

**MINUTES OF THE MEETING OF THE
MISSION GROVE PRIMARY SCHOOL GOVERNING BODY
HELD ON THURSDAY 7 DECEMBER 2023
AT 6:30 PM
AT THE SCHOOL AND ONLINE**

Present: Matilda Thaddeus-Johns (MJ) (Chair) Co-opted Governor

Co-opted Governor(s)

Joanne Grainger (JG)
Galina Krasteva (GK)
Stephanie North (SN)
Rita O’Farrell (RO) – Via Teams
Lorraine Weir (LW)

Headteacher

Kate Jennings (KJ)

Local Authority Governor

Nicolae Serban (NS) – Via Teams

Parent Governor(s)

Karla Thomas (KT) – Via Teams
Saba Dadabhoy (SD)
Joseph Viscomi (JV) – Via Teams

Staff Governor

Rashda Chaudhary (RC)

Associate Member

Debi Swinhoe (DW)
Shade Alegbeleye (SA)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	Declare interest on GovernorHub	All	Immediate
4.3	Complete DBS’s check	JV	Immediate
5.1	Sign the copy of revised minutes on GovernorHub	MJ	Asap
5.2	Discuss draft Pupil Premium Strategy statement in next Curriculum Committee	KJ/GS	18 January 2024
5.2	Discuss PE and Sport Spending and Impact Report in the next Finance, Personnel and Resources Committee	KJ/GS	18 January 2024
5.2	Circulate Stage 2 data to the Governors by email	KJ	N/A
5.2	Read and absorb the KCSIE guidance and confirm by ticking the Declarations box on GovernorHub	All	Asap
5.2	Upload signed copies of the ToRs on GovernorHub after GB’s approval is sought	KJ	Asap

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.2	Link Governors for Computing and Website, Health and Wellbeing, Sciences and Numeracy to arrange visit before next GB	SD/RO/JV /NS	1 February 2024
5.2	Book Safeguarding Training on GovernorHub	SD/GK/MT/ LW	1 February 2024
6.4	Check with Governors Servies about MT status as Governor and staff	KJ/GS	Immediate
7.1	Go through the red items on School Development Plan in the next GB	KJ/GS	1 February 2024
8.1	Look for an independent second opinion on the lowest quote and the online vs on-site services	DW	Immediate
9.1	Look into the ratified Complaint Policy and submit revision in the next GB	KJ/GS	1 February 2024
11.2	Review skill audit data and discuss at the next GB	All/GS	1 February 2024
11.3	Explore the use of training budget for strategic leadership with Governor Services	KJ/GS	asap
13	Defer election of Link Governor for Sustainability to the next meeting	GS	1 February 2024
15	Defer Standard and Target Setting to the next Curriculum Committee meeting	GS	18 January 2024
16	Sign the Statement of Internal Control, School Financial Regulations, Scheme of Delegation and Best Value Statement	MJ/LW	Asap
19.1	Publicise governor information on the school webpage by next meeting	GS	1 February 2024
19.1	Make sure the content of the school website is up to date	SD/KJ	1 February 2024
21.1	Upload Health and Safety Report on GovernorHub	RO	Asap
21.2	Check with Governor Services about the PSHC in the agenda	DW	1 February 2024
21.3	Report the progress of education visits in the next meeting	KJ/GS	1 February 2024
	Date of next meeting: 1 February 2024	All/GS	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all to the meeting.
- 1.2 Apology for absence was received from Meshak Taylor (MT), Co-opted staff and it was accepted by the Governing Body.
- 1.3 None.
- 1.4 The Chair confirmed that the meeting was quorate with 12 Governors present.
- 1.5 The Chair reminded the Governors joining online that they were eligible to vote but would refrain from participating in the discussion.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

2.1 No.

3. DECLARATIONS OF INTEREST

3.1 Pecuniary Interests – Governors confirmed receipt of the register of interests. The Chair noted that a few Governors still had not completed the register of interests and encouraged them to complete it online immediately.

ACTION: Governors, who had not already done so, to declare interest on GovernorHub

3.2 There were no declarations made pertaining to any of the agenda items for this meeting.

4. GOVERNING BOARD

4.1 Clerk to confirm Governing Body membership

The Clerk confirmed that no Governor's term of office expired by spring term 2024 and hence no vacant Governor position.

4.2 To consider disqualification due to non-attendance

No Governors were eligible for disqualification due to non-attendance.

4.3 The Clerk confirmed that DBS checks had been completed for most governors except JV whose was still pending.

ACTION: JV to complete DBS's check immediately

4.4 The Chair briefed the Governors about the outcome of the data collected since last meeting and pointed out that having a diverse Governing Body (GB) would reduce the risk of being perceived as not credible and avoid groupthink which might affect decision making. The anonymised data showed the following:

- The GB was composed of more females than males
- A large proportion of those who completed the survey had a degree or above education level
- The GB was diverse in terms of religion, ethnicity and age

4.5 Governors were reminded that National Governance Association advised that there should be a variety of life experience in the composition of the GB. The GB might use the data in future recruitment process and arrange suitable training for the Governors.

Q1: We have a lot of children from diverse backgrounds and some of their parents do not have a university degree. Would it be worth thinking about how to advertise the Governor role to people who did not have the opportunity to complete higher education?

A1: Yes and it should apply to all Governor roles. When we have vacancies, we will return to this data to decide how best to use it to ensure we are recruiting a diverse representation of our community.

5. MINUTES

5.1 Governors received the minutes of the meeting held on 14 September 2023 and agreed these to be an accurate record of the meeting. The Chair agreed to sign a copy of the minutes on GovernorHub.

Amendment to be made:

Attendance of Joanne Grainger should be at the school.

Decision of Point 4.4 should read Vice-Chair.

Action of 10.2 should read Headteacher's performance management.

SEND Governor of Point 16.1 should read Galina Krasteva.

ACTION: Chair to sign the copy of revised minutes on GovernorHub

5.2 Matters Arising:

Minute Reference:	Action	Status Update
5.3	JV's DBS to be recorded with GS	JV would follow up on that.
5.4	Update Governing Body Diversity Indicators	This was actioned.
6.1	Provide information on the 335000 in the Finance, Personnel and Resources Committee	KJ reported that the information was not available at the Committee. She then reported to the GB that the £33500 had been found in the deep dive and it was an issue with the closedown last year that will be rectified before the end of this year.
7.1	Review draft Pupil Premium Strategy statement and send any comments in advance of the next Governors' meeting.	ACTION: To be discussed in next Curriculum Committee
7.1	Finance, Personnel and Resources Committees to review PE and Sport spending and impact report at next meeting	ACTION: To be discussed in next Finance, Personnel and Resources Committees
7.3	To move to the next curriculum committee meeting	This was actioned.
7.4	To move to the next GB meeting	This item was discussed at Curriculum Committee with the Stage 2 data pending for publishing. KJ would circulate the published data once it's published. ACTION: KJ to circulate the Stage 2 data to the Governors by email
8.1	To read and absorb the guidance and confirm that they have done so by ticking the Declarations box on GovernorHub by the next meeting	Chair reported that there were 2/3 governors who had not done it yet. ACTION: Governors to read and absorb the KCSIE guidance and confirm that they have done so by ticking the Declarations box on GovernorHub
9.3	To look into bespoke strategic training programme for Governors of the Mission Grove School	The GB would look at this after they received the Skill Analysis Report on Agenda Item 11.
9.3	Present detail of progress to embed new curriculum elements to the next Curriculum Committee	This was actioned.
10	To move Headteacher's performance management to next GB meeting	This was actioned.
10	To email the Governors with a list of action items for the meeting	This was actioned.

Minute Reference:	Action	Status Update
11.2	To provide an update in next GB meeting	KJ reported on the progress of the Union Subscription Payments. There was only one member of staff who represented one union and it's not considered a true representation of all staff members.
13.1	To review the data in next GB meeting	This was actioned.
15.2	To put Terms of Reference 2023-24 to next GB, Curriculum and Finance, Personnel and Resources Committees	KJ noted that the Terms of Reference had been ratified in the respective committees. Subject to approval from the GB on Agenda Item 17, she would upload the signed copies on GovernorHub. ACTION: KJ to upload signed copies of the ToRs on GovernorHub after GB's approval is sought
16	To email Governors a pro-forma and a list of things to do for the link visits	This was actioned.
16	To organise the Link visit with link staff members between now to Christmas	ACTION: Link Governors for Computing and Website, Health and Wellbeing, Sciences and Numeracy to arrange visit before next GB
17.1	To pull training booking from GovernorHub and added to papers for the next meeting	This was actioned.
17.2	To undertake Safeguarding training if they had not already done so	SN noted that there were still 4 Governors pending for the training. ACTION: Governors to book Safeguarding Training on GovernorHub
18.1	To provide feedback in the next GB meeting	KJ reported that the school had not received feedback on Safeguarding Audit yet and would keep chasing.
19.1	Individual committee to look at relevant school policies in the next meeting before the next GB meeting	This was actioned.

5.3 The Governors received a report on Curriculum Committee from SN.

5.4 The Governors received the committee report from LW for the Finance, Personnel and Resources Committee.

6. HEADTEACHER'S REPORT

6.1 KJ briefed the governors of the report with following key points:

- The Governors noted that the local authority had a deficit of £4.5 million in budget for children with high needs. The local authority had put forward a proposal to take money from school budget within the borough which equalled 5% of Mission Grove Primary School budget in addition to the contribution the school already allocated to children with high needs. The local authority categorically said there was no future plan in place when queried by the heads of schools. They unanimously agreed that they would not agree to the proposal unless there was a future plan in place. The

heads of schools also queried why the local authority did not escalate to the Department of Education that the local authority did not have the budget to fulfil the statutory obligation to provide for children with high needs.

- The governors also understood that the school hired with an out of London salary and that impacted the progress of recruitment and few members of staff decided to work in other parts of London for a London wage.
- KJ also reported on the visit conducted with School improvement Advisor. The Governors noted the advisor's comment about the SATs result of Year 6. The advisor mentioned that what he/she saw in the visit did not align with the SATs result of the Year 6 pupils and asked the school to consider different ways to improve how the pupils handle SATs in order to achieve a better rating which would reflect the reality more accurately.
- The Governors were invited to join the coming school events for the pupils, especially the Christmas Lunch to be held on 20 December 2023.

Q1: Reflecting on the feedback of the School Improvement Advisor, did the advisor provide some strategies on how to improve the pupil's SATs result without deviating from our philosophy?

A1: We talked about conducting lessons with pupils without the use of computers so that they could write the SATs answers in the books. Year 6 Team also looked at the questions which majority of the pupils were struggled with especially in reading and maths.

Q2: Did you know from the assessment the reason capable pupils were not able to do SATs test?

A2: Children were much more used to working on the screen, perhaps because they could see the time they had on a computer screen but not on paper some children might run out of time.

Q3: Was there any additional App that could help children with the exam? It might be helpful to advise the parents on which websites or Apps to support the children.

A3: Times Tables Rock Stars as an example trained Year 4 students to do times table test but it's getting the balance between not teaching the test but exposing them to what the tests looked like. We could let the parents know about the useful websites or Apps.

Q4: Did we have any write up with the School Improvement Advisor?

A4: Yes, we hoped to share that at the next meeting.

Q5: If Meshak Taylor will be covering the maternity leave as a member of staff does this impact whether we can still have him as a governor?

A5: Not sure.

