

5/10/17

# Lauriston School

MINUTES OF THE GOVERNING BODY MEETING  
ON 26 APRIL 2017 AT THE SCHOOL

**Present:** Pauline Abbie, Sherine Addai, Joannie Andrews, Philip Borel, Marisa Childs, Fiona Clarke, Madeleine Davis, Corrine Ffinch, Lorraine Groom, Kitty Stewart, Jacy Templeton, Janice Thomas

**In attendance:** Fran Hall (Associate member) Terry Corpe (HoS), Daljeet Panesar (DHT) Ben Bignall (AHT)

**Clerk:** Bill Wright

Meeting opened 6.05 pm  
Marisa Childs in the Chair

- |  | <b>Action</b>                     |
|--|-----------------------------------|
| <b>1. INTRODUCTION AND MEMBERSHIP</b>  |                                   |
| 1.1 There were no apologies for absence  | <b>Clerk</b>                      |
| 1.2 The Register of Interests for 2016/17 had previously been completed and there were no additions or declarations of interest for the meeting  |                                   |
| <b>2. MINUTES</b>  |                                   |
| 2.1 The minutes and confidential minutes of the meeting on 8 March had been circulated and were <b>agreed</b> and signed by the Chair  | <b>Clerk</b>                      |
| 2.2 It was noted that any matters arising not otherwise included on the agenda would be considered at the following meeting  |                                   |
| 2.3 The Chair had not taken any urgent action for report   |                                   |
| <b>3. GOVERNOR REPORTS</b>   |                                   |
| 3.1 Post Partnership planning - a document setting out research into local partnership models of school organisation had been circulated and the Chair highlighted   |                                   |
| <ul style="list-style-type: none"> <li>• The report was based on visits to investigate different structures</li> <li>• The next stage was to look at financial sustainability and with lead governor for finance she was to meet representatives from Daubeney-Sebright Federation</li> <li>• The surveys from staff (already completed) and for parents (to be finalised) would help inform discussion with the intention of reaching a decision by the end of June/early July</li> </ul>   |                                   |
| In response to governors' questions it was noted that  | <b>Staff survey results to GB</b> |
| <ul style="list-style-type: none"> <li>• Analysis of staff survey would be circulated to governors in early May</li> <li>• The format allowed for free-text comments to be included in the parents' survey</li> </ul>  |                                   |
| <b>4. SCHOOL REPORTS</b>   |                                   |
| 4.1 Lauriston long term vision – with the Senior Leadership Team (SLT) Janice Thomas(Executive Head) presented the vision moving forward as part of a federation and they highlighted  |                                   |
| <ul style="list-style-type: none"> <li>• The aim for all children throughout the school was for "success no matter what" including nurturing the whole child, a broad curriculum, including everyone and developing responsible citizens</li> <li>• With a range in each class the aim was clear and allowed no excuses for teachers</li> <li>• Staff had a duty to help develop pupils on their journey through the school with skills for subsequent education and life</li> <li>• Development including a school headteacher with individual school style within a shared federation vision and embedded culture while growing the community with investment in staff and volunteers</li> <li>• Culture at the school to include a growth mindset, pupils resilient and not afraid to take risks in learning with self-awareness, independence and a</li> </ul> |                                   |

community role

- The keys to success were in processes supporting sustainability for finances and intellectual development, stability, consistency in teaching, delivery and expectations and through collaboration within and between schools' teams
- With experience elsewhere as comparison the development opportunities within the partnership were a reason to work at the school which also provided support for personal development at all levels
- Although cautious at the start of the partnership staff members now felt trusted and supported with team development

In response to governors' questions it was reported that

- Partnership gave an opportunity to share resources and was already seen in joint recruitment and selection, advantageous procurement for example in increased training numbers and in exchange of information between School Business Managers
- The possibility of a pooled budget could be considered in the future of a federation but with existing separate budgets joint arrangements already saw discounts on SLAs for example in HR services and SIMS
- Leadership arrangements including school Headteachers were a longer term option that had not yet been determined and would be considered from school year 2018/19 if Lauriston joined the Federation; there were other three school federations locally and the Executive Head was not looking for additional schools to join
- New staff appointments within the existing Federation allowed movement between schools with personal preferences and an annual discussion on opportunities for development; staff appointed at Lauriston remained on school contracts
- for pupils and parents the schools remained the same and although there were some logistic difficulties in engaging parents across locations the aim was to continue improving communications and there would be benefit in engaging parents in developing the Federation ethos
- the structure of governance for a three school federation was open to discussion and while there were benefits in sharing specialist consideration (for example, in curriculum) there may be advantages in considering school committees

#### 4.2

Restructuring Business Plan and consultation – since discussion at the last meeting versions of the document had been sent to governors but it was recognised that there were some concerns particularly about communications with the governing body. In discussion it was noted that

- The LB Hackney procedure provided for the governing body to discuss such a restructuring proposal prior to agreement
- Through the Resources committee the Chair and finance lead governor had agreed to consult and all governors had been emailed a copy of the draft document; the governing body had not delegated the approval to the committee and some governors did not feel they had the opportunity to comment on the draft
- avoiding compulsory redundancies was an aim of the procedure and with advice from Hackney HR, and full information being shared with unions, the Executive Head had started meetings with staff
- there was a clear budget issue that the Resources committee was addressing and had reported to the governing body
- the need to re-start the process to avoid any justification for procedural challenge was balanced with no suggestion that the outcome would be different and reluctance to unnecessarily prolong the process
- governors felt that they had exercised appropriate scrutiny in addressing the issue raised by school leaders and taking advice from HR professionals although the detailed procedure was available and could be seen to provide further stages
- the consultation process that had now been started included possible selection criteria which could be changed as a result of feedback from staff and unions
- the need for better interventions making best use of skilled staff was

