

**SOUTH HARRINGAY SCHOOL
FULL MEETING OF THE FEDERATED GOVERNING BODY
on 11th July 2018 at 5pm
PUBLIC MINUTES**



Staff (2)

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

Parent (2)

Tessa Parsons 31-08-20 (Vice-Chair)
Polly Haste 31-08-20

LA (1)

Erin Stephens 07-09-20

Co-opted (8)

Karen Tate 07-09-20 (Chair)
Keith Pullinger 07-09-20 (Vice-Chair)
Iona Desai 07-09-20
Shelley Usher 28-09-21
* Naveed Kazmi 07-09-20
Michael Taylor 07-09-20
* Neil Reily 11-03-22

Associate (1)

Heather De Silva 07-09-20
Adrenne Read 05-12-21
Michael Gorden

Also present

Sarah Hargreaves (Clerk)
Isabel Garrood (observer)

*Denotes absence

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all Governors.
- 1.2 Apologies for absence have been received from Naveed Kazmi and Neil Reily.
- 1.3 The Clerk confirmed that the meeting was quorate.

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

- 2.1 There were no declarations of interests made in respect of any of the agenda items.

3. PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING

- 3.1 Governors received the minutes of SHS Governing Body meeting held on 16th May 2018; these were noted and confirmed as a correct record. One set of minutes was signed by the Chair and retained by the School for file.

3.2 **Matters arising**

- 3.2.1 Item 3.2.4 **ASP log-ins**

ACTION This is still to be actioned. The guidance will be circulated. New data will be looked at in the autumn term.

- 3.2.2 Item 3.2.5 **Governor visits**

ACTION Karen Tate to circulate her report on the Governors' School Day.
Keith Pullinger and Michael Taylor to undertake their 2nd school visit.
A Review of the Year will be drafted for the website and newsletters.

Action KT, TP

It was noted that the Science Week presentation had been well received by governors.

There is a SEND visit next week. Keith and Ian to discuss Safeguarding on Monday.

Action KP, IS

3.2.3 Item 5.1 Governor photos
It was confirmed that these are all now on the website.

3.2.4 Item 8.2 Condition work meetings
There will be a meeting next week.

3.2.5 Item 11.2 Red Box

ACTION The Chair to speak to Adrian as she is not sure if this was actioned and if they will be represented at the summer fayre.

5. **REPORTS FROM COMMITTEES**

5.1 Teaching and Learning Committee

5.1.1 Governors attended a presentation on the International Primary Curriculum (IPC). The SIP was discussed – see Head's report.
An Early Years visit, concentrating on science, has been undertaken.

5.2 Children and Families Committee

- 5.2.1 The Committee met on 27th June. The Governors in School Day went well.
- 5.2.2 The pupil, parent and community surveys have been undertaken. Both the KS1 and KS2 rate of responses is similar to that of previous years. Governors wondered if a different approach, perhaps using focus groups, would be useful in the future?
- 5.2.3 Overall 66 parental responses were received, but it is unclear how representative of the parent body this is.
- 5.2.4 It appears that text, email and the newsletters by text are the preferred methods of communication for the community respondents.
- 5.2.5 The new 'phone system will be installed over the summer; everything will be via one number, including text, so it will be easier to check back over communications with parents etc.
- 5.2.6 Most respondents felt that the website was useful, although the calendar was not always up to date. Not everyone uses the whiteboards outside of the classrooms.
- 5.2.7 People wanted the system for contacting class teachers to change. Parents asked that the class name be included in texts for those who have more than one child in the school, so that they know instantly which teacher is contacting them.

Action School

- 5.2.8 An overview of the survey results will be put on the website today.
- 5.2.9 There have been 36 children new to the school during the year; most of whom are new to English and/or have had no previous schooling. School attendance in general is OK.

6. **GDPR**

6.1 The school is working towards being compliant. Judicium have been engaged and will act as the DPO. An external audit has been completed and the website updated as a result. Communication has been undertaken with staff and a letter sent to all parents listing the relevant policies. Data Protection, Retention and Breach are the main policies. These have been taken straight from the Judicium website; there is no need for LBH to agree them.

6.2 A risk assessment on the impact on the service of any necessary changes to procedures will be undertaken, eg. if Parent Pay, which holds some information, is used.

6.3 Judicium will provide training for staff from September, including on handling subject Access Requests. The main changes to the previous Freedom of Information procedures are:

- the timescales have changed
- there are now no charges to be levied for providing information
- requests do not have to be in writing, so staff need to be aware of what constitutes a "request". (Parents also need to be made aware of the correct ways for asking for information) *This will be clarified as there was some uncertainty around this point.*

Action IS

6.4 It was noted that the education sector had several opt-outs from the FOI regulations, due to the need to collect and store sensitive data on children for a significant period of time. It will be checked which of these have been carried over into GDPR.

Action IS

6.5 Michael Taylor will send tracked changes/queries to Ian, Mike and Karen on the Right to be Forgotten and the need to keep information until children are aged 25.

Answers will then be sought from Judicium.

Action MT

6.6 Governors asked about the use of Survey Monkey; much of its information is not stored in the UK, so they wondered about its safety. It appears that that which is stored in Canada is OK. It is unclear as to how survey respondents can tell where the data will be stored.

5.35pm Polly Haste joined the meeting.

4. **GOVERNING BODY MEMBERSHIP**

4.1 Co-opted Governor Vacancy

It was proposed that **Isabel Garrood** be elected to this vacancy. All **agreed**. The GB is now full. Interim Clerk to inform the Clerk.

Action Clerk

7. **ASP**

7.1 Assessment of School Performance is the "new" Raise. A Year 2 and phonics checklist will be produced, where the emphasis will be on gaps and trends. The current data will be sent to Isabel for her information.

Action IS

5.40pm Erin Stephens and **Tessa Persons** joined the meeting. **Michael Gorden** left the meeting.

8. **CHAIR'S ITEMS**

8.1 The Chair stated that she wishes to reduce her GB responsibilities from next school year. She asked all governors to consider what extra tasks they could take on; to be discussed at the next meeting. It may be possible to re-jig responsibilities. **Action All**
Day-time meetings are a problem for some governors.

9. **HEADTEACHER'S ITEMS**

9.1 The Headteacher's report had been pre-circulated to Governors. The Year 6 data has only become available in the last 24 hours. Some pupils were targeted in order to assist their progress. The data will be shared.

Action IS

- 9.2 The Infant school has just started with the IPC. Some of the Junior results were lower than expected. Support will be put into rolling out the IPC. There are areas of skills, knowledge and understanding and the view of self to be covered. Governors asked if 70% was the right target for the percentage of boys in Yr 2 to be at age expected, or above in reading and writing or if it was subjective. It was **agreed** that the detail would be looked at in the T&L Committee. **Action T&L**
- 9.2.1 The IPC monitoring tool is school specific, but it builds on the best practice from elsewhere.
- 9.2.2 Culture and enrichment: quality involvement takes time and peer review can be time consuming. The Growth Mindset approach is being used. It was noted that some children are consistently not offered sufficient challenge, especially in maths. It is likely that a control group needs to be set up, so that comparisons can be made and it can be ensured that the outcome measures are rigorous. Governors asked what the likely impact on teachers' methodology and pedagogy would be. Polly said that she will be attending a conference in January, which may give some of the answers. She will circulate the details of this. **Action PH**
- 9.3 Environment and Resources: The curriculum updates were discussed in detail at the CFC. It was agreed at the Governors in School Day that the digital displays will go onto the website. **Action IS**

5.55pm Adrenne Read left the meeting.

- 9.4 Safeguarding: the behaviour in the toilets was discussed at CFC. The infants will be provided with lanyards for when they want to go to the toilet during lesson time. There will be pro-active supervision of the juniors. Children in the school feel safe, that the focus groups listen to their concerns and they know how to access support if needed.
- 9.4.1 The lunch time supervisors will be re-enforcing acceptable boundaries whilst listening to, supporting and responding to the children. Some staff will be tasked with supporting specific children.
- 9.5 The school is offered support and guidance to Mayfield Primary school. There are benefits to both schools.

10. POLICIES

- 10.1 No policies were received for Full GB approval.
- 10.2 Governors noted that charging policy was reviewed and **agreed** at the Resource Committee.

11. GOVERNORS' VISITS / TRAINING

- 11.1 Governors' Visits.
Tessa agreed to be the link governor from September.
- 11.2 Governors' Training.
None has been attended since the last meeting.

12. DATE AND TIME FOR THE NEXT MEETINGS / ANY OTHER BUSINESS

- 12.1 The dates for the next cycle of GB and Committee meetings were confirmed as:
- Resources: 16 July 2018 at 4:30pm.
 - FGB: 19th September at 6.30pm.
 - Children Families and Community: TBC.
 - Teaching and Learning: 10th September at 6.15pm

- 12.2 The Head reported that the school will be meeting with the Mayor of London on 5th October following receiving congratulations on the school's website and newsletter.
- 12.3 A process will be put in place for parents to contact governors; they should do so via the school office.
- 12.4 Isabel agreed to check the FAQ's on the website; this will help inform parents as to how they can raise issues and complaints with the school. **Action IG**
- 12.5 It appears that the school meals contract is now providing what they are advertising as doing so. This contract has now been in place 2 years. The Resources Committee will look at the terms of the contract, whether there has been an uptake in the number of meals and the quality of the food offered. **Action Resources**
- 12.6 Governors thanked Corrine David and Karen Tate for their work during the year.

The Chair thanked everyone for attending. Part 1 of the meeting finished at **6.25pm**.

Sign: 
Karen Tate, Chair of Governors

Date: 

**SOUTH HARRINGAY SCHOOL
FULL MEETING OF THE
FEDERATED GOVERNING BODY
on 11th July 2018 at 5pm
CONFIDENTIAL MINUTES**



Staff (2)

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

Parent (2)

Tessa Parsons 31-08-20 (Vice-Chair)
Polly Haste 31-08-20

Associate (1)

Heather De Silva 07-09-20
* Adrenne Read 05-12-21

Also present

Sarah Hargreaves (Clerk)

Co-opted (8)

Karen Tate 07-09-20 (Chair)
Keith Pullinger 07-09-20 (Vice-Chair)
Iona Desai 07-09-20
Shelley Usher 28-09-21
* Naveed Kazmi 07-09-20
Michael Taylor 07-09-20
* Neil Reily 11-03-22
Isabel Garrood 10-07-22

LA (1)

Erin Stephens 07-09-20

*Denotes absence

13. CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING/MATTERS ARISING

13.1 Governors received the confidential minutes of SHS Governing Body meeting held on 16th May 2018; these were noted and confirmed as a correct record. One set of minutes was signed by the Chair and retained by the School for file.

13.2 **Matters arising.**

There were no matters arising.

14. CONFIDENTIAL REPORTS FROM COMMITTEES

14.1 No items.

15. HEADTEACHER'S CONFIDENTIAL ITEMS

15.1 The Headteacher informed Governors that a historical grievance, going back 2 years, has been raised by the member of staff referred to in 13.2 in the last minutes. Judicium are leading on it. There are questions as to whether the case is out of time. The sickness and capability processes are being paused in the interim; the grievance will be dealt with 1st. He confirmed that the member of staff is on half pay.

15.2 A discipline case is under way with a separate member of staff.

15.3 The pupil referred to in 14.1 in the last minutes has now moved from The Octagon to the autism unit at St Mary's CoE school; he is dual registered with SHS.

15.3.1 It was noted that the Octagon are not being sufficiently responsive to the needs of primary schools to take pupils and so permanent exclusions are more likely to occur.

16. CHAIR'S CONFIDENTIAL ITEMS

16.1 There were no Chair's confidential items

17. CONFIDENTIAL ANY OTHER BUSINESS

17.1 There were no confidential any other business items.

The Chair thanked everyone for attending. The meeting closed at 6.50pm.

Sign: 
Karen Tate, Chair of Governors

Date: 8/10/18