

FULL GOVERNING BODY MEETING

TUESDAY, 24 SEPTEMBER 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	19/12/2021	Present
Dianne Bluemink	Co-opted Governor Vice-Chair of Governors	15/01/2022	Present
Lucy Freestone	Parent Governor	01/09/2023	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 (until 7.50pm)
Fiona Doyle	Co-opted Governor	21/11/2021	Present
Samantha Perkins	Co-opted Governor	25/01/2020	Apologies
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	Present
Maria Panayiotou	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. Election of Chair and Vice-Chair of the Governing Body

- 1.1. The Clerk took the Chair for this item and nominations were sought from eligible Governors for the role of Chair of the Governing Body.
- 1.2. The incumbent Chair had indicated that they wished to stand down before the end of the 2019/20 academic year, whilst allowing time for a handover.
- 1.3. Alison Vaughan was nominated and unanimously **re-elected** as Chair of the Governing Body with immediate effect and until the 31 December 2019.
- 1.4. Katy Jackson and Helen Walsh were unanimously nominated and **elected** as Joint Chairs of the Governing Body with effect from 1 January 2020.
- 1.5. Alison Vaughan took the Chair for the duration of the meeting.
- 1.6. Nominations were sought from eligible Governors for the role of Vice-Chair of the Governing Body.
- 1.7. Dianne Bluemink was nominated and unanimously **elected** as Vice-Chair of the Governing Body with immediate effect and for a term of 12-months duration.

2. Apologies for absence

- 2.1. The Chair welcomed all attendees to the meeting, particularly Lucy Freestone.
- 2.2. Apologies for absence were received and accepted from Sam Perkins.

3. Declarations of Interest

- 3.1. Annual declaration of interest forms 2019/20 had been completed by all Governors.
- 3.2. There were no new declarations of interest in relation to any items on the agenda or gifts/hospitality.
- 3.3. The Governors Code of Conduct 2019/20 was completed and signed by all attendees.

4. Late items and order of business

- 4.1. There were no items of additional business.

5. Minutes of the last meeting

- 5.1. The minutes of the last meeting held on 9 July 2019 were **approved** as a true record and signed by the Chair.
- 5.2. The action log was reviewed and updated accordingly.
- 5.3. The Governing Body noted that the Get Information About School's DfE website was now up to date.
- 5.4. The Headteacher advised Governors that attachment awareness training was being offered on 28 October 2019 at 9am at the school. All were invited to attend.
- 5.5. There were no other matters arising.

6. Membership of the Governing Body

- 6.1. The Governing Body was very sad to **note** the resignation of Mike Greenwood with effect from 25 September 2019. All attendees thanked Mike for his long service and dedication to the Governing Body and school during his tenure.
- 6.2. The one vacant Co-Opted Governor role would be advertised via Governors for Schools, with a particular emphasis on media, ICT and communications skills.
- 6.3. There were no other changes to report or terms due to expire before the next meeting.

7. Chair's Report

- 7.1. The Chair advised that Katy Jackson would look into options to undertake a new skills audit; details would be brought to the next FGB meeting in November.
- 7.2. Governors asked if the membership of the Haringey Education Partnership (HEP) was due to be reviewed as it had now been in place for 2 years. It was confirmed that the provision appeared to be good, and the School Effectiveness Partner was a

current Ofsted inspector. The provision would continue to be reviewed to assess value for money and quality.

7.3. The Chair and Helen Walsh had attended the Chair's Forum that met on 23 September 2019. The main topics discussed were as follows:

- National funding including teachers' pay;
- Introduction of the new Haringey financial planning tool;
- Methods to increase links between Governing Bodies and termly briefings to provide networking opportunities;
- Consultation on the RSE policy and consultation with parents in advance of the Autumn 2020 deadline (it was confirmed that Rhodes Avenue would be consulting with parents on the RSE policy during 2019/20);
- The new Ofsted inspection framework requirements;
- BAME conference and requirement to appoint a Lead BAME Governor.

8. Strategic Thinking

8.1. The '20 questions for Governing Bodies' document would be discussed at the next meeting.

8.2. The Clerk would ensure this was uploaded to the Governors' Portal.

9. Appointments to Committees and Lead Governor Roles 2019/20

9.1 The Governing Body **agreed** the following appointments:

BAME: Helen Walsh

Safeguarding and Child Protection: Lucy Freestone and Katy Jackson

Inclusion: Dianne Bluemink

STEAM: Deborah Smith and Simon Green

GDPR/DPO: Fiona Doyle

EYFS: Camilla Bolt

Sustainability and Environment: Sophie Papworth

Mental Health and Wellbeing: Ally Tansley

PE and Sports Premium: Ally Tansley and Camilla Bolt

Resources Committee

Helen Walsh
Alison Vaughan
Simon Green
Fiona Doyle (Chair)
Katy Jackson
Maria Panayiotou
Sally Eustance
Dianne Bluemink
Adrian Hall

Premises and Health and Safety Committee

Helen Walsh
Simon Green (Chair)
Fiona Doyle
Katy Jackson
Maria Panayiotou
Sally Eustance
Dianne Bluemink
Adrian Hall

Curriculum Committee

Camilla Bolt
Alison Vaughan
Maria Panayiotou
Sophie Papworth
Helen Walsh
Katy Jackson
Lucy Freestone
Ally Tansley (Chair)
Adrian Hall

Communications Committee

Fiona Doyle
Lucy Freestone
Sophie Papworth
Helen Walsh
Katy Jackson
Deborah Smith (Chair)
Adrian Hall

Headteacher's Performance Management Review Panel

Alison Vaughan

Helen Walsh

Katy Jackson

Plus, an independent external advisor – Janet Leigh (HEP)

Pay and Performance Panel

Alison Vaughan

Dianne Bluemink

Fiona Doyle

10. Headteacher's Report: Autumn 1 2019

- 10.1. The Headteacher's Report had been circulated in advance of the meeting setting out details of school context and admissions; attendance and punctuality report including for vulnerable groups; staffing update; achievement and progress 2018/19; premises update; engagement with parents and carers; significant school dates; School

Development Priorities for 2019/20; update on school to school support; safeguarding update and details of the new Ofsted Inspection Framework. A separate document setting out the roles and responsibilities of the senior leadership team had also been circulated in advance of the meeting.

- 10.2. The Headteacher confirmed that a deep dive review of the 2018/19 pupil outcomes data for 2018/19 would take place at the next FGB meeting on 12 November 2019. The SEF was also in the process of being updated and was due to be brought to the next meeting.
- 10.3 There were currently 701 pupils on roll. Two places were due to become available in year 1 and year 2; the places had already been filled. There were also some admission appeals pending and waiting lists were in place for all year-groups. Two year 5 pupils had left at the end of the 2018/19 academic year as they had passed the 10+ exam and had joined City Boys' School.
- 10.4 The Headteacher highlighted the new Ofsted inspection framework and the curriculum intent document that had also been circulated in advance of the meeting, setting out details of the intent of the curriculum, and how this would be implemented and assessed for impact. The school was currently reviewing the overall provision on offer to ensure that subject leaders were able to become specialists for their specific areas of the curriculum. Training would be provided on a range of skills including sequencing and demonstrating progress from EYFS onwards. A diverse CPD programme was in place, that included an intensive programme to support middle leaders. Supply cover would be used to cover attendance at the intensive courses as this was felt to provide the most value for money and consistency. Supply cover would be used for one day each week.
- 10.5 Governors discussed how they could also best prepare for the new Ofsted inspection framework. It was agreed that a session would be arranged as a trial inspection to identify any gaps and areas for development. A small working group to ensure that Governors were Ofsted-ready would also be convened.
- 10.6. Attendance data was provided for 2017/18 and 2018/19 as follows:

Attendance and Punctuality Report

2017/2018

Autumn 1	Autumn 2	Whole School	Spring 1	Spring 2	Whole School	Summer 1	Summer 2	Whole School
97.37%	96.16%	96.62%	96.49%	96.18%	96.52%	96.49%	97.51%	96.94%

2018/2019

Autumn 1	Autumn 2	Whole School	Spring 1	Spring 2	Whole School	Summer 1	Summer 2	Whole School
97.70%	96.88%	97.25%	95.81%	97.19%	96.85%	97.41%	97.42%	97.02%

- 10.7 Governors asked **questions** regarding how British Values were taught in school. The Headteacher explained that a two-year teaching cycle was in place for British Values

linked to the curriculum. The cycle encouraged pupils to explore British Values as part of overall learning e.g. tolerance and respect linked to local and global co-operation.

- 10.8. Governors **asked** if there had been any behaviour issues since the start of the new academic year. The Headteacher confirmed that behaviour continued to be closely monitored and there had not been any reportable incidents so far.
- 10.9. Governors **thanked** the Headteacher for providing a detailed update and for answering questions.

11. School Development Plan 2019/20

- 11.1. The Governing Body reviewed the School Development Plan 2019/20 that had been circulated in advance of the meeting.

- 11.2. The SDP 2019/20 priorities were as follows:

Priority 1: Vocabulary: context and connections

Priority Target: To ensure all pupils have access to a curriculum that enables them to link their knowledge within and across subject areas. Teachers demonstrate a deep understanding of subject content and language, so pupils make sustained and substantial progress.

Priority 2: Inspirational leaders, aspirational learners

Priority Target: Leadership, at all levels, enables pupils and staff to excel through high expectations and aspirations. Leaders are fully accountable for the progress, attainment and wellbeing of all pupils and staff – allowing everyone the opportunity to succeed.

Priority 3: Healthy body and healthy mind

Priority Target: To integrate mental health and wellbeing within the core offer. To ensure emotional and pastoral needs are being met to enable children, families and staff thrive.

- 11.3. Governors **asked** if the big read had supported success in reading at the end of KS2, given this was due to continue into 2019/20. The Headteacher explained that whilst the results for reading at the end of KS2 had dropped slightly, it was not felt that this was due to the introduction of the big read. It was felt to be more likely that the depth of understanding and comprehension skills required to answer the SATs paper were more contributory factors. The number of words in the paper had increased significantly and some children had found it very challenging, including those expected to achieve Age Related Expectations. The big read was felt to be beneficial as it exposed children of all abilities to a diverse range of texts.
- 11.4. The re-organisation of the senior leadership team's responsibilities; review of the school vision and re-definition of the role of subject leaders had all supported the development of priority 2. The creation of teams to ensure that leads were in place to support each subject by those who wished to fulfil those roles was helping to create aspirational leaders across the school. The CPD programme would also support this priority.

11.5. The school had invested significantly in pupil wellbeing over the past few years, including training for LSAs to become ELSAs. This work would continue during 2019/20, with the school looking to further close the gap between internal provision and external referrals.

11.6 The Governing Body **approved** the School Development Plan 2019/20.

12. SEND

12.1. The Governing Body **noted** that interviews were taking place on 26 September 2019 to appoint two 1:1s to support pupils with EHCPs that had been agreed during the summer holidays.

13. Policies/Documents for Approval

13.1 The Governing Body **approved** the following policies/documents:

Keeping Children Safe in Education September 2019

Lettings Policy

Charging and Remissions Policy

Code of Conduct 2019/20

14. Finance Items

14.1 The Governing Body **approved** the recommendations made by the Resources Committee in relation to the following:

i. Award of the Catering Contract

ii. Award of the Cleaning Contract

iii. Minibus lease arrangements

15. Governor Visits

15.1 Governors would be arranging visits for the Autumn 2019 term over the next few weeks.

15.2. Governors were advised that the school photographer would next be in school on 5 November 2019 if they wished to have a professional photograph taken for their pen portraits.

16. Governor Training

16.1 Governors agreed to progress the Ofsted readiness discussions that took place under item 10 above.

16.2 Alison Vaughan agreed to act as mentor for Lucy Freestone.

17. Any Other Business

Rhodes Avenue Primary, London

17.1 There were no items of other business raised.

18. Dates of Future meetings 2019/20

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

Meeting	Date
Communications Committee	Monday, 7 October 2019 at 6.30pm
Curriculum Committee	Monday, 14 October 2019 at 6.30pm
Resources/Premises and Health and Safety Committees	Friday, 11 October 2019 from 8.30am
FGB	Tuesday, 12 November 2019 at 6.30pm
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 Committees	Friday, 10 July 2020 from 8.30am
FGB	Tuesday, 14 July 2020 at 7pm

The meeting concluded at 9.00pm.

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

Appendix 1 – Action Log

Date added	Item	Owner	Date for next review
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
09/07/2019	Standing item 'Strategic Thinking' to be included on all agendas going forward.	Clerk	Ongoing from Autumn 2019
09/07/2019	Termly presentations to be delivered to FGB meetings on curriculum and SDP themes and topics.	HT/Subject Leaders	Ongoing from Autumn 2019