

FULL GOVERNING BODY MEETING

MONDAY, 26 MARCH 2018 AT 7PM

Membership

Name	Type	Term expiry date	Attendance
Alison Vaughan	Co-Opted Governor Chair of Governors	15/01/2022	Apologies
Helen Walsh	Parent Governor Co-Vice-Chair of Governors	19/12/2021	Present
Dianne Bluemink	Co-opted Governor Co-Vice-Chair of Governors	15/01/2022	Present
Paul Beale	Parent Governor	01/09/2020	Present
Katy Jackson	Parent Governor	19/12/2021	Present
Rebecca Goldberg	Parent Governor	20/01/2019	Present
Kay Carter	Parent Governor	25/06/2019	Present
Sophie Papworth	Co-opted Governor	25/03/2022	Present
Mike Greenwood	Co-opted Governor	15/01/2022	Present
Fiona Doyle	Co-opted Governor	21/11/2021	Apologies
Samantha Perkins	Co-opted Governor	25/01/2020	Present
Ally Tansley	Co-Opted Governor	31/08/2021	Present
Claire Weir	Local Authority Governor	26/11/2019	Apologies
Sally Eustance	Staff Governor	19/10/2021	Present
Emel Ali	Associate Member	N/A	Present
Emily Gazzard	Associate Member	N/A	Apologies
Maria Panayiotou	Associate Member	N/A	Present
Shane Claridge	Associate Member	N/A	Apologies
Adrian Hall	Headteacher	N/A	Present

Also in attendance:

Hannah Cleary – Clerk

Minutes (For the action log, see Appendix 1 attached to the minutes)

The Governing Body meeting opened with a GDPR training session facilitated by Maria Panayiotiou, GDPR Champion, and the slides were circulated to all Governors after the meeting.

The training session covered the main principles of the new GDPR requirements along with the changes the school were implementing to ensure compliance by the commencement date of 25 May 2018. This included changes the school were making in respect of the collection and retention of pupil data and training that was being made available for staff.

New policies including the GDPR Policy would be brought to the next FGB meeting in May 2018 for consideration and approval.

1. Welcome and apologies for absence

- 1.1 The Vice-Chair took the Chair for the duration of the meeting and welcomed all attendees; particularly Sophie Papworth for whom it was her first meeting.
- 1.2 The Governing Body expressed sincere condolences to Alison Vaughan.
- 1.3 Apologies were received and accepted from Shane Claridge, Emily Gazzard, Alison Vaughan, Fiona Doyle and Claire Weir.

2. Declarations of Interest

- 2.1 Annual declaration of interest forms had been completed by all Governors.
- 2.2 There were no new declarations of interest or gifts/hospitality.

3. Late items and order of business

- 3.1 There were no late items nor changes to the order of business.

4 Minutes of the last meeting

- 4.1 The minutes of the last meeting held on 16 January 2018 were **approved** as a true record and signed by the Chair.
- 4.2 The action log was reviewed and updated accordingly with the majority of items either complete, on the agenda or not due until the Summer 2018 term.

5 Membership of the Governing Body

- 5.1 The Governing Body **appointed** Sophie Papworth as a Co-Opted Governor with immediate effect and a term of four-years or until they left their current role, upon which their term of office would end as set out in the Instrument of Government.
- 5.2 There were no vacancies on the Governing Body and no other changes since the last meeting.

6. Chair's Report

- 6.1 There were no items to report since the last meeting.

7. Headteacher's Report

- 7.2 The Headteacher's Report had been circulated in advance of the meeting.
- 7.2 The Headteacher presented the report as circulated with the agenda.
- 7.3 The report provided detailed information in respect of the following areas:
Context (including admissions and attendance);
Staffing Update;

Quality of Teaching and Learning;

General updates (see minutes 7.4 below);

Engagement with parents/carers;

Significant school dates; and

An update on progress against SDP 2017/18 priorities.

