Q. You have listed a number of successes (e.g. national maths champions and a pupil won a competition to design the Teddington lock flower bed). What are you doing to advertise these successes? A. It is difficult to get the local press engaged. Will be in newsletter.

Q. In order to recruit to The Hub, can you put up pay rates and charge per child? A. The number of applicants was low. Going to employ two apprentices, which should bring in youth and energy and help the levy. Prices low to encourage uptake and help parents. Could consider incremental increase over time.

Q. Are there parents that didn't get the spaces they needed at The Hub? A. There's a waiting list of 8-9 people. We will keep about 5 spaces for ad hoc care. Everyone that applied by cut-off date got a place. The limiting factor is the size of the space in the art block. Can't easily use classrooms as staff are using them after school. Could use IT suite to rotate activities and could use the library once built, but would need to protect books.

The FGB felt it was important to maximise the number of spaces at The Hub, as this was potentially the biggest revenue generator. Staff felt it was important to be careful in this first term of running the club, but could look at expansion at a later date. It was noted that The Hub staff would be part of the school team, so will provide a quality environment for the children.

Q. What is the safeguarding training? A. It is mandatory for all staff and it is taking place on the inset days before children return to school in September.

	<p>The Clerk had circulated the invitation to governors and RY (the new safeguarding governor) had already accepted - others welcome.</p>	
<p>6.</p>	<p>Key performance indicators (KPIs) KPI reports were reviewed for each school.</p> <p>CIS The KPI report showed there were two spaces on the roll. Even though there was a waiting list parents often did not want to move children at this time of year. There had been higher mobility this year. Would get PPG figures for 2017/18 in September. No child had been late six or more times in the last period which was an improvement.</p> <p>Q. Are SEN children excluded from the lateness figures? A. Include in the figures, but have the backstory as explanation.</p> <p>HHJS The school would be full in September in all year groups. Numbers coming from CIS lower than in past - thought to be because more parents were choosing private schools. Unfortunate to be losing year 3 staff team, but transition/handover plans were in place.</p> <p>The main cause of lateness was to do with the distance families live from school. There were 2-3 families that the school communicated with regularly about these issues. Where issues have been escalated to the local authority this has not resolved the issues.</p> <p>Q. Given that Athelstan House School is closing, could we consider a bulge class? A. Danger that wouldn't have the numbers to fill it. There is a new independent school on High Street.</p> <p>Q. What are the racist incidents reported? A. They are the same as discussed at previous meeting which have been dealt with – no new ones to report.</p>	
<p>7.</p>	<p>School Improvement Plan (SIP) end of year analysis 2016/17 The FGB considered status updates on the 2016/17 SIP.</p> <p>HHJS Has been a very successful year. Not achieved everything so some items rolled forward, but there has also been a lot of work on some things we didn't anticipate like taking on The Hub, the HHJS library, etc.</p> <p>Around teaching don't have all the data. New SENCO – Tracey Bannister should have a big impact. She is taking over the LSA team.</p> <p>Healthy schools silver – haven't made the progress on that and will roll over.</p> <p>Target from Ofsted – opportunities to develop more links with people from different background. Need to be careful not to stereotype. Feel we are a mixed community. SH has done a British Values visit today. Links to diversity and mutual respect. A lot of this is happening, but need to make kids really they are doing the British Values work – a bit implicit.</p> <p>Q. Would it be useful to get in touch with local charities with disabilities who could come in and speak to the pupils? A. Had 2 ex pupils with disabilities come in to speak. The children were very respectful and they asked very well thought out questions. Also part of a local dementia group. Always keen to have more speakers in.</p>	

