

FULL GOVERNING BODY MEETING

TUESDAY, 22 JANUARY 2019 AT 6.30PM

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	Present
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	Present
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
<i>Vacancy</i>	<i>Local Authority Governor</i>	<i>N/A</i>	<i>N/A</i>
Sally Eustance	Staff Governor	19/10/2021	Present
Emily Gazzard	Associate Member	N/A	Present
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

The meeting opened with a Prevent and Safeguarding training session for all Governors; delivered by the Designated Safeguarding Lead, Emel Ali.

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.
- 1.2. There were no apologies for absence.

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 was one item of additional business: see item 14.

4. Minutes of the last meeting

- 4.1. The minutes of the last meeting held on 13 November 2018 were **approved** as a true record and signed by the Chair.
- 4.2. The action log was reviewed and updated accordingly.
- 4.3. Paul Beale advised that he had contacted another local school regarding the possibility of providing mutual support and meeting observation. Contact would be followed-up and an update provided at a future meeting.
- 4.4. Governors **noted** the following as matters arising from the last minutes:

Minute 12.4 (13/11/18): Homework Policy

The Headteacher provided an update on the Homework Policy trial that had also been discussed at the last Communications Committee. 254 responses had been received to the parent survey and these would be discussed at the next meetings of the Curriculum and Communications Committees.

Minutes 6.4 (13/11/18): Governor photos and biographies

Governors were reminded to send their updated photos and biographies to Shane Claridge.

Minute 6.5 (13/11/2018): Green Flag Award

The Headteacher advised that this would be considered alongside other future initiatives.

Minute 8.7: SEF

The Headteacher advised that the SEF had been updated to include the 2017/18 progress and attainment data.

5. Membership of the Governing Body

- 5.1. The vacancy for a Local Authority Governor remained. Some parents had expressed an interest in the vacancy. The Governing Body **agreed** that the Chair progress the prospective applicants via interviews to seek candidates with strategic financial skills; education experience and HR skills.
- 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 Governing Body's application for the annual NGA Governance Awards had been prepared by Fiona Doyle and circulated in advance of the meeting. Governors **thanked** Fiona for completing the application.
- 6.2. The Governors training log on dropbox would be updated by the Clerk with details of training attended since the beginning of the Autumn 2018 term.

- 6.3. Governors **noted** that a new secure electronic repository system would be made available via the website that would enable documents to be stored and accessed easily. Details would be brought to the next meeting and the system was expected to go-live from after the February half-term.
- 6.4. The Chair **reminded** attendees of the Headteachers and Governors' conference taking place on 9 February 2019 from 1pm to 4.30pm.
- 6.5. The Chair **thanked** Governors for their support for her MBE nomination; the ceremony had taken place on 21 November 2018 at Buckingham Palace and it had been a very enjoyable day. The Chair may give a special assembly to KS2 children before the end of the academic year.

7. Governors' Questions and Roles/Responsibilities

- 7.1. The Governing Body **reviewed** the document circulated in advance of the meeting setting out roles, responsibilities and potential areas of questioning at meetings.
- 7.2. The Headteacher would collate evidence to demonstrate how Governors were meeting their roles and responsibilities to ensure these were clearly defined and to identify any gaps. Governors were asked to submit their completed forms to the Headteacher by February half-term.

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, quality of teaching and learning; behaviour and exclusions; child protection/safeguarding; staff absence and wellbeing; engagement with parents and carers; significant school dates; and priorities for the term ahead, linked with the School Development Plan 2018/19. In addition, a report was also circulated in advance of the meeting from the School Effectiveness Partner that had taken place on 15 November 2018 (see minute 8.11 below).
- 8.2. Classes across KS1 and KS2 were over the Published Admission Number due to the admission of twins and successful appeals. The school were receiving an additional £30k of funding in respect of the additional teaching staff required in KS1 to accommodate pupil-teacher ratios.
- 8.3. Governors **noted** the changes to staffing set out in the report. The Headteacher advised that two staff had left the school since the last meeting; supply cover was in place for an LSA role; and an advert had been placed for the second Play Worker vacancy
- 8.4. Governors **reviewed** the quality of teaching information provided in the report:

Quality of work	Autumn Term 2018	Actions
Outstanding	40% (34% in 2017)	X2 outstanding teachers are supporting the planning and delivery of lessons across the curriculum through school to school support
Good or better	55% (63% in 2017)	

Require improvement to be good	5% (3% in 2017)	Teachers were re-observed a second time following the feedback provided – good observations were then seen which correlated with the quality of learning in books and pupil data.
Inadequate	0% (0% in 2017)	

- 8.5. Governors **noted** that the quality of teachers' work (teaching, progress in pupils' books, progress and attainment data for English and Maths) indicated that over the Autumn Term 100% of class teaching was good or better.
- 8.6. Governors asked **questions** regarding the formulation of quality of teaching judgements:
- Q:** How are judgements on the quality of teaching undertaken?
- A:** Lesson observations and learning walks are carried out and the results triangulated with book scrutiny activities and analysis of progress and attainment data.
- Q:** How often are assessments made for the quality of teaching?
- A:** Observations are undertaken once per term; the frequency increases where there are performance issues.
- 8.7. Governors **reviewed** the behaviour and exclusions information set out in the report and asked **questions**:
- Q:** Why has there been an increase in the number of stage 3 letters issued?
- A:** The main cause of the increase related to a group incident where multiple children were issued with stage 3 letters. Interventions and support had already been put in place and there were no ongoing issues.
- 8.8. Governors **noted** the staff absence and wellbeing information set out in the report and asked questions:
- Q:** Are return to work meetings held for all instances of staff absence?
- A:** Yes, these meetings are held for all staff absences due to sickness.
- 8.9. Governors were pleased to **note** that attendance at parents' evenings was at 98%. Governors asked the following questions:
- Q:** What steps are taken to engage with the 2% of parents who do not attend the parents' evenings?
- A:** The school take a proactive approach for parents unable to attend by offering alternative dates/appointments and speaking to parents informally. The school were continually reviewing methods to communicate and engage with parents, particularly those that were hard to reach.
- 8.10. Governors **noted** the priorities set out in the report for the Spring 2019 term that were directly linked with the School Development Plan 2018/19. Governors **asked** when the impact of activities undertaken to support priorities would be undertaken. The

Headteacher confirmed that the overall School Development Plan priorities and impact would be reviewed at the end of the Spring term. A review had already taken place at the end of the Autumn 2018 term with Subject Leads to assess impact and make minor changes to approach where required. Governors **agreed** that details of the impact and progress against the School Development Plan would be brought to each future FGB meeting.

- 8.11. The Governing Body **reviewed** the visit note that had been circulated in advance of the meeting detailing the outcomes of the visit undertaken on 15 November 2018 by the Haringey Education Partnership (HEP) School Effectiveness Partner (SEP). The main focus of the visit had been to review standards and achievement; and also meet with middle leaders. The visit had been both challenging and supportive; with new ideas on how to further support Turkish pupils that would include a visit to the SEP's school to view these in practice. Clear actions had been identified for future development and the focus of the next visit had also been agreed: the quality of judgements and assessments and meetings with History, Art and Geography Leads.
- 8.12. The Headteacher advised that due to time constraints, he would no longer be attending the Schools' Forum meetings.
- 8.13. The Headteacher's Report set out detailed safeguarding and child protection information in relation to staff training and the number of ongoing safeguarding cases and referrals. The report confirmed that Designated Safeguarding Leads had received the appropriate training within the last two years; and all staff had received safeguarding training at the beginning of the Autumn 2018 term. Prevent training for staff would be taking place during January, delivered by the Local Authority.
- 8.14. Governors **noted** the ongoing school-to-school support being provided:
- Two Lead Practitioners continued to support a local school. This support will generate £2200 for the Spring term for 10 days in total;
 - The Headteacher was an NNS and as part of his role as an NLE role would be supporting a school in Barking and Dagenham for 3 days (tier 1 support);
 - The Headteacher would continue to mentor a Headteacher of a local school during their first year of Headship.
- 8.15. Governors asked a number of **questions** regarding the ELSAs (LSAs who had received emotional wellbeing and support training:

Q: How are the ELSAs providing support?

A: The ELSAs were working well to support transitions as part of a three-tiered system; with the third tier being counselling and referrals to child mental health services (CAMHS).

Q: Which LSAs have received the training?

A: All HLTAs have received the training that provided learning mentoring and emotional support skills. The ELSAs were having a clear and positive impact on educational achievement.

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

9. SEND

- 9.1. Governors **noted** the SEND report that had been circulated in advance of the meeting.
- 9.2. Emily Gazzard provided an **update** on SEND and Inclusion since the last meeting and Governors **noted** the following:
- Emily continued to provide school-to-school support to a school in Tottenham for 2 days per week (minute 8.14 above);
 - Training for staff had been delivered in October and November 2018 to develop the effective deployment of support staff;
 - Strong progress continued to be made by pupils with SEND;
 - The ELSAs (see minute 8.15 above) continued to make a positive impact particularly in respect of behaviour management and had reduced the number of Stage 3 letters sent;
 - A designated space was available for pupils with SEND – the Sunshine Pod;
 - Pupil Premium continued to be used to support disadvantaged pupils and invest in enhancing cultural capital. All KS2 pupils eligible for Pupil Premium were offered the opportunity to attend educational visits e.g. British Library, RAF Museum and St Paul's Cathedral. There was a different focus for each visit that aimed to support high aspirations and identification of career paths for the future;
 - Parents were advised of the additional trips and the places identified for visits tended to be free so that families could undertake repeat future visits;
 - High attaining pupils eligible for Pupil Premium would be the next focus;
 - Pupil Premium also continued to be used to subsidise uniform, reading materials and extended day provision;
 - SEND meetings continued to be held termly and there had been 100% attendance by parents who had provided feedback that they found the meetings helpful;
 - The next review of intervention data would be undertaken on 11 February 2019 and this would include reviewing the new interventions that had been put in place more recently;
 - A new Educational Psychologist was now in place and was providing high quality support;
 - Fiona Doyle as the Lead Governor had undertaken a learning walk in November 2018.
- 9.3. Governors **thanked** Emily and Fiona for providing a detailed report and answering questions.

10. Reports from Committees and Lead Governors

- 10.1 The Governing Body **noted** the minutes of the Resources Committee that had taken place on 18 January 2019. The Chair of the Resources Committee highlighted that the new photocopying contract had been agreed; there was a current open consultation on teachers pensions that Governors were encouraged to contribute to; and the school were exploring the potential to lease a minibus. The projected year-end carry-forward was currently £66k. The Chair highlighted that staff were very proactive in generating income via extended school provision and lettings and the Governing Body passed on **thanks** for their continued efforts.
- 10.2. The Governing Body **noted** the minutes of the Curriculum Committees that had taken place on 15 October 2018 and 19 November 2018. The Chair of the Curriculum Committee highlighted the main foci for these meetings was in-year progress and

attainment data; and 2018/19 targets. The future work programme included considering the broad and balanced curriculum in place at the school.

- 10.3. The Governing Body **noted** the minutes of the Premises and Health and Safety Committee that took place on 18 January 2019.
- 10.4. The Governing Body **noted** the Communications Committee minutes of the meeting from 26 November 2018. The main foci of the meeting included: following up on ongoing noise complaints with the Local Authority Environmental Health Team – no further action was required following their visit; feedback on the new Homework Policy that would be considered at each meeting going forward. There had been a mixed response from parents and some families continued not to engage in either reading or the Athletics programme that was monitored for use. Feedback from the recent survey had been discussed and was already being acted upon by the school.
- 10.5 The Governing Body **received** Lead Governors reports as follows:

Safeguarding: The Lead Safeguarding Governor had confirmed that the school were undertaking activities for the annual 'safer internet day'. Governors had received safeguarding training and had been sent the Keeping Children Safe in Education updated guidance published in September 2017.

ICT: The Lead Governor for ICT had arranged a meeting with the Headteacher to review the I-Pads and whiteboards provision.

Inclusion: The update had been given under item 9 above.

GDPR: The Lead Governor for GDPR confirmed that all GDPR activities were on track and the previous visits to the school had taken place in November 2018. A further visit would take place during the Spring term to review progress.

Link: There were no activities to report since the last meeting.

STEM: Enquires were being made to repeat the year 6 trip to the Stratford science park that had also taken place in 2017 for Science Week. Paul Beale would liaise with the Headteacher regarding possible arrangements. A meeting with the STEM leads had also been arranged during February 2019.

Health and Wellbeing: A visit was due to be arranged with Shane Claridge and an update would be brought to the next meeting.

11. Policies

- 11.1 There were no policies presented for approval.

12. Governor Visits

- 12.1 Governor visits had been discussed under item 11 above. Governors were encouraged to undertake at least two visits per year; with the foci linked to the School Development Plan.

13. Governor Training

- 13.1 Safeguarding training had been delivered at the FGB meeting by the safeguarding lead, Emel Ali.
- 13.2 Training would be delivered on the new Ofsted inspection framework once this had been confirmed.

14. Any Other Business

- 14.1 There was one item of other business: Schools Financial Value Statement (SFVS).
- 14.2. The Chair of the Resources Committee was currently undertaking the SFVS that was required to be submitted to the Local Authority by the Governing Body by 31 March 2019.

15. Dates of Future meetings 2018/19

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

Meeting	Date
Communications Committee	Tuesday, 29 January 2019 at 6.30pm
Curriculum Committee	Monday, 11 February 2019 at 6.30pm
Resources/Premises and Health and Safety Committees	Friday, 22 March 2019 at 8.30am
FGB	Tuesday, 26 March 2019 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 26 April 2019 from 8.30am
FGB	Tuesday, 14 May 2019 at 7pm
FGB	Tuesday, 9 July 2019 at 7pm
Resources/Premises and Health and Safety Committees	Friday, 12 July 2019 from 8.30am

The meeting concluded at 8.35pm.

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

Appendix 1 – Action Log

Date added	Item	Owner	Date for next review
13/11/2018	Potential LA Governor candidates to be followed up.	Chair	Spring 2019
10/07/2018	Paul Beale to follow up potential to observe other local GB meetings.	Paul Beale	Summer 2019
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