

**SOUTH HARRINGAY SCHOOL
FULL MEETING OF THE FEDERATED GOVERNING BODY
ON 3 DECEMBER 2018 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

Also present

Corinne David (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 Garrod 10.07.22

Associate (1)

Adrenne Read 05-12-21

*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 Kelli Arnold, Keith Pullinger, Shelley Usher, Michael Taylor and Erin Stephens.
- 1.3 The Clerk confirmed that the meeting was quorate with 8 Governors present.

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

- 2.1 Register of Interests Forms and Governors' Code of Conduct.

ACTION Clerk to email Karen Tate the Register of Interest and Code of Conduct for completion.

- 2.2 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 The minutes of the full GB meeting held on 26 September 2018 were **AGREED** and **RATIFIED** as a correct record. One set of minutes was retained by the School for Keith Pullinger to at his earliest convenience.

3.2 Matters arising

- 3.2.1 Item 4.2 Headteacher's Performance Management

The Headteacher's Performance Management has been arranged for Thursday.

- 3.2.2 Item 4.4.1 Governor Visit Feedback Forms

Feedback from staff regarding the new format of the feedback form was positive with meetings being more productive and better to manage. Governors discussed the forms and possible adaptations which should include a bend of narrative and questions.

ACTION a) Tessa Parsons to email the amended forms to all Governors.
b) All Governors to review the up-loaded reports.

3.2.3 Item 5.2.2 Red Box

- ACTION** a) Adrenne Read to email Karen Tate the contact details for Red Box.
b) Karen Tate to contact Red Box.

4. GOVERNING BODY MEMBERSHIP

4.1 The Clerk confirmed that no Governors Term of Office was concluding before 1 September 2020. The Clerk further noted that there were currently no vacancies.

4.1.2 Tessa Parsons informed Governors that she would be standing down from the GB at the end of term (21 December 2018).

AGREED **Parent election to take place early in the spring term.**

ACTION Clerk to send Headteacher procedures for undertaking a parent election.

4.2 Succession planning for August/ September 2020.

The Clerk noted that 8 Governors Terms of Office were concluding during August and September 2020; over half the Governing Body. The Chair advised Governors to consider whether they would be considering another term of office or would be standing down at the end of their term of office.

ACTION Succession planning for august / September 2020 to be an agenda item for the summer term 2019.

4.3 CFC Committee membership

Polly Haste and Iona Desai informed the Governors that at the CFC Committee the current Safeguarding Link Governors does is not a member of the Committee and one of the main functions of the Committee is to oversee safeguarding. Noted that there was a requirement for either the Safeguarding Governor to attend the Committee or for there to be a mechanism for the Governor to report into the Committee.

ACTION Karen Tate to discuss Keith Pullinger (Safe guarding Governor) to either attend the CFC meeting or a reporting mechanism.

4.3.1 Noted that the Committee required a Chair. Governors discussed the role, responsibility and the required commitment for the position.

AGREED **Iona Desai to be Chair of the CFC Committee and Polly Haste to be Vice Chair of the CFC Committee.**

5. REPORTS FROM COMMITTEES

5.1 **The GB received and RATIFIED the Term of Reference for the Resource Committee (including Pay Committee), Teaching and Learning Committee and Children, Families and Community Committee.**

5.2 Teaching & Learning Committee

Governor noted receipt of the minutes from the Teaching & Learning Committee held on 10 September 2018 and 12 November 2018. Naveed Kazmi, as Chair of the Teaching and Learning Committee provided the GB with a verbal report from the meeting held on 12 November 2018. The highlights were:

- a) Hadley French Gerrard provided the Committee with a presentation detailing the implementation of Forest Schools within SHS setting.
- b) Review of the SIP targets.
- c) Review of SHS pupil participation in sporting activities and inter-school
- d) competitions.
- e) Feedback back from the Maths, English and SEND link Governor visits.

5.3 Resource Committee

Governor noted receipt of the minutes from the Resource Committee held on 8 October 2018. Karen Tate provided a synopsis of the meeting; the highlights were:

- a) Michael Taylor was elected Chair of the Resources Committee.
- b) The School has purchased the defibrillator training has taken place.
- c) Pupil Premium Funding has reduced in the Infant School from £80,520 in 17/18 to £52,800 in 18/19.
- d) Funding for the Junior School has stabilizing over the last few years; in 17/18 funding was £127,380 and for 18/19 funding is £133,320.
- e) SHIS total income (including capital) was projected at £1,418,081. Total expenditure (including capital) was forecast at £1,483,107. The School's projected 2018/19 carry forward stood at £116,851k, with an in-year deficit of £65k.
- f) SHJS total income (including capital) was projected at £1,633,173. Total expenditure (including capital) was forecast at £1,652,797. The School's projected 2018/19 carry forward stood at £374,829k, with an in-year deficit of £19k. The swimming pool balances continue to ease the in-year deficit.
- g) Safesmart - The Infant site is 100% compliant; the Junior site is 94% compliant, the nursery building is 100% compliant with the swimming pool building 94% compliant. Overall SHS is 98% compliant.

5.4 Children, Families and Community Committee

Polly Haste and Iona Desai provided Governors with a verbal report from the Children, Families and Community Committee held on 28 November 2018. The highlights were:

- a) Review and discussion of the SIP targets for the CFC Committee.
- b) Review of the previous parents survey and discussion regarding the questions and format to use in the next parents survey.
- c) Pupil attendance.

6. **FINANCE**

6.1 Governors discussed the capital requirements of SHS; noting the discussion held at the Resource Committee.

AGREED **The Full GB approved the commitment of £370k from the Infant and Junior School budget for the following future capital projects:**

- a) **£100k for the Swimming Pool air handling units.**
- b) **£150k for Window replacement and refurbishment.**
- c) **£70k for new fire doors and electrical upgrade requirements.**
- d) **£50k for the KS1 classroom refurbishments.**

6.2 Internal Scheme of Financial Delegation.

ACTION **Full GB to receive the Internal Scheme of Financial Delegation at the next meeting for ratification.**

- 6.3 Scheme for Financing Schools (financial regulations).
AGREED **The Full GB ratified the scheme for financing schools (financial regulations) for adoption by the School.**
- 6.4 Best Value Statement.
ACTION **Full GB to receive the best value statement at the next meeting for ratification.**
- 6.5 Office manual (financial procedures)
AGREED **The Full GB ratified the office manual (financial procedures) for adoption by the School.**
- 6.6 Governors noted the SFVS submission date of 31 March 2019, which required approval by the Full GB.
ACTION a) Karen Tate invited all Governors to a meeting with Mike Gordon during the spring term to complete the SFVS.
 b) Karen Tate to arrange a meeting with Mike Gordon and circulate to all Governors.

7. PUPIL PREMIUM

- 7.1 Governors noted that the Teaching and Learning Committee had received and scrutinised the 2017/18 pupil premium report on 10 September 2018.

AGREED **The Full GB approved the 2017/18 pupil premium report for publication on SHS website.**

7.2 Pupil Premium Plan 2018/19.

The Headteacher took Governors through the 2018/19 PP Strategy, which was tabled at the meeting. The funding for KS1 has reduced from £80,520 in 2017/18 to £52,800 for 2018/19. The funding for KS2 has increased slightly from £127,380 to £133,320. SHS has continued with many of the incentive and interventions, reviewing how they are funded, for example the Learning Mentors within the Infant setting will now be paid for through the Schools main budget. Within KS2 further interventions have been added including Year 6 boosters and Year 6 Saturday school tuition (this will not be school staff, rather an outside company).

7.2.1 **Q: What is the PP funding based on and why has there been the reduction in funding?**

A: The funding it is based on the number of children on the January Census that are eligible for PP or have been eligible within the past 6 years; this is then projected forward. The number of children being identified in KS1 as eligible has reduced. The School are reminding parents that if they are eligible for certain benefits then to inform us so we can claim the additional funds. Noted that the universal FSM for KS1 aged pupils may be a barrier for some parents informing the School.

7.2.2 **Q: Has the number of children identified as vulnerable reduced?**

A: There are a number of children identified as vulnerable for various reasons; not just those that are identified as PP. Noted that impact of the PP has been good / strong.

7.2.3 Q: Is the School receiving more disadvantaged children that are not eligible for PP funding?

A: There children identified as vulnerable that don't have access to public funds. These families tend to be from Central Europe. The use of PP as a measure of disadvantage is just one method to gauge deprivation; it is the measure used by the DfE and as such is a statutory measure. The number of children eligible for PP in SHS is shifting, however the same problems are still there.

7.2.4 Q: How is the School's funding decided?

A: There are different aspects to how a School receives funding. The main aspect is the number of pupils on roll. The high needs block is for those children with an EHCP or special need requiring additional funds. Deprivation is measured and paid on the number of children on roll eligible for PP. Currently a lump sum is paid to the LA and the LA allocates the funds based on an agreed local formula. The national funding formula restricts the abilities of LA's to make local adjustments.

7.2.5 Q: What is the impact of the reduction in PP funding in the infants? Is there an impact on staffing?

A: The School has a large staffing structure and is able to cover the reduction in PP funding from other budget areas; there are no immediate plans to review staffing. However, the School will be looking at future plans and review positions when they become vacant. Currently in reception no families have come forward to indicate that they are FSM; this could be because of the universal infant FSM offer. The School will be sending out a letter across the whole School seeking to establish whether any family circumstances have changed which means they are no eligible for PP.

8. CHAIR'S ITEMS

8.1 No Chair's items were discussed.

9. HEADTEACHERS ITEMS

The Headteacher took Governors through his report.

9.1 Raising Attainment and Progress

The first round of Pupil Progress Review (PPR) meetings for all year groups have been completed. Teachers will be receiving training, and dedicated time, for moderating writing judgements in the coming weeks. There will be another round of summative assessments shortly before the Christmas break for year groups 2 - 6. The leadership team have focussed their fortnightly monitoring of teaching and learning on the vulnerable children who are at risk of not reaching Age Related Expectation. A round of lesson observations examining whole class reading (key target 1) and maths lessons (key target 2) This has led to adjustments to our training program.

9.2 Culture and Enrichment

The School has worked with the Junior School Council exploring the principles and potential practise of the citizenship awards programme. The School is aiming to launch the programme in January 2019. Aye Thomas is work on key target 2 from section 2 of the SIP and Rosie Doherty, has been leading on target 3 from section 2 of the SIP.

9.3 Environment and Resources

The Resource Committee recently approved spending based on an examination of three quotes for the additional Macs needed. Delivery and installation is imminent. A simple skills audit was undertaken of the knowledge and skills of teaching staff. From this, training was arranged and delivered. There will be a further review later in the spring term to identify any further training/support needs. The Resource Committee will receive a proposal on refurbishing the KS1 classrooms at the next meeting.

9.4 Safeguarding

Pupil feedback forums for both key stage 1 and key stage 2 have been arranged, followed by assemblies to both key stages to explain outcomes. This will be followed by further work with the School Councils to agree actions based on the findings of the forums.

10. **POLICIES**

10.1 No policies were received for Full GB approval.

10.2 Governors that sat on the Disciplinary Appeal Panel on 15 November 2018 provided the GB with observations and learning from the experience. The main learning points were:

- a) To have a pre-meeting with Panel members and a HR person (either in person on conference call) to discuss the main aspects of the case, procedural matters, points of HR law and policy implication.
- b) If members of the Panel are unclear on a point raised, seek an adjournment and seek appropriate advice; if necessary, call Judicium who would have someone on standby to receive queries.
- c) If the possible outcome of a hearing is gross misconduct or dismissal, then have a HR representative present at the meeting.

11. **GOVERNORS' VISITS / TRAINING**

12.1 Governors' Visits.

12.1.1 Michael Taylor had undertaken a Science Link Governor visit. Tessa Parsons provided an overview of the report.

12.1.2 Polly Haste had undertaken an IPC Link Governor visit and provided an overview of the report.

12.1.3 Noted that the Early Years Link Governor visit will be taking place next week.

12.1.4 All the Link governor visit report are uploaded on to Governor's Online for review.

12.1.5 Governors discussed the administration of Governor's Online once Tessa Parsons leaves the GB.

AGREED Isabel Garrood agreed to take over the administrator function of Governor's Online.

12.2 Governors' Training.

12.2.1 Isabel Garrood and Karen Tate attended the new Governors training.

12.2.2 Karen Tate informed Governors that the NSPCC provided online Safeguarding training. The Headteacher informed Governors that the School buys into some training from the NSPCC and will investigate the possibility of receiving a discounted rate for Governors.

ACTION a) The School to investigate the discounted online training rates from the NSPCC for safeguarding training

b) Karen Tate to circulate the weblink to all Governors, when available.

12.2.3 Governors discussed possible GB training session. **AGREED to have Ofsted Training on the new framework before the May Full GB meeting.**

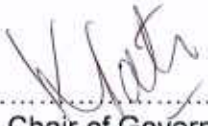
ACTION Clerk to arrange training with Governor services.

13. DATE AND TIME FOR THE NEXT MEETINGS FOR 2018/19 / ANY OTHER BUSINESS

13.1 The dates for the next cycle of GB and Committee meetings were confirmed as:

- Full GB: 14 March 2018 at 2pm – part of the Governors in School Day.
- Resources: Monday 14 January 2019 at 4:30pm.
- Teaching and Learning: Monday 4 March 2019 at 6:15pm.
- Children Families and Community: 25 Feb 2019 at 6:15pm.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 8:20pm.

Sign: 
Karen Tate, Chair of Governors

Date: 14/3/19