

**SOUTH HARRINGAY SCHOOL
MEETING OF THE FEDERATED GOVERNING BODY
ON 13 DECEMBER 2023 AT 6PM
PUBLIC MINUTES**



Staff (2)

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

Parent (2)

Tom Luff 30-11-25 (virtually attended)

LA (1)

Keith Pullinger (Vice-Chair) 19-09-27

Also present

Corinne David (Clerk)
Adrian Smith (observer)

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

Grace Wasyluk 12-12-27

Tom Carter 12-12-27

*Max Tobias 12-12-27

*Denotes absence

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 Keith Pullinger welcomed everyone to the meeting and would be Chairing this meeting due to the Chair's absence. Tom Carter provided introductions to the GB.
- 1.2 Apologies for absence were received and noted from Karen Tate, Melanie Ahmend and Naveed Kazmi. Apologise for lateness were received from Alice Hansen (joined the meeting at 6:10pm).
- 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.
The Clerk reminded those Governors who had not yet done so to complete the annual register of Interest forms for 2023/24.
- 2.2 Governors' Code of Conduct.
Those Governors who had not yet done so were to sign the code of conduct.
- 2.3 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 20 September 2023 were **AGREED** and **RATIFIED** as a correct record. A copy of the minutes was signed and retained by the school for file.
- 3.2 Matters arising
 - 3.2.1 Item 4.7 Governors to complete the declaration on Governor Hub
See item 2.1.
 - 3.2.2 Item 5.2.1 Co-opted Governor Vacancies
Action completed.
 - 3.2.3 Item 7.5 To receive and approve the final SIP.
Action completed see item 7.1.

4. GOVERNING BODY MEMBERSHIP

- 4.1 Governors noted that Grace Wasyluk term of office as a Parent Governor expired on the 15 January 2024. Keith Pullinger proposed that Grace Wasyluk was appointed as a Co-opted Governor for a further 4-year term of office.

UNANIMOUSLY AGREED Grace Wasyluk was elected on to the GB as a Co-opted Governor

- 4.2 Keith Pullinger proposed Max Tobias (owner of the Dusty Knuckle Bakery) and Tom Carter were elected onto the GB as Co-opted Governors; noting that they had attended previous meetings as observers.

UNANIMOUSLY AGREED Max Tobias and Tom Carter was elected on to the GB as a Co-opted Governor

- 4.3 The Clerk noted that there was 1 Parent Governor vacancy.

ACTION School to undertake a parent governor election in the New Year.

5. REPORTS FROM COMMITTEES

The GB received and RATIFIED the following Terms of Reference:

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

5.1 Resource Committee

The GB noted receipt of the minutes from the Resource Committee held on 16 October 2023. Keith Pullinger, as Chair of the Committee provided an update from the meeting. The highlights were:

- The school continues to be in a healthy financial position.
- The school has seen an uplift in pupil numbers, which has a positive impact on 2024/25 budget allocation.
- The tendering for the new catering contract is underway. Noted that Pablum have withdrawn from the process.

- 5.1.1 *Q: Has the mayor's commitment to FSM for all primary aged pupils put off potential tenders?*

A: I'm not aware of this being a factor.

5.1.2 Windows renovation programme

The Headteacher informed Governors that Cabinet has passed the window programme; starting next term Spring 2024. This would be a 3-year programme fully funded by the LA.

- 5.1.3 Governors noted the Q2 position as detailed in the Resource Committee minutes and **RATIFIED** the **AGREEMENT** to commit revenue surplus to capital projects (£300k) to the upgrade and renovation of the KS1 playground.

5.1.4 Annual Review of Financial Documents.

The Full GB APPROVED and RATIFIED the following financial documents:

- **The Internal Scheme of Financial Delegation.**
- **The scheme for financing schools (financial regulations).**
- **The best value statement.**
- **The office manual (financial procedures).**

- 5.1.5 Governors noted that the SFVS had to be approved and submitted to the LA by 30 March 2024

5.2 Children and Curriculum Committee.

The GB noted receipt of the minutes from the Children and Curriculum Committee held on 15 November 2023. Grace Wasyluk, as Chair of the Committee provided an update from the meeting. The highlights were:

- The summer 2023 outcomes were received.
- An update on the use of Tapestry.
- An update on school role.
- Pupil attendance.
- Safeguarding.
- Parents' survey feedback.

6. **CHAIRS ITEMS**

6.1 No Chair's items were received.

7. **HEADTEACHERS ITEMS**

The Headteacher's took governors through the **School Improvement Plan**, providing an update on progress against each priority.

7.1 Section 1: The Quality of Education

7.1.1 *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.* This target had been rated green. The training on the new assessment tool had taken place which is supporting quick assessment and tracking. Noted that it is too early to share data. Regular practice sessions are taking place every week; coaching shows staff are teaching with fidelity in the programme. Children accessing 1:2:1 tutors are confident in the programme. For children in Reception Year 1 and Year 2 parent workshops have taken place to share what books their children are bring home and what support they can provide.

7.1.2 *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.* This target had been rated green. The new computing lead has begun to monitor learning across the school. Meeting agreed with IT consultant to explore. New IT lead is being well supported by a range of leaders. Progress is as expected; the pace will increase next term.

7.1.3 Q: *What would the target for target 2 look like?*

A: To having a map of skill progression for digital literacy.

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. This target had been rated green. Children have roles as playground library and classroom monitors. School council members were selected before the summer holiday. So far there has been 1 assembly regarding the monitoring and playground behaviour. This will be revisited in January.

