# ATTENDEES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME | INITIALS | CATEGORY OF GOVERNOR | END OF OFFICE | Attendance |
| Angela Hancock | Chair | Parish of St. Dunstan & All Saints Stepney | 04/10/22 | Present |
| Paul Woods | Headteacher | Staff Governor *(Headteacher)* | Ex-Officio | Present |
| Rev. Trevor Critchlow | RTC | Rector of St Dunstan *(Ex-Officio)* | Ex-Officio | Present |
| David Richards | DR | London Diocesan Board for Schools | 20/06/20 | Present |
| Dermot O’Brien | DOB | Sir John Cass’s Foundation | 13/10/20 | Present |
| Hendrika Santer Bream | Vice Chair | Bishop of Stepney Representative | 09/05/21 | Present |
| Ann Slater | AS | Sir John Cass Foundation | 26/7/23 | Present |
| *Vacancy x*3 | *-* | *Sir John Cass Foundation* | *-* |  |
| *Vacancy* x3 |  | *Local Community Governor (Co-opted)* | *-* |  |
| Fatema Ahmed | FA | Parent Governor *(Elected)* | 13/10/19 | Present |
| Nicki Regan | NR | Staff Governor *(Elected)* | 01/02/23 | Present |
| Hanifa Said | HS | Parent Governor *(Elected)* | 13/10/19 | Present |
| Julia Clarke | JC | Local Authority |  | Present |
| **ADVISORS/OBSERVERS** | | | |  |
| Nichola Ahmed | NA | Business Manager |  | Present |
| Shereka James | SJ | Deputy Headteacher |  | Present |
| Ben Siaw | BS | Deputy Headteacher |  | Present |
| Nick O’Brien | NB | Deputy Headteacher |  | Present |
| Ian Cameron | IC | Assistant Headteacher |  | Present |
| Victoria Obaze | VO | Tower Hamlets Deanery Synod |  | Present  For items 1-7 |
| Janice Faldo |  | Clerk – Education Space |  | Present |

**ADVISORS/OBSERVERS**

| **Agenda item** | **Action Point** |
| --- | --- |
| **3** | Chair to write to Mr Khan acknowledging his resignation from the Governing Body. |
| **5** | Headteacher’s PA to circulate staff KCSIE questionnaire to governors for them to complete and return for evidence that they have read and understood KCSIE. |
| **6** | Min 8.2 – 5th paragraph 3rd line – Chair to ascertain what NR should actually read. (27th June 2019 minutes).  Chair to ensure governors receive copies of the minutes without tracked changes. |
| **8.3** | Chair to email Code of Conduct to governors to sign and return to the school. |
| **8.4** | Chair to circulate skills audit to governors for feedback. |
| **10** | Fatema Ahmed would be happy to feedback on her experience in her role of parent governor to support the 360 analysis of the Governing Body. |

# PART 1 – PUBLIC MINUTES

|  |  |
| --- | --- |
| Item Number | Item title |
| **1.** | **Opening prayer**  The meeting was opened with a prayer. |
| **2.** | **Welcome and introductions**  The Chair welcomed governors and attendees to the meeting. |
| **3.** | **Apologies and the governing body’s acceptance or rejection of any absences**  Governors received and accepted the apologies of John Thurley. The Chair advised that Zakir Khan has resigned from the Governing Body due to ill health. Governors were advised that this will be Fatema Ahmed’s last meeting as her Term of Office is ending and she does not wish to stand for office again due to changed circumstances. Governors thanked Ms Ahmed for her contribution to the Governing Body and the school.  Governors were advised that a letter has been sent to parents regarding the forthcoming Parent Governor election process outlining key skills that are particularly required. Nominations to be in to School Reception by Friday 18 October 2019 |
| **4.** | **Declarations of interest, pecuniary or otherwise, in any item appearing on this agenda, not already recorded within the Register of Business Interests**  There were no declarations of interest on any agenda item. |
| **5.** | **Safeguarding Update**  Ian Cameron gave a presentation on KCSIE 2019 (Keeping Children Safe in Education) which is statutory guidance that schools and colleges in England must have regard to when carrying out their duties to safeguard and promote the welfare of children. All staff and governors should read Part 1 of the guidance and have due regard to:   * Any child who may benefit from early help * Children missing in education (CME) * Any child at risk of abuse or neglect * Peer on peer abuse * Sexual harassment * Homelessness * Up skirting * FGM (Female Genital Mutilation)   Staff recently took part in a questionnaire that evidences that they have read the guidance.  The Safeguarding and Child Protection Team consists of a Designated Safeguarding Lead (DSL), a Deputy DSL, a Prevent lead and a Safeguarding Officer. Staff have received training including mental health awareness and staff mindfulness training. Parent workshops have taken place this term to help parents to support teenagers dealing with emotions. A total of 121 counselling referrals have been made by staff and students this year. It is now the responsibility of schools to be the professional lead in early help.  **Q.** Is it the local authority that has put the responsibility on the school being the professional lead for early help?  **A.** Yes, this has come from Children’s Services, however sometimes the problem within the family is not always from the school’s pupil. The pupil maybe subject to a child protection plan if a sibling is involved in criminal activities.  **Q.** Do you haveenough capacity in school to manage the level of safeguarding issues?  **A.** The support of the governing body has enabled the team to grow. The Medical Needs Co-ordinator gives additional support and a member of the SEN team will be trained to give further capacity.  **ACTION**   * Headteacher’s PA to circulate staff KCSIE questionnaire to governors for them to complete and return for evidence that they have read and understood KCSIE.   There being no further questions, governors thanked Ian Cameron for his concise and informative presentation. |
| **6.** | **Non-Confidential minutes from the previous meeting, held on 27th June 2019**  The minutes were **AGREED** as a true and accurate record of the meeting and signed by the Chair subject to the following amendment:  **Min 6.4** – 3rd paragraph should read “*Julia Clarke* not *Julia Clerk”*  **Min 8.2** – 7th line – remove the work *“barely”*  **Min 8.2** - 5th paragraph 3rd line – **ACTION:** Chair to ascertain what NR should actually read.  **Matters arising therefrom**  **Min 7.2 -** the discussion on strategies to be a school of choice to be referred to the P&C Committee.  **ACTION**   * Chair to ensure governors receive copies of the minutes without tracked changes. |
| **7.** | **Adoption of Instrument of Government – Reconstitution**  Governors were reminded that an Instrument of Government is the legal document for schools that records the name of the school, constitution of the governing body and the term of office for each category of governor.  The Chair advised that there are currently more church governors than there are spaces in the Deanery Synod nominations. Therefore, she had had a discussion with Victoria Obaze who has agreed to step down due to her work commitments as Speaker for Tower Hamlets. Governors thanked Ms Obaze and gave her a bouquet of flowers in recognition of her contribution to the Governing Body and the school and wished her well in her new position as Speaker for the local authority.  Ms Obaze *left the meeting at this point.*  **DECISION**  Governors **AGREED** the following constitution should be a total number of 18 governors for a term of office of two years for co-pted governors and 4 years for all other governors except for the Headteacher and Rector of St Dunstan and All Saints. The constitution came into effect on 21st August 2019 and consists of:   * 2 parent governors * 1 LA governor * 1 elected staff governor * 3 co-opted local community governors * 10 foundation governors * Headteacher (ex-officio)   Foundation governors will be appointed as follows:   * 1 by the London Diocesan Board for Schools * 1 jointly by the Area Dean Tower Hamlets and Tower Hamlets Deanery Synod * 1 by the Bishop of Stepney * I by the Parish of St Dunstan and All Saints * 5 by the Sir John Cass Foundation   The Rector of St Dunstan and All Saints shall be a foundation governor ex-officio and the Archdeacon of Hackney shall be entitled to appoint a foundation governor to act in place of the ex-officio governor and be entitled to request the governing body to remove the ex-officio foundation governor and appoint any substitute governor.  The Chair advised that an application has been received from a potential governor who has experience in education and community work with young people. She will be visiting the school and meeting with the Headteacher.  Governors noted the need to implement succession planning for governors. |
| **8.** | **Governance Business**  **8.1. Chair and Vice Chair Election**  Post meeting nominations were noted for the positions of Chair and Vice Chair.  The Clerk called for nominations and Angela Hancock was proposed, seconded and unanimously elected as Chair of Sir John Cass Foundation and Red Coat School for one year. Mrs Hancock accepted the position and thanked governors for their support.  The Chair called for nominations and Hendrika Santer Bream was proposed, seconded and unanimously elected as Vice Chair of Sir John Cass Foundation and Red Coat School for one year. Ms Santer Bream accepted the position and thanked governors for their support.  **8.2. Committee Terms of Reference and Membership**  **DECISION**   * The Terms of Reference for the Personnel & Curriculum Committee were noted and **AGREED**.   The membership of the committee agreed at the meeting on 24th September 2019 was noted as:   * Ann Slater * John Thurley * Hendrika Santer Bream * Fatema Ahmed – to be replaced with Julia Clarke * Hanifa Said   **8.3. Code of Conduct**  **ACTION**   * Chair to get the Code of Conduct emailed to governors to sign and return to the school.   **8.4. Skills Audit Analysis**  Governors agreed that skills required on the governing body include experience in financial management **/** education **/** HR **/** committee membership and community volunteer experience.  **ACTION**   * Chair to circulate skills audit to governors for feedback.   **8.5. Governor Link visits**  AS advised that she has had a link meeting with the Year 8 lead and will visit again next week to observe students learning. Governors were asked to make visits to their link areas once per term and submit written reports to the school.  **8.6 Governor Training**  The following training has taken place:   * Safeguarding – Angela Hancock, Trevor Critchlow and David Richards * Appraisal and Performance Management – Hanifa Said |
| **9.** | **Headteacher’s Report**  Governors considered the written summary report from the Leadership and Headteacher and the following points were highlighted:   * The Progress score has increased from 0.60 to 0.67 * The condition of the building is having an impact on working conditions however the improvements in the staffroom and playground ~~have~~ are positive. Meetings with the local authority are on-going. * The attendance figure at the end of 2018-2019 meet the national average of 94.6% with persistent absenteeism at 11.8% against a 12.4% national average. Year 11 had the best attendance which is a direct correlation to their performance in their GCSEs. * There were 30 fixed term exclusions during 2018-2019 across all years including 6th form and no permanent exclusions. * Nick O’Brien and Ben Siaw have had an impact in KS3 and 4 respectively. * The Single Central Record (SRE) is up to date. * The main focus this year in teaching and learning is in the classroom aiming to ensure learning experiences are engaging as possible. * The school has been successful in gaining a £30,000 Eramus grant over two years which will enable links with European countries.   **Q.** What are you doing about the low attendance of certain cohorts?  **A.** An action plan has been put in place which is discussed at SLT meetings and SLT have been given specific attendance targets. The reward system is being reviewed and penalty notices are being issued to parents. Attendance is being reviewed as a whole school to ensure the target of 98% is reached.  There being no further questions, governors thanked the Headteacher and the Senior Leadership Team for their concise and informative report. |
| **10** | **Chair’s Report**  Governors considered the Chair’s report and the following points were highlighted:   * Last term the Chair attended meetings with the Director of Children’s Services and Bishop of London. * Fortnightly meetings with the Headteacher continue this term. * The Chair has successfully passed Leading Governance Developing Chairs course.   The Chair thanked the Vice Chair for her work in supporting the school in regard to the anonymous malicious email and PW and BS for their professionalism during a very difficult time.  The Chair proposed that the Governing Body has a review due both to the reconstitution and recruitment of new governors and has negotiated a bespoke programme from the National Governance Association (NGA) at a cost of £1500.00. The programme will consist of a 360-degree analysis including discussions with governors and SLT. Workshops will be offered and an action plan implemented.  **DECISION/ACTION**   * Governors **AGREED** to the Chair’s proposal to engage the services of NGA to carry out a review of the Governing Body. * Fatema Ahmed will write a report on the role of parent governor to support the 360 analysis of the Governing Body. |
| **11.** | **Personnel and Curriculum Committee**  Governors noted the minutes of the committee meeting which took place on 24th September 2019. |
| **12.** | **Policies**  Governors noted the Public Sector Equality Duty Statement which had agreed at the Personnel and Curriculum Committee meeting on 24th September 2019.  Governors considered the Safeguarding Policy that had been agreed at the Personnel and Curriculum Committee meeting on 24th September 2019 subject to ratification by the Governing Body.  **DECISION**   * Governors **AGREED** that the Safeguarding Policy. |
| **13.** | **Any other matters for consideration**  **There being no further matters to be considered**  **the meeting closed at 7.20pm.** |

**Please see part 2 for the confidential section of these minutes**