

SOUTH HARRINGAY SCHOOL FULL MEETING OF THE FEDERATED GOVERNING BODY ON 12 JULY 2017 AT 6:30PM PUBLIC MINUTES		
<p><u>Staff (2)</u> Ian Scotchbrook (Headteacher) Kelli Arnold 31-08-20</p> <p><u>Parent (2)</u> Tessa Parsons 31-08-20 (Vice-Chair) Polly Haste 31-08-20</p> <p><u>LA (1)</u> *Erin Stephens 07-09-20</p>	<p><u>Co-opted (8)</u> Karen Tate 07-09-20 (Chair) Keith Pullinger 07-09-20 (Vice-Chair) Iona Desai 07-09-20 Harriet Gervasio 07-09-20 Naveed Kazmi 07-09-20 Adrenne Read 07-09-20 *Michael Taylor 07-09-20</p> <p><u>Associated (1)</u> *Heather De Silva 07-09-20</p>	
<p><u>Also in attendance:</u> Felicity Baird (Clerk)</p>		<p><i>*Asterisked names denote absence</i></p>

PART 1

1. Welcome, Introductions and Apologies for Absence

- 1.1 The Chair welcomed all to the meeting. Apologies for absence were received in advance from: Erin Stephens (ES), Heather De Silva (HDS), Michael Taylor (MT), and were noted by the Governing Body (GB). The GB was quorate. Further noted that Corinne David had also sent apologies for absences.

2. Declarations of Interest

- 2.1 None were made.

3. Governing Body GB to review its performance/procedures and governance annual statement

- 3.1 The Chair outlined what the governance annual statement was: A statement of what the GB is, who it is made up of and the work it undertakes, including an outline of its structure and subcommittees (noting any delegated authority). The GB heard that the draft of the statement had been started and it would be ready to be uploaded by the end of the weekend, and following a check by the Headteacher and GB, it would be uploaded to the school's website before the end of the summer term.

4. Minutes of the Previous Meeting & Matters Arising

- 4.1 The Minutes were **agreed** as an accurate record.

- 4.2 *[Regarding Action 4.2.1]* It was **agreed** that this action would be carried forward.

Action: Check what Governor data fields require populating on Edubase & seek the necessary information. (SBM)

- 4.3 *[Regarding Action 4.2.2]* The action was complete. Governors had completed some training, although it was noted that all of it may not yet be logged on the Local Authority's (LA) Governor Services database. The Chair suggested that the Governors and school keep their own record of training to ensure that all Governors had completed relevant training. The Chair suggested that in principal, each Governor each should complete some training each year; the GB **agreed** and the GB planned to look at the training offer when it was released. The Headteacher suggested that some Governors could undertake Safeguarding and Data training. The Chair **agreed** to look through the training needs and report back to the GB via email.

Action: Circulate spreadsheet for Governors to input training undertaken. (SBM)

Action: Look at Governor training needs & report back to GB via email. (Chair)

4.4 *[Regarding Action 4.2.5]* It was noted that the action for the Chair to arrange a meeting regarding academisation had not taken place. It was noted that academisation appeared to have dropped off the government's agenda somewhat and Governors discussed next steps. It was **agreed** that the matter should be considered and followed up in the autumn term. The Headteacher noted that Devonshire Hill Primary School had received a presentation regarding the issue and that he would contact the school with a view to arranging a similar presentation for SHS. The Chair informed the GB that she would discuss this with HDS.

Action: Contact Devonshire Hill Primary regarding academisation presentation, with a view to the GB following up with academisation discussion in autumn term. (Headteacher)

Action: Contact Heather to discuss moving forward with academisation matter. (Chair)

4.5 *[Regarding Action 4.2.6]* The Chair reported that the IPC Link Governor visit was complete and she would report back on HDS' behalf under Item 5.

5. Reports from Committees

5.1 Teaching & Learning Committee

The GB had received the Minutes of the T&L Committee's meeting held on 15 June 2017 in advance. Navid Kazmi (NK) also provided a verbal update to the GB. It was reported that Science Week had been well-received by pupils. KS1 and KS2 children had visited the nearby Railway Fields and pupils were reported to have access to a broad and balanced curriculum. The GB heard that the school was launching a Science IPC in the new academic year.

5.2 The Senior Leadership Team (SLT) had undertaken visits to a school rated outstanding within Hackney and links with that school were reported to now be established. Link Governor visits had been undertaken and further ones had been arranged. The complete academic year's data was to be presented to the GB in the new year.

5.3 The GB heard that in the 17/18 year, the beginners' swimming and booster classes for those not yet reaching the baseline standard would be targeted. Participation of Pupil Premium (PP) children in after school clubs was reported to be low, despite free places being offered – possibly as a result of some clashes with booster classes. It was noted that more efforts would be made to market the clubs in the future. The participation and achievement of SHS pupils had risen in sports clubs. Many of the activities were funded through different funding streams and the GB heard that the Committee had requested further information on this. In response to a Governor query, the Headteacher informed the GB that a review of the sports would be carried out which would enable more defined data about impact to be gathered. This, in turn, would allow better understanding about whether the provider was appropriate, value for money, and to provide the school with wider evidence.

5.4 The outcome/analysis of the School Improvement Plan (SIP) would be presented to the GB in the first meeting of the new academic year. It was noted that the data contained within this year's SIP would affect next year's. It was **agreed** that the Clerk would be asked to circulate the Governor information for the new academic year. The Committee had also noted that the LA's Professional Development Centre (PDC) was due to close as a training facility and it had been noted that the school had a room above the swimming pool that could serve to be rented out to the LA as a meeting facility, following some minor smartening up.

Action: Circulate Governor training information for 17/18. (Clerk)

5.5 Children, Families, & Community Committee

Tessa Parsons (TP) updated the GB regarding the CF&C Committee. The school website was discussed and it was noted that Harriet Gervasio (HG) leaving her post would likely impact on the website. According to the SIP, the majority of parents were positive about the website, with 10% rating it as 'poor' – it was thought that this was due to the site being difficult to use on some mobile devices. About half of the users regularly read news stories uploaded to the site, with the majority looking at it less than once a month. The GB discussed using Twitter, sending out weekly emails to families. It was reported that the school was considering starting the circulation of a paper or electronic newsletter. Governors noted that it would be useful for families to have a link to the website sent out in a second text message following initial texts to families, and acknowledged the various ways in which the school was trying to engage with parents/carers. It was **agreed** the matter of communications would be an ongoing discussion.

5.6 It was reported that a safeguarding visit would be taking place in the coming week. The GB heard that the Infants' and Juniors' Behaviour policy would be merged. Pupil attendance continued to be monitored and nothing alarming had arisen from this.

5.7 Resources Committee & update from the Extraordinary GB meeting held on 30 June regarding spending approval for capital projects over the summer holiday

It should be noted that the full GB **agreed** for the school to spend against capital – a special Resource Committee meeting had been held and Minutes had been circulated to all Governors. All Governors had **approved** the spending. There were no additional comments from Governors on this matter.

5.8 The Chair, Keith Tate (KT), reported on the Resources Committee meeting, which had received a finance update; £43k was reported on the Infants' budget and £53k on the Juniors'. An update on the new portal was received and the school meal reconciliation was received – there had been a slight delay on the latter as data was being moved from one system to another, in part manually, but all was in order and there were no issues arising. The Headteacher reported on the new catering service, a new chef manager was now in post and fortnightly reviews were taking place. An improving picture was emerging and reviews were now focused on menu and widening choice.

5.9 The Committee had received an update on lettings, it was noted that the school had checked whether it was required to hold additional indemnity insurance, but had been advised by the LA that this was not needed. However, if hired the school site for an event such as a birthday party, it was noted that hirers may be required to get this insurance. It was noted that Michael Gordon would find out and confirm to the Committee either way.

5.10 KT was being trained up on how to undertake a stock check. The GB heard that the LA wanted to take on some additional work on the school regarding the windows, the Headteacher had asked for more clarification and was awaiting a response. The Chair noted that it would be good to have this information from the LA prior to Christmas and the Headteacher assured Governors he would keep up pressure on the LA for this information.

5.11 The GB also heard that a fire had taken place recently at the school on a cooker. The fire brigade had visited and as a result had notified the school that some of the doors were not fire doors. The Headteacher informed the GB that the update to the doors would be taking place as part of the current works underway – first in the Junior school, then in the Infants. The Safe-Smart system (on performance managing Health & Safety) had increased and a common issue in schools of emergency light testing had been highlighted for review.

6. Chair's Items

- 6.1 The only item – academisation – was to be discussed elsewhere on the agenda.

7. Headteacher's Items

- 7.1 The GB had received the Headteacher's Report in advance. The Headteacher noted that only provisional data was available at the present time. It was reported that the targets noted in section 1, *Raising Attainment & Progress*, would be mostly addressed at the Teaching & Learning Committee meeting in the new academic year. The GB heard that the attainment gap between boys and girls had been reduced and that the school's results were roughly in line with the national figures.
- 7.2 Section 2, *Culture & Enrichment*, reported that a full programme of assemblies and class circle times in the Infants school that addressed school values and Growth Mindsets had taken place. Each classroom has a Growth Mindset display area and the culture was embedding the practice in the Infants school. The GB heard that senior leaders had observed KS2 children engaged in philosophy sessions allowing the children to reflect on school values in a different context. No questions from the GB were raised.
- 7.3 Governors heard learnt that section 3, *Environment & Resources*, was an evaluation of the SIP. The Headteacher confirmed that another round of training would follow the implementation of new infrastructure. Regarding the iPads used in the Infants school, Governors heard that the school was trying to reduce the number of Apps used so that fewer ones of higher quality were utilised, due to a preference to keep use simple and to support the curriculum and learning. The Headteacher noted that the new IT company was Apple-focused and that the school may be able to link up with other schools in the future. The GB had already heard that safeguarding visits would be taking place in the following week. In addition, the NSPCC had visited the school and it was reported that parents meeting had went well.
- 7.4 The Headteacher updated the GB on the Network Learning Community (NLC) Improvement Programme run by the Education Development Trust (EDT). Training had now been given to all local NLC groups within Haringey and partner reviews (following a peer-to-peer or coaching style format) were to begin shortly, with a view to empowering schools. Members of local NLCs would visit their partner schools to look at best practice and areas that could be improved. 'Improvement Champions' from each school would carry through issues picked up in reviews with staff from that school and would facilitate/support them to make any necessary changes. Feedback would then be given at subsequent NLC meetings, allowing all the local NLC groups to benefit from the reviews. Governors noted that the EDT programme was also international, offering the opportunity to link schools up with other via webinars. The cluster of Haringey NLC groups would allow the programme to become self-sustaining and to improve practice across the borough. The vast majority of schools were signed up to the programme, with the exception of academies and some Catholic schools. The GB were informed that feedback on the programme would be given next year.
- 7.5 Provisional SATs results had been circulated to the GB. EYFS, Phonics results were both above national results. KS1 was slightly below national, however the combined results were above national. The Headteacher noted that the school was pleased overall with results. Those working above Age-Related Expectation (ARE) were achieving well. Those working at ARE were slightly below last year's results. Maths was the most disappointing result. There had been great success with more able children but one cohort of children had found the paper difficult. The Chair queried about interventions undertaken as a result. The Headteacher informed the GB that there would be a shift towards children working in a middle/higher group and a middle/lower group to see if this

had an impact on attainment. From January, children would also benefit from additional teaching, with the possibility of examining the style of teaching or having an additional teacher. The GB heard that the school would be approaching various options with fluidity, to determine the best approach.

7.6 The Chair inquired about training and the Headteacher informed the GB that training on greater depth had taken place and that there had been a huge change in how children were expected to respond. The Headteacher recognised the need to embed the work earlier so that children had more time to practice. The Chair queried if federation had helped. The GB heard that the schools were able to have more sight of what the other was doing, and there was increased consistency in how teachers were approaching maths teaching. In addition, when Y2 children moved from the Infants school to the Juniors, their ability is already known to teachers. The Chair asked how many applications for paper remarking had been sent off by the school. Governors heard that 1 reading and 4 other tests had been sent off for remarking and it was expected that these would be granted and that marks would increase, it was noted that the papers were possibly marked down due to presentation (which wasn't in the marking criteria). The school was confident that the pupils in the papers to be remarked had demonstrated understanding and that their paper marks should be increased. The GB heard that once the results are verified, they would be published on the school website.

8. Policies to receive any policies requiring GB approval

8.1 No policies were submitted for approval.

9. Governor visits / training

9.1 It was reported that Heather Di Silva (HDS) had met with Nancy Atkins (Acer Class Teacher) on 29th June. The Chair updated the GB with HDS's written report. HDS had looked at pupil work and displays and saw evidence of an effective team that was working to develop extended writing in books. It was reported that Nancy wanted to move the children towards more independent writing.

9.2 TP had made a visit looking at Maths and SEN. Governors had discussed Maths and the SIP targets with Kelli Arnold (KA) on 5th July and had looked at the first and second half term's spring data. PP children with other issues were identified, as were whereabouts children were getting stuck in various other topics. It was reported that teachers were using Target Tracker to reflect the 'whole child' view. KA reported that from next year she would be working with six schools – one a term. The GB heard that variation had been a focus this term, teachers enjoyed teaching maths and the booster classes had appeared to work. A volunteer from Highgate had been visiting the school once a week for problem-solving sessions.

9.3 It was noted that Black African & Caribbean children's attainment had caused some concern, and that this was a borough-wide issue. It was noted that SEN meetings took place between families and staff once a term. EHC plans were discussed, although received limited input from the LA. The GB heard that it was difficult to get time with the Educational Psychologist and that it took at least 20 weeks from the time of an EHC plan being put in place before it was written up (although action by the school would already be well underway during this period). The GB heard that Language Link sessions were being delivered by Teaching Assistants (TAs) for 9 of the Infant school children; this had worked well and these children were unlikely to need the sessions in the following year. Staff commented that Language Link often benefits children with English as an Additional Language (EAL). TP informed the GB that she would like to continue as the named SEN Link Governor. The GB **agreed**.

9.4 The GB discussed whether the Governor In School day needed to be reviewed. TP stated that it had been a hugely useful experience. Some questions had been raised regarding lunchtime – whether children were eating too much food or there was excess food wastage, and regarding whether ample supervision had been seen in the playground. Governors had seen variation in ability within the children’s books and consistency of marking. The Headteacher noted that he had worked towards giving Governors insight and a narrative or sense of how the children record their work, as well as marking and feedback. He stated that in future Governor In School days more of a steer at the start of the session outlining what it was to convey would be given. Governors noted that their visits sometimes appeared to make teachers apprehensive and stated that they did not want their presence to cause undue stress to staff and that they did not want staff to think that Governors were judging them. This issue was discussed and the Headteacher suggested that Governors could shadow some teachers’ learning walks, to listen to their conversations and gain an insight into their work. Governors asked the Headteacher to pass their thanks to the staff for having them visit.

10. Governor Panels to receive an overview of how Governor Panels operate

10.1 The GB had received written information regarding how Governor Panels (in such cases as staffing HR matters or child exclusions) worked. The Clerk advised that Governors should keep details of any panels they sat on from other members of the GB, so that other Governors would be able to sit on any appeals, should they arise. Governors asked various questions regarding the process of panels and communication with parties before, during and after such meetings took place.

11. Date & Time of Next Meetings / Any Other Business

11.1 It was **agreed** that:

The next Teaching & Learning Committee would take place at 6pm on 20th September;

Resources Committee meeting would take place at 4:30pm on 9th October 2017;

The next CFC Committee meeting would take place at 6pm on 28th November; and

The next full Governing Body (a business meeting, to set dates and to cover other administrative matters) would take place at 6pm on 14th September 2017.

11.2 The GB thanked the Chair for her work during the academic year. Governors also passed their thanks onto Corinne David, the Clerk for her assistance. Governors thanked the outgoing Deputy Headteacher, Harriet Gervasio for everything she had contributed to the school and wished her good luck for her future plans.

There being no other business, the meeting closed.

SIGNED:

CHAIR OF THE GOVERNING BODY

DATE: