

**SOUTH HARRINGAY SCHOOL  
MEETING OF THE FEDERATED GOVERNING BODY  
ON 27 NOVEMBER, 2024 AT 6PM  
PUBLIC MINUTES**



**Staff (2)**

Ian Scotchbrook (Headteacher)

\*Kelli Arnold 01-10-24

**Parent (2)**

Tom Luff 30-11-25

Adrian Smith 18-02-28

**LA (1)**

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

**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

**Also present**

Corinne David (Clerk)

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

1.1 The Chair welcomed everyone to the meeting.

1.2 Apologies for absence were received from Max Tobias, Melanie Ahmed and Kelli Arnold.

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 Governors that if they had not yet done so they are required to complete register of Interest forms for 2024/25.

2.2 Governors' Code of Conduct. The Clerk reminded Governors that if they had not yet done so to sign the code of conduct.

2.3 No declarations of interests 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 18 September 2024 were **AGREED and RATIFIED** as a correct record; subject to the following amendment:

- Adrian Smith to be added to the membership of the Resource Committee.

A copy of the minutes was signed and retained by the school for file.

**3.2 Matters arising**

3.2.1 Item 4.1 & 5.2.1 School to hold a staff governor election.  
Action completed: Kelli Arnold was elected.

3.2.2 Item 4.2d Headteacher to liaise with the SIA adviser to the Panel, confirm availability of all parties and date for the Panel to convene.  
Action completed: The Headteacher's Performance Review Panel had occurred.

3.2.3 Item 4.4 Discuss EYFS link Governor position at the C&C Committee  
To be completed at the next Committee meeting.

3.2.4 Item 4.5 Governors to complete the code of conduct declaration via

Governor Hub.

See item 2.2. Noted that the declaration was on Governor Hub.

- 3.2.5 Item 5.2.4 Finance training  
Action carried forward.
- 3.2.6 Item 5.2.5 Grace Wasyluk and Keith Pullinger to receive an update of Priority 2 Target 2 at the next Governors in school day.  
Action noted for the next Governors in school day.
- 3.2.7 Item 8.2.1 School to circulate the NSPCC training link for safeguarding to all Governors.  
School to recirculate the link.
- 3.2.8 Item 11.1 Governors to review the website at the Governors in school day.  
Action noted for the next Governors in school day.

**4. GOVERNING BODY MEMBERSHIP**

- 4.1 The GB noted that Kelli Arnold was elected as the staff governor. Further noted that all other positions were filled; with no Governors term of office concluding before the end of the current school 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**

Governors noted receipt of the minutes from the Resource Committee held on 21 October 2024. Keith Pullinger, as Chair of the Committee provided an update from the meeting. The highlights were:

- The school were reviewing options to attribute additional costs of the SLT towards the Junior school budget.
- Utilities: the LA were still unable to resolve the issues with the meters. Noted that the school was being billed for some of the school buildings. Noted that the school has accrued for potential costs.
- The catering contract was performing well with staff, pupils and parents happy. Over time the chef will be looking at extending the provision and involvement of the children.
- Noted that the school has already brought the planting for the flower beds.
- Governors discussed future staffing requirements and spend against that.

- 5.1.1 Governors noted the Q2 position as detailed in the Resource Committee minutes and **RATIFIED** the **AGREEMENT** to commit revenue surplus (£250k) to the following capital projects:

- New damping of acoustics for the junior school.
- Updating the staff room in the infant school.
- Kitchen development / foodtech / exploring replacement of the kitchen equipment.
- Refreshing of technology and school equipment/IT project. Noted that there will be a full audit for technology requirements in regards to the new computing curriculum.

5.1.2 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).**

5.1.3 Governors noted that the SFVS had to be approved and submitted to the LA by 30 March 2025

5.2 Children and Curriculum Committee

Governors noted receipt of the minutes from the Resource Committee held on 20 November 2024. Grace Wasyluk, as Chair of the Committee provided an update from the meeting. The highlights were:

- A presentation on open worlds and digital literacy was provided to the Committee.
- The outcome from the most recent parent survey was received.
- Actions undertaken from the survey will be shared with parents.

**6. CHAIRS ITEMS**

6.1 No Chair's items were received.

**7. HEADTEACHERS ITEMS**

The Headteacher's took governors through his report; providing an update on progress against each priority.

7.1 Section 1: The Quality of Education

7.1.1 Target 1: CPD sessions was held on 18 September. All staff have been introduced to White Rose Maths; expectations shared and agreed-support for the new scheme ongoing. Further CPD sessions have been planned for the Spring and Summer Term. Two monitoring sessions have been carried out. This included a learning walk; a planning scrutiny and a book look. The Headteacher noted that as part of his role as school improvement advisor he goes to Enfield schools. Two have agreed to allow their maths leads to join SHS lead to review and support practice in each other schools.

*Q: How different is White Rose Maths to the previous scheme used by the school?*

A: The school has been using White Rose Maths for a period of time. The school is now using the scheme more methodically and with more fidelity to the scheme. Teachers to plan for their children and have ownership of the scheme to ensure it works for their pupils.

7.1.2 Target 2: The Computing Lead has attended two externally provided courses: One by HEP and the other by NCC. The Computing Lead has delivered one training sessions on teaching staff focussed on a new series of units on Online safety. Safety units were dated, made more user friendly and relevant. During the spring term there will be more auditing of IT hard and software.

*Q: When will the school be moving to the HEP scheme?*

A: The school is currently getting all the strands in place to allow the launch of the scheme to be successful.



7.2 Section 2: Behaviour and Attitudes

7.2.1 Target 1: Job description has been created and shared with SLT/ Agnes. New high vis vests and walkie talkies have been purchased. Job has been advertised with 20 applications received. All applicants were interviewed with 12 Junior leaders appointed. Training sessions with new Junior leaders on Junior lunch duty completed has been completed; a rota in place for Junior lunches with a move to the KS1 support early in the spring term. The school will continue to celebrate all children that provided contribution to the wider school community i.e. school council, ambassadors etc.

7.2.2 Target 2: The school have been introduced to the new leader to Peregrine House via email and with on-site visit carried out on 23 October. A date has been agreed for the choir to visit in December which will include decorating their rec room. Initial discussions with Peregrine House about extending sessions to involve children in one to one and small group activities in spring term. Looking to build multi-generational links overtime.

7.3 Section 3: Personal Development

New staff have been inducted into P4C planning and teaching. Observation arranged of other colleagues. A monitoring walk to audit oracy within P4C has been undertaken. The Deputy Headteacher attended a Senior Leader Conference where a keynote speaker from the Oracy Commission spoke and has provided a clearer understanding of Oracy work. The Oracy framework was shared with Governors. This will form part of the PSHE curriculum and timetable. From Year 2 onwards there will be a slot within the PSHE timetable. regular. Year 1 children will receive an introduction. There are discussions in nursery and reception in regards to 'how we get along' and other topics that relate to PSHE. Noted that Governors can review this during the Governors in school day.

7.4 Section 4: Leadership and Management

7.4.1 Target 1: The new model was introduced at the welfare meeting on 25 November. Before escalation to outside services the school would deploy a 'school around a child' meeting. The school will be using a template to record information and ensure all the right information is recorded from professionals and family. The approach is taken from Andrew Hall fluid where families can move on and off. All DSLs meet to talk through caseloads, provide challenge and contribute to moving the case forward. all at once. There is no one model.

7.4.2 Target 2: Three quotes have been received for management information system and are being evaluated by the admin and SLT team; Arbour being the preferred system. Plan for implementation during the spring term; launching with the wider school community during the summer term.

7.5 Section 5: Early Years Foundation Stage

The Headteacher, Deputy Headteacher and EYFS lead have met with teachers to identify key children for focus. Timetable edits have been made to ensure additional support for key children. Noted that EYs teaching is complex; the approach is not a radical departure from previous practice.

*Q: Identification of children is based on assessment; if the child performs well on the baseline test, would they receive any interventions?*

*A: If the school feel that there is a gap in the child's learning then they will be invited into groups to support any identified needs.*

*Q: How are children identified?*

*A: Children are tracked through Pupil Progress meetings. Children are reviewed for those that are below and identified who needs more support and a range of interventions are provided. If required there are discussions with certain families about bring their children into breakfast clubs. For the school it is about early intervention, being quick and knowing the children. It is also about the child's experiences and weaving that into the class; different cultures and children bring in objects to represent them.*

#### **7.6 School Roll**

The current roll stood at 397 with 20 children full time in nursery and 19 part time. The nursery will be full at the start of the spring term. Governors noted that the school roll was the highest it had been for a significant amount of time.

### **8. POLICIES**

**The GB received and approved the following policies for use by the school: – all agreed**

- **Flexible Working Policy.**
- **Managing Allegations made against Staff.**
- **Prevention of Sexual Harassment Policy.**
- **Safer Recruitment for school Policy.**
- **Teachers Pay Policy.**
- **Equality & Accessibility Policy.**
- **Uniform Policy.**

Governors requested that the school send out a general reminder to families that football kits should not be worn in school/PE lessons.

### **9. GOVERNORS' VISITS / TRAINING**

#### **9.1 Governors' Visits.**

The following Governor visits had taken place and were noted:

|              |              |
|--------------|--------------|
| Safeguarding | Karen Tate   |
| English      | Naveed Kazmi |
| Maths        | Tom Luff     |
| MFL          | Adrian Smith |

**ACTION**      Clerk and Chair to compile and circulate the full list of link Governor positions.

#### **9.2 Governors' Training.**

No Governors reported undertaking any training since the previous Full GB meeting.

**ACTION**      Clerk to circulate HEP training brochure

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

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

- Full GB: 20 March 2025 from 2pm. Noting Governors in school day prior.
- Resources: Monday 27 January 2025 at 4:30pm - Virtual.
- Children and Curriculum: 12 March 2025 at 6pm – Face to Face

The Chair thanked everyone for attending. Part 1 of the meeting finished at 7:30pm, all staff members (except the Headteacher) were invited to leave the meeting.

Sign: .....

Karen Tate Chair of Governors

Date: .....

20 | 3 | 25