- 7.4 The Headteacher's report set out a number of updates in relation to the newly developed Haringey Education Partnership that offered a range of services including school improvement support; data analysis tools; networked learning communities and peer-to-peer challenge; professional development; governor support; and monthly Headteacher updates. The cost of all services was £12.5k per annum (the contract was for two-years) and whilst this was relatively high, it was felt important to retain links with the Local Authority and initially support the development of the new HEP service offering. A running review of the quality of services and support and their continued value for money would be ongoing throughout the academic year and the school would record usage over the two-year contract period to ensure that a fair but through review of the value added would be possible when the contract was due for renewal.
- 7.5 The Governing Body **noted** the School Development Plan 2017/18 update that continued to be reviewed in-depth and in detail at each meeting of the Curriculum Committee.
- 7.6 The current quality of teaching across the school was 46% outstanding; 96% good or better; and 4% required improvement. CPD and support had already been put in place to address the teaching requiring improvement. These results had been compiled via lesson observations, book scrutiny and reviews of progress and attainment data.

8. SEND

- 8.1 The Governing Body **noted** the Inclusion report for all year groups that had been circulated in advance of the meeting by the Lead Inclusion Governor.
- 8.2 The Lead Governor for Inclusion had met with the Inclusion Manager at the beginning of March 2018 to undertake a learning walk and as well as the regular monitoring activity. The learning walk had been a very positive experience and showed just how engaged all children were with school. A range of interventions had been observed including social skills and fitness improvement. These interventions were put in place for 10-week periods, after which, individual progress was assessed to ascertain the impact and see if further work was still required to be put in place. The teachers were very experienced and competent at classroom management and the learning walk had been a valuable and insightful experience.

9. Reports from Committees and Lead Governors

- 9.1 The Governing Body **noted** the minutes of the Resources Committee that had taken place on 23 March 2018. The Chair of the Committee highlighted the 2016/17 Outturn Report that had also been sent to all Governors prior to the FGB meeting. The School Business Manager had worked very hard to resolve all outstanding income and expenditure queries before the end of the financial year and the only

changes expected to the outturn would now be in relation to accruals. The 2017/18 financial year had ended in a stronger position than anticipated due to the significant, yet sustainable income being generated through lettings and the nursery, breakfast and after school clubs; as well as efficiencies that had been identified by staff and implemented throughout the financial year. The Resources Committee continued to monitor the budget and ongoing finances in detail at each meeting. The main restriction in expanding the nursery, breakfast and after school provision related to available space; however, options were being considered to increase the number of places that could be offered by making some overall changes to the use of space.

- 9.2 The Governing Body **approved** the 2017/18 Outturn Report as circulated in advance of the meeting.
- 9.3 The Governing Body **approved** the Schools Financial Value Statement (SFVS) that had been circulated in advance of the meeting.
- 9.4 The Governing Body **noted** the report setting out details of the outcome of the review that had taken place in January 2018.
- 9.5 The Governing Body **noted** the draft 2018/19 budget that had been circulated in advance of the meeting. However, as the school had not yet received full funding settlement details of the 2018/19 budget from the Local Authority, further work was required and therefore the finalised draft budget would be brought to the next meeting for approval. The school were required to submit the final 2018/19 budget to the Local Authority by 21 May 2018 and it was expected that this deadline would be met. The School Development Plan 2017/18 had been updated to include the resource implications for 2018/19 and the following 2 years (3 years overall). The amounts included were nominal in order to provide an overall pool of funding for curriculum resourcing. This would be reviewed in Summer 2018 when the School Development Plan was updated for the 2018/19 academic year. The school continued to identify areas for ongoing efficiencies and maximisation of income generation to ensure that the financial position was sustainable.
- 9.6 The Governing Body **noted** the minutes of the Premises and Health and Safety Committee meeting that had taken place on 23 March 2018 and in particular that the defibrillator had been repaired and was now operational; located in the main foyer of the school. The location had been added to the 'Heartsafe Defib Locator' website that showed all available defibrillators; the one at the school was the only one in the locality. Training was not required to use the equipment.
- 9.7 The Governing Body **received** an update from the last two meetings of the Curriculum Committee that had taken place in January and March 2018. The main items had been in-depth reviews of data; book scrutinies; a review of progress against the SDP 2017/18 and in-year attainment. The Equality Objectives; Science Policy; EAL Policy and Transitions Policy had all been reviewed in detail and approved. These policies would be circulated to all Governors. The focus of the next meeting would be presentations from the history and Science Leads as well as interventions and support for any children not meeting Age Related Expectations.
- 9.8 The Governing Body **received** an update from the last meeting of the Communications Committee. Feedback from parents evening had been very positive and the Committee had discussed data collection from parents. The Headteacher

was congratulated for the excellent results achieved in 2016/17 and these being in the top 2% nationally.

