

**SOUTH HARRINGAY SCHOOL
FULL MEETING OF THE FEDERATED GOVERNING BODY
ON 10 JULY 2019 AT 6:30PM
PUBLIC MINUTES**



Staff (2)

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

Parent (2)

Amy Dowling 15-05-23
*Polly Haste 31-08-20

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
Shelley Usher 28-09-21
Naveed Kazmi 07-09-20
Michael Taylor 07-09-20
Neil Reily 11-03-22
Isabel Garrod 10.07.22

Associate (1)

Adrenne Read 05-12-21

*Denotes absence

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting; introductions were made.
- 1.2 Apologies for absence were received from Polly Haste.
- 1.3 The Clerk confirmed that the meeting was quorate with 10 Governors present.

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

- 2.1 There were no declarations of interests in any of the agenda items.

3. GOVERNING BODY

3.1 Parent Governor

The Chair informed Governors that Polly Haste had tendered her resignation from the GB from the End of the school year. Governors provided thanks to Polly Haste for her work and Commitment to SHS and the GB.

ACTION School to undertake Parent Governor election in the autumn term.

3.2 Governance Annual Statement.

- ACTION**
- a) Clerk to send the Chair examples of Governance Annual Statements.
 - b) Governors to forward any thoughts about the Governance Annual Statement to the Chair
 - c) Chair to draft the Governance Annual Statement and circulate to Governors.

4. MINUTES OF THE PREVIOUS MEETING/MATTERS ARISING

4.1 The minutes of the full GB meeting held on 14 May 2019 were **AGREED** and **RATIFIED** as a correct record. One set of minutes was signed by the Chair and retained by the School.

4.2 Matters arising.

4.2.1 Item 3.2.3 Governors' Training.

Amy Dowling had received the log on for the NSPCC safeguarding training and had started the course.

5. REPORTS FROM COMMITTEES

5.1 Children, Families & Community Committee

The Clerk provided a verbal report from the Children, Families & Community Committee held on 24 June 2019. The highlights were:

- a) The Committee reviewed the updated SIP and the rag ratings for each Priority
- b) Feedback from the parents survey
- c) Pupil attendance: noted that a gap between pupil premium and non-pupil premium students.
- d) Discussions on how the School supports parents with EAL at parents evenings and during other meetings.

5.2 Resource the Committee

Michael Taylor as Chair of the Resource Committee provided a verbal report from the meeting held on 8 July 2019. The highlights were:

- a) A consolidated the report for SHS finance was received and commended by the Committee for its ease of understanding.
- b) The reported consolidated in-year deficit was £168.
- c) The DfE had readjusted the Pupil Premium allocation for SHJS to £114K (decrease of £21K) and SHINS to £26K (decrease of £29K).
- d) £80K capital spending for the air handling unit works in the swimming pool. Works to be completed over the summer holiday.
- e) The LA had undertaken a tendering exercise for compliancy work; no expressions of interest were received. The LA are now re-tendering the work.
- f) Every class has a teacher and at least TA, Year 6 will be split into 3 classes.
- g) Health & Safety was discussed with detailed discussions on Legionella risk assessment with all actions completed.

5.2.1 The Committee discussed the catering contract, actions taken to increase uptake and reviewed pupil numbers taking up a school meal: 162 pupils in SHINS received a school meal (13 pack lunch) and 115 pupils in SHJS received a school meal (99 pack lunch). Noted that SHS is in a consortium with 9 other schools, the contract had been extended for a further 2 years and will have to be re-tended at the end of this period.

5.2.2 The Headteacher informed Governors that he had received written confirmation that the LA had received agreement and signed off phase 1 of the refurbishment works to SHS.

6. CHAIRS ITEMS

6.1 No Chair's actions had been taken since the previous meeting.

6.2 Pre-submitted questions to the School

Governors had asked for further information on areas observed during the Governors in School day.

6.2.1 Reading in class

Neil Reily provided Governors with an overview of reading in class and how this had evolved. In year groups 2 through to Year 6 there is whole class reading. Every child is taught at the same time and taught at the same pace; this has been successful this year. The School's in-year data has been positive, across all children. Teachers have taken to this new approach well. The School also has the Read, Write Ink scheme being used throughout the School; this is particularly helpful for children that are new to English as it supports decoding. In Year 1, there is the similar carousel of reading activities (including Phonics and Beanstalk reading scheme). Presently the School is not looking to change the approach for Reading in Year 1 and Reception. However, the School may slightly adapt the approach to Reading for Year 1 in the summer term to provide exposure to the different approach, so children are familiar when they reach Year 2. Teachers aren't expected to produce written work every session. There is still reading for pleasure everyday for 15 minutes. During 2019/20 the School will ensure there is access to rich and quality for all the children.

6.2.2 Use of i-pads in class reading

Kelli Arnold informed Governors that the use of i-pads in class has become more embedded. They are used to allow children to undertake research in the classroom and also for reading (kindle). The teachers have the option to direct pupils to a text online if it is deemed more appropriate and fills a gap. Children are able access the Dictionary and Thesaurus to unpick the meaning of words. Teachers are using i-pads as learning tool, separate from ICT. For those children that are new to English there are opportunities access books in dual language are talking books. Children from Reception to Year 6 have access to i-pads.

6.2.3 Playtime structure

Kelli Arnold informed Governors that the playtime structure had been change this year; TA's are on duty during lunchtime and teachers on duty break time, with a minimum of 4 adults in each playground. Each adult is designated to an area to supervise. From the KS2 pupils, playground buddies are brought to KS1, this has worked really well. Both settings have a buddy bench, for those children feeling a bit lonely or sad during the session. For those children that are new to the school and perhaps new to English, there are designated bubby that talk the same mother tongue language. Both playgrounds have a lot of equipment; playground monitors collect the equipment. The peer mediators undertake regular training. The London Football Academy undertake supervised sessions on a class rotation system on the MUGA, gym hall and climbing frame. In KS1 Reception have their own time in playground, this is mixed at lunchtime, but with a rotation system similar to that used in KS2. There is also a lunchtime club for those children that may have particular needs during the 'free play sessions' at school. Every Monday there is an Executive lunch with the Headteacher. There is a more cohesive feel to the playground.

7. **HEADTEACHER'S ITEMS**

The Headteacher provided Governors with a verbal report and an update on progress towards the School Improvement Plan.

7.1 Section 1: Raising Attainment and Progress.

Overall attainment and progress have been good. 90% of Year 1 passed the Phonics Screening Test. The School's overall combined outcome (Maths, Reading and Writing) at KS2 was 76% reaching ARE; National was at 73%. There was an in-school gap (in KS1 and KS2) between boys and girls outcomes. In Maths the percentage of children reaching ARE was 79% at KS1 and 89% at KS2. An assessment system for all subjects has been implemented, this is an ongoing project. With the new approach from Ofsted and a move from skills to knowledge base testing, there is a recognised that there is a need to shift how knowledge will be recorded in all subjects.

7.2 Section 2: Culture and Enrichment

All areas have been rag rating green. 105 children attended the cinema as a reward to reaching the required level within the citizenship awards. Other children not going to the cinema were asking how they could get enough points to do the trip next year. For 2019/20 the School will keep the citizenship award for just KS2 to ensure synergy and cohesion of the programme; with a view to extend to KS1 in future years. The School Improvement Advisor had noted the independence of the pupils at the school. There are a number of events for all staff. There is now cross migration of staff next year with movement from KS2 moving to KS1. New members of staff are more open to working across both sites.

7.2.1 **Q: Does the school undertake staff wellbeing surveys?**

A: one hasn't been undertaken this year; one will be undertaken early in the autumn term.

7.2.2 **Q: Does the School undertake exit interviews with staff?**

A: This would be the GB role.

ACTION Exit interviews to be an agenda item at the next Resource Committee meeting.

7.3 Section 3: Environment and Resources

Key target 1 & 2 has been rag rated green. Key target 3 (To develop a plan, with costings for refurbishing the KS1 classrooms in time for a summer upgrade) has been rated Red. This is due to wider budgetary constraints and it was felt in appropriate to proceed with this at this point in time.

7.4 Section 4: Safeguarding

The key target (Ensuring children we have methods for recording, and considering, the voice children engaged in early help interventions and CIN and CP support) has been rag rated amber. There has been challenge in how the school records the children's voice for those with support from external agencies including social services. The school are now capturing the voice of children that are vulnerable to underachievement. The other 2 key targets have been rag rated green.

7.5 NLC

Ian Scotchbrook continues to the local NLC group, but is looking to step down. An overview of work being undertaken was provided.

7.6 Reading reviews

A review of how reading is being undertaken within the NLC is being undertaken by Jane Blakey. The findings and best practice will be shared with Schools in the NLC.

7.7 Well-being

The approach 'I Thrive' is being deployed by Steven Sisters Schools, which is a multi-tiered approach to well-being.

7.8 SEND

Park View is hosting an event to review transition issues for those children with SEND

ACTION Headteacher to ensure the Chair of Governors receives the minutes from the meeting noted in item 7.5 to 7.8.

At 7:40pm Peter Snow leaves the meeting.

7.9 School Leadership

The Headteacher reminded Governors that there have been changes in School's leadership structure. New TLR's and positions were shared with the Governors. For 2019/20 there will be a focus on middle leadership development. There will be more SLT & MLT team meetings to ensure a smooth curriculum working. Governors noted that the approach to Link Governor areas of responsibilities and visits will need to be reviewed. Noted that there might be a need to have governors with more than 1 area of responsibility.

ACTION a) Headteacher to share the SLT and MLT structure with the Chair
b) Link governor roles and responsibility to be an agenda item at the next Full GB meeting.

8. **POLICIES**

8.1 Governors reviewed and noted receipt of the Complaints Policy before the meeting. The Headteacher informed Governors that the update had come from Judicium and is in response from the guidance from DfE. The Headteacher directed Governors to the aspects of policy that had been updated. Governors requested that there was an opening statement which emphasises the process that the School would do to resolve a complaint before undertaking a more formal route as outlined in the Policy. Governors requested the School to check the bullet point list of areas the policy did cover at the front of the Policy. The Headteacher noted that an updated Whistle Blowing Policy during the autumn term.

ACTION a) The School to receive clarity regarding the bullet points at the front of the document.
b) The School to email out an amended Complaints Policy to the Full GB for email approval over the summer holiday.

At 8pm Neil Reilly leaves the meeting.

9. GOVERNORS' VISITS / TRAINING

9.1 Governors' Visits

9.1.1 Isabel Garrod had met with Kelli Arnold and reviewed Maths. This year the use of the CPA approach has been very positive. There has been a lot of work to ensure the right resources, manipulatives and planning are in use. For those children that find Maths challenging, having access to children that are higher reasoning has been very beneficial. The trial multiplication pilot in Year 4 worked very well. It was undertaken online in small groups with questions from the one to twelves timetables. Overall very positive.

9.1.2 Karen Tate undertook a Safeguarding visit and reviewed the SCR. No actions were noted. The new safeguarding audit was reviewed. How online concerns around bullying was recorded, actions taken and how it feeds into each other safeguarding areas were reviewed.

ACTION Karen Tate to draft the annual safeguarding report for review at the next Full GB meeting.

9.1.3 Polly Haste has an IPC visit arranged for the 22 July. Isabel Garrod will also attend this visit.

9.2 Governors' Training

9.2.1 Both Isabel Garrod and Amy Dowling had received their Online NSPCC access and were undertaking the safeguarding training.

ACTION School to send Paul Snow logon details to the Online NSPCC safeguarding training.

9.2.2 The Clerk noted that the Gb would be able to buy into Governor Hub. Governors requested a demonstration of the platforms capabilities before making a commitment and decision whether to purchases access.

ACTION Clerk to demonstrate Governor Hub at the September Full GB meeting.

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

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

- Full GB 2 October 2019 at 6:30pm.
- Resources: **ACTION Clerk to arrange the next meeting with committee members.**
- Teaching and Learning: Wednesday: 12 September 2019 at 6:15pm
- Children Families and Community: **ACTION to be arranged at the next Full GB meeting.**

The Chair thanked everyone for attending, members of staff apart from the Headteacher were asked to leave. Part 1 of the meeting finished at 8:15pm.

Sign: 
Karen Tate, Chair of Governors

Date: 2/10/19