# ATTENDEES

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| NAME | INITIALS | CATEGORY OF GOVERNOR | END OF OFFICE | Attendance |
| Abzul Ali | AA | Parent Governor |  | Present |
| Katie Carr | KC | Co-opted Governor |  | Present |
| The Rev. Trevor Critchlow | **Chair** RTC | Rector of St Dunstan *(Ex-Officio)* | Ex-Officio | Apologies |
| Paul Woods | **Headteacher** | Staff Governor *(Headteacher)* | Ex-Officio | Present |
| Angela Hancock | AH | Parish of St. Dunstan & All Saints Stepney | 04/10/22 | Present |
| Dermot O’Brien | DOB | Sir John Cass’s Foundation | 13/10/20 | Apologies |
| Hendrika Santer Bream | HSB | Bishop of Stepney Representative | 27/02/21 | Present |
| David Richards | DR | London Diocesan Board for Schools | 20/06/20 | Present |
| **ADVISORS/OBSERVERS** | | | |  |
| Ben Siaw | BS | Deputy Head Teacher |  | Present |
| Nichola Ahmed | NA | Business Manager |  | Present |
| Robert Hawker | **Clerk** | Hackney Learning Trust |  | Present |

**ADVISORS/OBSERVERS**

| **ACTION LOG** | | | | | |
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| **Agenda item** | **Action Point** | **Responsible** | **Date by** | **Status** | **Meeting** |
| 9.1 | A meeting to be arranged for KC to meet the business manager and headteacher at school. | Business Manager, KC | ASAP | **PENDING** | 2020-02-04 |
| 9.1 | Budget forecasts to be submitted to future meetings. | Business Manager | Next meeting | **PENDING** | 2020-02-04 |
| 9.2 | The headteacher will send the swimming pool draft to F&P committee before half term, asking for comments and then it will be ready for submission to the SJCF in early March. | Headteacher | 2020-02-14 | **PENDING** | 2020-02-04 |
| 11.1 | Honorarium Policy: The headteacher to clarify the wording around the reward and incentive aspects to ensure it is consistent. The headteacher also to work with HSB to refine the policy to take on board the many helpful comments that have been made. | Headteacher | ASAP | **PENDING** | 2020-02-04 |
| 11.3 | Performance Management Policy: To change which policy is seen by which committee on the ToRs. Clerk to consider this with NA. | NA, Clerk | ASAP | **PENDING** | 2020-02-04 |