7.2.1 Q: Does the setup of the playground support positive behaviours?

A: Yes, however it is hoped with the ambitious playground renovation playground behaviour will be further supported.

7.2.2 *Target 2: Supporting all staff to access and act on constructive criticism within the coaching models (links to respect and resilience).* This target had been rated green.

Regular learning walks are being carried out. Outcomes are supporting how support is tailored. CPD is delivered to KS2 teaching staff. Learning walks demonstrate pupils applying behaviours associated with walkthrus. Coached CTS have deeper understanding of pedagogy this is becoming embedded within practice across the curriculum areas.

7.2.3 Q: *What measures are in place to quantify the benefits?*

A: There will be a positive impact on pupils' outcome. The school could review looking at pupil and staff feedback. These linked with pedagogy knowledge and how refining those practices. There are very clear actions; conversations and outcomes have been clearly marked and tracked. The next round will be the coaches looking at taking on the coaching aspect for coaching the mentors.

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. This target had been rated green. The school have identified four families for the programme. The first trip will be a visit to the Stroud Green library.

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. This target had been rated green. CPD has been delivered to KS2 practitioners further CPD will be delivered in Spring term. The long-term goal is to increase capacity within the middle leadership team

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. This target had been rated amber. EYFS meetings have shared criteria, the lead has attended the conference training session. The first draft of the policy change has been completed. Anticipated that this will be published early in the spring term.

7.5.1 Q: *Are quality interactions occurring in both the classroom / playground settings?*

A: Staff are taking opportunities with pupils on either a 1:2:1 or 2:2:1 basis. Pupil centred and directed interactions has been added to the criteria. Noted that staff are much more strategic in their approach with children.

7.5.2 Q: *Will there be monitoring through Tapestry?*

A: Tapestry is a one-way system, but also SLT will be undertaking dropping in and providing strategic feedback.

THE GB APPROVED THE FINAL SCHOOL IMPROVEMENT PLAN

7.6 The current school roll was noted as:

Reception: 60

Year 1 60

Year 2: 57
Year 3: 57
Year 4: 58
Year 5: 46
Year 6: 55

7.7 The Headteacher informed Governors that he was now an Ofsted inspector and had participated in 2 inspections. The expectation was that he would undertake an average of one inspection each term. Noted that SHS was hosting a maths hub this year; 14 teachers across 10 schools. Kelli Arnold is leading a qualified maths specialist with NCETM.

8. POLICIES

8.1 SEND Policy and Information Report

The Policy required annual review. Governors noted that the format was very easy to understand from a parents / lay persons perspective). The Headteacher noted that there had been minor adaptations since the previous agreed version.

8.1.1 *Q: Are there systems now in place to ensure parents are informed and provided updates regarding the SEND status of their child?*

A: The school is now confident that robust systems are in place.

8.2 Statement of Behaviour Principles.

The Headteacher informed Governors that the positive relationship policy sat behind these principles

ACTION C&C committee to ensure the positive relationship policy reflect the behaviour principles.

8.3 Pay Policy.

This Policy had been received by Haringey HR and been reviewed and agreed with the unions.

8.4 Child on Child Abuse Policy.

The Policy required annual review. The Headteacher noted that there have been 2 cases which the school had to deal with over the past 12 months. The policy has supported the process and the outcomes have been satisfactory. The children involved are still part of SHS community. Governors noted that the policy worked and supported school practice.

8.5 Accessibility Plan 2023-2025.

Noted that the plan had to be updated every 3 years. The SENCO and SBM work together to produce the plan. Noted that some of the action had historical completed dates; these reflect the time period within which the plan covers. The school seeks external agency support for specialised developments like the sensory room setting up.

Governors APPROVED the following policies for use by the school:

- **SEND Policy and Information Report**
- **Statement of Behaviour Principles.**
- **Pay Policy.**
- **Child on Child Abuse Policy.**

- **Accessibility Plan 2023-2025.**

9. GOVERNORS' VISITS / TRAINING

9.1 Governors' Visits.

Alice Hansen had undertaken a science.

9.1.1 Karen Tate had completed a safeguarding visit. Noted that the visit report had been uploaded onto Governor Hub.

9.1.2 Noted that there had been 2 new Governors to the GB, who required link Governor positions

ACTION Updated list of link governors positions to be uploaded onto Governor Hub.

9.2 Governors' Training.

Keith Pullinger had completed the NSPCC online training.

ACTION School to send out reminders to those governors who were yet to complete the NSPCC training.

10. DATE AND TIME FOR THE NEXT MEETINGS FOR SPRING 2024 / ANY OTHER BUSINESS

10.1 Governors were informed that Haringey Council was undertaking a sustainability and resilience review, to understand the future sustainability of schools that had falling roll and/or deficit budgets. Noted that SHS had an increasing school roll and was in a surplus budget position.

10.2 Governors noted the times and dates for the next cycle of GB and Committee meetings as:

- Governor Day/ Full GB (from 2:30pm): 13 March 2024.
- Resources: Monday 29 January 2024 at 4:30pm (Virtual).
- Children and Curriculum: Wednesday 28 February 2024 at 6pm (Face to Face)

The Vice-Chair thanked everyone for attending. Part 1 of the meeting finished at 7:15pm, all staff members (except the Headteacher) and observers were invited to leave the meeting.

Sign:  Date:

Keith Pullinger Vice-Chair of Governors

