

**SOUTH HARRINGAY SCHOOL
FULL MEETING OF THE FEDERATED GOVERNING BODY
ON 26 SEPTEMBER 2018 AT 6:30PM
PUBLIC MINUTES**



Staff (2)

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

Parent (2)

Tessa Parsons 31-08-20 (Vice-Chair)
Polly Haste 31-08-20

LA (1)

*Erin Stephens 07-09-20

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 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 Karen Tate, Neil Reily, Kelli Arnold, Adrenne Read and Erin Stephens.
 - 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 2018/19. 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 2018/2019 academic year.
The Clerk informed Governors that Karen Tate had sent written notification of her willingness to stand as Chair for 2018/19. No other nomination was received.
UNANIMOUSLY AGREED Karen Tate was elected Chair for 2018/19.
 - 3.3 Election of Vice-Chair for the 2018/2019 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 positions and noted that it was good for those Governors that

were not Chair of a Committee to gain experience in a more involved role and for future succession planning.

AGREED SHS GB to continue with 2 Vice-Chair positions.

- 3.3.1 Tessa Parsons informed Governors that she will be standing down from the GB during the spring term due to work commitments, and suggest that an alternative Governor stood for the Vice-Chair position. Governors discussed succession planning for key roles and noted that 8 Governors terms of office were concluding in August/ September 2020 and started to discuss if Governors were considering staying for a further term of office and what to do if Governors were leaving at the end of their office. Noted that this should be a discussion when all members of the GB were present to contribute after consideration by individual members.

ACTION Succession planning to be an agenda at the next meeting.

- 3.3.2 The Clerk sought nominations for the two Vice-Chair positions for the academic year 2018/19. Keith Pullinger informed Governors that he would be willing to stand as Vice-Chair. Tessa Parsons agreed stand as the other Vice-Chair until she resigned from the GB. No other nominations were received.

UNANIMOUSLY AGREED Keith Pullinger and Tessa Parsons were elected Vice-Chairs for 2018/19.

The Clerk handed the meeting over to the Keith Pullinger who agreed to Chair the meeting in Karen Tate's absence.

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

- 4.1 The Clerk confirmed that the GB was full in all positions, and no Governors term of office were concluding before the 31 December 2018.
- 4.2 Governors discussed and **AGREED** that the GB should continue with 3 Committees. The composition of the Committee membership for 2018/19 was **AGREED** as.

Resources Committee

Ian Scotchbrook
Karen Tate
Shelley Usher
Michael Taylor
Keith Pullinger
Adrenne Read
Michael Gordon

Teaching & Learning Committee

Ian Scotchbrook
Karen Tate
Naveed Kazmi
Kelli Arnold
Erin Stephens
Tessa Parsons
Isabel Garrood

Children, Family & Community Committee.

Ian Scotchbrook
Karen Tate
Polly Haste
Iona Desai
Shelley Usher
Neil Reily

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

Headteacher's Performance Panel

Karen Tate

Keith Pullinger

Iona Desai

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

4.2.1 Governors **AGREED** that should there be the requirement to convene a Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee or Staff Appeal Committee during 2018/19, 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 10 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:

Maths	Isabel Garrood and Tessa Parsons
English	Naveed Kazmi
SEND	Karen Tate/Tessa Parsons
Safeguarding (inc Prevent) Child Protection	Keith Pullinger
IPC	Polly Haste
STEM	Michael Taylor
Early Years	Iona Desai

4.4.1 Naveed Kazmi shared a proposal on how to structuring the timings of Link Governor visits. The proposal was for 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. The Headteacher informed Governors that the proposal had been shared and supported at SLT and MLT, with a template for the visit suggested. The template to be forwarded to the staff members to provide some information prior to the meeting.

AGREED **The GB approved the proposal to have 2 curriculum link Governor visits a year and to use the template to structure the meeting and feed back to the GB.**

ACTION a) Clerk to forward proposed Governor template to the GB.
b) Tessa Parsons to forward Isabel Garrood a log on for Governor online.

4.5 Governors' Role Profile and Code of Conduct.

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

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

5.1 The minutes of the full GB meeting held on 11 July 2018 were **AGREED** and **RATIFIED** as a correct record. One set of minutes was signed by the Chair and retained by the School for file.

