

**SOUTH HARRINGAY SCHOOL
FULL MEETING OF THE FEDERATED GOVERNING BODY
ON 8 DECEMBER 2016 AT 6:30PM
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
Harriet Gervasio 07-09-20
Yo Hearne 07-09-20
Naveed Kazmi 07-09-20
Adrenne Read 07-09-20
Michael Taylor 07-09-20

Associated (1)

Heather De Silva 07-09-20

Also present

Corinne David Clerk

*Denotes absence

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies for absence were received and noted from Keith Pullinger and Iona Desai.
- 1.3 The Clerk confirmed the meeting was quorate with 11 Governors present.

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

- 2.1 Register of Interests Forms. Heather De Silva, Karen Tate and Erin Stephens completed a Register of Interest Form. All other Governors present had already complete a form. These were retained by the School for file.
- 2.2 Code of Conduct. Heather De Silva and Erin Stephens signed the Governors Code of Conduct. All other Governors present had already signed the Code of Conduct. These were retained by the School for file.
- 2.3 Safeguarding Declaration. All Governors present signed the Safeguarding Declaration. These were retained by the School for file.
- 2.4 No declarations of interests were made in respect of the agenda items.

3. MINUTES OF THE PREVIOUS MEETING/MATTERS ARISING

- 3.1 Governors received the minutes of SHS Governing Body meeting held on 8 September 2016; these were noted and confirmed as a correct record. One set of minutes was signed by Tessa Parsons and retained by the School for file.
- 3.2 Matters arising.
 - 3.2.1 Item 9.2 delegation of functions to Committees
Each Committee recommended the functions (as discussed at the training held on 16 July) be delegated to each Committee. **The FGB AGREED the delegated functions to each Committee as per the training held on 16 July, which will be reviewed as required.**

3.2.2 Item 12.1 Target Tracker training

ACTION Presentation/training on target tracker to be an agenda item at the Teaching and Learning Committee during the spring term.

3.2.3 Item 13.1c SEND Policy and Information Report.

The Children, Families and Community Committee had reviewed and approved an amended SEND policy and information report which were now available on the School's website.

4. REPORTS FROM COMMITTEES

4.1 The GB had received the Terms of Reference for all the Committee prior to the meeting. **The GB RATIFIED the Terms of Reference for the following Committees:**

- **Resources Committee (including Pay Committee)**
- **Teaching & Learning Committee**
- **Children, Families & Community Committee**

4.2 Teaching & Learning Committee

The GB had received the minutes from the Teaching & Learning Committee held on 20 October 2016. The Chair of the Committee provided Governors with a verbal account of the meeting, the highlights were:

- a) The Committee had review the June 2016 exam data and pupils' outcomes.
- b) The Committee agreed to monitor section 1 of the SIP.
- c) The Committee had reviewed each priority and associated actions and discussed appropriate methods for the Committee to measure progress against each one.
- d) The Committee had approved the Sex and Relationships Education Policy for formal adoption by the School.

4.3 Children, Families & Community Committee

The GB had received the minutes from the Children, Families & Community Committee held on 28 September 2016 and 23 November 2016. The Chair of the Committee provided Governors with a verbal account of the meeting, the highlights were:

- a) The Committee agreed which sections of the SIP fell within the remit of the Committee.
- b) The Committee had reviewed attendance data for the School.
- c) The Chair of the Committee will liaise with the Headteacher in regards to GB content for the School newsletter.
- d) The Committee discussed how the website could be used as an effective communication tool with the School community.
- e) The Committee discussed how equalities objectives could provide a focus for the School to address any Ofsted recommended action points.
- f) The Committee received and discussed a staff powerpoint training presentation covering Prevent and Female Genital mutilation (FGM).
- g) The School had received 184 responses to the parents' survey. An overview of the responses had been provided to the Committee. Noted that a parents' survey of Nursery and Reception families will occur during the summer term.

4.3.1 **Q: Why has a target of 75% compliancy within the safeguarding audit each term been set? Should the target be greater than this?**

A: The 75% is based on a rag rating which results in a green rating; the ultimate requirement. If any of the areas within the audit fall below a green rating then the School will have to identify and resolve the issue. During the Safeguarding Link Governor visit the safeguarding audit was reviewed and Governors were reassured that the School is complainant in all areas. Noted that the CFC committee will be reviewing and undertaking work that relates to the Safeguarding audit.

4.4 Resource Committee

The GB had received the minutes from the Resource Committee held on 3 October 2016 and 28 November 2016. The Chair of Governors provided Governors with a verbal account of the meeting, the highlights were:

- a) The Committee had approved the Pay Policy, Charging Policy and Write Off Policy for formal adoption by the School.
- b) Overall SHIS's expenditure was in line with the current forecast. The total projected revenue income stood at £1,348,967. The projected end of year revenue expenditure stood at £1,334,491, the School's carried forward was £143,636. The forecast in-year surplus stood at £14,476 with an overall surplus of £158,112.
- c) Overall the SHJS's expenditure was in line with the current forecast. The total projected revenue income stood at £1,378,659. The projected end of year revenue expenditure stood at £1,528,601, the School's carried forward was £341,487. The forecast in-year deficit stood at £149,943 with an overall surplus of £191,544.
- d) The Resource Committee recommended the GB approve the commitment of £50k from the Infant School budget for the following projects:
 - a) £30k for purchase of IT equipment
 - b) £10k for photocopiers
 - c) £10k annex capital works
- e) The Resource Committee recommended the GB approve the commitment of £200k from the Junior School budget for the following projects:
 - a) Windows
 - b) Lighting, painting and markings in the KS2 Hall
 - c) Lighting and carpet in classrooms and stair wells

AGREED The FGB approved the commitment of £50k from the Infant School budget and £200k from the Junior School budget: for the projects noted above.

4.4.1 Governors discussed the large capital projects the School had identified as priorities for the next calendar year. Noted that the School was still waiting for the outcome of the feasibility report which the LA had funded and undertaken. Governors discussed the vision for revenue generation for all the School buildings. The School noted that the renovation of the nursery building to provide a main reception for both sites was essential. Noted that the School and Governors had to be flexible with the approach adopted to generate income and ensure the financial sustainability of the buildings.

4.4.2 IT equipment for KS1

The School tabled the paper 'client Brief for SHS IT hardware replacement'. The paper provided a synopsis of the current IT situation within the KS1 classrooms, equipment and training requirements and timeline of equipment installation and training. Three quotes for the School to purchase the equipment had been sought from different providers. The School recommended the contract was awarded to

Strictly Education at a cost of £27,920. The equipment would be installed during the Christmas break with training commencing with week staff return to work. Noted this was the cheapest of the three quotes.

APPROVED The FGB approved the expenditure of £27,920 for the purchase IT equipment for KS1 and the contract be awarded to Strictly Education.

4.4.3 Photocopiers for KS1 building

The School tabled a paper that provided a synopsis of the current photocopier situation. The recommendation was for the purchase of 3 machines. Five quotes for the School to purchase the equipment had been sought from different providers. The School recommended the contract was awarded to Toshiba at a cost of £10,272. Noted that the Junior school current have a contract through Toshiba and are very happy with the service provided.

APPROVED The FGB approved the expenditure of £10,272 for the purchase photocopiers for the KS1 building and the contract be awarded to Toshiba.

4.5 **The Following Link Governor Appointments were noted and AGREED by the FGB:**

SEN Link Governor	Tessa Parson
English	Naveed Kazmi
Maths/language link	Tessa Parson
Science	Yo Hearn
PP/sports funding	Karen Tate
IPC	Heather De Silva
EYFS	Yo Hearn(interim)
Safeguarding	Polly Haste and Keith Pullinger.
STEM	Tessa Parson and Yo Hearn
Health & Safety	Adrenne Read

5. **FINANCE**

5.1 Governors received a budget update and ratified committed surplus to capital projects during item 4.4.

5.2 Internal Scheme of Financial Delegation

Governors had received the Internal Scheme of Financial Delegation prior to the meeting. Governors noted the following amendment were required:

a) Amend the references to the Finance Committee to Resource Committee.

b) The references to the Data Protection Act needed updating to reflect the most current legislation.

5.2.1 **Q: Does the School have any families or suppliers that are in significant debt with the School?**

A: At present the School does not have any families or suppliers that are in significant debt with the School.

ACTION School to provide debt data at the next Resources Committee meeting.

AGREED **The FGB approved the Internal Scheme of Financial Delegation, subject to the amendments discussed.**

5.3 Scheme for financing schools (financial regulations)

AGREED **The FGB ratified the scheme for financing schools (financial regulations) for adoption by the School.**

5.4 Best Value Statement

Governors noted that the within the ToR for the Resource Committee it stated:

‘Evaluate the value for money achieved particularly in relation to specific grants such as pupil premium, primary PE and sport.’

The Clerk noted that it was not a statutory requirement for the School to have a separate document detailing how best value was undertaken, provided Governors were assured this was occurring and embedded within the School’s practice.

AGREED **The FGB approved the best value statement within the resources Committee ToR, and for the Resource Committee to consider the requirement for further detailed best value statement as necessary.**

5.5 Office manual (financial procedures)

AGREED **The FGB ratified the office manual (financial procedures) for adoption by the School.**

5.6 Governors noted the SFVS submission date of 31 March 2017, which required approval by the FGB.

6. Pupil Premium Statement

6.1 The Pupil Premium Statement (PPS) had been circulated to all Governors prior to the meeting. Noted that the Headteacher and Chair were meeting tomorrow to review the new reporting and evaluation requirements. Governors urged the Headteacher and Chair that the PPS demonstrated the value of the impact of interventions/areas of spend with use of both qualitative and quantitative data, as appropriate. Governors discussed the frequency of theatre experiences of SHS pupils.

6.2 **Q: Is PP money spent on specific resources for PP students?**

A: The majority of PP money is spent on staffing resources for booster groups, core curriculum progress, counselling, school breakfast club, school trips and visiting groups. Identified PP children are not given specific resources to take home, but they will have access to a range of resources at School.

6.3 **Q: Does the School collect data on disadvantage pupils attending clubs?**

A: The School does collect hard data, however for some of the pupils it is not necessary about school work but about the wider experiences. It is about how the School staff knows the pupils and wider community. The School will provide the narrative about how different interventions link together to provide a rich curriculum with positive impacts.

6.4 **Q: Is there prioritising and targeting of places for PP interventions?**

A: Yes there is prioritising and targeting of PP interventions.

7. JUNIOR SCHOOL OFSTED AND EXTERNAL REVIEW

- 7.1 The Chair remind Governors that the Junior School was in the Ofsted inspection window. An external Ofsted review has been scheduled for the morning of 16 January 2017. The Chair sought Governors to join an Ofsted readiness group.

AGREED Karen Tate, Tessa Parsons, Adrenne Read, Naveed Kazmi and Heather De Silva to form the Ofsted readiness group.

8. CHAIRS ITEMS

- 8.1 The Chair reminded Governors about the appropriate course of action should parents approached them regarding different topics. If the matter was about their child or the School then Governors should recommend the parent talks to the School. If the matter was about governance in general then they should be directed to the Chair. For other matters then refer the parent to the School Office.

9. HEADTEACHERS ITEMS

- 9.1 The Headteacher informed Governors that all the teaching staff performance management reviews had been completed. The School has purchased new software called blue sky which will assist teachers with future performance management reviews and evidence collection. Noted that the Headteacher's review had been scheduled for the week beginning 12 December 2016. Governors enquired about the personal development of staff to address practices that require strengthening and the impact on teaching and learning. Notes that there was an opportunity to discuss training requirements during the performance review.

