

**SOUTH HARRINGAY SCHOOL
FULL MEETING OF THE FEDERATED GOVERNING BODY
ON 4 DECEMBER 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

Also present

Corinne David (Clerk)

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 Garrod 10.07.22
Vacancy

*Denotes absence

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all Governors.
- 1.2 Apologies for absence were received from, Neil Reily, Naveed Kazmi and Iona Desai.
- 1.3 The Clerk confirmed that the meeting was quorate with 8 Governors present.

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

- 2.1 All Governors present had completed a Register of Interests form.
- 2.2 All Governors' present had signed a Code of Conduct.
- 2.3 There were no declarations of interests 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 2 October 2019 were **AGREED** and **RATIFIED** as a correct record. One set of minutes was signed by the Chair and retained by the School.
- 3.2 Matters arising
 - 3.2.1 Item 4.1.3 GB Skill Audit

Noted that the Parent Governor election was underway. **AGREED to wait until a new Parent Governor had been elected onto the GB before undertaking a skills audit.**

ACTION Governors to undertake a skills audit at the next Full GB meeting.
 - 3.2.2 Item 4.2.1 Headteacher's Performance Panel

The Headteacher's performance appraisal was undertaken on 12 November 2019.
 - 3.2.3 Item 5.2.2 NLC

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

3.2.4 Item 5.2.5 Governors' Training

Noted that Amy Dowling had completed the Online NSPCC safeguarding training. Peter Snow confirmed that he would complete the training and provide the certificate of completion to the School.

4. GOVERNING BODY MEMBERSHIP

4.1 The Clerk confirmed that there was currently 1 Co-opted Governor vacancy and 1 Parent Governor vacancy. Noted that the Parent Governor election process was underway.

AGREED To review the preferable skills of any potential Co-opted Governor at the next Full GB.

4.1.1 No Governor's term of office were concluding before the 30 March 2020.

5. REPORTS FROM COMMITTEES

5.1 **The GB received and RATIFIED the Term of Reference for the Resource Committee (including Pay Committee) and Children, Families and Community Committee.**

5.2 Teaching & Learning Committee

Governors noted receipt of the minutes from the Teaching & Learning Committee held on 12 September 2019. A verbal report was provided at 2 October 2019 Full GB meeting.

5.2.1 Isabel Garrod provided a verbal report of the Teaching & Learning Committee held on 27 November 2019. The highlights were:

- a) The Committee reviewed the School's progress against section 1 in the SIP.
- b) An update of sporting achievement of SHS pupils was received. Noted that the girls football team has been successful.
- c) An overview of educational visits and visitors was received.
- d) The SEND information report and Policy was received and approved.

5.3 Resource Committee

Michael Taylor, as the Chair of the Resource Committee, provided a verbal update of the meeting held on 30 October 2019. The highlights were:

- a) SHS overall surplus stood at £260k; with a £304k in-year deficit; which includes one off capital project expenditure like the swimming pool. The Resource Committee was continuing to closely monitoring the financial situation.
- b) The School has a high number of support staff across both sites. Focus of staff work will be core functions such as Teaching & Learning.
- c) Fire safety works. A lot of the work has been paid for by the LA. This timeline of this work has significantly slipped and yet to be completed. The alarm between the two buildings has been bridged. Both school buildings are compliant.
- d) Fire risk assessments: 3 high risk items were noted and discussed in detail. All items had been resolved.
- e) Health & Safety matters were reviewed. Overall compliance stood at 96%. This would increase to 98% to 100% once outstanding item were completed.
- f) Staff exit interviews were discussed. Noted that SHS doesn't experience a high staff turnover so understanding patterns would be difficult.

ACTION Review of staffing levels and staff exit interviews to be an agenda item at the next Resource Committee meeting.

- 5.4 Children, Families and Community Committee held on 14 November 2019. Karen Tate provided a verbal report of the CFC Committee held on 14 November 2019. The highlights were:
- a) Safeguarding was discussed.
 - b) The text messaging service used to communicate with families was reviewed.
 - c) Isabel Garrood had undertaken a SEND link Governor visit: the report had been uploaded onto Governor Hub.
 - d) Iona Desai agreed to organise a visit with Early Years.
 - e) SIP and key targets for the Committee were reviewed and discussed.
 - f) Parent's survey responses were reviewed. The School received more responses than the previous years. Overall respondents were happy with the SHS and felt the behaviour of the children was good. The new homework policy was on the School's website. The Committee agreed to keep the parent survey questions the same to allow for comparison with previous years data.
 - g) The Behaviour Policy was approved.
 - h) Pupil attendance had improved on last year's attendance data.
 - i) The number of pupils with SEND had fallen. 56 pupils were receiving support but not all had an EHCP.
 - j) There were a number of behaviour incidents that related to a small group of pupils. The School was managing the situation.

6. FINANCE

6.1 Michael Taylor provided the GB with an overview of SHS financial position. Overview SHS had a £260k surplus. This 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.

6.1.1 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 the project.

AGREED **The Full GB approved the commitment of £260k from the Infant and Junior School budget for building refurbishment works.**

6.2 Internal Scheme of Financial Delegation.

AGREED **The Full GB ratified the Internal Scheme of Financial Delegation.**

6.3 Scheme for Financing Schools (financial regulations).

AGREED **The Full GB ratified the scheme for financing schools (financial regulations) for adoption by the School.**

6.4 Best Value Statement.

AGREED **The Full GB ratified the best value statement.**

6.5 Office manual (financial procedures)

AGREED **The Full GB ratified the office manual (financial procedures) for adoption by the School.**

6.6 Governors noted the SFVS submission date of 31 March 2020, which required approval by the Full GB.

ACTION SBM to circulate the new SFVS format the Resource Committee.

7. CHAIRS ITEMS

7.1 No Chair's items were discussed.

8. HEADTEACHERS ITEMS

The Headteacher took Governors through an updated SIP report.

8.1 Section 1: The Quality of Education

8.1.1 Target 1 had been rated amber. The Headteacher provided a detailed explanation on actions taken to date. These were detailed in the SIP.

8.1.2 **Q: What does BAME for SHS look like?**

A: BAME incorporates pupils from the Black African, Black Caribbean and Turkish communities. Each School has groups that don't do as well as other children in their School. In SHS Black African children are doing well. However Black Caribbean and Turkish pupils tend to underperform when compared to their peers. SHS looks at all children at risk of not making ARE regardless of what group they fall into. The definition of vulnerable children at SHS are those that are at risk of not making expected progress / reaching ARE. The DHT in SHJS is trialling an intervention with Turkish pupils. After Turkish and Black Caribbean pupils', the next vulnerable group are those children from Eastern Europe, probably from Roma Gypsy / traveller descent. BAME is a Haringey incentive; the only group OfSTED will look at is disadvantaged children.

8.1.3 **Q: Are those pupils that make up the non-white other group, making progress?**

A: SHS identifies any child that is not at risk at making ARE. This would include any BAME pupils. The School can show solid evidence of how vulnerable children are identified and what the School is doing to improve those children's outcomes.

8.1.4 Target 2 and Target 3 had been rated amber. The Headteacher provided a detailed explanation of actions taken to date. These were detailed in the SIP.

8.2 Section 2: Behaviour and Attitudes

Target 1 had been rated amber. The Headteacher provided a detailed explanation on actions taken to date. These were detailed in the SIP.

8.3 Section 3: Personal Development

Target 1 and Target 2 had been rated amber. The Headteacher provided a detailed explanation on actions taken to date. These were detailed in the SIP.

8.4 Section 4: Leadership and Management

Target 1 had been rated amber. The Headteacher provided a detailed explanation on actions taken to date. These were detailed in the SIP.

8.4.1 Target 2 had been rated amber. Three days of training had been completed. The School were redefining the value and vision for SHS. Noted that the School now has four values. This has made the identity of SHS clearer for the school community.

8.4.2 Target 3 had been rated amber. The staff survey had been completed and adjustments made to practise in response to some of the feedback. The employee assistance program is being promoted more effectively. All employees have 24-hour access to a confidential help line which is being championed by Rosie. At the end of the year the School will find out how many times the service has been accessed.

8.5 Section 5: Early Years Foundation Stage

Target 1 and Target 2 had been rated amber. Target 3 had been rated red because the training and other associated work was commencing in the spring term. The Headteacher provided a detailed explanation on actions taken to date. These were detailed in the SIP.

8.6 Number of Children on Roll

Nursery FT - 21 Am - 8 Pm – 9

Reception 60

Year 1 56

Year 2 57

Year 3 55

Year 4 52

Year 5 45

Year 6 65

8.7 SEF 2019

SHS 2019 SEF was shared with Governors. The GB discussed the percentage of children from ethnic minorities in the School. Noted that the demographic makeup of the school was changing. The number of pupils with SEND had always been higher than the national average. 53.7% of children at SHS have English as an additional language; this is higher than the national average of 21.2%.

ACTION a) Headteacher to update the demographic information at the front of the SEF.

b) Headteacher to upload the SEF onto Governor Hub.

9. POLICIES

9.1 Safer Recruitment Policy

The Headteacher took Governors through the Safer Recruitment Policy; noted that it had been part of the Safeguarding Policy previously. Noted that the Policy describes the process in place; DBS checks and the SCR. The Headteacher clarified that self-employed contractors did have a DBS check undertaken.

ACTION To explicitly state that self-employed contractors have DBS checks undertaken.

AGREED **The GB ratified the Safer Recruitment Policy.**

10. GOVERNORS' VISITS / TRAINING

10.1 Governors' Visits.

Isabel Garrod had undertaken a SEND link Governor visit: the report had been uploaded onto Governor Hub.

10.1.1 Karen Tate had undertaken a Safeguarding visit and reviewed the SCR and discussed the safeguarding audit report.

10.2 Governors' Training.
No Governors had attended any training.

10.2.1 Governors discussed the most effective use of Governor visits and how to get the best of them.

AGREED **To have a Governor training session on effective link Governor visits.**

ACTION Chair to arrange the session for the next Full GB meeting.

11. DATE AND TIME FOR THE NEXT MEETINGS FOR spring 2020

- 11.1 The dates for the next cycle of GB and Committee meetings were confirmed as:
- Full GB: Friday 20 March 2020 at 9:30am, as part of the Governors in School Day.
 - Resources: Wednesday 4 March 2020 at 4:30pm.
 - Teaching and Learning: Thursday 5 March 2020 at 6:15pm.
 - Children Families and Community: Wednesday 26 February 2020 at 6:15pm.

12. ANY OTHER BUSINESS

12.1 The GB discussed what appropriate matters Governors should be raising at meetings that come from the parent body. Noted that any matters that are operational should be directed to the school. The role of Governors was to provide strategic direction.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 8:10pm.

Sign:
Karen Tate, Chair of Governors

Date: 4/12/20