

**SOUTH HARRINGAY SCHOOL  
MEETING OF THE FEDERATED GOVERNING BODY  
ON 7 DECEMBER 2022 AT 6PM  
PUBLIC MINUTES**



**Staff (2)**

Ian Scotchbrook (Headteacher)  
Kelli Arnold 01-010-24

**Parent (2)**

\*Grace Wasyluk 15-01-24  
Tom Luff 30-11-25

**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  
Melanie Ahmend 13-05-26  
Isabel Garrod 12-07-23  
Vacancy  
Vacany  
\*Denotes absence

**Also present**

Corinne David (Clerk)  
\*Mike Gordon (SBM)  
Caroline Haastrup-Baptiste (observer)  
Anne White (observer)  
Alice Blatchford (observer)

**1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed everyone to the meeting. Introductions were made by everyone.
- 1.2 Apologies for absence were received and noted from Michael Taylor and Peter Snow. Grace Wasyluk had agreed to join the meeting virtually, however due to technical issue at the school, this wasn't possible.
- 1.3 The Clerk noted that meeting was quorate with 7 Governors.

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

- 2.1 Register of Interests Forms. Melanie Ahmed completed a register of Interest forms for 2022/23.
- 2.2 No declaration of interest were 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 13 July 2022 were **AGREED** and **RATIFIED** as a correct record. The Chair signed a copy of the minutes which were retained by the school for file.
- 3.2 Matters arising
  - 3.2.1 Item 4.1.2 Governor Recruitment  
Governors to continue with active recruitment of Governors from the school and local community.
  - 3.2.2 Item 4.2f Headteacher's Performance Review  
ACTION Headteacher to arrange a date with HEP during the Spring 1.
  - 3.2.3 Item 4.6 2021/22 SHS Governance Annual Statement  
The statement had been uploaded on the school's website.
  - 3.2.4 Item 8.3 Governor's level 1 safeguarding training

The majority of Governors had completed the training. The school were waiting for the certificates from the training.

**ACTION** Chair to follow up with Naveed Kazmi and Michael Taylor regarding safeguarding training.

#### **4. GOVERNING BODY MEMBERSHIP**

4.1 Governors noted the resignation of Martha Young from the GB. Clerk to confirm that currently the GB had 2 Co-opted Governor vacancies.

4.2 Governors noted that Isabel Garrood and Michael Taylor would be leaving the GB at the end of the academic year (July 2023).

4.3 The Clerk noted that Peter Snow's (LA Governor) Term of Office was concluding on 15 May 2023. The Chair informed the GB that Peter had indicated that he would be stepping away from the GB at this point. **REPORTS FROM COMMITTEES**

5.1 **The GB received and ratified the Term of Reference for:**

- **Resource Committee.**
- **Children and Curriculum Committee.**

5.2 Keith Pullinger provided an overview of the Resource Committee meeting held on 17 October 2022; the minutes had been uploaded onto Governor Hub. Quarter 2 finished with an in-year deficit of £73.3k and with carry forward of £101.5k for the Infant school and an in-year deficit of £71.5k and with carry forward of £240.5k for the Junior school. The collective projected surplus balance stood at £342k, which is a direct result of diligent savings for large scale capital projects; which the school was working with the LA on to refurbish the building and the school windows. The outcome of the recent financial audit was shared with Governors

5.2.1 Governors discussed the capital requirements of SHS; noting the discussion held at the Resource Committee and the continued delay of the Council to fully commit to any capital project.

**AGREED** **The Full GB approved the commitment of £342k from the Infant and Junior School budgets for building refurbishment and window works.**

5.2.2 **The Full GB APPROVED and RATIFIED the following financial documents:**

- **Internal Scheme of Financial Delegation.**
- **Scheme for financing schools (financial regulations).**
- **Best value statement.**
- **Office manual (financial procedures).**

5.2.3 To note that the SFVS has to be approved and submitted to the LA by 30 March 2023.

5.3 Isabel Garrood provided an overview of the Children and Curriculum Committee meeting held on 3 November 2022; the minutes had been uploaded onto Governor Hub. Feedback from the recent parents' survey was received, overall, very positive. Areas for review were homework and communication, which had been previous areas for reflection. The Committee also received information on the new tracking system, 2021/22 summative data set, pupil attendance, mobility, safeguarding matters and discussed engagement of parents and the local community.

#### **5. CHAIRS ITEMS**

6.1 No Chairs items were received.

## 6. HEADTEACHERS ITEMS

The Headteacher took Governors through the rag rated SIP, which had been uploaded onto Governor Hub prior to the meeting. Governors discussed the use of the rag rating and meaning of the different colours used. **AGREED that Green would symbolise that actions were on track against the target. Amber that actions were slight behind track. Red would symbolise significant slippage of the target.**

**ACTION** Headteacher to adjust the rag rating in the SIP to reflect the agreed traffic light system.

### 7.1 Section 1: The quality of Education

Target 1 was rated green. All key actions were on track. Directors of Learning (DoL) have taken on responsibility and have had impactful phase meetings to ensure sessions are timetabled, target children identified and support is in place. There has been a marked improvement in handwriting and presentation; Governors noted that they had seen this during learning walks. Children are enjoying achievement assemblies.

