



Minutes of the **Crowland Primary School**
Full Meeting of the Board held at the School, Crowland Road, London, N15 6UX
on 14 July 2016, at 6.00 pm.

Attendees

Name	Initials	Attendance
Governors		
Executive Headteacher (1)		
Melisha Trotman	MT	Present
Co-opted (8)		
Michael Rose	MR	Present
Catherine Hillis (Vice Chair)	CH	Present
Frances Holloway	FH	Absent
Sophie Stevens	SS	Absent
Tony Hartney	TH	Absent
Rose Dowling	RD	Absent
Patricia Daley (Support Staff)	PD	Present
Vacancy		
Parent (3)		
Thasiya Elliott	TE	Present
Phil Turner	PT	Absent
Vacancy		
LA (1)		
Roger Knight (Chair)	RK	Present
Advisers		
None		
Clerk		
Michael Thompson	MT	Present

Part one

Item	Who	When
1. Welcome, Introductions and Apologies for Absence		
1.1 Welcome - The Chair welcomed those in attendance.		
1.2 Introductions – There were none as all those in attendance knew each other.		
1.3 Apologies for Absence - Apologies for absence were received in advance from Tony Hartney, Rose Dowling, Frances Holloway and Sophie Stevens. The Chair informed the meeting that Phil Turner was unlikely to attend.		
1.4 Governors' attendance and visits – The Chair took the opportunity to comment on the importance of governors' visits and attendance at future meetings with a continued strategic focus and commitment. The LA's officers were invited to attend tonight's meeting as requested to talk about MATs (Multi Academy Trusts), which would have included		



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	what the Board needed to know if a decision was made to progress with a MAT or not. The Chair postponed the LA's officers' attendance due to the number of apologies received from the Board's members. The Chair reminded the meeting that there were now fewer governors' meetings following the decision to no longer hold meetings of the Learning Committee.		
1.5	Governors AGREED to review attendance at the first full meeting of the Board in the autumn term including the Board's structure. Consideration would be given to the potential re-introduction of the Learning Committee for an improved focus on teaching and learning.	Board	Autumn term
1.6	Parent governor resignation – The Chair informed the meeting that Phil Turner had decided to resign as a parent governor. It was noted that he was not in attendance at tonight's meeting and had not attended meetings for some time apart from one since his election from 8 December 2015. Nor were any apologies received.		
1.7	Governors' visits – The Chair commented on the importance of governors getting to know the staff, especially new members of staff and the staff getting to know the governors. Consideration would need to be given on how best this was appropriately approached in the new year.		
1.8	Governors' roles and responsibilities and meeting with the staff – The Chair offered to give the staff a 15 minute talk about the Board's roles and responsibilities. The Chair AGREED to set a date and time with the Executive Headteacher to meet with the staff before the end of the autumn term.	Chair/EHT	Autumn term
2.	LA Officers in Attendance to talk about MATs including what the school and the Board need to know if a decision was made to progress with such an option (list of governors' questions shown on the agenda)		
2.1	Discussed under item 1.4 above. The Chair had postponed the officers attendance due to the number of governors' apologies received.		
3.	Declaration by Governors of Interest Pecuniary or Otherwise in Respect of Items on the Agenda		
3.1	There were none received.		
4.	Minutes from the Previous Meeting		
4.1	The public minutes of 26 May 2016, were AGREED as a true and accurate record. These were duly signed and dated by the Chair for retention at the school.		
	<u>Main Business:</u>		
5.	Staff Presentation		
5.1	There was none.		
6.	Chair's Report		
6.1	Structure, attendance, governors' visits and governors' roles and responsibilities – The Chair had nothing further to add to what was already discussed under items 1.4, 1.5, 1.7 and 1.8 above.		
6.2	Early Years Foundation Stage (EYFS) link governor – The Chair suggested	Board	Autumn