# PART 1 - PUBLIC

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| Item Number | Item title |
| 1 | **Opening prayer**  The meeting was opened with a prayer. |
| 2 | **Welcome and introductions**  All were welcomed by the Chair. Introductions were made as there were some new members. |
| 3 | **Apologies** and the committee’s acceptance or rejection of any absences: RTC had sent apologies as he was on retreat which were accepted. DOB was noted as absent, although no apologies had been received. |
| 4 | **Declarations of interest**, pecuniary or otherwise, in any item appearing on this agenda, not already recorded within the Register of Business Interests  None were declared. |
| 5 | **Election of Chair and Vice Chair**  The clerk, acting as chair, asked for nominations for the post of chair. RTC was nominated by DR and seconded by HSB.  There were no other nominations and RTC was re-elected unopposed.  The clerk, acting as chair, asked for nominations for the post of vice-chair. DR was nominated by AH and seconded by HSB. DR was re-elected unopposed.  DR chaired the remainder of the meeting. |
| 6 | **Meeting Update**  The chair reported that it has been a long time since the last meeting: the October meeting was deferred and later cancelled. In between May and October all business was conducted via email. The committee is scheduled to meet three times a year. |
| 7 | **Public Minutes** from the previous Committee meeting, held on 14 May 2019. |
| 7.1 | The minutes from the meeting held on 14 May 2019 were AGREED as a true and accurate record of the meeting and signed by the Chair.  DOB sent his apologies for his absence to the last meeting post-meeting.  **Matters arising**  None were reported.  **Q:** A governor asked thatsinceDOB has not attended a meeting for over a year, and the reasons why are unknown, should the committee not consider his status?  A: It was agreed to see if apologies had been provided for today’s meeting before considering the matter further. |
| 7.2  7.2.2 | **Action Points**  The headteacher said that a letter has not actually been written regarding the premises to Inigo Woolf (IW), the chair of the LBDS.  The concerns arose over a year ago regarding the state of the building’s disrepair, some areas are not fit for purpose. The school is competing against new build academies and is finding it hard to continue to gloss over the issues to present, and potential, students and their families.  The swimming pool continues to be out of service and repairs will cost between £200,000 and £300,000. Section 106 money, from the DfE, is available if a project can be shown to have community benefit, but the school may not qualify for this, which makes fund-raising very difficult.  IW can only guarantee DFC money, whereas LCVAP funding is allocated by LDBS on the basis of priorities across a number of schools.  **Q**: A governor said that parents are concerned as children are seeing vermin on the premises.  **A**: Representatives from the Sir John Cass’s Foundation recently visited the school and were made aware of the premises issues. The school feels doubly frustrated, as all funders shunt the school from one to the other: from the Foundation to the local authority (LA) to the London Diocesan Board for Schools (LDBS).  The headteacher has prepared a plan which will be sent to the Foundation; the Foundation has said that they will look at the proposal favourably.  Vermin always has been and continues to be an issue in the neighbourhood and from other accounts there are other schools that are also affected.  The school requires proper investment in the building with a three to five-year funding plan to fully realise the ambitions of the school and this will be the basis of the proposal that will be made to the Foundation.  A governor asked if the headteacher’s news could be about what the school is doing regarding the vermin and also what the school community can do to help. |
| 8 | **Terms of Reference (ToR)**  The committee’s ToR were noted. The ToR were reviewed and discussed at the last FGB in December due to there being no F&P meeting. |
| 9 | **Finance and Premises** |
| 9.1 | **Budget Report**  The Business Manager presented the financial update.  Highlights included:   * the local authority (LA) said they have reimbursed VAT but this is being disputed. * the teachers’ 2.5 per cent pay rise has been applied to all teaching staff and the new rates have been included in the salary forecasts to the end of the financial year.   **Q**: A governor noted that the budget shows a level of accumulative surplus that is about 1.8 per cent of income; the end of year deficit will be £166K; how does the school work out how to finance its curriculum? Is this based on classes sizes, teacher pupil ratios? How do these things work?  **A**: It was suggested to the governor that it might be better if she met with the business manager and the headteacher separately to discuss this in more depth as it will be difficult to provide succinct answers in the meeting.  **Action**: A meeting to be arranged for KC to meet the business manager and headteacher at school.  **Q**: A governor asked if the main question for the school is, are they content with the level of risk and is there a plan for the next three years that will manage this risk down?  **A**: There are huge challenges ahead and uncertainty. Many facets are particular to the school such as the highly experienced staff (57) who are expensive and have low mobility. The headteacher is confident that he can manage this situation but more fluidity would be helpful. Another critical issue is the building: £250k has been spent this year on repairs which by their nature are only done reactively and are only remedial. It is important that the school should adopt a more assertive position with funders such as the Foundation recognising the link between ownership of the buildings and their need for maintenance.  Some of the pressures in the budget are not to do with capital but with revenue. However, £250K of revenue funding has been used on capital works.  A sum of £50K has been invested for intervention classes. The school has a responsibility to account for this expenditure in a certain way; and it should be noted that curriculum decisions have an impact on the budget. Some departments have been overstaffed as a temporary measure, either to build capacity to address underperformance or because they are shortage subject areas.  **Q**: A governor asked for a future year forecast to see the impact of the in-year deficits and carry forwards.  **Action**: Budget forecasts to be submitted to future meetings.  All Tower Hamlets schools have concerns about their finances. |
| 9.2 | **Premises / Summer Works**  Updates on premises have been discussed.  An action for an H&S audit was done with governors in the summer. Some of the actions on this was training for the premises team on COSHH (Control of Substances Hazardous to Health Regulations), manual handling, food hygiene for the catering staff who completed the level 2 certificate.  The school has a vermin strategy in place. At the moment we have a targeted programme addressing different areas of the building weekly. This is in addition to our scheduled monthly maintenance visit. There is no swimming pool facility. The school is investigating a stand-alone solution to the air handling unit, this would ventilate and heat the pool. There are current investigations ongoing to find the source of leakage in the pool. The school is continuing to look at how it can fund the repairs.  **Q**: A governor asked if the benefits of having a swimming pool have been set out in a document?  **A**: There is a document about the swimming pool rationale along with the quotes for fixing it – this was given to the LA who said there was no section 106 funding available.  Further tests were carried out on the pool today, to see if there are any other options or possible remedies that can be considered.  It was felt that the school has a huge USP with this facility and it is a shame that Y7 have not yet had the opportunity to learn swimming as a life skill.  A governor asked if the school could apply to Sports England for funding. The school response was that they were investigating all avenues of funding.  A governor said that you can use an empty swimming pool for other activities such as indoor hockey - it may be worth looking “outside the box” for other solutions.  **Action**: The headteacher will send the strategic draft to F&P committee before half term, asking for comments so it can be ready for submission to the SJCF in early March. |
| 10 | **Governor action plan** |
|  | There are three priorities for the governing board in terms of what they need to do in order to ensure that they are effective as a governing body.   1. Provide effective recruitment, induction and training of new governors. 2. Getting to know your school, enhancing the link governor role and ensuring that governors knew what they are doing when meeting senior managers etc. 3. Coordinating the SDP so when planning the governors’ meetings the agendas are linked to the SDP in order to see progress and provide the best challenge. Have an end of year awayday to look at how this has worked and plan for the next year.   **Noted**: this was agreed in the P&C meeting.  A governor said that number 2 is not necessary in order to govern properly. This does not take away challenge.  Some governors are active and others not, but Link roles are new this year and it will take time to see how governors adjust. The headteacher said he felt that it is pertinent for governors to use this method as a way of challenging and supporting and it should be reviewed at the end of the academic year.  These three priorities were seen as useful and so will now be taken forward. |
| 11 | **Policies** |
| 11.1 | Honorarium Policy  This policy is new to the school and recognises the work of support staff who may be acting in support of a colleague or have taken on an extra project. It makes the process for financial reward clear and fair. It came about as historically some staff have felt that there may have been secret deals done behind closed doors and this now provides a transparent process.  The policy has been checked with advice from LDBS HR.  Support staff are not paid for TLR (teaching and learning responsibility).  The honorarium will only be considered if someone makes an application.  **Q**: A governor asked, will it be paid for extra responsibilities?  **A**: As a reward then the wording may need to change as it may be seen as an additional responsibility added to the job description. For example, someone acting up to a role because of staff absence. This would be seen as both an incentive and also as a reward.  **Q**: A governor asked, are the sums shown an annual sum or pro-rata? Also, acting up in roles would be better covered by another policy for staff acting up a grade or two.  **Action**: The headteacher to clarify the wording around the reward and incentive aspects to ensure it is consistent so it is not open to trade union challenge, etc. The headteacher also to work with HSB to refine the policy to take on board the many helpful comments that have been made. |
| 11.2  11.3 | Charging and Remissions policy  No changes, just presented for review.  **Motion**: to approve the policy.  The motion was agreed unanimously.  Performance Management Policy  Changes highlighted on page 5. This will make it HR compliant.  **Q**: A governor asked, why does this policy come to this committee as it is about performance and the curriculum?  **A**: It has always been considered by this committee.  **Motion**: to approve the policy.  The motion was agreed unanimously.  **Action**: To change which policy is seen by which committee is shown on the ToRs. Clerk to consider this with NA. |
| 12 | **Dates of upcoming meetings**  Full Governing Body Meeting on 27 June 2019 (Sic) at 5.30pm  *An Ofsted and exclusions training will precede the meeting, starting at 5pm.* |
| 13 | **Any other business for consideration** |
|  | None except happy birthday wishes were conveyed to HSB who had attended the meeting on her birthday. |

BS left the meeting.

Meeting finished at 6:25 pm.

A confidential meeting (part 2) immediately followed this meeting (part 1).