- recognised
- governors had agreed to the consultation document and following discussion the governing body made no changes
- the timetable allowed for comments to be submitted during May and it was **agreed**
  - (a) the Resources committee be delegated authority to agree subsequent action
  - (b) Philip Borel join the Resources Committee
  - (c) Remaining non-staff governors form a pool for either of two committees needed in the procedure to consider any representations and appeals (Corrine Ffinch, Madeleine Davis, Kitty Stewart, Joannie Andrews, Jacy Templeton, Fiona Clarke)

**Resources  
committee  
delegation and  
membership  
  
Committee pool**

In response to questions from governors it was reported that

- all roles apart from separate breakfast club and midday meal supervisors are reflected in the new structure
- the anticipated structure did not make assumptions about individuals
- with some anomalies in existing roles there were further discussions prior to circulation of Job Descriptions
- there was no substantial contractual or role difference between posts labelled at LSA or TA
- SEN support was provided by all support staff who may work 1:1 at some times
- The different role carried out by Learning Mentors (in three posts) was not included in the present re-structure but staff had been advised they may be affected in the future
- Under the proposal, staff would be able to apply for posts one grade up or down from a present post and there would be open competition for any posts left unfilled
- The line management structure would be through lead LSAs, the Inclusion Manager and Deputy Head teachers
- It had been made clear to staff in briefings that the budget could not support the present structure
- The new structure would focus on effective interventions and it was noted that link governor had extensive discussions with the Inclusion Manger
- With some uncertainty raised if the specific redundancy procedure was needed at this stage before a finalised plan the Executive Head undertook to raise the issue with HR advisor
- The intention was to report to parents at the end of the process when the new structure was agreed but if any individual raised questions in the meantime they should be advised to speak to SLT

**Use of  
Redundancy  
procedure  
raised with HR  
(JT)**

- 4.3 "PerkBox" – Further to the discussion at Resources committee, SBM reported that the cost of £4k per annum compared to agency fees of £6k per person and would include retail discounts, legal services. As an innovative incentive to promote recruitment and retention the use of the scheme would be monitored and evaluated. It was noted that while some schools/MATs were offering bonuses for new staff the partnership felt it was more effective to encourage potential recruits to visit and talk to existing staff and the Perkbox scheme supported evidence of a caring organisation. The report was **noted**

*(7.50 pm Sherine Addai left the meeting)*

## 5. GOVERNING BODY ORGANISATION

- 5.1 Resources Committee
- (a) The Terms of Reference had been reviewed by the committee and circulated in advance and were **agreed**
  - (b) Minutes of the meeting on 29 March had been circulated and were **noted** subject to correction of teachers' resignation date to 31 May. It was reported that the actual year-end balance was £141k to carry forward in line with predicted £137K however with staff costs at over 90% of budget the surplus was less than the overspending in the previous year
  - (c) It was **agreed** to delegate approval of the 2017-18 budget to the committee

**Resources ToR  
agreed**

**Budget**

and a meeting would be arranged

5.2 Link Arrangements – an updated proposal to apply from September 2017 was tabled and Fiona Clarke highlighted

- Three broad teams to meet and co-ordinate visits on a termly basis
- A year planner to be produced and with Chair she was meeting SLT on 27 June to draft a proposal bearing in mind key events

In discussion it was noted that

- Individuals allocated on a draft basis for further discussion if requested
- It was hoped that governors could record activities and track progress but that at the first meeting each year it may be useful to allocate note taking and responsibility for convening team
- There was a strong need to link safeguarding and inclusion

**6. OTHER BUSINESS**

6.1 At her last meeting Governors thanked Fran Hall for her service as an Associate member and presented her with a card and token of appreciation

**7. DIARY DATES**

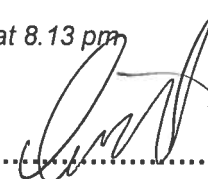
7.1 **GB**

14 June 8.00 am (apologies Joannie Andrews)

12 July 6.00 pm

*There was no Confidential Business and the meeting closed at 8.13 pm*

Minutes prepared by:  
Bill Wright

  
..... Chair

14/06/17  
..... Date

**Action Summary**

item	topic	content
1.1	Attendance	All governors present
2.1	Minutes	Minutes of 8 March agreed and signed
3.1	Post Partnership Planning	Staff survey results to GB
4.2	Restructuring	<ul style="list-style-type: none"> <li>• Resources committee delegation</li> <li>• Philip Borel added to committee membership</li> <li>• Pool for representations and appeals committees (Corrine Ffinch, Madeleine Davis, Kitty Stewart, Joannie Andrews, Jacy Templeton, Fiona Clarke)</li> <li>• Use of Redundancy procedure raised with HR (JT)</li> </ul>
5.1	Resources Committee	<ul style="list-style-type: none"> <li>• Resources ToR agreed</li> <li>• Budget approval delegated</li> </ul>
6.1	GB	14 June <u>8.00 am</u> 12 July 6.00 pm