

**SOUTH HARRINGAY INFANT SCHOOL
FULL MEETING OF THE GOVERNING BODY
18 MAY 2016 AT 6:15PM**

<u>Local Authority (1)</u>	<u>Expiry of Term</u>	<u>Co-opted Governors (4)</u>	<u>Expiry of Term</u>
Erin Stephens	14.10.18	Malcolm Box	23.06.19
		Andrew Sich	23.06.19
		* Patrick Wong	23.06.19
<u>Parent Governors (5)</u>			
Jason Hornby	11.03.17		
Kathryn Osborne	17.06.19		
David Kaplan	23.05.16		
* Hannah Cohen	23.05.16		
* Yo Hearne	30.06.18		
		<u>Staff Governors (2)</u>	
		Ian Scotchbrook, Interim	ex-officio
		Headteacher	
		Susan Potter	03.10.17
<u>Associate Member (s) and Observers</u> *Denotes absence from the meeting			
Harriet Gervasio –Deputy Head			
Mike Gordon - SBM			
Jay Patel – Financial adviser			
Sarah Hargreaves - Clerk			

PART 1

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies for absence were received from Patrick Wong, Hannah Cohen and Yo Hearne.
- 1.3 The meeting was quorate with 8 governors present.

2. DECLARATIONS OF INTEREST, PECUNIARY INTEREST OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

1. No declaration of interests were made in respect of the agenda.

3. GOVERNING BODY MEMBERSHIP

- 3.1 Following the discussion at the last meeting (Pt 3.2) regarding the appointment of one Co-opted and one Associate Governor until the end of term term it was **agreed** that Hannah Cohen would become a Co-opted Governor and David Kaplan would become an Associate Governor until the end of this term.

4. MINUTES OF THE PREVIOUS MEETING/MATTERS ARISING

- 4.1 The minutes of the GB meeting held on 13th April 2016 were noted and confirmed as a correct record. One set of minutes was signed by the Chair and given to the Head.

4.2 Matters arising

- 4.2.1 Item 8.2 DBS checks for Hannah and David are still outstanding.
Action: Hannah and David to provide copies of their DBS checks to the school.
- 4.2.2 Item 8.2.2 The Chair once again reminded governors that the statutory duties placed on GBs have changed and included:
 - a) SEN information report annually.
 - b) Register with Information.
 - c) Equality objective: Four year cycle.
 - d) Website compliancy.

Action: School to check that the register is up to date.

4.2.3 Item 16.2.1 It was confirmed that exit interviews are offered to all leavers. Governors discussed whether HR should be asked to take notes, rather than it being a member of the Leadership Team. It was **agreed** that an interview was preferable to providing a form to be completed; it is more pro-active. It was **agreed** that governors should be involved in the process. Jason will speak to Ian regarding a standard set of questions, in order to help ensure consistency.

Action: Jason to speak to Ian regarding the questions to be asked in exit interviews and the role of governors in the process.

4.3 To receive the minutes of the joint SHIS and SHJS governing body meeting held on 17th March 2016

The minutes were agreed as a correct record of the meeting, signed and returned to the school for filing.

5.

BUDGET

To formally ratify:

Close of accounts 2015/16 including final outturn (Devolved Capital & Revenue Outturn) and committed funding.

This has been completed and returned to the LA.

School Budget Share for 2016/17. Governors were directed to pg 2 of the circulated report. The main points are that:

The school was projecting a brought forward capital balance of £92,000, but the actual figure was £143,000.

There is a £51,000 in-year revenue deficit. This is largely due to the changes in the IDACI scoring, a reduction in grant funding and the AWPU formula funding where London is losing out. Also the employers' contribution towards teacher's pension has increased from 14.5% to 16.8% during the year. There is no longer an opt out for NI and the Flat Rate has been removed, so everyone's NI contributions have increased.

Action: A 3 year budget plan will be needed.

Draft Budget Plan 2016/17.

It was **agreed** to spend money on bi-fold doors for reception and to lease ICT equipment.

The Resources Committee has not met recently, but it will do so on 24th May. It will discuss these proposals in more detail.

Action: Resources committee to discuss capital expenditure.

The Head confirmed that staff vacancy interviews would be taking place on Friday 20th June. He confirmed that the staff teams will be the same and the two schools will have separate budgets.

Governors asked that the Q1 & Q2 reports be prepared in a timely fashion and forwarded to governors ready for the federation.

Governors asked if due diligence had been undertaken on both schools' budgets before federation. It was confirmed that this had been undertaken and that both schools were solvent.

Predicted 2016/17 outturn (carry forward).

There will need to be various rationalisations and economies of scale made, for example in the support staff complement.

Schools Financial Value Standard (SFVS).

This has not yet been completed. It will be completed at the Finance Committee on May 24th and circulated for sign off before being returned to the borough.

6.55pm Mike Gordon and Jay Patel leave the meeting.

6. REPORTS FROM COMMITTEES

To receive reports from the Committees:

- 6.1. Resources & People Committee. This has not met.
- 6.2. Curriculum Committee. This met on 27th April. Items discussed were:
 - 6.2.1 The impact of the new curriculum and how this impact can be measured, along with how governors' actions link into the priorities and actions of the school.
 - 6.2.2 The results of the parents' survey.
 - 6.2.3 The marking and feedback policy together with how individual children's targets can fit into the wider class targets.
 - 6.2.4 Internet safety and e-safety for pupils and staff.
 - 6.2.5 Book Reviews will be undertaken at the June meeting for a range of pupil groups.
 - 6.2.6 It was noted that the phonics target is 80% of children meeting expectations; the school is at 78%.
 - 6.2.7 The new curriculum appears to be working satisfactorily within the school and the data is being analysed. **Governors asked** how staff know that the results are OK. The Head said that pupil progress meetings were the main tool used. Training has been run for staff in the new level descriptors. Teachers are moderating within their year group to ensure consistency across the year. Also comparisons are being made with other schools in the NLC area. Tracking is currently in line with national averages.
 - 6.2.8 In EY 70% of children are on-track for their GLD. Science needs to be developed as a curriculum area. The priority had been on maths and English but this work has now been completed. **Governors asked** Harriet to undertake a presentation at the next meeting on the work she has been doing.
Action: Harriet Gervasio to undertake a presentation at the next FGB meeting on science.
 - 6.2.9 It was noted that although the Pupil Premium expenditure was on the website, the impact statement was still not there; to be added.
Action: school to add Pupil Premium impact statement to the school's website.
 - 6.2.10 The SRE policy requires the language used to be updated; especially around concepts such as marriage.
Action: school to update SRE Policy and to circulate it to governors for comment before agreement at a FGB.
 - 6.2.11 **Governors asked** if the data received on teachers' appraisals (inc NQTs) was anonymous. The Head confirmed that this was the case. He also said that individuals' targets were monitored and adjusted in order to concentrate on weaker areas.
 - 6.2.12 All staff are observed in their work; there are common themes used eg. guided reading, maths and these link into the performance management framework.
 - 6.2.13 The attainment of the children and the progress since their last assessments is linked to the teachers' performance.
 - 6.2.14 **Governors asked** if the impact of the staff mentoring scheme had been assessed yet. This is due to be done.
 - 6.2.15 Throughout the school there is both internal monitoring and that used for the RAISE Online data which is undertaken.
 - 6.2.16 A learning walk will be arranged for next term; dates and further details will be circulated.
Action: details of the learning walk to be circulated by the school.
 - 6.2.17 A handover plan will be drafted for the new GB, this will include a list of policies which will need to be re-considered.
Action: the Curriculum Committee will draft a handover plan for the new GB.

7. CHILDREN'S CENTRE UPDATE

- 7.1. Safeguarding/protocol measure update: The Headteacher informed governors that there is now a draft partnership agreement in place with Woodlands Park Nursery School and Children's Centre, (WPNSCC).
- 7.1.2 After half term there will be stay and play and midwifery sessions running at The Ladder. The staff will be on the school's SCR.

- 7.1.3 It has been **agreed** with WPNSCC that management issues will go to them but any community issues will go to Ian. Policies will be accessible from SHIS.
- 7.1.4 Termly meetings will be set up between Peter Catling, the Head at WPNSCC, Ian and Debbie.
- 7.1.5 **Governors asked** how much notice would need to be given to WPNSCC if South Harringay felt that they could no longer run services. It would be 2 months.
- 7.1.6 **Governors asked** if staff felt that the safeguarding procedures which have been put in place are sufficiently robust. The Head said that he believed that they were.

8. FEDERATION

- 8.1 An update from the working party on actions undertaken/next steps:
 - 8.1.1 The Head confirmed that the legal framework issues are being addressed and the relevant notifications have been sent out regarding the proposals to federate. Tim Blanchard has been producing a checklist.
 - 8.1.2 Letters have gone out regarding the need for parent governor elections. This is open to all parents. Existing parent governors will need to be re-elected. The deadline for nominations is 23rd May. There will then be a ballot. Each parent can vote for two candidates. It was confirmed that this was each parent and not each household.
 - 8.1.3 **Governors asked** for confirmation that this would be 2 parents across both schools, not necessarily one from each school. This was confirmed. It is the skills which people bring which are the most important criteria for selection.
 - 8.1.4 The Federation Working Party will be taking over the running of future federation discussions.
 - 8.1.5 Governors were unclear as to whether a Statement of the Discharge of Duties needed to be drafted and if so, who would sign it off. The Head to check.
Action: Head to check on the need for a procedure of a Statement of the Discharge of Duties.

9. CHAIR'S ITEMS

- 9.1. Ofsted
The Chair confirmed that the school is now in the Ofsted inspection "window." Jane Blakey (the SIP) believes that it could happen before the end of term. The Chair will be drawing up a "crib sheet" of information which governors need to be aware of about the school. This will also be provided to the new GB as part of the handover. As part of this governors need to be confident that they know what data is available to them, how they should be monitoring the school, how they challenge the Head and SLT and the type of questions they should be looking for answers to. The Chair asked all governors to feedback to him by half term how useful they thought the crib-sheet is and what else could be included.
Action: Chair to draft and circulate a governor's crib-sheet in preparation for an Ofsted inspection. All governors to provide feedback by half-term.
- 9.2. British Values
The School Council will be considering these at its next meeting under headings such as Democracy. The Head confirmed that the PHSE policy applies to the Early Years provision. All staff have completed Prevent training.
Next term governors will need to consider how they can be involved in monitoring the impact of this area of the curriculum.
Action: the GB to consider how it will monitor the impact of the inclusion of BV on the curriculum.

10. HEADTEACHER'S ITEMS

- 10.1 The Head confirmed that following the issues with the SPAG papers elsewhere in the country this test would not be conducted this year. The papers will be used to prepare children for future tests.
- 10.2 The English tests were significantly harder this year.
- 10.3 It was confirmed that the RAPP will be circulated to all governors for each GB meeting.
Action: Head to circulate RAPP.

10.4 **Pupil Survey:**

10.4.1 **Governors were concerned** that the pupil survey showed that 10% of children did not feel safe in school. After discussion it was felt that some of the answers had been subjective and the comments children had written were more useful than the direct answers. Some of their concerns have already been addressed, eg. changes have been made in the playground.

10.4.2 **Governors were also concerned** that only 50% of pupils find lessons to be interesting. There was variation between subjects. It was **agreed** that the questionnaire should be conducted regularly so that any trends can be seen. **Governors asked** that the results are analysed by year group and boys -v- girls.

Action: pupil questionnaires to be conducted more regularly and the analysis of the results to be in more depth.

10.5 Following the recent court case on taking children out of school during term time, an item will be going into the newsletter stressing that it is preferable for children to be in school for the whole of the school year. It will be pointed out that the court's decision is likely to be challenged.

10.6 The school will be used as a Polling Station for the referendum on June 23rd. The nursery will remain open.

11. **POLICIES**

11.1 As agreed above in 6.2.11, the SRE policy will go to the Curriculum Committee. The Medication policy will be discussed further with staff; there is no general contractual responsibility to administer medication; this is different to the previous policy.

11.2 The Health & Safety and Equalities Policies were **agreed**.

7.50pm Jason Hornby left the meeting.

12. **SAFEGUARDING**

12.1 Jane Blakey (SIP) will be visiting the school shortly; Jason will meet with her first.

12.2 Governors asked that the names of the designated safeguarding officers be circulated to all governors.

Action: school to circulate the names of the designated safeguarding officers to governors.

12.3 The Head confirmed that e-safety is now part of the curriculum.

13. **GOVERNORS' VISITS / TRAINING**

13.1 There will be a learning walk on 21 June; interventions, progress, data and targets will be the topics for consideration.

13.2 Hannah Cohen came into the school to meet with Claire.

13.3 Malcolm Box has attended safeguarding training.

14. **DATE AND TIME FOR THE NEXT MEETINGS FOR 2015/16 & ANY OTHER BUSINESS**

14.1 This is the last formal meeting of SHIS GB. The Chair thanked all governors for their hard work whilst they have been governors and for their on-going interest in the well-being of the school and its pupils.

There being no further business the Chair closed the meeting at 8pm. Harriet and Susan left the meeting.

Signed: Date:
Andrew Sich Chair of Governors