5.1.1 Matters arising

5.2.1 Item 3.2.1 ASP log-ins

The School will circulate to the GB the validated Governors data set when it becomes available in the new year. Noted that Governors at the Teaching and Learning Committee will review other data sets during the school year.

5.2.2 Item 3.2.5 Red Box

The PSA had been approached to fund the Red Box.

ACTION An update to be provided at the next Resource Committee.

6. **REPORTS FROM COMMITTEES**

6.1 Naveed Kazmi provided Governors with a verbal update from the Teaching & Learning Committee held on 10 September 201. The highlights were:

- The Terms of Reference were reviewed and agreed.
- The Committee reviewed the 2018 end of year results.
- The Committee reviewed and discussed the 2017/18 SIP and the draft SIP 2018/19.
- The Committee discussed protocols and structure for Link Governor visits.

6.2 Governors noted receipt of the minutes from the Resource Committee held on 16 July 2018. Keith Pullinger, as Chair of the Committee, provided an overview of the meeting.

7. **CHAIRS ITEMS**

7.1 No Chairs items were reported.

8. **HEADTEACHERS ITEMS**

8.1 The Headteacher took Governors through the 2018 summer results.

8.1.1 EYFS

75% of pupils achieved a Good Level of Development: National was 72%.

8.1.2 Year 1 Phonics

87% of pupils achieved the expected standard at the phonics screening test: National was 83%.

8.1.3 Key Stage 1

Level	Expected Standard		Greater Depth	
	SHS	National	SHS	National
Reading	73%	75%	31%	26%
Writing	64%	70%	24%	16%
Maths	75%	76%	32%	22%
Combined	61%	65%	20%	12%

8.1.4 Key Stage 2

Level Subject	Expected Standard		Greater Depth	
	SHS	National	SHS	National
Reading	67%	75%	26%	28%
Writing	83%	78%	27%	20%
Maths	77%	76%	13%	24%
GPS	80%	78%	27%	34%
Combined	60%	64%	11%	10%

8.1.5 The Year 6 cohort that has moved onto Year 7, did have 3 cohorts and although, as a whole they may not have reached the National at expected standard, the rate of progress was very high. Other possible reasons for this outcome was discussed with Governors. Noted that there was strong teaching and learning across the School. ASP will be reviewed when the validated data set is released in the spring term.

8.2 The Headteacher took Governors through the 2018-19 School Improvement Plan. The GB reviewed each key target, noting that each Committee would review relevant sections of the SIP.

9. **POLICIES**

9.1 HR Policies

Noted that Haringey HR were in the process of updating their suite of policies to make them more family friendly, once agreed with the relevant consultative groups, these would be shared with Governors for approval.

9.2 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 2018 update.

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

10. **GOVERNORS' VISITS / TRAINING**

10.1 Governors' Visits.

Tessa Parsons informed Governors that she had undertaken a Maths Link Governor visit; before the end of the previous school year; feedback had been provided at the Teaching and Learning Committee meeting.

10.2 Expectation/timings of link Governor visits

See item 4.4.

10.3 Governors' Training

Karen Kate had attended the Headteacher Performance Management training.

Isabel Garrood will be attending New Governor training.

11. **DATE AND TIME FOR THE NEXT MEETINGS FOR 2018/19 / ANY OTHER BUSINESS**

11.1 Dates for the next cycle of GB and Committee meetings were **AGREED** as:

- Full GB: Thursday 6 December at 6:30pm
Thursday 14 March 2019 at 2pm (as part of the Governors in School Day)

Tuesday 14 May 2019 at 6:30pm
Wednesday 10 July 2019 at 6:30pm

- Resources: Monday 8 October 2018 at 4:30pm.
- Teaching and Learning: Monday 12 November 2018 at 6:15pm
- Children Families and Community: Wednesday 28 November 2018 at 6:15pm

11.2 No any other business was discussed.

The Vice-Chair thanked everyone for attending. Part 1 of the meeting finished at 8:30pm.

Sign:
Keith Pullinger, Vice-Chair of Governors

Date: