

ELEANOR PALMER PRIMARY SCHOOL

Minutes of the
Full Governing Body Meeting
Held on Wednesday 23 March 2015 at 6.00pm

Chair of Governors

Alice Barling Gasson

LB Camden

Mark Pemberton

Parent

Julia Hollis, Vice Chair

Kirsten Walton

Shanti Fricker

Vicky Starmer

Mark Peters

Staff

Kate Frood, Headteacher

Nancy Cumming

Community

Jennifer Allan

Tim Peake

Associate members

Fiona Crean

Also present:

Tania Voaden, Clerk

Apologies received:

Boris Telyatnikov

Mwila Mulenshi

Natalie Stevenson

1.00 SPECIAL ITEM – COMPUTING AT ELEANOR PALMER 2014-2015

Fiona Crean gave a presentation to update the Governors on teaching and learning reflecting changes in the new curriculum. A hardcopy of the presentation was also shared.

The key points of the presentation were:

There are three strands within the new curriculum namely:

1. Multimedia:

- Mentioned in brief within the new curriculum, this represents the presentation and productivity side of ICT which many children are already fairly literate at. Fiona Crean outlined expectations at both key stage 1 (KS1) and key stage 2 (KS2).

- **Touch Typing**

The slow speed at which children type can inhibit work and in her presentation Fiona Crean explained 'cognitive automaticity'. She asked Governors to discuss whether touch typing should be introduced with the suggestion that Year 4 trial this. Jen Allan enquired as to what research had been done and whether a certain level of difficulty helps with recall. She challenged what the impact was on learning of slowing down and switching mediums. The Head and Fiona Crean stressed that the school would never become 'pencil free'. The Chair asked how this would fit into class time. The Head responded that the suggestion was that Year 4 will do a session every day in their first term, as a research project.

Mark Peters asked what evaluation measures would be put in place. Fiona Crean said that this would be evident from the speed and quality of work and that children would be tested at the start and end of the term. The Chair said that it would improve the flow of lessons. Shanti Fricker challenged the impact on writing. Fiona Crean stressed that touch typing would be for 30 minutes each day and that the children would build a life skill.

2. Computer Science including coding:

- Coding was now a major aspect of computer science and the school had supported staff learning by a whole school INSET day at the CLC, staff meetings and through team-teaching with all teachers for at least half a term.
- Fiona Crean outlined expectations for Key Stage 1 and 2. Kirsten Walton said that she had seen a very good session on Scratch with Year 5. Fiona Crean reported that teachers Lucy Foster and Craig Cairns were part of an international Scratch development programme.

3. Digital Literacy including E Safety:

- In Key Stage 1 children are taught about the rules of the internet, what is appropriate, about privacy, the concept of friends online and about cyberbullying and where to go for help or support.
- In Key Stage 2 digital literacy and computer science overlap. Children learn about their digital footprint and the permanent nature of the internet. Being responsible for their own behaviour and what they should accept.
- Staff have been made aware of safeguarding responsibilities and all staff completed an INSET on E-Safety.
- Fiona Crean is a certified CEOP (child exploitation and online protection) officer supporting teachers.
- The Chair talked about the importance of children not feeling scared to use the computer safely. Fiona Crean said that CBBC had a great resources on E-Safety.
- Governors have responsibilities for safeguarding as do all school staff.
- Mark Pemberton said that it was important that teaching incorporated information about copyright and intellectual property and that there was a responsibility to ensure no copyright theft. Governors then discussed the importance of this and the Chair said that it fell within explaining to children what you should and shouldn't do on the internet. Fiona Crean said that she had discussed plagiarism with a class. Mark

Pemberton said that children needed to understand that not everything online was for free.

- Kirsten Walton asked how research was taught and the Head responded that children were taught note taking and rewriting and that teachers would recognise a child's voice as opposed to a cut and paste. Kirsten asked how children were taught to use search the internet effectively and Fiona Crean responded that they were often given a recommended link to search within.
- **ACTION** Fiona Crean to discuss the teaching of copyright, 'search' and plagiarism with staff.
- Governors then discussed safeguarding and how to deal with any problems should they arise. The Head said that Camden has a good firewall and that smartphones had to be handed in at school. It was determined that an 'acceptable use' agreement was needed.
- **ACTION** Acceptance Use Agreement to be added to the June Staffing Committee agenda for discussion.

2.00 There were no declarations of interest.

3.00 Minutes of Previous Meeting held on Wednesday 28 January 2015

3.1 Corrections

Minutes were reviewed and no corrections were made.

3.2

Matters Arising

Items carried over:

- **Accessibility plan** – Agreed by Resources Committee. Done.
- **Policy on staff rewards** – discussed at Staffing Committee and ongoing agenda item.

Item 4.3 Chair requested Governor volunteers to attend Parents' Evening.

The Chair expressed disappointment that Governors had not volunteered requested support again for the Summer Parents' Evening on July 9th.

Item 4.4 Admissions Consultation shared with Governors for feedback. The Chair stated that there had been a good dialogue and that Camden had acknowledged the receipt of the response, but that no feedback had been received from them as yet.

