

## FULL GOVERNING BODY MEETING

TUESDAY, 14 MAY 2019 AT 7.00PM

### Membership

Name	Type	Term expiry date	Attendance
Alison Vaughan	Co-Opted Governor Chair of Governors	15/01/2022	Present
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	Apologies
Katy Jackson	Parent Governor	19/12/2021	Present
Deborah Smith	Parent Governor	31/07/2022	Present
Camilla Bolt	Parent Governor	12/11/2022	Present
Sophie Papworth	Co-opted Governor	25/03/2022	Apologies
Mike Greenwood	Co-opted Governor	15/01/2022	Present
Fiona Doyle	Co-opted Governor	21/11/2021	Present
Samantha Perkins	Co-opted Governor	25/01/2020	Present
Ally Tansley	Co-Opted Governor	31/08/2021	Present
Simon Green	Local Authority Governor	15/05/2023	Present
Sally Eustance	Staff Governor	19/10/2021	Present
Emily Gazzard	Associate Member	N/A	Apologies
Maria Panayiotou	Associate Member	N/A	Present
Shane Claridge	Associate Member	N/A	Present
Adrian Hall	Headteacher	N/A	Present

Also in attendance:

Hannah Cleary – Clerk

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

#### 1. Apologies for absence

- 1.1. The Chair welcomed all attendees to the meeting, particularly Simon Green, for whom it was his first meeting as Local Authority Governor.
- 1.2. Apologies for absence were received and accepted from Sophie Papworth and Paul Beale and Emily Gazzard.

#### 2 Declarations of Interest

- 2.1. Annual declaration of interest forms 2018/19 had been completed by all Governors.
- 2.2. There were no new declarations of interest in relation to any items on the agenda or gifts/hospitality.

### 3. Late items and order of business

- 3.1. There were no items of additional business.

### 4. Minutes of the last meeting

- 4.1. The minutes of the last meeting held on 26 March 2019 were **approved** as a true record and signed by the Chair.
- 4.2. The action log was reviewed and updated accordingly.
- 4.3. Governors **noted** the following as matters arising from the last minutes:

Minute 16.1 (26/03/19): Safer Recruitment Training

Safer Recruitment training was available to complete online for Governors. Training for staff would also be taking place on the Autumn inset day; Governors were invited to attend this session if this was more convenient.

### 5. Membership of the Governing Body

- 5.1. The Governing Body was very pleased to **ratify** the appointment of Simon Green as Local Authority Governor.
- 5.2. Governors were sad to **note** that Paul Beale would be resigning with effect from 26 July 2019 as Parent Governor. The vacancy would be advertised to parents before the end of the Summer term and an update brought to a future meeting. Governors thanked Paul for his time and commitment whilst a member of the Governing Body.
- 5.3. There were no other changes to report or terms due to expire before the next meeting.

### 6. Chair's Report

- 6.1. The Chair provided an update on the recent proposed changes to the Ofsted inspection framework including arrangements for Outstanding schools, that largely remained unchanged.
- 6.2. Governors were delighted to receive an update on the NGA Outstanding Governance Awards. The Governing Body had been shortlisted as finalists and the award ceremony was scheduled for 21 May 2019 at the Houses of Parliament. A number of Governors would be attending to represent the Governing Body along with a representative from Haringey Education Partnership, Carolyn Banks.
- 6.3. Governors **noted** the following events taking place during the Summer 2019 term:
- Governors Day on 14 June 2019, 9am to 3pm: the day would include a learning walk; assembly time; training and Governor development; forward planning; and a discussion on 2019/20 priorities and the School Development Plan 2019/20;
  - Fun Day on 30 June 2019: Governors were invited to volunteer to support the day. Activities would be circulated via email;
  - Governors Evening for Parents on 15 July 2019 at 6.30pm: this would include evening events of music and art and refreshments would be provided;
  - Governors Party on 5 July 2019: details would be circulated via email.

## 7. Committees 2018/19

- 7.1. The Governing Body **agreed** to establish the following Committees with immediate effect:
- i. Pupil Behaviour and Discipline Committee;
  - ii. Appeals Committee
- 7.2. The Memberships of both Committees would be appointed on an ad-hoc basis from eligible Governors.

## 8. Headteacher's Report

8.1. The Headteacher's Report had been circulated in advance of the meeting setting out details of school context and admissions; staffing update; premises update; safeguarding update; budget summary; significant school dates; and priorities for the term ahead.

8.2. Governors asked a number of **questions** as follows:

**Q:** Has the Nursery provision expanded at the school?

**A:** A second Nursery provision has now been introduced; with a total of 60 places available to offer across both provisions. One Nursery offered solely full-time provision; whilst the second was a mix of part-time and full-time, based on feedback from parents. Whilst this would increase funding and income; the additional places would also provide more children with the opportunity to receive high-quality provision and build a secure foundation for transition to EYFS.

**Q:** Has there been any change to the extended day provision (breakfast and after-school clubs)?

**A:** The number of places available at both clubs had increased; with over 90 children expected to use the breakfast club each week. Demand for extended day places had increased for 2019/20 and some changes were being made to increase the space available at the after-school club as well as work with providers to offer a wide range of activities such as fencing. Flexible options were also on offer to parents that further improved the offering. Rates remained competitive.

**Q:** Are there any other changes expected to increase the income generated?

**A:** Development of the extra-curricular clubs and lettings continued to take place; over £50k was expected to be generated via these activities in 2019/20.

**Q:** Is there a reason for the inclusion of additional information regarding pupil behaviour? Is behaviour a cause for concern?

**A:** The inclusion of additional information regarding behaviour is to provide assurance to Governors regarding the low level of behaviour issues at the school. In addition, the new Ofsted framework has a significant focus on pupil wellbeing and the additional information will allow pupil behaviour to be scrutinised in detail. Behaviour remained outstanding, with a low level of recorded incidents. Only 35 incidents in the whole school year have resulted in a letter being sent to parents for children receiving a Stage 3.

**Q:** Are there any concerns regarding behaviour for the Year 4 cohort?

**A:** Whilst there had been a higher level of behaviour issues for the Year 4 cohort; improvements were now being seen following the provision of intensive support and interventions for pupils and families. All year groups continued to be closely monitored and reporting on behaviour would continue to be provided at future meetings.

**Q:** What was the nature of the reported homophobic incidents and has action been taken to address these?

**A:** There had been an instance of inappropriate language used by two pupils and this had been robustly addressed as per the Behaviour Policy.

**Q:** Is the school expecting any Looked After Children to join the school in 2019/20?

**A:** Yes, there are a number of Looked After Children expected to join and measures would be put in place to support admission and offer ongoing support. .

8.3. The Governing Body **noted** the budget summary 2019/20 set out in the Headteacher's Report and in the minutes of the last Resources Committee meeting from 26 April 2019. The summary detailed the extra costs that were expected to be incurred through significant increases to teachers' pay and pensions. Discussions had taken place at the last Resources Committee meeting on 26 April 2019 regarding how savings were being made and income generated; along with the potential impact on future recruitment and staff salaries. RAPSAs were also expected to raise additional funds during 2019/20, including through just-giving methods. School to School support also continued to generate income.

8.4. Governors **thanked** the Headteacher for providing a detailed report and for answering questions.

## 9. School Development Plan 2018/19 Update

9.1. The Headteacher's provided an update on Priority 1 of the School Development Plan 2018/19 in relation to the quality of teaching and learning.

9.2. The Headteacher delivered a presentation and highlighted the following:

- The core curriculum had been reviewed to ensure full coverage whilst providing an engaging and fun experience across the full spectrum of curriculum elements;
- Changes had been discussed and explored at staff meetings to support engagement and ensure that key skills were being taught, particularly for history and geography;
- The impact of middle leaders had also been explored, with a view to increasing accountability across all levels of management. Governors were due to receive a presentation on this topic at the Governors' Day in June 2019;
- This approach included providing training and CPD for staff to support more hands-on and practical aspects of curriculum delivery, including maths and reasoning skills. Development of questioning skills was also being provided for teaching staff;
- Some changes had been made to the learning environment to improve access to practical and hands-on resources to develop understanding of concepts and reasoning. In addition, displays were used to celebrate pupils' work and all classrooms were supportive to children with dyslexia;

- An increase from once per term, to every half-term in the level of historical and geographical enquiries, had been introduced, along with specialist teaching for art, whole-school music, PE, and the Forest School;
  - A project to increase culture capital via trips and visits for pupils eligible for Pupil Premium had been implemented to good effect;
  - Additional resources had been made available to support pupils' learning for life via the introduction of a spelling scheme, phonics programme, whole-school reading scheme and homework schemes.
  - There had also been some changes made to timetabling to maximise the use of available time and provide additional flexibility during the school day for in-depth sessions on topical work e.g. for RE, geography and history;
  - Parents would be surveyed again during the summer 2019 term to seek feedback on the new Homework Policy;
  - Pupils were also regularly surveyed for their feedback to inform future planning and provision;
  - Adverts were currently placed for new English and Maths Leads for Autumn 2019;
  - Some changes had been made to PPA time provided for teachers to ensure that dedicated sessions were available with accompanying support to model approaches;
  - Classroom support staff now attended SEND review meetings with parents and teachers to ensure integrated support was available for pupils;
  - There had also been a change to the approach for marking and assessment to provide more immediate feedback to pupils and review the impact on learning;
  - There was continued use of Growth mindset principles and meta-cognition CPD to ensure an ambitious and measured risk approach to learning;
  - Some of the changes to the delivery of the curriculum were felt to be particularly beneficial to higher attainers through a more challenging approach;
  - There was also a significant focus on cross-curricular work to link themes and topics with core subject delivery.
- 9.3. Reports of the recent visits by the School Effectiveness Partner (SEP) had been circulated to all Governors. The visits included a curriculum review and book scrutiny activities. The school had also been asked to participate in developing the curriculum across the whole Borough via middle leaders.
- 9.4. There had been a review day with the local Muswell Hill Group that had included a peer review of questioning skills and the impact on learning. The review day had confirmed the current approach being taken and that the self-evaluations were accurate.
- 9.4. Staff had recently been surveyed to ascertain how supported they felt to take risks and take innovative approaches. Sixty-two responses had been received so far, from a total of one-hundred-and-ten. Details of the results would be shared with the Communications Committee once analysed.
- 9.7. Governors **thanked** the Headteacher for providing a detailed update and for answering questions.

## 10. SEND

- 10.1. The Governing Body noted the SEND and Inclusion Report circulated in advance of the meeting.

## 11. Reports from Committees and Lead Governors

- 11.1 The Governing Body **noted** the minutes of the Resources Committee that had taken place on 26 April 2019. The Chair of the Resources Committee highlighted the preparation of the 2019/20 budget and generation of income, as well as the engagement of a mini-bus lease to improve transport for sports and swimming, as well as delivery of savings.
- 11.2. The Governing Body **noted** the minutes of the Curriculum Committee that had taken place on 23 April 2019. The Chair of the Curriculum Committee highlighted the main focus of the meeting had been an in-depth review of data.
- 11.4. The Governing Body **noted** the Communications Committee minutes 1 April 2019. The Committee had discussed the need to clearly link Governor visits with School Development Plan priorities going forward.
- 11.5 The Governing Body **received** Lead Governors reports as follows:

Safeguarding: The Lead Safeguarding Governor had met the Safeguarding Lead as part of the rolling visit programme in place in early May 2019. Visit had been very positive and informative.

ICT: The Lead Governor for ICT had arranged a meeting with the Headteacher during the summer 2019 term. All whiteboards had now been installed.

Inclusion: The latest visit had taken place in early May 2019 with the EYFS SENCo and Inclusion Manager to review data and interventions and undertake a learning walk. The visit had been exceptionally positive.

GDPR: The Lead Governor for GDPR confirmed that all GDPR activities were on track and visits to the school continued to take place. The last visit had taken place on 3 April 2019.

Link: Training and skills would be discussed at the Governors Day on 14 June 2019.

STEM: Paul Beale was not in attendance at the meeting. Once Paul had left the Governing Body in July 2019 a replacement Lead Governor for STEM would need to be identified.

Health and Wellbeing: Ally Tansley had undertaken a monitoring visit to meet with Shane Claridge and a second visit to see sports provision. Katy Jackson was due to visit in the summer term and this area continued to be developed.

## 12. School Budget 2019/20

- 12.1 The Governing Body **approved** the budget 2019/20 as circulated in advance of the meeting.

### 13. Pay Committee Terms of Reference 2018/19

13.1. The Governing Body **approved** the 2018/19 Pay Committee Terms of Reference.

### 14. Policies/Documents for approval

14.1 There were no policies or documents presented for approval.

### 15. Governor Visits

15.1 Governor visits continued to be arranged. Governors were reminded to upload visit reports to the portal.

### 16. Governor Training

16.1 Governor training and development would be discussed at the Governors' Day on 14 June 2019.

16.2 Governors **thanked** Katy Jackson for preparing the induction pack for new Governor including details of mentor/buddy arrangements. Dianne Bluemink agreed to mentor Simon Green.

### 17. Any Other Business

17.1 There were no items of other business raised.

### 18. Dates of Future meetings 2018/19

18.1 The Governing Body **agreed** the following dates:

Meeting	Date
FGB	Tuesday, 9 July 2019 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 12 July 2019 from 8.30am

### 19. Dates of Future meetings 2019/20

19.1 Governors **agreed** the following 2019/20 meeting dates:

Meeting	Date
FGB	Tuesday, 24 September 2019 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 11 October 2019 from 8.30am
FGB	Tuesday, 12 November 2019 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 17 January 2020 from 8.30am
FGB	Tuesday, 21 January 2020 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 20 March 2020 from 8.30am
FGB	Tuesday, 24 March 2020 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 24 April 2020 from 8.30am
FGB	Tuesday, 5 May 2020 at 7pm
Resources/Premises and Health and Safety	Friday, 10 July 2020 from 8.30am

Rhodes Avenue Primary, London

Committees	
FGB	Tuesday, 7 July 2020 at 7pm

*The meeting concluded at 8.15pm.*

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

Rhodes Avenue Primary, London

**Appendix 1 – Action Log**

<b>Date added</b>	<b>Item</b>	<b>Owner</b>	<b>Date for next review</b>
22/01/2019	Details of the impact and progress against the School Development Plan to be brought to each future FGB meeting.	Headteacher	Ongoing from Spring 2019