

**SOUTH HARRINGAY SCHOOL
FULL MEETING OF THE FEDERATED GOVERNING BODY
ON 2 OCTOBER 2019 AT 6:30PM
PUBLIC MINUTES**



Staff (2)

Ian Scotchbrook (Headteacher)
Kelli Arnold 31-08-20

Parent (2)

Amy Dowling 15-05-23
Vacancy

LA (1)

Peter Snow 15-05-23

Co-opted (8)

Karen Tate 07-09-20 (Chair)
Keith Pullinger 07-09-20 (Vice-Chair)
*Iona Desai 07-09-20
Naveed Kazmi 07-09-20
Michael Taylor 07-09-20
*Neil Reily 11-03-22
Isabel Garrood 10.07.22
Vacancy

*Denotes absence

Also present

Corinne David (Clerk)

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

1.1 The Clerk welcomed all Governors back from the summer holiday and to the start of the new school year. **The Clerk AGREED to Chair the meeting up to item 4.**

1.2 Apologies for absence were received from, Neil Reily and Iona Desai.

1.3 The Clerk confirmed that the meeting was quorate with 9 Governors present.

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

2.1 Register of Interests Forms – All Governors present completed a Pecuniary Interest Form for 2019/20. These were collected by the Clerk and retained by the School for file.

2.2 There were no declarations of interests made in respect of any of the 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 2019/2020 academic year.

The Clerk sought nominations for the position of Chair. Karen Tate informed Governors of her willingness to stand as Chair for 2019/20. No other nomination was received.

UNANIMOUSLY AGREED Karen Tate was elected Chair for 2019/20.

3.3 Election of Vice-Chair for the 2019/2020 academic year.

The Clerk reminded the GB that SHS had two Vice-Chair of Governors and sought a determination if this was a model that the GB wished to continue with for 2018/19. The GB discussed the position and noted that in the future this would be good for those Governors that were not Chair of a Committee to gain experience in a more involved role and for future succession planning; however, for the current academic year there should only be one Vice-Chair.

AGREED SHS GB to continue with 1 Vice-Chair position.

- 3.3.2 The Clerk sought nominations for the Vice-Chair position for the academic year 2019/20. Keith Pullinger informed Governors that he would be willing to stand as Vice-Chair. No other nominations were received.

UNANIMOUSLY AGREED Keith Pullinger was elected Vice-Chair for 2019/20.

The Clerk handed the meeting over to the Karen Tate.

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

- 4.1 The Chair informed Governors that both Shelly Usher (Co-opted Governors and Adrenne Read (Associate Governor) had stepped down from the GB due to personal commitments.

- 4.1.1 The Clerk Confirmed that there was one Co-opted Governor position and one Parent Governor position. Noted that there were no Governors whose positions were ending before the 31 December 2019. The Clerk noted that six Governors term of office were concluding by the end of August / beginning of September 2020. The Chair asked Governors to consider what they would like to do at the end of this academic year to allow for succession planning.

ACTION Succession planning to be an agenda at the spring Full GB meeting.

- 4.1.2 The Headteacher an advert inviting Parent Governor nominations would appear in the next newsletter on Friday. Governors that were parents were encouraged to talk to other parents about the role.

- 4.1.3 Governors discussed particular skills that would strengthen the GB; nominations from candidates with a background in finance, from local ethnic community groups or local business would be beneficial. The most important aspect was the time to commit to the role and the School.

ACTION Chair to contact Governors for Schools and HEP Governor Services to establish if there are any candidates suitable for the position. The Headteacher and Peter Snow to talk to some potential candidates for the Co-opted role.

- 4.2 Governors discussed and **AGREED** that the GB should continue with 3 Committees. The composition of the Committee membership for 2019/20 was **AGREED** as.

Resources Committee

Ian Scotchbrook

Karen Tate

Michael Taylor

Keith Pullinger

Michael Gordon

Peter Snow (to try the first meeting)

Teaching & Learning Committee

Ian Scotchbrook

Karen Tate

Naveed Kazmi

Kelli Arnold

Isabel Garrood

Amy Dowling

- 4.2.1 It was AGREED at the Teaching and Learning Committee that the Chair would be elected at the Full GB meeting. The Chair sought nominations for the position.

Naveed Kazmi informed Governors that he would be willing to stand as Chair of the Teaching and Learning Committee. No other nominations were received.

UNANIMOUSLY AGREED **Naveed Kazmi was elected Chair of the Teaching and Learning Committee for 2019/20.**

Children, Family & Community Committee.

Ian Scotchbrook
Karen Tate
Polly Haste
Iona Desai
Neil Reily
Amy Dowling
Peter Snow

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

Headteacher's Performance Panel

Karen Tate
Keith Pullinger
Peter Snow

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

4.2.2 Governors **AGREED** that should there be the requirement to convene a Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee or Staff Appeal Committee during 2019/20, then the membership would comprise of three eligible and available Governors.

4.3 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.

4.3.1 Naveed Kazmi, as Chair of the Teaching and Learning Committee informed Governors that the Committee had met on 12 September and reviewed the Terms of Reference (ToR). The Committee had recommended that the Full GB approve the Teaching and Learning Terms of Reference. **The GB RATIFIED the Terms of Reference for the Teaching and Learning Committee.**

4.4 Link Governors' Positions.

Governors discussed and **AGREED** the Link Governors' positions:

English	Naveed Kazmi
Maths	Isabel Garrood
Science / STEM	Keith Pullinger
Early Years	Iona Desai
Safe Guarding	Karen Tate
BAME	Karen Tate
Humanities	Peter Snow
Art / DT	Amy Dowling
Computing	Michael Taylor
SEND	Isabel Garrood (care take the role)

4.4.1 Governors discussed the role of link Governors; each curriculum link Governor area to have 2 visits a year; one at the beginning of the School year and the other late in the spring term. The first visit would focus on reviewing what happened in the previous year the SIP evaluation and looking at the new SIP. The second visit would focus on progress against the current targets and possible key priorities for next year. Noted that Ofsted ask how Governors holding the school to account.

4.5 Governors' Role Profile and Code of Conduct.

Governors' reviewed and **AGREED** the Governor Role Profile and Code of Conduct for South Harringay School GB. All Governors present signed the code of conduct, which were retained by the School for file.

4.6 Governance Annual Statement

For Governors to review and agree the SHS Governance Annual Statement via email and the school to upload onto the website once approved.

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

5.1 The minutes of the full GB meeting held on 10 July 2019 were **AGREED** and **RATIFIED** as a correct record. One set of minutes was signed by the Chair and retained by the School.

5.2 Matters arising.

5.2.1 Item 6.2.3 Playtime Structure

Governors discussed how is the school ensures an equal gender use of the MUGA. The Headteacher noted that by virtue of having a staff member in the MUGA ensuring there is structured fair play activities have become less boisterous and more girls are going in there.

5.2.2 Item 7.8 NLC

The Chair should be receiving the minutes from the NLC meetings.

ACTION Headteacher to remind the Clerk of the NLC to circulate the minutes to all the Chairs' of Governors.

5.2.3 Item 9.1.2 Safeguarding

The Headteacher informed Governors that they were receiving all the required statutory information on safeguarding through the Headteacher's report. The School is working with the SIP on the new Safeguarding audit.

5.2.4 Item 9.1.3 IPC Link Governor Visit

Noted that this visit was cancelled. The Headteacher informed Governors that SHS has moved away from the IPC model.

5.2.5 Item 9.2 Governors' Training

Isabel Garrod had completed the Online NSPCC safeguarding training. Both Amy Dowling and Peter Snow were currently undertaking the Online NSPCC safeguarding training.

ACTION Governors to send certificates of training completion to the School.

6. REPORTS FROM COMMITTEES

- 6.1 Naveed Kazmi provided Governors with a verbal update from the Teaching & Learning Committee held on 12 September 2019. The highlights were:
- The 2019 end of year outcomes were reviewed and discussed.
 - Identify areas of the 2019/20 SIP to be reviewed by the Committee.
 - Discussed the 2019/20 Pupil Premium Plan.
 - Noted that the School has employed Rose Academy to provide before, after and lunch time sporting provision.
- 6.2 Governors noted receipt of the minutes from the Resource Committee held on 8 July 2019.
- 6.3 Governors noted receipt of the minutes from the Children, Family & Community Committee held on 24 June 2019.

7. CHAIRS ITEMS

- 7.1 No Chairs items were reported.

8. HEADTEACHERS ITEMS

8.1 SHS Pupil Profile

The Headteacher noted that SHS pupil profile had been circulated to all Governors. Noted that the data was yet to be validated.

