LONDON BOROUGH NEWHAM

MINUTES OF THE GOVERNING BODY OF ELEANOR SMITH SCHOOL

Meeting held on Thursday 5th May 2016 at 4.30pm at North Street E13 9HN

Present:-
Mr Justin Elder Co-opted Governor (Chair)
Mr Dennis Osbourne Co-opted Governor
Mrs Christine Alexander Co-opted Governor
Mrs Leanne Malpass Co-opted Governor
Miss Nicola Drew Parent Governor
Mr Anthony Oteh LA Governor
Mr Graham Smith Head Teacher

In attendance:-
Ms Jan Gillard School Business Manager
Mrs Anne Hart Office Manager
Ms Katy Parks Lead on Thrive (part of meeting)
Ms Phiona Langevine Data (part of meeting)
Mrs Janice Faldo Clerk

Quick view of actions/decisions

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Introductions were made.

858. Apologies for absence
Apologies were received from John Halliwell and Nathan Grizzle. Governors AGREED to condone these absences.

859. Declarations of interest
There were no pecuniary interests declared.

860. Governors CRB/DBS Check Requirement
Governors noted the new regulations requiring all governing bodies to apply for enhanced CRB/DBS checks from September 2016.

ACTION
- Anne Hart to liaise with Tony Oteh re a copy of his NHS DBS in the interim whilst applying for a school one.
861. Constitution
   a. Appointment of Co-opted Governors
   Governors noted the appointment of Dennis Osbourne and Justin Elder as Co-opted Governors for the term of office ending 2nd March 2020. Governors thanked Justin Elder for taking up the responsibility of Chair.

862. Minutes of the meeting held on 3rd March 2016
   The minutes of the meeting held on 3rd March 2016, copies of which had previously been circulated, were agreed as an accurate record and signed by the Chair. All actions were complete and there were no matters arising.

   Update on Actions from previous meeting:
   o Tony Oteh advised that he had visited the school and was very impressed with the quality of the displays. Justin Elder noted how impressed he was with the British Values descriptions that are on the notice boards.

863. Governors’ Committees
   Finance Committee
   This item will be covered in the budget section of the meeting.

864. Report of the Head Teacher
   Governors considered the report of the Head Teacher which had previously been circulated and the Head Teacher requested questions:

   Q. The School Improvement Advisor (SIA) noted in her report that more able pupils can achieve higher standards through the setting of more challenging targets. How is the school accounting for this?
   A. The SIA had referred to the Phiona Langevine’s data and felt that the school is doing all it can to raise standards. This will be achieved by streaming different cohorts and focussing on maths from September to accelerate the learning of more able students.

   Governors noted how pleased they are with how the school monitors and supports the pupils to achieve the best possible outcome.

   Q. Are your policies and procedures being reviewed regularly and published on the school website?
   A. NPW are now hosting the website. This is an improved format and will be fully compliant with statutory regulations.

   Q. Is attendance improving?
   A. An attendance working party has been put in place and attendance is now at national levels for special schools. Meetings then take place with parents of pupils or concern.

   Q. Was the school satisfied with the SIA?
   A. Very happy with her challenge and support along with her robust questioning. She understands the context of the school.
**ACTION**
- Attempt to get a parent included in the attendance working party.

**865. School Budget Monitoring 2016-17**
Governors considered the budget report that had previously been circulated. The report had been thoroughly considered at the committee meeting which met prior to full governors. The Chair of Finance highlighted that the budget is tight with a small surplus. The school has cut resources due to the loss of the education funding. The impact on the students will be a reduction or loss of additional vocational projects and out of school hour’s clubs. The school will become more proactive in generating income. The school will invoice the mainstream school for pro rota Pupil Premium funding. There are no proposals to cut staffing in any areas.

**Q.** What is the school’s view of how academy funding will work?
**A.** Eleanor Smith’s funding comes from the higher needs block. Base funding will come direct from the EFA and the higher needs funding will still go to the Local Authority and be transferred to the school. The other two schools in the MAT are funded from within the schools block.

**Q.** Do governors need to scrutinise any areas of the budget?
**A.** The school would want governors to regularly check income generation as an addition to scrutinising the budget via committee meetings.

**DECISION/ACTION**
- Governors **AGREED** the following recommendations of the 2016-17 budget as approved by the Finance Committee.
  - Noted the budget changes that have been made since the last Finance Report March 2016.
  - Noted the current end of year surplus is expected to be £121,000.
  - Agreed the proposed 2016 – 2017 budget.
  - Accepted the report presented as a fair account of the current financial position.
  - Approved the budget changes that exceed the delegated remit of the Head Teacher (£10,000)

**866. School Term and Holiday Dates 2016/17**
Governors were advised that SLT have met and agreed the calendar for the next academic year.

**867. Presentation of Data from Phiona Langevine**
Governors considered the Pupil Progress data report that had previously been circulated. Phiona Langevine highlighted the following points.

It is expected that by the end of the spring term pupils in KS1-3 should be at the developing stage of their knowledge and understand the objectives
they are working on and they should be making at least 3 points progress in KS4.

GL assessments are used at Eleanor Smith in English and maths, to ascertain where pupils are in relation to their age. This was carried out throughout Years 1 – 10 and the results showed that the 69% of pupils working below their expected age range in English and 67% in maths.

The school is looking at long term success for all with a focus of writing across the curriculum. SLT will be more robust in supporting teachers to be more ambitious for their teaching and expectations for the students within the constraints of the budget. The school will be vertically streaming students in key stages from next year.

There is a lot of work being done in Year 11 and an additional English teacher will be employed to support next year’s cohort.

Q. How is reading and writing impacted on the part time students if they are doing two different schemes.
A. We liaise with the mainstream school to ensure engagement across both provisions.

Q. What is your key area of advancement based on current progress?
A. Writing and maths and making good progress in reading.

Q. Ofsted had noted queries in development in Early Years, how many are on track for a good level of development?
A. In Reception and Year 1 the school is looking to revisit early years practice. The school will also ensure that they are ready for mainstream with skills in reading and writing. This is still a work in progress to ensure we get these children to reintegrate into mainstream.

DECISIONS/ACTIONS
- Secure and working above to be added to final term’s data report.
- Anne Hart to speak to Jenny and the HT in relation to how to present Early Years curriculum and data to governors.
- The Marking and Assessment Policy was presented and signed by the Chair and will be published on the website

Governors thanked Phiona Langevine for her comprehensive report.

868. Presentation on Thrive from Katy Parks
Governors considered the Thrive report that had previously been circulated. Katy Parks highlighted the following points.

Thrive is a useful tool to enable a school to understand the behaviour of a child. The approach helps to identify children struggling to engage and creates bespoke action plans to support progress.
At Eleanor Smith, all students were screened at their chronological age to see where they are socially and emotionally. The screening gave low scores which means that the students have low emotional needs and mental health needs therefore it was possible that they had lacked emotional care between the ages of 0 – 6 months. The screening was used to identify the most vulnerable students and individual action plans have been put in place to help meet the needs and gaps in the emotional well-being. Parent training has taken place and is an on-going project. Whole school training has also taken place.

Q. What provisions have been put in place for the gaps?
A. From the screening it is evident that some students have not had the emotional care at the baby stage of development. Therefore we use interventions, age related, to help them develop a sense of feeling safe and special. Thrive gives an opportunity to build positive relationships and an ability to measure and build self-awareness on how this is being achieved.

Q. How much parental involvement is there in the programme?
A. The next stage of the programme is to work more closely with parents and develop plans for them in a sensitive manner.

Q. What are the academic gains?
A. For example, an action plan was developed for one pupil, who was not engaging at all and had missed the 0-6 months stage of development. The plan unpicked his ‘Being’ needs and over a short time he started to interact and engage in learning. The school now has 40% secure at the ‘Being’ stage of development at North Street site and 30% at Lawson Close site.

Q. What was the timescale for this child?
A. 8-9 weeks.

The school will present the impact of the programme through data so that it is clear to parents and governors and demonstrate accelerated progress.

Governors noted their thorough support of Thrive and appreciate the challenge of taking the programme out to parents.

Governors thanked Katy Parks for all her work on the Thrive Programme.

**869. Maths Curriculum**
Governors noted that a presentation on the maths curriculum will take place during the second meeting of the autumn term.

**ACTION**
- Anne Hart to liaise with Maths lead for a report in the autumn term meeting
870. **Compliance Calendar**  
It was **AGREED** that the school will adopt their own compliance calendar/work plan.

871. **Governor Education and Training**  
Justin Elder and Dennis Osbourne will attend introductory training.

872. **Proposed meeting dates in academic year 2016/17**

**Autumn Term**  
Thursday 13\(^{\text{th}}\) October 2016 at 4.30pm at Lawson Close  
Thursday 1\(^{\text{st}}\) December 2016 at 4.30pm at North Street

**Spring Term**  
Thursday 2\(^{\text{nd}}\) March 2017 at 4.30pm at Lawson Close

**Summer Term**  
Thursday 4\(^{\text{th}}\) May 2017 at 4.30pm at North Street

873. **AOB**  
**MAT Update**  
The Head Teacher announced that the Governing Body of all 3 schools unanimously supported the move to the consultation stage. No parents attended the parent consultation. The parent survey has been issued. Staff asked various questions at their consultation meeting mainly around terms and conditions.

874. **Agenda Items for next meeting**
- Data on Early Years  
- Review of KS3 Data  
- Update on website

*The meeting closed at 6.15pm*