- **ACTION** – Chair to chase.

ITEM 5.2 Eleanor Palmer's performance in Standardised Maths Test within the national statistics.

- **ACTION** The Head will request a national average for the paper. An average score has been done for the class.

4.00 CHAIR'S REPORT – the document 'Chair's Report 25 March 2015' was shared prior to the meeting.

4.1 At the recent Parents' Evening the Chair had gathered parents' views and asked them to complete a survey. In addition to seeking parental opinion, the Chair said that the purpose of attending was to raise awareness of Governors and their role. The Chair reported that from these interactions she had learnt that many parents do not understand what Governors do and confused Governors with the PTA. Greater clarity of the role was needed and the Chair said that she would outline what Governors did and did not do in the end of term newsletter. Vicky Starmer said that it was hard for parents to identify who Governors were and suggested badges to help identify them.

- **ACTION** -Source Governor badges - Tania Voaden. Done.

4.2 The Chair had outlined some headlines of changes and updates within education in her report, including Baseline Assessments. The Chair and Head explained that Baseline Assessments would be introduced under Government plans from September 2016. Their purpose is to assess each child's level of development at the beginning of their formal schooling at Reception in order to measure how they progress by age 11.

Schools can choose between seven providers for the standardisation baseline and the Reception teacher Helen Holgate had been at meetings to discuss the different schemes proposed. Her feedback was that most early years professionals were supporting a provider called Early Excellence.

The Early Excellence scheme does not include set tests and tasks; teachers built their knowledge of each child through observations and interactions and make a series of judgements using clear assessment criteria.

The Head clarified that the school did not have to adopt the baseline, but had until the end of April 2015 to decide, and if adopting, which scheme to use. Any scheme taken up would be started for 2015-16 intake.

The Governors discussed the scheme and both Fiona Crean and Jen Allan highlighted Early Excellence as a preferred provider. It was noted that lots of schools were not looking to adopt at all, but that within Camden there was overwhelming support for Early Excellence as the provider.

Fiona Crean commented that as a teacher she would want to establish a baseline within the first three weeks of a child starting school anyway and that this particular scheme seemed to replace what the school already does. The prevailing view was that Early Excellence needs to be adopted nationally.

- **ACTION** The Head to share the summary website.

4.3 The Chair stated that a pay increase for teachers had been agreed, with scope for schools to further increase pay for 'the most deserving' teachers. The Chair said that as this had inevitable budget implications, further discussions were needed before any implementation.

4.4 Another headline highlighted by the Chair in her report was the legal duty of schools to prevent young people from being drawn into terrorism. This will be discussed further within the Staffing Committee.

Julia Hollis said that the addition of the headlines section into the Chair's report was positive and expressed thanks.

5.0 HEAD'S REPORT

The document 'Head's Report 25 March 2015' had been circulated to Governors prior to the meeting. The final Challenge Partners review was also shared.

5.1 Admissions

The Head referenced a very positive meeting with the new Head of Acland Burghley who will take up post in September. 16 children from Year 6 will transition to this school this year.

[REDACTED]

5.3 Challenge Partners

The Head shared the final Challenge Partners report prior to the meeting and asked Governors for their views. She spoke positively about the team of reviewers and of their evaluation.

5.4 Teaching School

The Head highlighted the success of 'Teach Meet' where around 80 teachers from across Camden came in the evening for a drink and chat and listened to brief presentations of good ideas. There was excellent feedback about the event.

Jen Allan asked if the event was good for recruitment and the Head responded that the school was still determining the best ways to use twitter to maximise networking these events and to raise awareness of Teaching School. The Governors then discussed tweeting and blogging and acknowledged that it needed an investment of time to maintain.

5.5 SCITT - Schools centred initial teacher training.

The Head said that the school was considering becoming a SCITT which would mean leading a network of schools to deliver school centred teacher training. Sarah Ewins was keen to progress this and there had been a clear steer from the Department of Education that this was the next step. As a SCITT the school would therefore run teacher training and become the awarding body.

Becoming a SCITT would provide greater and more secure income for Teaching School but the Head highlighted that there was a phenomenal amount of work involved. The Chair asked how the work would be scoped out. Fiona Crean said that consideration was needed regarding what skills were held in the network and what needed to be bought from the IOE.

The Head said that she likes the link to the IOE and that the best students have an academic focus. Whilst there had been discussion with the partner schools there needed to be a full business plan completed with a view to a September 2016 start. The Head was pleased to note that a lead tutor from the IOE who had recently retired was keen to be a part of the plan.

She noted that at this time there was a lot of work involved without any income. The Chair countered that going forward becoming a SCITT was a real term financial addition.

[REDACTED]

5.6 Premises

The Head said that the school had not yet heard the outcome of a bid for funding for the playground science lab. Whilst the school had submitted a bid by the original deadline this had been extended and other schools had subsequently bid. Camden now intended to choose a larger number of projects with reduced funding each. Tim Peake noted that Camden had not set out the selection criteria. The Head asked Governors whether more money could be committed from capital projects and if the school wanted to contribute.

Tim Peake said the school would proceed slowly with other capital investments so that there were not competing projects.

5.7 Extended schools and community.

The school football team had reached the group finals and been narrowly beaten on penalties. The Head said that congratulations and thanks were due to Coach Martin Lovejoy.

5.8 Safeguarding

Julia Hollis said that she would be following up the matter of 'disqualification by association' as further guidance was being issued.

6.0 STAFFING COMMITTEE REPORT

Minutes dated 12 March 2015 were shared in advance of the meeting.

6.1 The E-Safety policy was complete and approved by Governors at committee.

6.2 Julia Hollis informed governors that guidance on 'disqualification by association' was still broad in scope but that guidance would be issued the following week and had been written in consultation with the staffing unions.

- **ACTION** Julia Hollis and the Head to explore further. Julia Hollis to look at guidance on requirement for staff to complete the form both at employment and annually.

The Chair recommended that staff are all given context to the form and that this is covered in a staff training day with an opportunity for discussion. The signed form should be returned in confidence in an envelope.

- **ACTION** Staff to complete the form on INSET day 1st June assuming guidelines and scope is clear and fully understood by prior to this date.

6.3 Policies

Several policies already agreed by the Governing Body have updates every few months through Camden. The Governors agreed that the Chair and the chair of each committee can review changes and update these policies rather than take up committee time on a full review.

7.0 PPC COMMITTEE REPORT

The minutes of the meeting 11 March 2015 were shared in advance of the meeting.

7.1 Vicky Starmer updated Governors on the second meeting of the Parents' Group and informed them of the planned visit to Kentish Town Community Centre to explore services available there. The second SEN forum for parents had also taken place, this had been less well attended than the first meeting but feedback was still positive with parents wanting it to continue.

7.2 Following feedback from parents, homework surgeries would be starting weekly after school. The timetable was being finalised and the need for parental involvement would be stressed.

7.3 The Equality Policy was reviewed and final draft to be considered at the next committee meeting. The Head said that this must be reviewed annually and consideration given to arising issues on equality.

7.4 Vicky Starmer said that some Governing Bodies were introducing the idea of an 'Advocate Model' so that Governors each took on the role of advocate for the needs of particular group of children. The Governors responded positively to this idea and discussed what key demographic groups they should represent. It was agreed that two Governors should act as advocates for each group and after discussion the groupings were determined as follows:

- SEND (special educational needs and disability) - Jen Allan and Mwila Mulenshi
- Girls - Shanti Fricker and Mark Peters
- Boys - Tim Peake and Kirsten Walton
- Pupil Premium - Alice Barling-Gasson and Vicky Starmer
- EAL (English as an additional language) - Boris Telyatnikov and Julia Hollis
- High achievers - Nancy Cumming and Mark Pemberton

8.0 CURRICULUM COMMITTEE REPORT

The minutes 4 March 2015 were shared in advance of the meeting.

8.1 PSHE policy was discussed and approved subject to redrafting by Fiona Crean.

8.2 A 'book look' review was scheduled for 27 March for Shanti Fricker and Jen Allan to review marking, progress and tracking of children's work. Feedback of scrutiny would follow in the April committee meeting.

8.3 Fiona Crean and Boris Telyatnikov had completed the computing and science monitoring. The feedback had been positive. It was noted that as the focus had increased on coding it had dwindled on multimedia and this would be brought to teachers' attention. An 'even better if' point raised was for staff to highlight when science was being taught so that it is more evident. The monitoring will be repeated every two years.

9.0 RESOURCES COMMITTEE REPORT

The SFVS (Schools Financial Values Standard), Budget 2015-16, Premises Works Plan and Committee minutes were shared in advance of the meeting.

9.1 Tim Peake drew Governors attention to the Budget 2015-2016 and the planned carry forward. The Chair asked to see the full budget as reviewed at committee. The Governors agreed the budget and has been signed off by the Chair.

- **ACTION** Sarah Ewins to share full budget with the Chair. Done.

9.2 Tim Peake also asked Governors to approve the SFVS. Jen Allan requested that under section 8 reference was made to the schools approach to performance management and pay.

- **ACTION** Additional bullet point added to section 8 of SVFS on pay and performance related pay - Sarah Ewins. Done.

With the addition of this bullet point the Governors approved SVFS and the Chair will sign to approve.

10.0 AOB

The Chair asked Governors to discuss whether Governing Body minutes should be available online. A discussion ensued regarding redacting the minutes and consideration of sharing sensitive discussions. It was agreed that approved minutes should be pinned up and that the Chair would check what should be redacted.

- **ACTION** Redacted version of minutes should be pinned up once approved by the Governing Body.

POLICIES APPROVED

- **E-Safety**
- **PSHE**
- **Computing (revised policy)**
- **Accessibility Plan**

Governors also approved the Budget 2015-2016 and the SFVS

The meeting ended at 8pm.

The next meeting will be at 6pm on Wednesday 20th May 2015.