

**SOUTH HARRINGAY SCHOOL  
MEETING OF THE FEDERATED GOVERNING BODY  
ON 20 SEPTEMBER 2023 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)**

Keith Pullinger(Vice-Chair)

**Also present**

Corinne David (Clerk)

**Co-opted (8)**

Karen Tate 07-07-24 (Chair)  
Naveed Kazmi 07-07-24  
Melanie Ahmend 13-05-26  
Alice Hansen 22-03-27  
Victoria Segal 17-05-27  
\*Denotes absence

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

- 1.1 The Clerk welcomed everyone to the meeting.
- 1.2 Apologies for absence were received from Grace Wasyluk.
- 1.3 The Clerk confirmed the meeting was quorate.

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

**2.1 Register of Interests Forms**

All Governors present complete a register of Interest forms for 2023/24 (either through Governor Hub or forms provided by the Clerk at the meeting). The paper forms were retained by the school for file. Governors noted that the School had a statutory duty to publish register of interests and for this to be made available on the School's website.

- 2.2 Governors to declare any interests they have in any of the following agenda items.

**3. ELECTION OF CHAIR/VICE CHAIR**

- 3.1 The Clerk sought a determination on the term of office to be served by the Chair and Vice-Chair, noting this could be between 1 to 4 years.

**AGREED     The term of office for Chair and Vice Chair to be 1 academic year.**

**3.2 Election of Chair for the 2023/2024**

The Clerk sought nominations for Co-Chairs for the academic year 2023/24. Keith Pullinger nominated Karen Tate. Alice Hansen supported the nomination; no other nominations were made. Karen Tate indicated her willingness to continue within the position.

**UNANIMOUSLY AGREED   Karen Tate was elected Chair for 2023/24.**

**3.3 Election of Vice-Chair for the 2023/2024 academic year.**

The Clerk sought nominations for Vice-Chair for the academic year 2023/24. Karen Tate nominated Keith Pullinger. Victoria Segal supported the nomination; no other nominations were made. Keith Pullinger indicated his willingness to continue within the position.

**4. UNANIMOUSLY AGREED Keith Pullinger was elected Vice-Chair for 2023/24.**

**4. MEMBERSHIP OF THE GOVERNING BODY AND COMMITTEES AND LINK GOVERNORS**

**4.1 GB membership.**

The current vacancies were noted as 3 Co-opted Governors. Governors were reminded to send any potential candidate details to Karen Tate. Further note that there were no Governors term of office concluding before the 31 December 2023.

**4.1.1 Election of LA Governor**

**Governors AGREED the appointment of Keith Pullinger as the LA Governor.**

**4.2 Governors AGREED that the GB should continue with 2 Committees; with the following Committee membership:**

Resources Committee.

Ian Scotchbrook  
Karen Tate  
Keith Pullinger  
Tom Luff  
Melanie Ahmend  
Alice Hansen  
Michael Gordon

Children & Curriculum Committee

Ian Scotchbrook  
Karen Tate  
Kelli Arnold  
Grace Wasyluk  
Naveed Kazmi  
Victoria Segal

**AGREED The Pay Committee functions to be undertaken by the Resource Committee.**

**4.3 Headteacher's Performance Review Panel.**

Karen Tate; Keith Pullinger and Alice Hansen.

**ACTION Headteacher to liaise with the SIA adviser to the Panel, confirm availability of all parties and date for the Panel to convene.**

**4.4 Governors AGREED that should there be the requirement to convene a Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee or Staff Appeal Committee during 2023/24, then the membership would comprise of three eligible and available Governors.**

**4.5 Governors noted that the terms of reference for each Committee must be reviewed and agreed at the next Committee meeting and brought back to the next full Governing Body for ratification; including the scheme of delegation.**

**4.6 link governors' positions, roles and responsibilities for 2023/24.**

English	Naveed Kazmi
Maths	Tom Luff
History & Geography	Victoria Segal
EYFS	Grace Wasyluk
Science	Alice Hansen
SEND/Safeguarding	Karen Tate
Arts / DT	Keith Pullinger
Music	Tom Luff
PE	Keith Pullinger
MFL	Victoria Segal
PSHE	TBC

4.6.1 Noted that Link Governors should undertake two visits, one at the beginning and a further at the end of the school year. Governors would meet with their link staff member/ subject lead and write up the visit.

4.7 Governors' Code of Conduct.

Governors reviewed and **AGREED** the Governor Role Profile and Code of Conduct for SHS GB for 2023/24.

**ACTION** Governors to complete the declaration on Governor Hub

4.8 Governance Annual Statement

Noted that the Chair would complete and circulate the 2022/23 SHS Governance Annual Statement by next week.

5. **PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING**

5.1 The minutes of the full GB meeting held on 19 July 2023 were **AGREED** and **RATIFIED** as a correct record. A copy of the minutes was signed and retained by the School for file.

5.2 Matters arising.

5.2.1 Item 3.3 Review the potential to hold a school governor evening and invite school community.

**ACTION** a) School to write to the school community, asking for expressions of interest.  
b) Ayse to continue to explore potential candidates from the Turkish community.  
c) Chair to sign up to Inspiring Governance to seek candidates.

5.2.2 Item 3.4 The Chair to complete the Governance Annual Statement over the summer holiday.

See item 4.8.

5.2.3 Item 7.5.1 C&C Committee to review the continuing embedment of Tapestry (recordings and communication of children's work/progress) and attainment within EYFS.

To be undertaken at the next C&C Committee.

5.2.4 Item 8.1 Isabel Garrod to write up the SEND link Governor visit.  
Item completed.

5.2.5 Item 8.2.1 School to circulate online NSPCC training link at the start of the autumn term.

Noted that the school had circulated the link to governors.

6. **CHAIRS ITEMS**

6.1 No urgent Chair's items were received.

7. **HEADTEACHER'S ITEMS**

The Headteacher took the GB through the draft School Improvement Plan. Noted that Ofsted sections and headings were retained. The SIP will continue to be rag rated through the year, to show progression against each target. The draft targets were noted as:

7.1 Section 1: The Quality of Education

Target 1: to improve the percentage of children who achieve ARE, in reading and phonics screening through RWI model with absolute fidelity to the programme.

*Target 2:* To develop a map of skills progression for digital literacy which ensures the children are applying the full potential of IT hardware and software in order to enhance their learning across the curriculum.

## 7.2 Section 2: Behaviour and Attitudes

*Target 1:* Establish roles and responsibility for children in KS1 and KS2 which will lead to improved behaviour in the playground and around the school.

*Target 2:* Supporting all staff to access and act on constructive criticism within the coaching models (links to respect and resilience).

### 7.2.1 *Q: Will staff be coached on the application, and best practice for the use of constructive criticism?*

*A:* Training will be provided around the coaching model. It will focus around the children and the children 's outcomes.

## 7.3 Section 3: Personal Development

*Target 1:* Develop a range of activities for all new arrivals /EAL children to ensure they have an opportunity to develop some cultural capital.

7.3.1 The Headteacher noted that the target may require funding being allocated to allow for transport/ admission costs however local free options will be sought. The target provides further depth and breadth to the school offer. Further noted that both schools were graded outstanding within this area at the last Ofsted Inspection.

7.3.2 Governors enquired if all children would have opportunities to access the experiences. The Headteacher noted that it was the aspiration for all children to access valuable cultural capital; however, the school would initial target children who were missing required frames of reference within their wider life experiences.

## 7.4 Section 4: Leadership and Management

*Target 1:* Ensuring the systems that facilitate instructional coaching are lead effectively and all teachers are accessing a systematic approach which develops their pedagogy.

### 7.4.1 *Q: Would this be across the whole staffing structure or targeted towards ECT?*

*A:* This would be for all teachers. Noted that ECT have a very structured programme, so may not have an opportunity to access the training.

## 7.5 Section 5: Early Years Foundation Stage

*Target 1:* Ensuring all children are encounter quality interactions with all EYFS staff which are strategically planned to develop key vocabulary.

**ACTION** For the GB to receive and approve the final SIP at the next Full GB meeting.

7.6 The Headteacher informed the GB that he would be commencing Ofsted Inspector training next week which would last for 2 weeks. The Headteacher would have to undertake 1 inspection per term.

## 8. **POLICIES**

8.1 **The GB APPROAVED the Safeguarding and Child Protection Policy 2023 for use by the school.**

8.2 **The GB AGREED the continued use of HR policies until further policy updates were received from Haringey HR.**

8.3 Governors noted that the Keeping Children Safe in Education 2023 had been uploaded onto Governors Hub. Governors were reminded to complete the KCSIE 2023 declaration on Governor Hub; once they had read the guidance.

**9. GOVERNORS' VISITS / TRAINING**

9.1 Governors' Visits.

No Governor visits had taken place since the previous full GB meeting.

9.2 Governors' training

No Governor training had taken place since the previous full GB meeting.

9.2.1 Governors noted the HEP Governors training programme.

**10. DATE AND TIME FOR THE NEXT MEETINGS FOR 2023/24**

10.1 Governors agreed for Full GB and C&C Committee to be face to face, with Resource Committee being held virtually.

10.2 The dates for the next cycle of GB and Committee meetings were **AGREED** as:

- Full GB: 13 December 2023 - 6pm
- Resources: 16 October (virtual) - 4:30pm.
- Curriculum and Community Committee: 15 November 2023 - 6pm

**11. ANY OTHER BUSINESS**

11.1 No AOB items were received.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 7pm.

Sign: K. Tate Date: 13/12/2023  
Karen Tate Chair of Governors