- 9.9 The Governing Body **received** updates from Lead Governors:
- 9.10 Safeguarding: a visit had been arranged for the first week back after the Easter holidays.
- 9.11 ICT: The Lead Governor for ICT had met with the Headteacher and would be undertaking a visit after the Easter holidays.
- 9.12 Inclusion: a report from the Lead Inclusion Governor had been circulated in advance of the meeting place as set out in Item 8 above.
- 9.13 Link: a presentation and interactive session had taken place at the January 2018 meeting and the results of the skills audit analysis and future training proposals would be brought to the next meeting on 1 May 2018.
- 9.14 Assessment: it was agreed that this update was not required as covered in depth at the Curriculum Committee meetings.
- 9.15 STEM: a meeting with the STEM leads at the school to discuss overall provision and how to best engage with pupils. Paul had organised a visit to the Stratford Innovation and Tech Centre; also home to UCL and Loughborough; and 90 children from year 6 had attended. The visit had been a fantastic success and children had been given the opportunity to have sessions on robotics; a range of talks from professionals working in STEM and other practical experiences such as designing jewellery using 3-D printers and computer programming. A tour of the dance studio that used sensors had also been provided and it had been a very valuable and enjoyable experience for all who had participated. The talks had included specific speakers to engage with girls (the Stemettes); who would be leading a special STEM-focussed assembly. The event had been exceptionally well organised with teams of children engaging with the different sessions on a rota basis. Photos from the visit were available on Twitter and some would be featured in the next school newsletter. The Governing body and staff thanked Paul for his work in arranging such a well-organised, enjoyable and engaging event that had been very useful to pupils and provided them with hands-on experience of STEM professions. The visit supported the overall objectives of the school to continue engaging with STEM over the long-term for all pupils and build on initiatives already in place such as Science Days.

10. Policies

- 10.1 The Governing Body **approved** the following policy:

Asset Management and Write-Off Policy

Business Continuity Plan

Communications Policy

Equalities Objectives/Statement

11. Governor Visits

- 11.1 Dianne Bluemink had visited the school to develop the SFVS.
- 11.2 Fiona Doyle had undertaken a visit to review EYFS; GDPR and have a tour of the school.
- 11.3 Rebecca Goldberg and Helen Walsh had undertaken a visit to EYFS; the learning walk (as per item 8 above); and taken lunch with pupils. The purpose of the EYFS visit had been to view the interventions and actions being taken to improve given the slight drop in EYFS data for 2016/17.

12. CPD

- 12.1 See item 9, minute 9.13 above and item 13 below.

13. GDPR

- 13.1 The Governing Body **appointed** Fiona Doyle as the Data Protection Officer.
- 13.2 GDPR training had been delivered to Governors at the beginning of the meeting.
- 13.3 Further training was taking place on 16 April 2018 for staff that Governors were also invited to attend.

14. Any Other Business

- 14.1 There were no items of other business.

15. Dates of Future meetings 2018

- 15.1 The Governing Body **agreed** the following dates:

Meeting	Date
Resources/Premises and Health and Safety Committees	Friday, 27 April 2018 from 8.30am
FGB	Tuesday, 1 May 2018 at 7pm
Communications Committee	TBA
Curriculum Committee	Monday, 21 May 2018 at 7pm
Governors Day	Friday, 22 June 2018
Summer Fayre	Sunday, 1 July 2018
Resources/Premises and Health and Safety Committees	Friday, 6 July 2018 from 8.30am
FGB	Tuesday, 10 July 2018 at 7pm

The meeting concluded at 8pm.

Signed..... Date.....

Appendix 1 – Action Log

Date added	Item	Owner	Date for next review
26/03/2018 (carried from 19/09/2017)	Katy Jackson to update the skills audit results with the training suggestions and recirculate this to all Members.	Katy Jackson	Summer 2018
26/03/2018 (carried from 19/09/2017)	Succession planning to be discussed at the summer term 2018 meeting.	FGB	Summer 2018
26/03/2018	Outcome of skills audit analysis and discussion of future training requirements to be brought to Summer term FGB meeting.	Katy Jackson	Summer 2018