ACTION: KJ to check with Governors Servies about MT status as Governor and staff

Q6: I would like to thank the school for the Governor's Day held in November. It was insightful and valuable.

A6: Thank Governors for coming.

Q7: Was there any implication of the school being late for the teacher's performance management?

A7: No, because the session was booked for 31 October 2023 but the teacher did not turn up for it.

- 6.2 Ref. to 7.1 of Matters Arisings, the item is to be discussed in next Curriculum Committee and next Finance, Personnel and Resources Committees.
- 6.3 The Governors noted that the matters would be looked at in Curriculum Committee once the school received the final data.
- 6.4 KJ noted that the Governors had looked at the report previously and the report was up to date on the GovernorHub.

7. SCHOOL DEVELOPMENT PLAN 2023 -2026

- 7.1 The Governors noted that the document was a live document on the GovernorHub. KJ briefed the Governors on the progress.

Q1: Is there some guidance about how we are RAG rated for each category?

A1: We regularly look at the live document and sent it to the teachers to keep them well-informed. It is a three-year plan and therefore not every item would show "Green" which means "Good". Some of the items are "Red" meaning the items have not been materialised yet for reasons like lack of personnel for specific item.

Q2: Apart from sharing the document with the teachers, what do you do to make sure teachers receive the messages and are implementing the development plan?

A2: The Year Group Leads who understand the issues are serving as a driving force and pass the messages to other teachers, implementing the strategies day to day. The school also created a booklet with the required information as well.

Q3: Was there anything to flag to the Governors about the SDP? Could the GB go through each item on the SDP in the next meeting?

A3: The Governors / Committees responsible for holding the school responsible are named in the SDP for specific issues.

ACTION: KJ to go through the red items on School Development Plan in the next GB

Q4. What was renaissance cost on P.18?

A4: Renaissance is one cost, but it is a service/resource that covers many areas in the SDP so the costing only appears for the first mention and not any further ones.

8. QUOTE FOR NETWORK REFRESH MERAKI SWITCH REPLACEMENT

- 8.1 Governors acknowledged receipt of the quotes of the switch replacement project and were briefed about the quotation process. The Governors were advised that the existing system was prompt to hacking due to its old age. Consulting Joskos, the external IT's advisor, the school was advised that the cheapest quote could be an option and as good as the most expensive quote. / The external School Advisor provided the school with 3 quotations and advised that the cheapest quote could be an option ...

Q1: Was the school replacing an on-site service? Did we consider online services which could be much long-lasting than having a hardware system.

A1: Yes, we had the online services such as all the emails but because of the nature of business, we needed to have an on-site system. If we only replaced the old switch, we would leave some switches weaker than others which might lead to hacking of the school weakened system with the old switches.

Q2: Could we possibly purchase a support plan with the cloud base so that we saved the replacement cost?

A2: We could get back to Joskos and challenge whether the replacement was necessary.

Q3: Is it worth getting a second opinion with the three quotes and the comparison between online and on-site services?

A3: Yes. Absolutely.

ACTION: SBM to look for an independent second opinion on the three quotes and the online vs on-site services

Q4: What was the lifecycle of the new server?

A4: The package that the school used made having a server in-house necessary.

Q5: Where was the £45K coming from?

A5: We had an approved £20K funding for fixing the switch years ago and was left unspent. We would still need another £25K.

8.2 The Governors agreed the school should focus on getting second opinion on the suggested quote with the lowest value and approved the quotation with the Meraki of £45K (before VAT) subject to a second opinion on the quote and cloud-based vs on-site services sought.

9. POLICIES FOR RATIFICATION

9.1 Governors confirmed acknowledge of receipt of below policies and were invited to ratify them. The Governors ratified all policies including Complaint Policy that might need further amendment with further clarification of complaint procedures arising from a recent complaint.