7.1.1 Target 2 was rated green. The Teaching and Learning Policy has been updated and shared with all staff; DoLs are monitoring and using the Policy. The Policy reflects the current science of meta cognition, how children learn and how the school plans, delivers and assess children. Further CPD on Walkthrus and questioning has taken place. Two additional Walkthrus (a total of 9) have been scheduled to support those in place and ensure the practice is embedded, consistent and unformed, with the underlying principles understood.

7.1.2 **Q: How does the new teaching and Learning Policy fit with improving handwriting?**

A: Handwriting should not increase a child's cognitive load, but be second nature. It's around building the children's confidence and supporting them to be more expressive. Children are now writing more content, more quickly.

7.1.3 **Q: If a child finds writing challenging, what support is provided and how is evidence recorded?**

A: The focus continues to be on improvement of and around handwriting. With those children that are better at communicating ideas verbally staff will record interactions.

### 7.2 Section 2: Behaviour and Attitudes (of children and staff)

Target 1 was rated green. The values have been revised, updated and shared with all staff and children. Resilience and honesty have been shared and covered in children's PSHE books, which shows a marked improvement in outcomes. Noted that Governors would be able to review this during the Governors in schools' day.

### 7.3 Section 3: Personal Development

Target 1 was rated green. Noted that this target dove tailed with Section 2, Target 1.

### 7.4 Section 4: Leadership and Management

Target 1 was rated green. Middle leader meetings have focused on the role of the DoLs and allowed them to show impact against the Teaching and Learning Policy and target 1. Shared google documents have allowed the DoLs to communicate impact in real time.

7.4.1 Target 2 was rated amber. Leadership team are currently establishing a set of core standards in relation to TA and their work, to support career progression. Plans in place for delivery of initial CPD session for TAs on 16 December, to allow conversations at performance appraisals next term.

7.4.2 **Q: Will this bring TAs in line with teachers?**

A: This will mirror the teacher's process, supporting career progression. It is not a statutory requirement; the new process values our class support staff seeing them as joint professionals with teachers.

7.4.3 **Q: Does the school have a higher number of TA's moving on to become teachers?**

A: Yes, the school actively seeks TA candidates that have a degree but not necessarily ready to teach, but wish to gain experience in class before moving onto gain teacher status.

7.5 Section 5: Early Years Foundation Stage

Target 1 was rated green. EYFS classes need a refresh. Areas of learning to be updated; visits to outstanding local nursery have been undertaken. School has a vision of what the spaces would look like; quotation has been sought for a new layout and resources for the reception classrooms.

7.5.1 Target 2 was rated green. Whole staff meeting shared how children are assessed on Tapestry and ensure evidence consistency between the two classes. Parent feedback has been positive in relation to the support provided.

7.6 The total school roll was noted 416 (Reception – Year 6 was 386). The Headteacher and Kelli Arnold have undertaken paid outreach work on behalf of HEP, supporting school in Haringey and Enfield. SHS also hosted colleagues from Somerset MAT interested in the HEP Opening Worlds Curriculum.

**ACTION** Children and Curriculum Committee to receive destination data for children that left in year for Year 5 & Year 6 and which secondary schools SHS were going to for Year 7.

## 7. POLICIES

The GB received and RATIFIED the following policies:

- Safer Recruitment Policy.
- Finance Policy.
- GDPR Policies.

## 8. GOVERNORS' VISITS / TRAINING

9.1 Governors' Visits.

9.1.1 Isabel Garrod had undertaken a SEND link Governor visit. An overview of the visit was provided.

9.1.2 Karen Tate had undertaken a Safeguarding link Governor visit. An overview of the visit was provided.

9.1.3 The following visits would be undertaken during the spring term:



- Tom Luff Maths
- Grace Wasyluk EYFS

9.2 Governors' Training.

9.2.1 Karen Tate and Keith Pullinger would be undertaking HEP Safer Recruitment training

9.2.2 Isabel Garrood would be taking part in the Haringey SEND update session next term.

**10. DATE AND TIME FOR THE NEXT MEETINGS FOR SPRING 2023 / ANY OTHER BUSINESS**

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

- Governors in School Day: Thursday 23 March from 9am. The Full Gb meeting would commence at 2pm.
- Resources: Monday 23 January 2023 at 4:30pm - Virtual.
- Children and Curriculum: Wednesday 8 March 2023 at 6pm – Face to Face

10.2 Agenda items for the next meeting

- SEND information report

The Chair thanked everyone for attending. Part 1 of the meeting finished at 7:10pm. All staff (apart from the Headteacher) and observers were invited to leave the meeting

Sign:  Date: 23/3/23  
 Karen Tate, Chair of Governors

