

**SOUTH HARRINGAY SCHOOL
FOR THE VIRTUAL
MEETING OF THE FEDERATED GOVERNING BODY
ON 16 SEPTEMBER 2020 AT 6PM
PUBLIC MINUTES**



Staff (2)

Ian Scotchbrook (Headteacher)
Kelli Arnold 31-08-20

Parent (2)

Amy Dowling 15-05-23
Grace Wasyluk 15-01-24

LA (1)

Peter Snow 15-05-23

Co-opted (8)

Karen Tate 07-07-24 (Chair)
Keith Pullinger 07-07-24 (Vice-Chair)
Naveed Kazmi 07-07-24
Michael Taylor 07-07-24
Neil Reily 11-03-22
Isabel Garrod 10.07.22
Vacancy
Vacancy
*Denotes absence

Also present

Corinne David (Clerk)
*Michael Gorden

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Clerk welcomed everyone to the meeting.
- 1.2 All Governors were present.
- 1.3 The Clerk confirmed the meeting was quorate with 9 Governors present.

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

2.1 Register of Interests Forms.

Governors noted that the register of Interest forms for 2020/21 had been circulate prior to the meeting.

ACTION Governors to complete the forms and return them to the School.

3. ELECTION OF CHAIR/VICE CHAIR

- 3.1 The Clerk sought a determination on the term of office to be served by the Chair and Vice-Chair, noting this could be between 1 to 4 years.

AGREED **The term of office for Chair and Vice Chair to be 1 academic year.**

3.2 Election of Chair for the 2020/2021 academic year.

The Clerk sought nominations for Chair for the academic year 2020/21. Karen Tate informed Governors that he would be willing to stand as Chair. Michael Taylor supported the nomination and this was seconded by Keith Pullinger; no other nominations were made.

UNANIMOUSLY AGREED **Karen Tate was elected Chair for 2020/21.**

3.3 Election of Vice-Chair for the 2020/2021 academic year.

The Clerk sought nominations for Vice-Chair for the academic year 2020/21. Keith Pullinger informed Governors that he would be willing to stand as Vice-Chair. Karen Tate nominated Keith Pullinger, this was seconded by Michael Taylor; no other nominations were made.

UNANIMOUSLY AGREED **Keith Pullinger was elected Vice-Chair for 2020/21.**

The Clerk handed the meeting over to the Chair.

4. MEMBERSHIP OF THE GOVERNING BODY AND COMMITTEES AND LINK GOVERNORS

4.1 Clerk confirmed that the GB had 2 Co-opted Governor vacancies.

ACTION a) School to undertake a staff governor election this term.
b) Clerk to forward NGA guidance on staff / parent governor election to the Headteacher.

4.2 Governors **AGREED** that the GB should continue with 3 Committees; with the following membership for 2020/21:

Resources

Karen Tate
Ian Scotchbrook
Keith Pullinger
Micheal Taylor
Micheal Gorden

Teaching & Learning

Karen Tate
Ian Scotchbrook
Naveed Kazmi
Isabel Garrood
Amy Dowling
Kelli Arnold

Children, Family & Community

Karen Tate
Ian Scotchbrook
Grace Wasyluk
Peter Snow
Neil Reily

AGREED **The Pay Committee functions to be undertaken by the Resource Committee.**

4.3 Headteacher's Performance Panel

Karen Tate
Peter Snow
Keith Pullinger

ACTION Headteacher to liaise with the SIA adviser to the Panel, confirm availability of all parties and date for the Panel to convene.

4.4 Governors **AGREED** that should there be the requirement to convene a Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee or Staff Appeal Committee during 2020/21, then the membership would comprise of three eligible and available Governors.

4.5 Governors noted that the terms of reference for each Committee must be reviewed and agreed at the next Committee meeting and brought back to the next full Governing Body for ratification; including the scheme of delegation

4.6 Link governors' positions, roles and responsibilities for 2020/21.

Governors **AGREED** to continue with the same link governor position as 2019/20.

English	Naveed Kazmi
Maths	Isabel Garrood
Science / STEM	Keith Pullinger
Early Years	Grace Wasyluk
Safe Guarding	Karen Tate
BAME	Karen Tate
Humanities	Peter Snow

Art / DT Amy Dowling
Computing Michael Taylor
SEND Isabel Garrod (care take the role)

AGREED For Governors to have a link meeting in the second half of the autumn term.

4.7 Governors' Role Profile and Code of Conduct.

Governors' reviewed and **AGREED** the Governor Role Profile and Code of Conduct for South Haringay School GB. Governors to complete the forms and return them to the School.

4.8 Governance Annual Statement

ACTION Karen Tate and Keith Pullinger to draft the statement, for review at the next Full GB meeting.

5. PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING

5.1 The minutes of the full GB meeting held on 8 July 2020 and 3 September 2020 were **AGREED** and **RATIFIED** as a correct record. **The Chair AGREED to sign one set of each minutes and return them to the school.**

5.2 Matters arising.

5.2.1 The Headteacher informed Governors that the safeguarding policy had been updated.

6. CHAIRS ITEMS

6.1 There were no Chair's items.

7. HEADTEACHERS ITEMS

7.1 Schools Values.

Neil Reily provided Governors with an overview of the process undertaken to come to the new school values. The new school values had been published on the website and noted as:

- Resilience
- Honesty
- Contribute
- Respect

Governors commended the work undertaken on the school's vision.

7.1.1 Q: What are the next steps?

A: The School will be looking at the best approach to disseminate the new vision to families within the current pandemic. This will be within the school improvement plan

7.1.2 Q: How will Governors check the new values have been embedded?

A: Governors will ensure that the new values run through the school's communication and policies up for renewal have the ethos of the new values running through them.

7.1.3 Q: Will the new vision be translated into community languages?

A: The School's website does have a translate functionality. The School will be sign posting to the new values. The SIP will discuss how to engage parents.

7.1.4 **Q: What is the life span of the new values?**

A: The values will continue to be used until such a time that they are no longer fit for purpose.

7.2 Review of SIP.

The Headteacher took Governors through the 2020/21 School Improvement Plan. An overview of the targets was provided. Noted that the targets reflect the new vision and values; which also underpins some of the wider Haringey and national issues.

8. SAFEGUARDING

8.1 Staff undertook safeguarding training on 3 September 2020, which covered all the main points from KCSIE and other safeguarding issues. Staff have signed the declaration stating they have read and understood KCSIE.

8.2 Noted that the KCSIE policy was ratified by Governors on 3 September 2020

ACTION All Governors to inform the chair when they have read KCSIE.

8.3 The first welfare meeting will be held tomorrow to review and discuss those children that haven't returned back to SHS. The welfare meeting will be held every two weeks. There hasn't been the large number of disclosures that were anticipated; however, the school will stay vigilant.

8.4 **Q: Who is on the welfare team?**

A: The School's 3 DSL, Rosie (SENco) and Xanthi (Learning Mentor). All staff know when the meetings are and are asked to send any information. Everyone is instructed to report any concerns onto safeguard.

8.5 **Q: Do the children have any dedicated time to talk about what has happened?**

A: staff have learnt in training how to be an active listener and to make children to feel safe to talk about issues.

9. POLICIES

9.1 No policies were received for review.

10. GOVERNORS' VISITS / TRAINING

10.1 Governors' Visits.

No Governor visits had taken place.

ACTION Chair and Headteacher to arrange a Safeguarding visit.

10.1.1 To agree protocols for Governor visits during the current pandemic.

Governors discussed new protocols for Governor visits.

ACTION a) Chair to send out a new protocol and sheet to all governors and discuss requirements of the roles

b) Karen to arrange a zoom call to discuss link governor roles with any Governor who would like it.

10.2 Governors' Training.

The HEP 2020 autumn training session had been circulated to all Governors. Noted that all sessions would be online.

10.2.1 Noted that the School would be entering the Ofsted window.

ACTION Karen Tate to circulate a list of training sessions that Governors from each Committee should undertake.

11. DATE AND TIME FOR THE NEXT MEETINGS FOR 2020/21/ ANY OTHER BUSINESS

11.1 Governors AGREED the dates for the next cycle of GB and Committee meetings as:

- Full GB. 2 December 2020; 17 March 2021; 19 May 2021; 14 July 2021. All Full GB meetings to start at 6pm.
- Resources: 22 October at 4pm (virtual).
- Teaching and Learning 18 November 2020 at 6pm (virtual).
- Children Families and Community 25 November at 6pm (physical).

Dates for the next Committee meetings to be AGREED by Committee members.

11.2 Any other business.

11.2.1 Neil Reily informed Govenors that as part of his course he needed to have a recorded of a presentation to Governors

ACTION Governors to email Neil Reily if they were willing to participate.

The Chair thanked everyone for attending. The meeting finished at 7:30pm.

Sign: 
Karen Tate, Chair of Governors

Date: 4/12/20