- Complaints Policy
- Access Control Policy
- Digital and IT Security Policy
- Business Continuity Plan
- Debt Recovery Policy
- Debit Card Policy
- Health and Safety Policy
- Whistleblowing
- Lettings Policy
- ESafety Policy

ACTION: KJ to look into the ratified Complaint Policy and submit revision in the next GB meeting

10. FINANCIAL RISK REGISTER

10.1 The Governors received the register and KJ reported that the document was updated and discussed in the last Finance, Personnel and Resources Committee. The Committee agreed to submit the item in the meeting's agenda.

11. REVIEW GB STRATEGIC PLAN/SELF EVALUATION and FEEDBACK ON SKILLS AUDIT

11.1 SN briefed the Governors that the scores were encouraging and optimistic. The skills of the members of the GB covered all areas. The three areas under Section 1A The Strategic Leadership of the body was scored less than 3 out of 4. Strategic leadership was identified as not as developed as other skills from the data and the Governors might take on training in the area for development. Governors were also encouraged to take up available trainings from Governor Services or Waltham Forest.

11.2 The Chair encouraged the Governors to look at the data and identify whether another survey was necessary or which area the GB need in terms of training.

ACTION: All to review the skill audit data and discuss at the next meeting

11.3 The Governors agreed to use the training budget on strategic leadership.

ACTION: KJ to explore the use of training budget for strategic leadership with Governor Services

12. SCHOOL TERM DATES

12.1 The GB noted the term dates.

13. ELECTING LINK GOVERNOR FOR SUSTAINABILITY

ACTION: The election of Link Governor for Sustainability to defer to the next meeting

14. LINK GOVERNOR REPORTS

14.1 Governors received reports from Link Governors on Safeguarding, Literacy, GDPR and SEND. KJ thanked the link governors for the reports.

15. STANDARD AND TARGET SETTING

ACTION: Standard and Target Setting to defer to the next Curriculum Committee meeting

16. FINANCIAL DOCUMENTATION

16.1 Governors approved the Statement of Internal Control document.

16.2 Governors approved the School Financial Regulations.

16.3 Governors approved the Scheme of Delegation.

16.4 Governors approved the Best Values Statement.

ACTION: MJ and LW to sign the documents

17. COMMITTEE TERMS OF REFERENCE

17.1 Governors acknowledged the endorsement of the Terms of Reference by individual committee and the GB agreed to approve them.

18. THEMED AUDIT REPORT

18.1 Governors received the report in the Headteacher's Report on Agenda item 6.

19. PUBLICATION OF GOVERNOR INFORMATION

19.1 The Governors learnt that the up-to-date information was only on the GovernorHub for now because Governor Services was having a difficulty in accessing the school's webpage.

ACTION: Governor Services to publicise governor information on the school webpage by next meeting

ACTION: SD and KJ to look at the school website to make sure the content is up to date

20. PERFORMANCE MANAGEMENT REVIEWS

20.1 KJ briefed the Governors on staff management review in the Headteacher's Report on Agenda item 6.

20.2 The Chair congratulated KJ on her performance last year and reported that the Headteacher Performance Committee met with the consultant from local authority who helped to conduct the review. The review was very positive with three out of four objectives met. Objectives were also set for next year.

21. HEALTH AND SAFETY AT SCHOOL

21.1 Governors learnt that a meeting was conducted with DW concerning the subject.

ACTION: RO to upload the report on GovernorHub

Autumn 2023

21.2 DW noted that she filled in the Premises Safety Health Check document before she met with the local authority and was not sure why this was on the agenda.

ACTION: DW to check with Governor Services

21.3 Governors were informed of the schedule of the coming education visits. The school would conduct risk assessment as required and would have an external party comment on that.

ACTION: KJ to report the progress in the next meeting

22. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

22.1 Governors noted the schedule and agenda of the coming meeting on 1 February 2024.

23. ANY OTHER BUSINESS

23.1 None.

With no further questions the meeting closed at 8.58pm.