

# Alexandra School

## Minutes of a Full Local Governing Body Meeting

Held on Wednesday 7<sup>th</sup> December 2016 at 7.00pm

### Parent Governors

+Mark Elmer (ME)  
\*Karen Rockett (KR)  
\* David Hamilton (DH)  
\*Anand Pajpani (AP)

### Community Governors

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

### LEA Representative

\*Mr Graham Henson (GH)

### Teacher Representative

+Elena Burns (EB)  
+Hannah Lawrence (HL)

### Non-Teaching Representative

\*Mrs Karen Stanton (KS)  
\*Sophia Gordon (SG)

### Head of School

\*Perdy Buchanan-Barrow

### Clerk

\*Zareena Ullah (Clerk)

### In attendance:

\*Ivan Talbott (IT)

\* denotes present

+ denotes absent with apologies received and accepted

- denotes absent no apologies received or accepted

- 1. Welcome to new members of the Governing Body** – SS welcomed 3 new governors David, Anand and Sophia. All governors introduced themselves and their role.
- 2. Declaration of interest** - none
- 3. Minutes of Previous Meeting and matters arising**  
IT emailed the 'Keeping Children Safe in Education' document to governors.  
PBB emailed governors the dates of the Working Groups.  
SS wrote a letter of thanks to the Barclays volunteers on behalf of the governors.  
**The minutes were agreed and ratified.**
- 4. Minutes of the Operations Committee** – PBB said the Operations Committee raised several questions regarding Alexandra's contribution to the Central Budget to which Sudhi has responded.(see paper – Breakdown of Contribution to Central Budget).  
PBB said each of the Academy Schools contribute 6% of their individual budget to the central pot with the exception of Sunshine House which has a different arrangement. Alexandra's contribution for this academic year is £108,635 which equates to 14% of the total money contributed by the 4 academy schools.  
The £108,635 is used for staff costs for central teachers, central admin/finance, central governance, central parent support and marketing and communications. The money also contributes towards insurance, professional fees, IT strategy, Free School, Board priorities and contingency.

PBB stated that Alexandra does not contribute towards the cost of the Eden Therapy Team as we use Harrow NHS therapists.

We pay £23,000 towards the central Finance Team, the same as the other 3 schools in the Academy. PBB said she has raised the following concerns with Sudhi:-

- We employ Barbara Perdoni for 15 hours p/w as finance assistant and she carries out some of the tasks that would otherwise need to be done by the central Finance Team. Has this been taken into account?
- We are a smaller school with a smaller overall budget. We have significantly less staff on payroll than the other academies and this does not seem to be reflected when calculating Alexandra's contribution to the central Finance Team.

PBB said she and Sudhi will be looking into this and she will report back to the Operations Committee in due course.

PBB

BN also said he will raise these concerns at the next Finance meeting and will feedback to Governors.

BN

**The minutes were agreed and ratified.**

**The Charging and Remissions Policy was agreed and ratified.**

**5. Minutes of the Teaching & Learning Committee** – SS said the committee looked at the work being carried out by the subject leads.

IT informed the governors that HL is looking to start a Reading with Volunteers programme sometime in the new year.

GH gave an update on the bio diverse area which Harrow Council are looking to set up in South Harrow.

IT said pupils have submitted drawings to Harrow Council for the 'waste' competition.

**The minutes were agreed and ratified**

**6. Head of Schools Report**

**Item 1 – Academy and School News –**

- The Future in Mind pilot project is up and running at Alexandra. CAMHS are working with 6 pupils and their families. They are also providing a monthly parent coffee morning and staff workshops.
- Nick White has introduced the Eden CPD website to academy staff.
- The Outdoor Learning Week was a success and will continue into next term.
- The Academy ICT strategy continues to unfold. We are establishing a good working relationship with John Turks our Azteq technician.
- The Parenting Course was well attended particularly by parents of new pupils.
- IT attended a Harrow Poverty Workshop. Alexandra intends to partner with the Young Harrow Foundation and we will be looking at the impact of poverty on Alexandra families.
- LMT met for a strategy day to look at the needs of the school in terms of teaching and support staff numbers and roles. This was an extremely useful day and the LMT will plan another strategy day in the Spring Term.

**Item 2 – School Development Plan (SDP)** – 8 out of 10 targets were ragged green, Classroom Monitor was ragged as orange. A meeting with them later this week will provide an opportunity to air some of our concerns. Communication support has not started yet, so therefore remains white for now.

