

**SOUTH HARRINGAY SCHOOL
FULL MEETING OF THE FEDERATED GOVERNING BODY
ON 28 SEPTEMBER 2017 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

Co-opted (8)

Karen Tate 07-09-20 (Chair)
Keith Pullinger 07-09-20 (Vice-Chair)
Iona Desai 07-09-20
Shelly Usher 28-09-21
Naveed Kazmi 07-09-20
Adrenne Read 07-09-20
Michael Taylor 07-09-20

Associated (1)

Heather De Silva 07-09-20

Also present

Corinne David (Clerk)

*Denotes absence

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Clerk welcomed all Governors back from the summer holidays and to the start of the new school year.
- 1.2 Apologies for absence were received from Erin Stephens.
- 1.3 The Clerk confirmed that the meeting was quorate with 11 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 2017/18. 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 2017/2018 academic year.

The Clerk sought nominations for Chair for the academic year 2017/18. Karen Tate was nominated by Keith Pullinger and was seconded by Tessa Parsons; no other nominations were made.

UNANIMOUSLY AGREED Karen Tate was elected Chair for 2017/18.

The Clerk handed the meeting over to the Chair.

- 3.3 Election of Vice-Chair for the 2017/2018 academic year.

Governors discussed how the mechanics of having 2 vice-chairs for the previous academic year had worked, noting the flexibility this had provided to the GB.

AGREED Governors agreed to continue with two Vice-Chairs for 2017/18.

- 3.3.1 Governors nominated Keith Pullinger and Tessa Parsons as Co-Vice Chairs. No other nominations were made.

UNANIMOUSLY AGREED Keith Pullinger and Tessa Parsons were elected Vice-Chair.

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

4.1 The Clerk confirmed that there was 1 Co-opted vacancy. No Governors term of office was concluding this academic year. The Headteacher informed the GB that the Co-opted position had been ring fenced for the person who will be appointed to the Deputy Headteacher position; this person will have a focus on EYFS and KS1. Noted that it had been agreed at the point of federation that there would be two members of staff on the GB (excluding the Headteacher), one from EYFS/KS1 and the other from KS2.

4.2 Appointment of 1 Co-opted Governor.

The Chair proposed Shelly Usher was elected onto the GB as Co-opted Governors, this was seconded by Keith Pullinger.

UNANIMOUSLY AGREED **Shelly Usher was elected on to the GB as a Co-opted Governor.**

4.3 Committee Membership for 2017/18

Governors discussed and **AGREED** that the GB should continue with 3 Committee; and the composition of the Committee membership for 2017/18.

Resources Committee

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

Children, Family & Community Committee

Karen Tate
Iona Desai
Tessa Parsons
Ian Scotchbrook
Shelly Usher
Polly Haste
Erin Stephens

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

Teaching & Learning Committee

Karen Tate
Naveed Kazmi
Tessa Parsons
Ian Scotchbrook
Kelli Arnold
Heather De Silva

Noted: if any Governors had undertaken a Link Governor visit regarding a curriculum subject, then they would attend the next available T&L Committee meeting and report back.

Headteacher's Performance Panel

Karen Tate
Keith Pullinger
Adrenne Read

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

4.3.1 Governors **AGREED** that should there be the requirement to convene a Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee or Staff Appeal Committee during 2017/18, then the membership would comprise of three eligible and available Governors.

- 4.4 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.
- 4.4.1 Naveed Kazmi, as Chair of the Teaching and Learning Committee informed Governors that the Committee had met on 20 September and reviewed the Terms of Reference (ToR). The Committee had made some minor modifications. The amended ToR had been circulated to all Governors prior to the meeting. 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.**
- 4.5 Link Governors' Positions.
 Governors discussed and **AGREED** the Link Governors' position
- | | |
|---|----------------------------------|
| Maths | Tessa Parsons |
| English | Naveed Kazmi |
| SEND | Karen Tate |
| Safeguarding (inc Prevent) Child Protection | Keith Pullinger & Polly Haste |
| IPC | Heather De Silva |
| STEM | Keith Pullinger & Michael Taylor |
| Early Years | Iona Desai |
| Science | Keith Pullinger & Michael Taylor |

AGREED Pupil Premium & Sports Grant will be reviewed at both CFC and T&L Committees, depending on what aspects are being reviewed.

- 4.6 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 coded of conduct, which were retained by the School for file.

5. PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING

- 5.1 Governors received the minutes of SHS Governing Body meeting held on 12 July 2017; these were noted and confirmed as a correct record, subject to the following amendments.
- Item 5.5: Noted that the School ready had a paper newsletter and would be circulating an electronic version to parents that had signed up to paperless communication.
 - Item 5.10: Keith Pullinger not Karen Tate was being trained up on how to undertake a stock check.

One set of minutes was signed by the Chair and retained by the School for file.

5.2 Matters arising

- 5.2.1 Item 4.2 Edubase
 The Resource Committee to review the requirements of the Governor data fields require populating on Edubase & seek the necessary information.

- 5.2.2 Item 4.4 Academisation

ACTION Headteacher to contact Devonshire Hill Primary regarding academisation presentation, with a view to the GB following up with academisation discussion in autumn term.

6. REPORTS FROM COMMITTEES

- 6.1 Naveed Kazmi provided Governors with a verbal update from the Teaching & Learning Committee held on 20 September 2017. The Highlights were:
- The Terms of Reference were reviewed and agreed

- The Committee reviewed the end of year results. It was observed that the School had done well in both KS1 and KS2. There were no immediate areas of concerns.
- The Committee reviewed and discussed the 2016/17 SIP and the draft SIP 2017/18.
- The Committee discussed the policy review cycle and added a few non statutory policies.

The GB congratulated the School on the results.

- 6.2 Governors noted receipt of the minutes from the Resource Committee held on 10 July 2017.

7. CHAIRS ITEMS

- 7.1 No Chair's items were discussed.

8. HEADTEACHERS ITEMS

- 8.1 The Headteacher provided a verbal report noting that the 2016/17 evaluated SIP, the draft 2017/18 SIP and the provisional results pack (UV1) had been circulated to Governors prior to the meeting.

8.2 Key Stage 2 SATS

Overall the cohort performed very strongly. The combined measure for Reading, Writing and Maths was in the top 5 % nationally for age related expectations. The cohort also achieve well in the combined greater depth measure at 26% compared against the 9% national. The cohort also performed very strong on the progress measures.

8.3 Key Stage 1 SATS

Overall the cohort performed well. The combined measure for Reading, Writing and Maths was in line with the national at age related expectations. The cohort also achieve well in the combined greater depth measure at 20% compared against the 11% national. An area of focus for the School will be within the Maths curriculum for the cohort, addressing areas that children found challenging. Another area of focus will be diminishing the difference between disadvantage and non-disadvantaged children for both ARE and GD measures across all subjects. The School has identified a priority is for Yr2 boys for writing.

- 8.4 The Headteacher informed Governors that the Teaching and Learning Committee had reviewed and challenged the achievement and progress for all year groups; discussing the assessment systems in place. Noted that the School were still reviewing and moderating the Pira and Puma tests and reviewing how they correlate to the KS1 and KS2 SATS outcomes. The School has been more accurate with end of year outcome projections, as teachers now have a better understanding of the new SATS requirements and formats.

8.5 2016/17 SIP

The Teaching and Learning Committee had reviewed and challenged some of the statements within the evaluation section of the 2016/17 evaluated SIP. Noted that in some areas it was unclear whether the statements meant the key target had been met, partially met or not met. Governors suggested that evaluation should be against the key targets rather each action point sitting under each key target; and possibly provide a rag rating for ease of the reader to understand whether targets were met or not.

8.6 2017/18 SIP

Governors discussed the usefulness of mapping out what success criteria would look like for the 2017/18 SIP to provide clarity. The Committee had reviewed each key target within section 1 of the draft 2017/18 SIP. Noted that the Committee had suggested that the School reviews and adjusts some of the targets to a more realistic baseline target, rather than setting the targets too aspirational.

8.7 Noted that each Committee would review relevant sections of the SIP.

8.8 **Q: Will the School communicate the headline results to parents?**

A: yes, once the KS2 data is validated, information will be disseminated. The headlines from the KS1 data could be circulated now.

8.8.1 Governors discussed what information should be shared with the parent body. Governors noted the very good KS2 results and this should be shared with the wider community, with the caveat that the data was not yet validated.

9. POLICIES

9.1 Governors noted receipt of the following statutory policies prior to the meeting. The Headteacher informed Governors that the policies were from Haringey HR and had been agreed with the relevant unions and consultative groups.

AGREED The GB ratified the following policies for implementation by the School:

- **Pay Policy**
- **Proposed changes to the Redundancy and Deployment Policy.**

9.2 Governors noted receipt of the Safeguarding Policy prior to the meeting. The Headteacher informed Governors that the policy had been adapted from the Haringey template, which was Ofsted and DfE compliant. The policy had also been reviewed by staff.

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

10. GOVERNORS' VISITS / TRAINING

10.1 Governors' Visits.

Governors discussed the cycle of Governor visits for 2017/18. Noted that Link Governors would undertake a visit in the autumn term, with a follow up visit in the summer term. Visit reports will be fed back into the relevant committee, with a copy of the report provided to Tessa Parsons.

ACTION a) Headteacher to email a list of link staff members to Governors.
b) Governors to copy the Headteacher in when arranging link governor visits.

10.2 Governors' Training.

Governors noted receipt of the Governor Services Autumn Training Programme 2017 and were encouraged to attend the courses. Governors discussed the training course they would attend during the autumn term. The course attendance was noted:

Safeguarding Training: Keith Pullinger, Iona Desai and Polly Haste.

Behaviour & Inclusion Shelly Usher, Tessa Parsons and Iona Desai

School Financial Health Keith Pullinger

Emotional Well-Being Iona Desai and Polly Haste.

Understanding School Data Michael Taylor, Karen Tate and Naveed Kazmi.

ACTION Clerk to establish the cost and protocol for arranging whole FGB Safe Guarding & Prevent training.

10.2.1 Karen Tate informed Governors that she had attended the 'Delivering the Free Early Years' training. A broad overview was provided. The LA was reviewing the impact on local community. Noted that the session was more of a discussion rather than a training session; however it was good to talk to other people from other schools.

11. DATE AND TIME FOR THE NEXT MEETINGS FOR 2016/17 / ANY OTHER BUSINESS

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

- Full GB 6 December at 6:30pm.
- Resources: 9 October 2017 at 4:30pm.
- Children Families and Community: 28 November at 6pm.
- Teaching and Learning

ACTION Clerk to email committee members and arrange a date for the next meeting.

11.2 2017/18 calendar for Full GB meetings

Governors discussed dates for the Full GB meetings for the 2017/18 academic year and **AGREED** the following dates:

- Wednesday 6 December 2017 at 6:30pm.
- Monday 12 March 2018 at 9:30am. This would also be the Governors in School Day.
- Wednesday 16 May 2018 at 6:30pm.
- Wednesday 11 July 2018 at 6:30pm

12. ANY OTHER URGENT BUSINESS

12.1 No other business was discussed.

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

Sign: 
Karen Tate, Chair of Governors

Date: 6/12/17