Minutes of a Joint Meeting of the Local Governing Body of Mottingham Primary School and Interim Representative Body of Scotts Park Primary School held at The Ravensbourne School on Monday 9 May 2016 at 6.00 p.m.

NON-CONFIDENTIAL

PRESENT

Ms M Drake (Executive Primary Head, E21C)
Mr P Murphy (CEO, E21C)
Mr N Vincent (Chair, E21C) in the Chair

Mottingham School
Anna Hindocha
Ms K Moorey (Interim Head of School)
Ms L McGlynn
Mr P Murphy

Scotts Park
Mr H Eperon (Head of School)
Ms N Ford
Mr A Orban
Mr M Ovenell
Ms N Prigg
Ms S Muzzelle

1. APOLOGIES

Apologies received from Tim Stevens, Margaret Jackson and Sue Kennedy.

2. DECLARATION OF INTERESTS

There were no declarations at the meeting.

3. MINUTES

The minutes of the joint meeting held on 7 March 2016.

Discussion.

RESOLVED: that, the minutes of the 18 January meeting be approved as a true record subject to amending the title date to read “7 March 2016” and include interim before Head of School in respect of Mrs Morrey under attendance.

4. CHAIR’S ACTION

Mr Vincent noted that he had visited Mottingham in respect of a pupil exclusion matters.
Mr Murphy reported that he visited both schools regularly as part of his responsibilities.

5. **MOTTINGHAM PRIMARY SCHOOL REPORT**

Karen Moorey, Head of School, presented her report to the meeting and drew attention to the following matters:

- **Staffing**: appointments and resignations. In process of appointing a deputy head for September.
- **Training**: all staff engaged in emotional coaching. The one day course which staff said was very challenging and made them question, in some cases, their own parenting! Emotional coaching is about helping children to become more aware of their emotions and to manage their own feelings particularly during instances of misbehaviour.
- **Appraisal**: all staff been through the appraisal cycle which has been received very positively.
- **Safeguarding**: some staff have completed Level 3 and 5 training and all staff completed an online protection course about internet safety. The safeguarding website discussed at last meeting was now being used.
  - One governor questioned whether Midday Supervisors had access to the software.
  - Mrs Moorey explained that they did have access and had received training.
- **Place2Be**: continued to be a successful provision for pupils.
- **House System**: the house system which was introduced after Easter has been a fantastic success. It has been welcomed by the pupils and has ignited excitement and team spirit.
- **NOR**: 427 pupils
- **Attendance**: 94.6% - ranges from 93.5% to 97.3% in different classes.
  - One governor asked about the variance between classes.
  - Mrs Moorey explained this was due to particular children having time in hospital, families currently receiving fixed penalty notices and some through punctuality which was being addressed through rewards for the children and meetings with the parents.
- **Catering**: the new catering contractor TRS Catering has been well received.
- **Exclusions**: seven fixed term exclusions in Year 1 and a permanent exclusion from Year 6.
  - One governor asked for more information about the permanent exclusion and whether it could have been prevented.
  - In response the school had tried a large number of strategies with the pupil who had moved to Mottingham in Year 5. Applied for EHC plan. Taken all reasonable courses of action but ultimately only option available to school was permanent exclusion. There has also been a meeting with the Borough about the seemingly unfair allocation of children to Mottingham with (claimed) unrecognised needs which placed a huge strain on the school’s resources.
- **Healthy School Award**: successfully renewed.
- **Curriculum developments.**
- **Audit trails**: monitoring and quality assurance has been carried out to ensure consistency of marking, assessment and feedback.

**Pupil Premium**

Mr Murphy, Assistant Head, presented in a clear graphic report the Pupil Premium provision – academic, enrichment/engagement and well-being. There were also sections on evaluation of activities.
The pupil premium for 2016/2017 allocation will include pupils recorded in the January 2016 school census who are known to have been eligible for free school meals (FSM) since May 2010,( Ever 6) as well as those first known to be eligible at January 2016. The rate from reception to Year 6 was £1320 per pupil. Free school meals were a proxy measure for disadvantage.

One governor commented that it was an excellent presentation but would wish to see more on the impact for specific children and gaps analysis and interventions.

In response Mr Murphy said there were “crunching” the data and subsequent reports would provide such detail.

Discussion.

RECEIVED.

6. SCOTTS PARK REPORT

Harvey Eperon, Head of School, presented his report to the meeting and highlighted the Pupil Premium provision report and a `Mocksted` as well as other matters.

Pupil Premium provision Report

The report followed a similar pattern to that of Mottingham. Currently there were 75 pupils (534 pupils on roll) identified as eligible for pupil premium from reception to Year 6. The school believed this was less than the real eligibility and parents were encouraged to apply for free school meals so the school can obtain funding which would add to the resources to counteract disadvantage. However this has not produced many more and the universal meal provision for key stage 1 pupils has not helped in this context.

The biggest impact of PPG has been in Year 2 and 6. Attainment gaps were significantly wider where PPG pupils had other vulnerabilities. The least impact has been in Year 3 where there has been LTA absence so many specific small group interventions had not taken place. The progress gap has been eliminated in Year 5 where the LTA team were rearranged to ensure small group and one-to-one interventions.

The action steps involved individual action plans for each PPG pupil based on their main barriers to learning, current level of achievement. The PPG provision mapping system will be updated with the results of recent assessments. When the SATs were completed extra support and resources will be targeted to Years 3 and 4 where the progress gap was still negative.

One governor asked about PPG and parental requests for specific provision/action.

In response the needs of the pupil was the starting point and must relate to progress though there was flexibility on a case by case basis. However from September there would be difficult conversations with parents moving away from specific items to focus very much on interventions which affected pupil’s progress.

Mock OfSTED Visit (19/20 April 2016)
As part of the quality assurance procedures there was an external verification visit by an executive head for primary and a current OfSTED inspector.

The draft main findings were set out in the Head of School’s report but included that the standard of teaching and learning overall was good but there were inconsistencies, the gaps in outcomes for disadvantaged pupils were apparent, the level of peer and self-assessment across the school was a strength and could be developed even further and senior leaders spend too much time dealing with issues raised by parents.

There was also a list of main recommendations and proposed actions by the school.

Ms Drake said that the best fit outcome of the Mock OfSTED was “Good” and overall it was a worthwhile exercise as a great deal of progress had been made over the past 18 months.

If there was an OfSTED inspection the IRB would be called on and given the progress made to date there was no block on establishing a LGB in the near future.

At the instigation of Ms Ford members were invited to visit the school and observe at any convenient time especially work linked to the SDP.

Other matters raised under headings in the report were:

- NOR – 534
- Attendance – 96.28% with arrange from 92.52 to 97.55%.
- Exclusions – none since last report
- Safeguarding – all staff completed the updated online training – www.childprotectioncompany.com. There were 70 pupils on the safeguarding register.
- Staffing – resignations and appointments – an Assistant Head has been appointed from Mottingham.
- INSET
- Teaching and learning.
- Admissions – for September the number would be 60 (two forms of entry) with 56 first place preferences including a number of siblings. For September 2017 the number will be 90 (three forms of entry) when hopefully the new accommodation would be finished.

7. **SCHOOL FINANCE**

Mr Murphy, CEO, said that for 2016/17 onwards both schools would have to tighten their expenditure even with the shift of finance towards primary schools in the Borough’s scheme of delegation. Though the school budget has not been reduced the charges against it have increased – national insurance, employers’ pension contribution, apprenticeship levy, 1% wage awards and general cost of living increases.

Against this background there was the introduction of the national funding formula from 2017/18 which would “even” out funding across England which would see overall the urban areas lose funding and the county areas increase. Over the next four years the schools could lose 8% to 12% of their budget.
The Trust has employed SIDS to raise attainment which was very positive but there was a question mark over the funding of these staff into the future.

The Trust had reserves of around £1.5million which provided a short term buffer but was not long term protection; all expenditure would need to carefully controlled if the Trust schools continued to set balanced budgets.

One governor questioned whether Mottingham or Scotts Park were looking at a deficit budget next year. Mr Murphy replied that they weren’t.

Discussion.

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8. DATE OF NEXT MEETING

Monday 18 July 2016 at 6.00 p.m.

There was no other business conducted at the meeting.