PBB explained the 'What's Your Passion' target and encouraged governors to get involved.

SS said she is willing to share her interest in embroidery.

SS

**BN asked** PBB if she had met with Vanessa Hoch regarding the school website. PBB said a meeting has been arranged with Vanessa for January 2017.

**Item 3 – Pupils** – We have accepted 2 referrals from Brent which will bring the total number of pupils on roll to 78 in January 2017. Eight pupils will be out-of-borough (the highest figure in recent history) with five of those eight being Looked After Children.

**BN asked** – If we are getting more out of borough referrals, does this mean that we are getting less referrals from Harrow?

PBB said yes. She thinks Harrow is not identifying children with special needs in mainstream schools and they are not making use of Alexandra. PBB said we are inviting Harrow SENCOS to look around the school so that they can help parents who are struggling to make a decision about SEN schools.

**AP asked** if testimonials from Alexandra parents would help. PBB said yes she thinks they would. PBB to follow up.

PBB

**BN asked** what our profile was like in Hillingdon. PBB said we don't get many referrals from Hillingdon. The majority are from Harrow, then Brent and Herts.

PBB stated that we will continue to try and place Harrow pupils first and foremost.

#### **Item 4 – Staffing**

Teachers

- Camille Cole has commenced her maternity leave.
- Gemma Cole has returned from maternity leave.
- Elena Burns will return from maternity leave in January 2017.
- Beth Gudgeon (agency teacher) will be leaving at Christmas.
- Eve Saunders (agency teacher) has been offered a temporary two term contract.

LSA's

- Hannah Thubron will be going on maternity leave in January 2017.
- Simrit Juttla will be leaving at the end of this term.
- Two new LSA's have been appointed, Richard Cranston who is currently an agency LSA and Jayna Patel. They will start their posts in January 2017.

**Item 5 – Dates** – The Christmas Show will be on Wednesday 14<sup>th</sup> December. Governors can either attend the afternoon or evening performance or the dress rehearsal on Monday 12<sup>th</sup> December.

7. **Safeguarding Report** – (see paper) IT informed the governors that in September, the whole staff team attended the in-house Level 1 training - Recognising Signs of Abuse. All staff have also completed Level 1- Recognising the Signs of Abuse and Keeping Children Safe in Education.

KS, IT, PBB and SG have all completed the Level 3 Multi-Agency Risk Assessment & Decision Making in Child Protection training.

IT said that HL had arranged for the NSPCC to come into school and work with year 5 & 6 pupils around issues of general awareness and safety. LMT is aware that as a result of this training, disclosures from pupils may follow and if this happens the NSPCC will provide the school with support.

IT went through the summary of reported safeguarding concerns this year.

**DH asked** – how quick do we get a response from professionals when we report a

safeguarding concern? IT said it depends on how Harrow MASH rate the risk, to be red, amber or green. The governors had a discussion around the types of issues and concerns which Alexandra pupils and families face. IT said most are based on neglect and poverty.

**8. Local Offer and Behaviour Policy** – The governors discussed the Local Offer.

**KR asked** if we had considered having Open Days for parents to come and view the school. PBB said we have looked into this. An Open Day when the children were not present would be very uninformative and this would eat into one of the staff training days. Having an open day when children were in school would have an impact on the children. PBB said the best solution to this was to have Parent Tours once a week which would be more informal and personal. PBB said that we hope to increase the number of tours now that Gemma Cole is back.

The governors had read the Behaviour Policy.

**The governors ratified the Local Offer and the Behaviour Policy.**

**9. Risk Register** – PBB said all the risks were amber. Archers had submitted the capital bid to the EFA for funding for fencing and fire doors and windows throughout the school. Archers are hopeful the bids will be successful.

**GH** informed the governors that Sylex Funding may be something the school could apply for. GH to send a link to PBB with further information.

GH

**10. LGB Working Groups and meeting dates** – information regarding these was circulated to governors.

**11. Any Other Business** – SS and PBB asked governors if they could let ZU know of AOB in advance so that they can plan for it.

BN stated that the Board of Directors asked the all the Heads of School to present to them at their Directors Meetings. BN commended PBB for her presentation.

Meeting finished at 8.35pm

**Date and time of next meeting – Wednesday 8<sup>th</sup> March 2017 at 7.00pm**

Signed.....*Susan Stalley*..... Chair of Governors

Dated.....*8th March 2017*.....