ACTION Direction of teaching and learning to be an agenda item on the Teaching and Learning Committee.

9.2 Headteachers report

Governors noted and commended the new report format. Governors requested that data was reported in a consistent format and to include a notable items section. The highlights were:

- a) The 5 key targets within section 1 of the SIP. Noted that the target of at least 80% of children reach age expectation, in each year group, in KS1 and KS2, in reading, writing and maths by the end of the school year was based on previous data.
- b) Targets needed to be compared against National.
- c) The School has implemented a training program for Junior School staff to address concerns regarding the quality of writing outcomes, progression and application of skills in IPC themed unit work.

9.2.1 **Q: Was the concern for pupils writing in KS2 across all year groups?**

A: For the School to achieve 'Outstanding' the application of core skills has to be the same standard within the core subjects (English and Maths) as in other foundation subjects (eg History, Geography and Science). The School has new and less experienced staff. Within a review of books it became apparent that a difference had emerged. Staff members have been provided with training, experiences and modelling to bring pupils core skills and expectations up in foundation subjects. The School has brought into Raising Stars to ensure a complete coverage of the Science curriculum.

9.2.2 **Q: what is 'Growth Mindsets'?**

A: Growth Mindsets is a different way of approaching the way professionals teach children. Further information can be found at www.growthmindset.org

10. POLICIES

10.1 There were no policies requiring FGB approval

11. GOVERNORS' VISITS / TRAINING

11.1 Governor Training

Governor attendance at the following training sessions was noted:

- a) The Full GB training session before the GB meeting on Raise Online.
- b) New Governors training attended by Karen Tate, Polly Haste, Michael Taylor and Iona Desai.
- c) Safeguarding training attended by Karen Tate and Polly Haste.
- d) Premises training attended by Keith Pullinger.

11.1.1 Governors noted that attendance certificates had not been issued at any of the training sessions run by Governor Services.

- ACTION**
- a) Clerk and Chair to review Governors attendance on the Haringey Governors portal.
 - b) Training to be an item on all the Committees' agendas.

11.2 Governor Visits

The following Governors visit sessions were noted:

- a) The Chairs of all the Committees had met and discussed meeting formats and protocols.
- b) Polly Haste and Keith Pullinger had undertaken a safeguarding visit. This visit focussed on examining the single central record and the safeguarding audit document. All areas of the safeguarding audit were rated as compliant and within the 'green' RAG rated zone of at least 75% compliant. All of the criteria that contained statutory requirements for Schools in relation to safeguarding were fully complaint.
- c) Naveed Kazmi had undertaken an English link governor visit focusing on reading. Naveed Kazmi reassured Governors that there were adequate and robust measures in place to address the reading issues previously highlighted during the Committee meeting. The School has set clear reading targets. A further visit will take place during spring 2 term to review the data.
- d) Tessa Parsons had undertaken a Maths link governor visit. Tessa Parsons reassured Governors the School's work was being driven by a comprehensive action plan, staff were well informed and understood the School's targets, where the gaps were and how to diminish those differences.

12. DATE AND TIME FOR THE NEXT MEETINGS FOR 2016/17 / ANY OTHER BUSINESS

12.1 Dates for the next cycle of GB and Committee meetings were confirmed as:

- Full GB 9 March at 2pm.
- Resources: 20 February 2017 at 4:40pm.
- Teaching and Learning: Thursday: 19 January 2017 at 6:30pm.
- Children Families and Community: 6 February 2017 at 6pm.

12.2 Any Other Business

12.2.1 Electronic repository of governor information.

The Clerk noted that the SLA portal (Governor Services secure website) would not provide the required functionality. Governors discussed other secure website options.

ACTION Tessa Parsons to investigate the functionality of Google docs, Safe4, drop box and Board IQ.

The Chair thanked everyone for attending. Members of staff, apart from the Headteacher, were asked to leave the meeting. Part 1 of the meeting finished at 8:30pm.

Sign: Date:
Karen Tate
Chair of Governors