

Alexandra School

Minutes of a Full Local Governing Body Meeting

Held on Wednesday 5th October 2016 at 7.00pm

Parent Governors

*Mark Elmer
*Karen Rockett

Teacher Representative

*Elena Burns
*Hannah Lawrence

Head of School

*Perdy Buchanan-Barrow

Community Governors

*Mrs Sue Stalley (SS) Chair
+Mr Barry Nolan (BN)
*Peter Horne (PH)
*Temple Rogers (TR)
Vice Chair

Non-Teaching Representative

*Mrs Karen Stanton (KS)

Clerk

*Zareena Ullah (Clerk)

In attendance:

*Ivan Talbott

LEA Representative

+Mr Graham Henson (GH)

* denotes present

+ denotes absent with apologies received and accepted

- denotes absent no apologies received or accepted

1. Resignation and Election of Chair and Vice Chair

SS welcomed the Governors to the meeting.

SS resigned as Chair of Governors and was nominated and duly re-elected. TR resigned as Vice Chair, was nominated and duly re-elected.

2. Declaration of interest

TR declared his interest in the IT Company - Project Complete LTD, and in performance coaching.

PH declared his interest in Turtles Swimming Club as Chairman and Trustee and also the HMRC as Officer of Revenue & Customs.

PBB declared that she is married to Adam Slatter who is the ICT Technician at Alexandra School.

3. Minutes of Previous Meeting and Matters Arising

PBB informed the governors that she is in the process of writing to parents and speaking to staff about standing as a parent and staff governor.

PH brought information leaflets about the Turtles Swimming Club and asked for them to be distributed to parents.

SS said she had read the Assessment Summary produced by Catherine Holdsworth and it made very good reading. She encouraged governors to read it if not already done so.

The minutes were agreed and ratified.

4. Feedback from BOD

BN was unable to attend this meeting. PBB informed the governors that he would provide an update and feedback at the next meeting.

5. Head of Schools Report

Item 1 – Academy and School News

- PBB and IT attended the Eden Academy Directors Day in July. PBB said this was an opportunity for Directors, Heads of School and Academy Service Managers to discuss the successes and challenges of 2015-16 and to look ahead at 2016-17. PBB stated that common threads came through from all schools. As a result of the day, the Academy identified some overarching aims for the coming year and beyond, which are referenced in the Alexandra SDP 2016-17, where relevant.
- New Pupil Day was held on 6th July 2016. The majority of the 16 new pupils and their parents attended despite it clashing with the celebration of Eid.
- Alexandra Overnight Camp was a great success. PBB said that serious consideration will be given to camping in school again. She thanked the governors for their help and support, particularly those who stayed overnight.
- Jo Ward and Camille Cole completed the Eden Academy Middle Leaders training course in July. Amy and Aysha will be taking the course this year. PBB informed the governors that she is extremely proud that Jo has been accepted National Teaching Leaders Primary Programme.
- At the end of the summer term, parents were asked to complete our biennial survey. Catherine Holdsworth will be analysing the results and will report back to the governors once complete.
- Alexandra has been selected to take part in a pilot project for Harrow Future in Mind programme. We will be working closely with Harrow CAHMS Learning and Disability Team to provide early intervention for children who are experiencing mental health difficulties or presenting with challenging behaviour.
PH asked how wide this initiative was. PBB said it was a national initiative.
- The Eden Academy Sports Day was regrettably affected by unpredictable weather and as a result Alexandra was unable to partake.

Item 2 – School Development Plan (SDP)

PBB informed the governors that the final round of the RAG ratings was completed at the end of July.

Two targets were ragged as amber; Vision and Values and ICT, all other targets were ragged as green

The SDP plan 2016-17 includes 10 targets for the year. These were drawn from last year's plan, consultation with staff and children in the summer term, our recent Ofsted report and analysis of 2015-16 assessment data. The new plan will be ragged after the October half term and the ratings will be shared with the governors in the December meeting.

PBB said there are several areas identified in the SDP where a governor focus study would be appreciated. These are: developing a culture of writing, ICT for problem solving and collaborative work and outdoor learning. A focus study could involve visiting the

school to speak to staff leading on that area, visiting classes to see that area in action, producing a short impact report at the end of the school year.

KR and ME agreed to carry out a focus study on developing a culture of writing.

TR said he would do a focus study on ICT.

SS agreed to carry out a focus study on outdoor learning.

PBB also asked if any governor has a talent or skill they would be willing to demonstrate, share or teach as part of the 'What's your Passion' target.

PH suggested that we contact Julie Anslow. Her son Logan (a former Alexandra pupil) has a passion for special olympics which he may be willing to share.

PBB

Item 3 – Pupils

16 new pupils started in September and the majority have settled in well. The roll of pupils currently stands at 76 and we have the capacity to take 2 more pupils within our current class structure. We are liaising with Harrow about the possibility of opening a tenth class in January.

Referrals for September 2017 are being received from Harrow, Brent and Hertfordshire.

Item 4 – Staffing

PBB went through the current permanent staffing structure. In addition, we have 3 long term supply teachers and 3 long term supply LSA's who will be with us for at least the rest of this term. All classes are currently well staffed.

Two teachers who are on maternity leave will be returning at the end of this term. Three LSA's have left Alexandra for a variety of reasons.

Item 5 – Dates:-

Dates for future LGB meetings 2016-17

Wednesday 7th December 2016 at 7.00pm

Wednesday 8th March 2017 at 7.00pm

Wednesday 28th June 2017 at 7.00pm (tbc)

The Operations Committee and the Teaching and Learning Committee will continue to meet in between the LGB meetings.

Operations Committee is composed of PH, ME, KS. TR stated he would find it difficult to attend meetings during the working day and therefore stepped down from this role.

The Teaching and Learning Committee includes KR, GH, EB/HL.

6. Safeguarding Report

IT informed the governors that he was currently the acting lead of safeguarding in the absence of Catherine Holdsworth who is on maternity leave.

IT went through the termly safeguarding report which included a summary of the levels of safeguarding accreditation throughout the school, a summary of safeguarding CPD this academic year and a summary of safeguarding concerns this year.

IT referred to Part 1 annex A and part 2 of the 'Keeping Children Safe in Education' document 2016. He said he would email this document to the governors for all to read.

IT

7. Risk Register

PBB went through the Risk Register. Governance & Fraud, Health & Safety and Safeguarding were rated at 4. Finance, Asset Management and capital Programme were rated at 5.

PBB said she would like to bid for EFA funding for 3 areas:-

- a) Key stage 1 toilets – to re-fit so that the doors do not open out into the corridor and the girls toilets not to open into the laundry room.
- b) New flooring/lino in the corridors
- c) Sunken trampoline in the sports hall.

8. Confirmation of dates for future Working Groups

PBB will email governors with the dates for Working Groups.

PBB

9. Any other business

SS stated that she had read the teacher's reports on Fronter and many teachers had commented on the great work the Barclays volunteer team had done.

SS said she would write a letter of thanks to the Barclays volunteers on behalf of the governors recognising all their hard work.

SS

PBB distributed a list of the governor link classes for 2016-17.

Meeting finished at 8.15pm

Date and time of next meeting – Wednesday 7th December at 7.00pm

Signed... *Susan Stalley* Chair of Governors

Dated... *7th December 2016*