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	that consideration was given to appointing a EYFS link governor with a clear aim and objective for further raising the school's EYFS profile. It was AGREED that this would be an agenda item at the first full meeting of the Board in the autumn term.		term
6.3	MATs (Multi Academy Trusts) - The Chair AGREED to invite the LA's officers to a Board meeting in September to talk about MATs.	Chair	Autumn term
6.4	Working with LA schools and LAs – The Chair informed the meeting that as a National Leader of Governance (NLG) that he continues to work with schools in and around the LA area. The Chair as an NLG was invited to attend and speak to the Newham LA governors at their annual conference.		
7.	The Government's White Paper: "Educational Excellence Everywhere"		
7.1	Governors acknowledged receipt of the government's white paper "Educational Excellence Everywhere" (May 2016) despatched in advance with the agenda papers. Governors were reminded about the importance of familiarising themselves with the contents of the white paper and the key areas in relation to recruitment, great leaders, a school-led system, preventing underperformance, high expectations, accountability and resources in the right hands.		
8.	MATs and Partnership Working/School to School Support/Sponsorship		
8.1	It was noted that an update would be given by the LA's officers at a governors' Board meeting in the autumn.		
9.	The Executive Headteacher's Report		
9.1	<p>The Executive Headteacher tabled and circulated her report. She spoke to the report adding extra comments and additional information. Governors were encouraged to ask challenging questions in line with the Ofsted key areas where the school was judged to be outstanding (1) by Ofsted (July 2014) across the board :</p> <ul style="list-style-type: none"> • Leadership and Management • Behaviour and Safety • Quality of Teaching • Achievement • Early Years Foundation Stage (EYFS). <p>And:</p> <ul style="list-style-type: none"> • Curriculum Enrichment • Sponsorship Update [relates to MATs there was nothing further to be added at this stage as discussed under item 8.1 above]. 		
	Pupil Outcomes (1)		



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9.2	<p>EYFS Good Level of Development (GLD) – The EYFS GLD was 75% for the current academic year 2016. The outcome of the Year 1 and Year 2 phonics tests (2016) was 93% and 100% respectively.</p>		
9.3	<p>Year 2 phonics test - Governors asked the Executive Headteacher how many Year 2 children sat the phonics test resulting in a 100% pass? The Executive Headteacher said that a total of 6 children sat the Year 2 phonics test. The children who sat the test were from last year’s Year 1 who did not pass at the time.</p>		
9.4	<p>Year 2 SATs results – Governors congratulated the school on the Year 2 KS1 SATs results in reading, writing and maths under the New National Curriculum against the teaching assessments (TA) 2b+ (2016), which was detailed as follows:</p> <ul style="list-style-type: none"> • Reading - TA (2016) 85% and KS1 New SATs 82% • Writing – TA (2016) 76% and KS1 New SATs 83% • Maths – TA (2016) 83% and KS1 New SATs 79%. 		
9.5	<p>The Executive Headteacher advised the meeting that the TA as detailed under item 9.4 above was based on the previous National Curriculum 2b+. The demands of the New National Curriculum was considered more challenging. The Executive Headteacher commented positively on the efforts made as shown in the school’s data.</p>		
9.6	<p>Year 2 SATs results comparisons nationally - Governors asked the Executive Headteacher how does the school’s data compare nationally? The Executive Headteacher said that the national average data would follow once published. The Executive Headteacher believed that the school had exceeded in all areas in reading, writing and maths in the absence of assessment without levels.</p>		
9.7	<p>Year 6 SATs results – Governors congratulated the school on the Year 6 KS2 SATs results in reading, writing, maths and Grammar, Punctuation and Spelling (GPS). Governors were advised that the Year 6 results under the New National Curriculum was equivalent to a 4b+ under the previous curriculum. The results were detailed as follows:</p> <ul style="list-style-type: none"> • Reading – 4+ (2016) 88% TA, New SATs 74% and national average 64% • Writing – 4+ (2016) 85% TA, New SATs 86% and national average 74% • Maths – 4+ (2016) 88% TA, New SATs 72% and national average 70% • GPS – 4+ (2016) 88% TA, New SATs 83% and national average 72%. 		



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9.8	The Executive Headteacher reassured the meeting that the school's Year 6 SATs 2016 results showed that the school's standards had not dropped under the demands of the New National Curriculum. Governors again commented positively on the results and congratulated the school on this year's results during what was considered to be a very challenging year for the staff and the school. The Chair AGREED to write to the staff to thank them for their hard work and commitment to the school and the children.	Chair	asap
9.9	Staff end of term celebrations – The Executive Headteacher informed the meeting that the staffs' end of term party was scheduled to take place on 21 July at 2.00 pm . Governors were invited to attend.		
	Quality of Teaching (1)		
9.10	New Deputy Headteacher and NQT appointments – Governors were advised that a new Deputy Headteacher and an NQT was appointed. Both members of staff would commence their posts from September (autumn term 2017). The NQT would be teaching in Year 5. Governors were referred to and noted the contents of the school's teaching staff structure in readiness for the new academic year 2016/17. The Executive Headteacher welcomed governors' questions in relation to the structure.		
9.11	New Deputy Headteacher appointment - Governors asked the Executive Headteacher what was the newly appointed Deputy Headteacher's previous experience? The Executive Headteacher said that the newly appointed Deputy Headteacher was previously an Assistant Headteacher in a primary school in another LA. She was considered to be a strong member of staff with a proven track record in schools.		
9.12	Lower KS2 (middle leader) vacancy - Governors asked the Executive Headteacher what was the plans for filling the Lower KS2 (middle leader) vacancy? The Executive Headteacher said that the post would be filled.		
9.13	Deputy Headteacher (teaching & learning, maths, upper KS2, student teachers, Year 5) - Governors asked the Executive Headteacher whether or not this post was a permanent post? The Executive Headteacher said that the post was an interim post covered by the current staff member. The staff member concerned would have continued responsibility for teaching and learning, maths, upper KS2, student teachers and Year 5.		
9.14	Music Teacher (2 days per week non class based) - The Executive Headteacher advised the meeting that a new music teacher was appointed. The Executive Headteacher informed the meeting that she observed and interviewed the successful candidate for the post. The member of staff concerned would deliver PPA (planning, preparation and assessment) two day per week. It was noted that the post was an interim appointment to provide cover for a fixed term period of 1 year.		



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9.15	Teaching Staff Structure September 2016/17 – Governors commented positively on the teaching staff structure. Governors looked forward to receiving further updates about the structure and its effectiveness throughout the year.		
9.16	Gold Sing up award and Gold Travel award – The Executive Headteacher informed the meeting that the school was awarded the Gold Sing up award and was expected to secure the Gold Travel award. Governors congratulated the school on securing the awards.		
	Behaviour and Safety (1)		
9.17	Attendance – Governors were reminded that the school’s attendance target was 96%. July’s attendance figure was 95.56%. Authorised was 3.62% and unauthorised was 0.82%.		
9.18	Attendance – Governors asked the Executive Headteacher what was the school doing to improve attendance? The Executive Headteacher said that attendance was an ongoing priority for the school. Holiday requests during term time are not authorised. The school would continue to work with those families who are and intend to take their holidays (unauthorised) by encouraging them to reduce the length of their visit or to coincide their holidays with a planned school holiday.		
9.19	Incidences of bullying – There were no reported incidents of bullying.		
9.20	Incidences of racism – There was 1 (one) reported racist incident for name calling.		
9.21	Incidences leading to exclusions – There were 5 (five) incidents leading to exclusions.		
9.22	Incidences leading to exclusions – Governors asked the Executive Headteacher were the 5 (five) exclusions for the same child, was there evidence of challenging behaviour and what was the school’s response to the situation? The Executive Headteacher said that two of the exclusions were for the same child. Some of the exclusions were for a period of two days. There were no permanent exclusions. There were some identified behavioural challenges for the school. The behavioural cubicles were reinstated in response to some of the challenging behaviour. Inappropriate use of the media was also a challenging behavioural issue.		
	Leadership and Management (1)		
9.23	Numbers on roll – Governors were referred to and noted the roll numbers across the year groups for January, March and July 2016 which was broken down by gender and the respective totals. There was 430 (January), 433 (March) and July (436). Governors acknowledged that there was an increase in numbers during July.		
9.24	Numbers on roll (vacancies) – Governors asked the Executive Headteacher how many vacancies were available across the year groups?		



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	The Executive Headteacher said that there are 10 or 11 places.		
9.25	SHINE (Support and Help in Education) school - The Executive Headteacher commented positively on the SHINE school initiative, which was run for the first time this year (academic year 2015/16). Funding for the SHINE school was secured for a further year (academic year 2016/17) following the submission of a successful bid amounting to £26k in funding.		
9.26	SHINE school (impact) - Governors asked the Executive Headteacher what was the resulting impact and benefits of the SHINE school this year (academic year 2015/16)? The Executive Headteacher said that the children who attended the SHINE school had benefited from the initiative. They were more confident and were happy to attend the Saturday sessions. The overall impact was beneficial, especially in relation to their teaching and learning.		
9.27	SLT (Senior Leadership Team) supporting other leaders in Newham LA – The school’s SLT continues to support leaders in other LAs. Positive responses were received from colleagues in Newham.		
9.28	Visit from the Permanent Secretary for the Department for Education (DfE) - The Executive Headteacher and the Headteacher of the neighbouring Gladesmore Community School hosted a visit to both schools from the Permanent Secretary for the DfE, Jonathon Slater. He commented positively on their work and was impressed with what he saw at both schools. There was an opportunity to briefly discuss the Fair Funding and supporting non-academy schools.		
9.29	Her Majesty’s Inspectorate (HMI) visit and training for hard to reach groups - The Executive Headteacher met with two HMI officials visiting the LA to discuss Black Caribbean children’s teaching, learning and achievement. The Executive Headteacher was also working with the LA to deliver training. The school was seen to be bucking the trend for this hard to reach group. The Executive Headteacher AGREED to provide a copy of the HMI report once received.	EHT	asap
9.30	LA KS2 writing moderation – The interim Deputy Headteacher Anthony Campbell) and the Assistant Headteacher (Becky Mortimer Bale) moderated KS2 writing across the LA area. The school was also moderated.		
9.31	Single Central Record (SCR) – The SCR was reviewed by the Executive Headteacher and the Chair.		
9.32	Working with Stroud Green Primary School – The Executive Headteacher continues to provide a leadership and management role supporting Stroud Green Primary School following a request from the LA. The school was expected to appoint a substantive Headteacher in due course in readiness for the new academic year.		
9.33	New outdoor building completion – Tonight’s meeting was held in the		



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	new outdoor classroom. Further work would be carried out on the finishing touches in readiness for the autumn term.		
9.34	New leadership/staffing structure for September 2016 (academic year) – The staffing structure was attached to the Executive Headteacher’s report. The structure was discussed throughout tonight’s meeting. There was nothing further to add at this stage.		
9.35	Teacher Alliance Conference – The Executive Headteacher informed the meeting that she spoke at the recent Teacher Alliance Conference. The event was attended Headteachers and Deputy Headteachers from secondary schools were also in attendance. The Executive Headteacher received a positive response was received from the delegates.		
	EYFS (1)		
9.36	Nursery – Governors were advised that the school was expected to be full from September with 10 full time places taken up.		
9.37	Reception - Governors were informed that as of 114 July (today) the LA made offers for all 60 Reception class places in readiness for September. Confirmation was received for 57 of the places. Although confirmation was received from the LA regarding the places it was noted that the school also has a waiting list. Therefore, it was anticipated that all the places would be filled.		
9.38	EYFS profile – The Executive Headteacher AGREED to keep the governors informed about the school’s EYFS profile throughout the course of the year.	EHT	Academic year 2016/17
	Curriculum Enrichment		
9.39	Bowling green – The school was actively using the bowling green for PE. The bowling green was shared with Gladesmore Community School.		
9.40	Sports Day – Governors were invited to attend the school’s sports day events on Tuesday and Wednesday.		
9.41	Summer Fair - Governors were reminded that the Summer Fair was scheduled to take place tomorrow 15 July at 2.30 pm . Governors were encouraged to attend.		
9.42	Year 6 Show – The Executive Headteacher informed the meeting that the Year 6 performance of Mary Poppins was performed at the neighbouring Gladesmore Community School on 8 July. The event was considered good and the performance was well received. Positive comments from the staff at Gladesmore Community School was also received.		
9.43	Competitive Sports – The children continue to take part in a range of competitive sports events such as table tennis, netball, football, tag rugby and cross country. The girls participated and won a recent golf competition.		
9.44	Music – The Choir successfully performed at The Royal Festival Hall and at Welbourne Primary School. The Choir also performed at The Royal Albert Hall as part of the Haringey Music Festival. The Samba Band played at Lancasterian Primary School’s Summer Fair. Year 4 took part in		



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	the instrument concert at The Bernie Grant Centre. A Peruvian Band visited the school. Governors congratulated the school on the reported musical events throughout the year.		
	CPD (Continuous Professional Development)		
9.45	<p>CPD – Governors were referred to and noted the range of CPD opportunities attended by the staff, which was detailed as follows:</p> <ul style="list-style-type: none"> • Regular TA (Teaching Assistants) training • Assessment • Safeguarding • Sports training • Safer recruitment • HLTA (Higher Level Teaching Assistants) • Coaching. 		
9.46	Safer recruitment CPD – The staff safer recruitment training session was attended by the interim Deputy Headteacher, Anthony Campbell, and the KS1 leader & sports leader, Year 2 class teacher, Craig Winnard (middle leader).		
9.47	Governors’ safer recruitment training - The Executive Headteacher advised the meeting about the importance of governors attending safer recruitment training. At least three other governors not including those who had already received the training would need to attend. The Executive Headteacher AGREED to circulate the date and time of the governors’ training session once received.	EHT	Autumn term
	Identified School Priorities		
9.48	<p>Governors were reminded that the school’s new priorities for the new academic year would follow in line with the SDP (School Development Plan). The existing priorities were detailed as follows:</p> <ol style="list-style-type: none"> 1. To raise attainment in writing 2. To embed assessment without levels 3. To ensure support staff are contributing to pupil progress 4. To explore the government’s 2 year old program. 		
9.49	Governors thanked the Executive Headteacher for the presentation of the report and on what was considered to be a successful year.		
10.	Resources Committee Reports		
10.1	The public and confidential minutes of 24 May 2016, were discussed at the meeting prior to the full meeting of the Board. The minutes would be circulated again once finalised. The minutes of 14 July 2016, would follow once cleared.		
11.	Safeguarding Update – DfE guidance “Keeping Children Safe in		



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	Education”		
11.1	Governors acknowledged receipt of the DfE’s guidance for implementation from 5 September 2016. Governors were encouraged to read and familiarise themselves with the guidance.		
12.	Policies for Ratification		
12.1	There were none received.		
13.	Governors’ Visits		
13.1	Governors were encouraged to visit the school with a view to reporting back on their visits.		
14.	Governors’ Training		
14.1	Governors were reminded about the importance of attending governors’ training as well as the need to report back on the training attended.		
15.	Date and Time of Next Meetings		
15.1	It was AGREED that the date and time of the next full meeting of the Board would take place on 13 September 2016, at 6.00 pm unless otherwise advised. The dates and times for the remaining meetings would be set at the next full meeting of the Board in September.		
16.	Matters Arising from the public minutes		
16.1	There were no matters arising from the previous meeting.		
17.	Membership		
17.1	Governors were referred to and noted the contents of the membership list as presented. The membership would be reviewed again at the next full meeting of the Board to ensure that any vacancies were filled as soon as possible.		
18.	Any Other Urgent Business Items		
18.1	There were none.		
	Part two		
19.	Confidential Minutes of the previous meeting		
19.1	The confidential minutes of 26 May 2016, were AGREED as a true and accurate record. These were duly signed and dated by the Chair for retention at the school.		
20.	Confidential matters arising		
20.1	There were none.		
21.	Any Other Urgent Confidential Business Items		
21.1	Executive Headship with Stroud Green Primary School – Governors briefly discussed the level of time and commitment given to supporting Stroud Green Primary School. Given the level of expectation as reported by the Executive Headteacher the Chair undertook to discuss the matter with the LA as the current arrangement could only continue for another term.		

There being no further business items the meeting finished at 7.40 pm.



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APPROVAL OF MINUTES BY CHAIR OF THE BOARD OF GOVERNORS

I, Chair of the Board of Governor, approve these minutes as an accurate representation of the Meeting, which took place on **14 July 2016** at Crowland Primary School at 6.00 pm.

Signed: _____

Date: _____

Roger Knight,
Chair of the **Board of Governors,**
Crowland Primary School