Minutes of a Joint Meeting of the Governing Body of Mottingham Primary School, Interim Representative Body of Scotts Park Primary School and the Local Governing Body of The Ravensbourne School held at The Ravensbourne School on Monday 4 July 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 S Kennedy
Ms K Moorey (Interim Head of School)
Ms L McGlynn

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

The Ravensbourne School

Mr C Darlington
Mrs T Futcher-Smith
Mr A Lange
Ms D Langford
Mr R McIntosh
Mr S Muzio

1. APOLOGIES

Apologies received from Tim Stevens, Margaret Jackson, Paul Murphy, Chris Alexiou, Pete Hadley, Will Harmer, Michael Hunwick and Jill Lewis.

2. DECLARATION OF INTERESTS

There were no declarations at the meeting

3. CHAIR’S REPORT

Mr Vincent thanked everyone for coming to the meeting and apologised for the changing dates for this meeting. This was the last meeting of governors/members for
the school year and it was thought helpful to bring together the three schools which were part of E21C, to be joined in 2017 by the Eden Park Free Secondary School in Beckenham.

Mr Vincent reported that the Trust Company decided after considering its review of governance to set up separate local governing bodies (LGB) for Mottingham Primary School and Scotts Park Primary School from 1 September 2016. The Ravensbourne School LGB was formed on 1 September 2015. This would not preclude joint meetings in the future.

The details were being finalised but the functions of LGBs would be set out in a governance statement.

Appointments of chairs/vice chairs would take place in the Autumn Term. The Chairs of the LGB would link to the Trust through the the Chair of the Board of Directors.

Mr Vincent said he would like to thank everyone on behalf of the Trust for their contribution and forbearance during the transition process.

RECEIVED.

The meeting then considered the three headteacher/head of school reports. These were separately minuted and would be reported to the respective meetings in the Autumn Term.

4. MINUTES

The minutes of the joint of Mottingham and Scotts Park meeting held on 9 May 2016.

Discussion.

RESOLVED: that, the minutes of the 9 May 2016 be signed as a true record subject.

5. MOTTINGHAM PRIMARY SCHOOL: HEAD OF SCHOOL REPORT

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

- Staffing: appointments, resignations and vacancies
- Deputy Head of School has been appointed – Bijal Pandya and two Assistant Heads – Michelle Melvin and Carole Ellis.
- Ruth Abel, Head of School, maternity leave would end on 18 July 2016
- One full time and one part time teacher vacancy to fill.
- Training: joint training with Scotts Park on moderation and inclusion. CPD package purchased which allowed online and bespoke training.

One governor asked if the school had received a moderation visit from the Local Authority.

- Mrs Moorey said there had been a Phonics moderation visit and that the practice from the teacher conducting the tests was described by Jaki Moody from Bromley LA as ‘exemplary’.

• Safeguarding website was being well used by staff – 61 concerns logged during the school year.
• Fire drill held and procedure revised to include all staff including visiting staff.
• Place2Be: continued to be a valuable requisition.
• House system has been very successful with the winning Blue House going to Legoland.
• NOR: 414 up by around 40 pupils on previous year.
• Attendance: 95.4%. The target was 96%. Attendance has improved with various strategies used to encourage pupils and their parents.
  One governor asked whether the fixed penalty notices had helped.
• Mrs Moorey said they had and especially the fines for taking children on holiday during term time.
• Exclusion: two pupils for complete failure to follow teacher’s instruction.
• Trips and journeys including Year 6 residential/non-residential.

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6. **KAREN MOOREY**

Ms Moorey, Interim Head of School, would leave on 18 July 2016 as Ruth Abel, Head of School, returned from maternity leave.

Governors thanked Ms Moorey for her contribution to Mottingham over the past year. They would, however, not be saying goodbye as she has a new role in E21C working across both primaries with a focus on safeguarding, attendance and staff development.

  One governor asked if there would be a handover.
Mrs Moorey confirmed that she would be meeting Ms Abel to handover and was of course still staying in the trust so was still contactable.

7. **DATE OF NEXT MEETING**

To be arranged.

There was no other business conducted at the meeting.
CHAIR

DATE