ACTION All Governors to review the information and submit questions to the School.

8.2 2019/20 SEF

The Headteacher took Governors through the updated SEF. The document had been organised according to the new Ofsted Criteria.

ACTION The Headteacher to circulate the SEF to the GB.

8.3 2019/20 SIP

The Headteacher took Governors through the updated SIP. Each section is being updated to reflect the new Ofsted Criteria. Each section has up to three key targets. Governors recognised that the document was dynamic and noted that the key targets would remain unchanged. **The GB APPROVED the SIP and key targets as:**

Section 1: The Quality of Education Key Targets:

- Increase the percentage of BAME children reading fluently and at age expectation.
- To produce a curriculum map for all subjects which ensures knowledge and skills are sequenced coherently to ensure all pupils acquire the intended knowledge and skills.
- Further develop teacher knowledge and pedagogy in history, geography and science teaching leading to an improvement in outcomes for children.

Section 2: Behaviour and Attitudes Key Targets:

- For the welfare team to develop more effective interventions, with a particular emphasis on harnessing external agency support, for the minority of the children who struggle with self-control and positive attitudes; with a particular focus on relevant BAME children.

Section 3: Personal Development Key Targets:

- 1.To develop a coherent sequence of work round our values, P4C, growth minds and assemblies.
- 2.To extend the citizenship scheme to explore opportunities outside the school KS2.

Section 4: Leadership and Management Key Targets:

- 1.To implement a more effective distributive leadership model ensuring the direct work of middle leaders leads to demonstrable improvements in the teaching and learning in their respective subject areas.
- 2.Training and strategic work plan of senior leaders leads to greater whole school understanding and application of our ethos, vision and values.
- 3.To provide greater evaluative rigour to the strategic work of appropriate reductions to teacher workload and improvement of well-being.

Section 5: Early Years Foundation Stage Key Targets:

1. To continue to develop the use of the Reception outside space for continuous provision and adult led activities, ensuring that the space provides a stimulating and engaging environment.
2. To revise the Early Years curriculum map to ensure that knowledge and skills are sequenced coherently and to ensure that prior learning for Year One is detailed in the whole school curriculum map.
3. To further develop curriculum knowledge and pedagogy in Maths with a focus on the skills of subitising (recognising quantities without counting) and partitioning with numbers to 10.

ACTION Headteacher to circulate the 2019/20 SIP to the GB.

9. POLICIES

9.1 Pay Policy

The model Haringey Pay Policy was ratified by the GB.

9.2 Child Protection and Safeguarding Policy

Governors noted receipt of the Child Protection and Safeguarding policy prior to the meeting. The Headteacher informed Governors that the policy was up to date and included the amendments from the Keeping Children Safe 2019 update.

AGREED The GB ratified the Child Protection and Safeguarding Policy for implementation by the School.

9.3 Complaints Policy.

The Complaints Policy was ratified by the GB.

9.4 Any other statutory policies that require GB approval.

A Statement of Behaviour Principles: The Headteacher noted that SHS statement of behaviour principles would be circulated to Governors for review and approval.

ACTION All Governors to review the Statement of Behaviour Principles and respond to the School by 9 October.

10. GOVERNORS' VISITS / TRAINING

10.1 Governors' Visits.

No Governors had visited the School since the last meeting.

10.2 Governors' Training.

10.2.1 Karen Tate had attended HEP BAME training.

ACTION Karen Tate to share information/ slides from HEP training with all Governors.

10.3 Governor Hub

The Clerk to provide a demonstration on the functionality of Governor Hub.

AGREED SHS to purchase Governor Hub.

11. DATE AND TIME FOR THE NEXT MEETINGS FOR 2019/20/ ANY OTHER BUSINESS

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

- Full GB: Wednesday 4 December at 6:30pm;
Friday 20 March at 9:30am;
Wednesday 20 May at 6:30pm;
Wednesday 8 July at 6:30pm.

- Resources: Wednesday 30 October 2019 at 4:30pm
- Teaching and Learning: Wednesday 27 November 2019 at 6:15pm.
- Children Families and Community: Thursday 14 November 2019 at 6:30pm

11.2 No any other business was discussed.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 8:50pm.

Sign: 
Karen Tate, Chair of Governors

Date: 4/12/19