	<p>CIS Great progress. Really pleased to have the community resource of the garden. All subject leaders to think about how can take their subject outdoors.</p> <p>Volunteers been amazing and several have moved into paid work here or elsewhere. Active learning areas continuing to develop. Some items are out of our control – raising profile in local press, can't afford Art Smart and staff wellbeing – do what we can but it is hard given the financial constraints. Most targets broadly met.</p> <p>Q. Shirley Clark course – is red. A. Can put it as amber as it is just timing that has changed.</p>	
8.	<p>Self-Evaluation Frameworks (SEFs) The meeting considered the SEFs. It was noted that for CIS – the School Improvement Partner had said it was an accurate and robust SEF. She had suggested that termly updates need to include current data. It was noted that this was the first document that would be shown to Ofsted inspectors and would be regularly updated. For HHJS there were areas for development to still work on. All the information would feed into the new SIP and there was a need to evidence our strengths better in this.</p> <p>Q. Given SATs results and other achievements, would you consider moving teaching and learning to “outstanding”? A. Ambition has been solidly “good”. Heartening that the School Improvement Partner started looking at outstanding criteria. Need to start to cross referencing those statements. Could be good with outstanding elements.</p>	
9.	<p>School Improvement Plan (SIP) for 2017/18 It was felt that the approach to developing the 2017/18 SIP was a big step forward in terms of governors setting the strategic direction, so that headteachers had a framework to complete. It was noted that the papers circulated for the meeting were draft SIPs and that comments were welcomed. There would be a final draft for FGB to approve in September and there would not be an additional high level plan this time, so there was one clear reference point for staff and governors.</p> <p>Staff highlighted some of the key points in the new SIPs and what additional work was needed.</p> <p>HHJS – Feel have priorities right, but more work to do on defining the actions. Need to be able to evidence achievements. Budget the biggest challenge. More work to do with middle leaders on making sure staff are held to account if anything is not taught. More rigorous monitoring of year group leaders. Doing book looks as head of year groups. Also worked with year group leaders to enhance staff wellbeing and have actions to take forward from this.</p> <p>Looking to change homework approach so more streamlined and more online based. Support the key English and numeracy skills and be non-competitive.</p> <p>Q. Will all the parents be informed? A. Yes. We should use the website better for homework. Work towards that.</p> <p>Q. Will you add RAG rating? A. Yes</p> <p>CIS – A lot is similar, but with middle leaders want to do work on how analyse data across year groups and how present it to governors. Still got</p>	

	<p>nursery in the SIP (election promise). Work on Classroom Monitor will ensure there is regular moderation across year groups and there will continue to be a focus on closing the gap. Continue to focus on having outstanding approach to safeguarding (something which was confirmed in the safeguarding audit which took place that day). Want to develop and extend volunteers project. Will have a big focus on raising standards in writing. Doubled our figures in greater depth this year in writing, but not as good in expected. Spelling stopped a lot of children getting expected. Introducing whole class phonics in reception and year 1, then “No nonsense” spelling in year 2.</p> <p>Q. Is this instead of “Read, write inc”? A. No. They sit alongside each other. “No nonsense” is about the spelling rules.</p>	
<p>10.</p>	<p>Review of the benefits of the Federation</p> <p>The FGB was reminded that roughly one year after the two schools had federated a survey had been conducted to identify the benefits of the Federation. The Strategy Group had revisited this to consider what further progress there had been. A paper was tabled at the meeting and the Chair talked through this with the FGB. It was agreed that the following additional comments should be incorporated in the paper</p> <ol style="list-style-type: none"> 1. VT has also been a SENCO and brings huge amount of experience. 2. Involve year 3 in year 2 moderation. In spring term all year 2 and 3 teachers did a swap which was very helpful. Identified the importance to link up the “Good to be green” and the “Golden rules” as part of transition from year 2 to year 3. 3. Subject lead governors used to be in place and the system worked well when the governors were able to get fully involved. The Curriculum & Achievement Committee had discussed reintroducing this system. It was agreed that headteachers would provide the Clerk with a list of positions and that this would be an item for discussion at the September FGB meeting 5. Recruitment difficult. If had more notice of staff leaving HHJS would have been easier to fill posts. Pay & Personnel Committee to focus on succession planning for staff. 6. Had hoped that MacDonalds would come back to help with maintenance work in the summer. Last we heard was a holding message for July. Any other companies that can help? Will consider. 12. Add that we have a shared C&A Committee. <p>The FGB agreed that whilst this had been a useful exercise, the two schools were working well together and the Federation was embedded, so there was no need to do a review of the benefits of the Federation each year. Instead headteachers should ensure the 2017/18 SIPs cover all the items in this document. This should include the action to investigate multi academy trusts. When considering the SIP at the autumn FGB meeting committee chairs should identify activities they are responsible for to monitor through their committees.</p> <p>It was felt that it would also be useful to look at the document when framing the next parent survey and there was a suggestion that a question on harmonising school uniform should also be included.</p>	

	<p><u>ACTIONS:</u></p> <ul style="list-style-type: none"> • Provide Clerk with list of governor subject lead roles for September FGB meeting • Ensure any action points from benefits paper are included in 2017/18 SIP for autumn FGB meeting 	<p>KA & JA</p> <p>KA & AWe</p>
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Other business		
11.	<p>Policy review</p> <p>Governors reviewed the Special Educational Needs Policy and the Charging and Remissions Policy (referred from Finance Committee). Both were approved.</p> <p><u>ACTION:</u> Upload new versions of policies to website and governor portal and file hard copies in school offices.</p>	<p>JA</p>
12.	<p>Committee chair's updates – progress and minutes</p> <p>Finance Committee</p> <p>The FGB's attention was drawn to the additional budget comparison sheet that had been circulated in hard copy. The figures for estimated year end revenue carryover to next years showed that at the end of 2015/16 for CIS there had been a reserve of roughly £190,000, but in the budget for the coming year it was predicted that there would be a £473 surplus. In 2018/19 there was a predicted shortfall of nearly £200,000. For HHJS the reserve had been approximately £428,000, but by the end of 2017/18 the estimated year end revenue carry forward was £3.74.</p> <p>FGB was reminded that by law the Federation could not submit a deficit budget. It was noted that the School Business Manager had worked incredibly hard to achieve a balanced budget and that the Federation would need to come in at figures forecast for 2017/18. However large savings would have to be found in order to submit a balanced budget for the following year.</p> <p>Discussions at a special Finance Committee held the previous day had highlighted concerns that it would not be possible to save that much money without compromising the experience for the children. The Finance Committee had asked the headteachers to start to develop proposals to find these savings or generate sufficient additional income to balance the books.</p> <p>The FGB approved the budget.</p> <p>Premises Committee</p> <p>The Committee's main focus had been around revenue generation, e.g. lettings during the summer holidays. The CIS caretaker's flat was still empty meaning the Federation was still paying council tax. The Committee along with Finance Committee had tried to address this and the current plan was to offer it as a benefit in kind to a member of staff. The Committee had also talked about the refurbishment of the CIS toilets and lessons to learn for future procurement. A project management template has now been developed.</p> <p>Pay and Personnel Committee</p> <p>The Committee had been mindful of the difficult financial situation and the fact that the biggest cost to the Federation is the staff. There had been a focus on driving down the high levels of sickness absence, by adhering more rigorously to the policy. The revised leave of absence policy made the number of days off for certain activities transparent. The policy would be going to the unions before being issued to staff. The Committee had also</p>	

	<p>talked about staff having access to HR policies and about staff wellbeing. It had been agreed to get staff feedback through exit surveys.</p> <p>Curriculum & Achievement Committee The work of this Committee had been covered through the headteacher reports.</p> <p>Children, Families & Community Committee The Committee had monitored attendance and punctuality data, comparing with local and national results. The Committee was also starting to receive emails about school grants so governors could help identify any that it may be worth the Federation applying for. The Chair had completed CIS Single Central Record monitoring checks and would be doing the same at HHJS the following day.</p> <p>Strategy Group A lot of the Group's work had been about development of the vision and values feeding into the School Improvement Plan. This work had been shared with the FGB.</p>	
13.	<p>Communication It was reported that the updates relating to the item on benefits of the Federation would be used to help create the next newsletter article.</p>	
14.	<p>AOB Q. What is the governor impact if Ofsted come in before the next FGB? A. The headteacher would call the Clerk who would identify a group of about four governors who were available to come into school to meet with Ofsted inspectors.</p>	

Signed:

Date: