

**MINUTES OF THE SPRING TERM MEETING OF  
THE GOVERNORS OF VILLAGE INFANTS SCHOOL  
HELD ON 8 FEBRUARY 2024  
AT THE SCHOOL  
(5:15 pm – 6:50 pm)**

**Present:** Councillor H Spoor (Chair) Mrs S Joy  
Ms N Akhtar Mr A Rahman **R**  
Miss N Bridge Mrs D Rosaman  
Mr L Buckingham Mrs L Sparks  
Mr A Carr (*arrived 5:40 pm*) Mr G Spoor  
Ms Y Cattle Mrs B Thompson **R**

**R** = attended remotely

**Also present:** Miss J Day, BDSIP Governor Services

## **MINUTES – PART 1**

### **25 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted as follows:

<u>Governor</u>	<u>Reason</u>
Miss J Archer	family illness
Mrs J Barter	work commitment
Mrs K Nicholls	another commitment

### **26 DECLARATION OF INTERESTS**

Governors had no personal or business interests to declare.

### **27 MEMBERSHIP OF GOVERNING BOARD**

The governors:

#### **27.1 Appointment of Co-Chair**

were asked to consider appointing a Co-Chair to support the new Chair, as suggested at the Quality of Education Committee meeting. Mr R Hunter would mentor Councillor Spoor in her new role, and any offers to act as Co-Chair were welcome.

#### **28.2 Instrument of Government**

were informed that the revised Instrument of Government had been approved by the Local Authority. Four additional posts were created for Co-opted Governors.

### 28.3 **Appointments**

were informed that Mr L Buckingham and Mr A Carr had been appointed as Co-opted Governors as agreed at the Autumn Term meetings. Mr Buckingham and Mr Carr were welcomed to this meeting.

### 28.4 **Vacancies**

were reminded that the following vacancies remain to be filled:

2 Co-opted Governors

1 Parent Governor – to be advertised by the school after the half term break.

## 29 **MINUTES**

The minutes of the meeting held on 19 October 2023 were confirmed as a true record. There were no matters arising which were not covered elsewhere on the agenda.

## 30 **HEADTEACHER'S REPORT**

The governors thanked Ms Y Cattle for her report on the Autumn Term 2023. Arising therefrom the governors:

30.1 received the staffing update.

- a) Ms J Allison had joined as an experienced EYFS lead in September. Her hard work was already making a difference. Ms R Goswami had made an effective start to her second ECT year after transferring to the nursery – she had previously worked as a Nursery Nurse and was building on her teaching skills.
- b) Ms Tilley began maternity leave in September and Ms Parkes returned from maternity leave, reducing to 4 days per week in October.
- c) Two new LSAs were appointed during the Autumn Term.
- d) Mrs Arselan had decided to retire in April. A leaving party would be arranged. Ms Miah had been appointed to take over Mrs Arselan's job share after Easter.
- e) Governors were pleased to note that the school was able to attract good staff because it has a reputation as a good place to work.

30.2 were informed that a Little Wandle phonics workshop was held for parents. Governors had also been sent a link to the online training.

30.3 noted that the Headteacher and Deputy Headteacher met the William Ford School Headteacher and Assistant Head to discuss curriculum progression and transition to Year 3.

30.4 were informed of the enrichment activities which were continuing. The school tries to offer as many as possible.

30.5 noted the successful Christmas celebrations and were informed that a Christmas Bazaar was held for the first time to raise funds. Councillor Spoor and Mrs Nicholls took part. This had raised over £1400. Governors suggested arranging a similar event for Cultural Diversity Day in May and it

was **agreed** that this was a good idea. Mrs Thompson offered to get involved.

30.6 noted that no bullying incidents had been recorded and **enquired** if there had been any reports. They were informed that some reports had been received from parents. These were followed up and were found to be isolated incidents. Governors suggested that the number of reports could be presented, even if they were eventually unfounded. One incident involving a member of staff was referred to the LADO. This was investigated and no evidence was found. Governors **asked** if the member of staff's wellbeing was taken into account, and it was confirmed that they were happy with the handling of the incident.

Governors were informed that awareness of bullying and unkindness is raised in PSHE and during anti-bullying week. The Headteacher asked Mr Buckingham if there were many reports of bullying at William Ford School. He replied that numbers vary but the school records any reports and any action which was taken.

30.7 received the pupil performance data.

- a) Targeted and focused interventions had been put in place for Year 2. 62% of pupils were at expected in Reading and Writing, and 63% in Maths. These figures should increase later in the year when more children have had access to interventions.
- b) It was unusual that Reading and Writing figures were the same. The Little Wandle phonics may have had an impact.
- c) Governor **asked** if poor attendance was a factor in the lower achievement of White British pupils. It was confirmed that this had contributed to this cohort's lower attainment. The attendance of different pupil groups was shown in the separate attendance report.
- d) Governors **asked** if the school used an adapted curriculum for SEND pupils. They were informed that this depends on their levels of need. Some children in mainstream classes are close to or just below non-SEND pupils. SEND children are included in the school's statutory data. It was noted that some schools run two sets of data for their own records – with and without SEND pupils. Governors **requested** information about the progress of SEND children compared to others so their achievements can be celebrated.
- e) EYFS data had been a concern in the 2023 data, but the new EYFS lead was expected to have a positive impact on this year's data.

30.8 received and noted the following additional reports:

- SENDCo Report
- EYFS Lead Report
- Finance Report
- Attendance Report
- Safeguarding Report
- RE Annual Report

## 31 COMMITTEES

The governors received and noted the minutes of the Quality of Education Committee meeting held on 14 December 2023.

## 32 POLICIES

Governors **approved** the following policies:

- Online Safety Policy
- Supporting Pupils with Medical Conditions – no changes
- RE Policy

The Health and Safety Policy was being updated to include the new intervention rooms and would be presented at the next Quality of Education Committee meeting.

## 33 FINANCE REPORT

The governors received a summary of the report which was presented to the Finance Committee on 6 February 2024.

- 33.1 received the latest delegated budget monitoring report for the period ending 31 January 2024.
- 33.2 noted that a closing surplus of £37,400 was predicted at the end of the financial year. This was much lower than previous years because there had been an in-year deficit of £201,470.
- 33.3 were informed that there had been significant increases in expenditure in the following areas:
- Education Support Staff and SEND Midday costs had increased due to the rise in SEND pupils. Many schools were facing this challenge, especially in KS1 where children are still being assessed for specialist provisions. High needs funding from the LA was difficult to predict.
  - Energy costs had increased from £42k in 2020/21 to over £300k in 2023/24. This was slight reduction from 2022/23.
- 33.4 noted the upward trend for SEND pupils. By the May 2024 census there were expected to be 73 children receiving SEN support – this is almost one third of the school. 12 will have EHCPs.
- 33.5 were informed that numbers on roll were falling slightly but the rising number of enquiries for nursery places was encouraging. Nursery numbers start low in the Autumn Term and gradually increase across the Spring and Summer Terms as Rising 3's join. The nursery running costs were covered by the EYFS funding received by the school. Mr Carr reported that pupil numbers were falling across London as families were moving away to cheaper housing areas. There was a lot of mobility and more families are in houses with multiple occupation. New housing in the borough included a lot of 1 bedroom flats which are not suitable

for families.

33.6 were informed that the indicative budget for 224/25 had not been received yet. This was later than usual.

#### 34 **ANNUAL REPORT ON RELIGIOUS EDUCATION IN SCHOOLS**

Governors were reminded that the Local Authority has asked schools to provide governors with an annual report on RE provision. The governors received this year's report as part of the Headteacher's report.

#### 35 **SAFEGUARDING REPORT**

The Safeguarding report was included in the Headteacher's report.

#### 36 **HEALTH AND SAFETY REPORT**

Governors received the Health and Safety Report which was deferred from the previous meeting. Arising therefrom the governors:

- 36.1 noted the increase in outdoor accidents following the installation of the KS1 playground equipment. This had settled down now the children were used to the new equipment. CCTV will be installed to cover the playground area. Children are reminded about playground safety during assemblies. Governors suggested that the children be asked to design a poster about safety on the equipment.
- 36.2 noted the premises issues including roof leaks, fire alarm issues and LED light fittings. The intervention room works in the sports hall had taken longer than expected and were almost complete.
- 36.3 were informed that the evacuation procedures were being updated to include the intervention rooms in the sports hall.
- 36.4 noted that Mr Spoor and Mrs Nicholls would arrange a Health and Safety visit.

#### 37 **DIRECTOR OF CHILDREN'S SERVICES REPORT**

The Director's report was received. Mrs J Barter would be asked if there was anything she wished to add at the Quality of Education Committee meeting. Arising from the report the governors:

- 37.1 **2023 National test results for disadvantaged pupils in EYFS, Key Stages 1 and 2**
  - a) received a summary of the outcomes of disadvantaged pupils versus those pupils considered not disadvantaged at borough and national level.
  - b) were asked to compare their school's results for disadvantaged children with the borough and national results for this group.
- 37.2 **The DfE Revised Reading Framework**
  - a) were informed that the Department for Education's (DfE) *Reading Framework*, first published in July 2021 has been updated and expanded. The new framework was published in July 2023. The initial document was

limited to EYFS and Key Stage 1; however, the new version recognised that children and young people's reading has been impacted by the pandemic and that the focus on reading both for pleasure was extended up to Key Stage 3.

- b) noted that the framework was non-statutory, but both primary and secondary schools are encouraged to use the guidance as it spans from Reception to KS3. It will support schools to meet expectations during Ofsted inspections where there is a strong focus on reading.
- c) were encouraged to discuss the application of the guidance in their school, particularly if an Ofsted inspection is on the horizon.

### 37.3 **Updated Educational Visits Guidance for Schools**

- a) received updated Educational Visits Guidance for Schools (mandatory for maintained) that reflects current national guidance.
- b) were asked to assure themselves with regards to their school's policy around effectively managing Educational Visits, with reference to the guidance issued by the Local Authority, and that a suitably trained member of staff acts as the Educational Visit Coordinator for the school.

### 37.4 **Information Items**

received and noted the following reports which were presented for information:

1. Wraparound Care Programme
2. Governors' Conference 2024 – to be held on Saturday 5 October 2024
3. London Governors' Newsletter

## 38 **TRAINING AND LIAISON GOVERNOR'S REPORT**

The governors deferred the training report until the next meeting.

## 39 **GOVERNORS' REPORTS**

There were no reports from governors with posts of responsibility.

## 40 **CHAIR'S REPORT**

The Chair:

### 40.1 **Action items**

- a) informed the governors that there had been no urgent action items since the last Governing Board meeting.
- b) was pleased to report that the school's new website was a big improvement and easier to use.
- c) had visited the school with Councillor Mullane from Village Ward. They had visited the Sunshine Room and looked at the Orchard Rooms which were still being set up. Councillor Kangethe, the Cabinet Member for Education will also visit. Village Ward councillors had attended the Christmas play and

enjoyed the performance.

- d) had attended the Harvest Festival celebrations and enjoyed the lovely performances.
- e) reported that the council was promoting The Diana Award anti-bullying programme and it was **agreed** that the school would investigate this for the next academic year.

#### 40.2 Correspondence

had enquired about an access gate at the rear of the school into the park. Mr Carr had replied to the request and confirmed that a gate would be useful for Village Infants and William Ford Junior schools. This would reduce pressure on the main entrance in Ford Road.

### 41 ANY OTHER URGENT ITEMS

The governors:

#### 41.1 Website and Marketing

suggested that the website could be used for marketing to attract more applications for admission. Perhaps former pupils could be contacted and asked for their success stories and memories of their time at Village. The Headteacher agreed that the school could do more to promote itself. Feedback from visitors would also provide a positive impression.

#### 41.2 Conference Camera

**asked** if the school had considered buying a conference camera to improve the experience in hybrid meetings. Mr Rahman **agreed** to send details again.

### 42 DATE, TIME AND PLACE OF FUTURE MEETINGS

The governors noted that future meetings had been arranged as follows:

#### Spring 2024

Quality of Education Committee                      21 March 2024, 5:15 pm

#### Summer 2024

Finance Committee    14 May 2024, 5:15 pm

Full Governing Board    16 May 2024, 5:15 pm

Quality of Education Committee                      11 July 2024, 5:15 pm

### 43 CONFIDENTIAL ITEMS

The governors had no items to be dealt with on a confidential basis.

Actions/Follow up		
Min 27.1	Governors were asked to consider acting as Co-Chair while the new Chair gains experience.	Governors

Min 28.4	School to advertise the Parent Governor vacancy after half term holiday.	School
Min 30.5	Governors suggested holding another fundraising bazaar for Cultural Diversity Day.	School & Mrs Thompson
Min 30.7 d	Governors requested information about the progress of SEND children in future headteacher's reports.	Headteacher
Min 32	Updated Health and Safety Policy to be presented at Quality of Education Committee meeting.	School
Min 41	Mr Rahman to send details of conference cameras again.	Mr Rahman