

**SOUTH HARRINGAY SCHOOL  
FULL MEETING OF THE FEDERATED GOVERNING BODY  
ON 6 DECEMBER 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  
Michael Taylor 07-09-20

**Associated (1)**

Heather De Silva 07-09-20  
\*Adrenne Read 05-12-21

**Also present**

Corinne David (Clerk)

\*Denotes absence

**1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed all Governors to the meeting.
- 1.2 Apologies for absence were received from Erin Stephens, Adrenne Read and Shelly Usher.
- 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 Register of Interests Forms. All Governors present had completed a register of Interest forms for 2017/18.
- 2.2 Governors' Role Profile and Code of Conduct. All Governors present had completed the 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 Governors received the minutes of SHS Governing Body meeting held on 28 September 2017; these were noted and confirmed as a correct record. One set of minutes was signed by the Chair and retained by the School for file.
- 3.2 Matters arising
  - 3.2.1 Item 5.2.2 Academisation Presentation

The Headteacher informed Governors that the academisation presentation received by Devonshire Hill Primary was provided by Judicium, who were happy to provide the presentation slides to SHS Governors.

**ACTION**      Headteacher to circulate the presentation slides to Governors once received from Judicium.

#### **4. GOVERNING BODY MEMBERSHIP**

- 4.1 The Chair informed Governors that Adrenne Read had requested to step down from the GB as a Co-opted Governor. The Chair proposed that Adrenne Read became an Associate Governor member and retained her membership on the Resource Committee.

**UNANIMOUSLY AGREED**      **Adrenne Read was elected on to the GB as an Associate Governor.**

#### **4.2 Co-opted Governor Vacancies**

The Clerk informed Governors that the GB currently had 2 Co-opted Governor vacancies. Noted that one of the Co-opted positions has been ring fenced for the person who has been 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.

**ACTION**      Headteacher to enquire with the new Deputy Headteacher about becoming a Co-opted Governor and report back at the next meeting.

- 4.2.1 Governors discussed options to fill the other Co-opted Governor vacancy. The Headteacher suggested possible key skills which could be around building project management or architect experience. Governors discussed opportunities to increase the diversity on the GB to reflect the diversity of the school population. Governors discussed opportunities to source applications via the School's newsletter. Governors discussed the possibility of approaching a parent about joining the GB whose skills set reflected the identified gap.

**ACTION**      a) The Chair to arrange a meeting with the parent about joining the GB and attending the next premises working party.  
b) Tessa Parsons and Polly Haste to draft an article for the newsletter regarding the Co-opted Governor position; for the January 2018 edition.

#### **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 The GB noted receipt of the minutes from the Teaching & Learning Committee held on 20 September 2017. Naveed Kazmi, as Chair of the Teaching and Learning Committee provided the GB with a verbal report from the meeting held on 4 December 2017. The Highlights were:

- a) The Committee received the evaluated 2016/17 Pupil Premium report and 2017/18 Pupil Premium report; these were discussed.
- b) An update of the 2017/18 Sports Premium allocation and use of the grant was received and discussed.
- c) The Teaching and Learning Policy was received and discussed.

- 5.3 The GB noted receipt of the minutes from the Resource Committee held on 9 October 2017. Keith Pullinger, as Chair of the Resource Committee took Governors through the highlights from the meeting.

- 5.4 Tessa Parsons, as Chair of the Children, Families and Community Committee provided the GB with a verbal report of the meeting held on 27 November 2017. The Highlights were:
- a) The SIP was reviewed and agreed which priorities fell within the Committee's responsibility.
  - b) The Committee discussed actions to improve and increase online communication with the SHS community.
  - c) Information on the recent pupils' and parents' surveys were received.
  - d) Governor information on the School's website was discussed.
  - e) Pupil attendance and mid-phase admission information was received and discussed.

## 6. FINANCE

### 6.1 SHIS

Overall SHIS's spending was in line with projection at 42% of the total projected income. The total revenue income had been adjusted due to a £13k decrease in EYFS funding. Total revenue income was projected at £1,258,223. Total revenue expenditure was forecast at £1,326,996, a saving of £16k from the original profiled budget. The School's projected 2017/18 carry forward stood at £61k, with an in-year deficit of £68k. The 2017/18 capital budget (£33,796) was projected to be fully spent.

#### 6.1.1 SHJS

Overall SHJS's spending was in line with projection at 48% of the total projected income. The total revenue income had been adjusted due to a £8k decrease in the High Needs Funding revenue. Total revenue income was projected at £1,467,168. Total revenue expenditure was forecast at £1,689,670, a £152k increase from the original profiled budget. The School's projected 2017/18 carry forward stood at £187k, with an in-year deficit of £220k.

- 6.1.2 The Resource Committee had recommended the GB approve the commitment of £70k from the Junior School budget for future capital works.

**AGREED      The Full GB approved the commitment of £70k from the Junior School budget for future capital projects.**

#### 6.2 Internal Scheme of Financial Delegation

**AGREED      The Full GB approved the Internal Scheme of Financial Delegation for adoption by the School.**

#### 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 The Best Value Statement

**AGREED      The Full GB approved the best value statement within the Resources Committee ToR, and for the Resource Committee to consider the requirement for further detailed best value statement as necessary.**

#### 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 2018, which required approval by the Full GB.

## 7. PUPIL PREMIUM STATEMENT

- 7.1 Governors noted that the Teaching and Learning Committee had received and scrutinised the 2016/17 pupil premium report. Governors discussed and noted that SHS was apportioning some PP funds to afterschool clubs with targeted PP children prioritised.

**AGREED**      **The Full GB approved the 2016/17 pupil premium report for publication on SHS website.**

## 8. ACADEMISATION

- 8.1 Discussed during item 3.2.1

## 9. CHAIRS ITEMS

- 9.1 The Chair provided a synopsis of discussions held at the recent Children, Families and Community meeting regarding Governors information on SHS's website.

**Governors discussed and AGREED for SHS's website to contain the following Governor information:**

**a) Photos of all Governors.**

**b) Information about link governor responsibilities and Committee membership.**

**ACTION**      Governors photos to be taken at the next Full GB meeting/ or earliest convenience.

## 10. HEADTEACHERS ITEMS

- 10.1 The Headteacher took Governors through the Headteacher's report, which had been circulated prior to the meeting. The highlights were:

- 10.1.1 SHS had received a letter from Sue Baldwin, the Regional Schools Commissioner for the East of England and North East London. The DfE had identified SHS as one of the top performing schools in the region in terms of outcomes for disadvantaged children. Sue Baldwin has invited SHS to express an interest in becoming part of a pilot project which will focus on sharing good practise with schools with less favourable outcomes for pupils. The School was visited by an educational advisor from the DfE, Richard Basset, on 17/11/17. Governors congratulated the School on the hard work and recognition received by the RSC. Governors requested that this information was disseminated to the wider SHS community.

**ACTION**      a) The Headteacher to keep Governors abreast of any further developments with the RSC.

b) School to include an article in the newsletter and upload the information on the website and newsletter.

- 10.1.2 The School has ensured that curriculum information for the term is available on the website for each relevant year group. Training (by the company that designed the website) will be arranged to allow staff to innovate on the year group information offer on the website, by adding more detail. This will allow the School to respond to some of the feedback from parents while maintaining a balance with what is manageable, and sustainable, for teaching staff.

10.1.3 Governors noted that the number of new children to SHS since September 2017 was 13; of which 3 were within the infants setting (1 no English; 2 EAL) and 10 to the juniors (6 no English; 4 EAL). Governors discussed which countries the children were coming from. The School noted that a large number of the children were from eastern/central Europe. This has been challenging for SHS, due to the significant numbers of children that have arrived since September 2017, with little or no English and very little formal schooling.

#### 10.1.4 School Roll

The current School roll stood at: Reception: 60; Year 1: 56; Year 2: 57; Year 3: 49; Year 4:56; Year 5:51; Year 6: 68(Bulge class).

#### **Q: Are the low numbers in some year groups causing a problem for the School?**

A: If the School was full then SHS would receive more funding through the school budget share and possibly additional income through other grants like Pupil Premium and Sports Premium. The School is looking at retaining the children it currently has rather than attracting high numbers of mid-phase entry pupils. Noted that there is mobility in the upper year group's possibility due to families moving to position themselves for secondary transfer. Having any vacancies does leave the School susceptible to mid-phase admissions. Noted that across Haringey Year 3 is generally quite low in numbers, where Year 4 is quite tight. Governors discussed the mobility of families within the area and how the diversity of the local community is changing.

**ACTION**      The School to continue to promote the outstanding and unique aspects of SHS to attract families to the Nursery and Reception.

10.1.5 The Headteacher continues to Chair the Harringay and West Green NLC. An overview of the NLC focus was provided.

#### 10.2 School Uniform.

The Headteacher informed Governors that 151 responses were received to the recent parents' survey. Within the survey there was a question about parents' views for children to wear a uniform within the Infant School. Overall 40% agreed that children in the Infant School should wear a uniform, 47% stated children in the Infant School should not have to wear a uniform and 12% agreed that children in Year 1 and Year 2 should wear a uniform. Responses from parents who had a child/ren in the Infant School: 40% agreed that children in the Infant School should wear a uniform, 46% stated children in the Infant School should not have to wear a uniform and 14% agreed that children in Year 1 and Year 2 should wear a uniform. Reception parents have not yet been surveyed, but will be before the end of term.

10.2.1 Governors discussed the proposal to implement a school uniform policy for the Infant School. Governors noted the feedback from the recent parents' survey. **Governors agreed that before proceeding forward with a determination, feedback from the Reception parent survey and staff input should also be received and reviewed.** Governors discussed the wider pros and cons of having a uniform policy in the Infant School and across SHS. Governors were mindful that the final determination will be made by the Full GB.

- ACTION**      a) Headteacher to survey staff and provide reception feedback at the next Full GB meeting.
- b) Governors to review and determine the proposal that the Infant School has a uniform and for which year groups at the next Full GB meeting.

**11. POLICIES**

**11.1 SEN Information Document 2017/18.**

The Headteacher informed Governors that the information contained within the document remained unchanged apart from named persons being updated. Noted that the SEN Information Document 2017/18 had been circulated to Governors prior to the meeting. Governors discussed different avenues for a parent to lodge a complaint about the process/outcome and whether the process was extensively detailed. Noted that the detailed complaints procedure was provided within the complaints policy; which was signposted to in the SEN Information Document. Governors requested that the URL links to external websites were checked to ensure that they were still live.

**AGREED**      **The GB ratified the SEN Information Document 2017/18 for implementation by the School.**

**ACTION**      The School to check URL links to external websites were still live.

**11.2 The GB noted receipt of, and ratified the following Haringey HR model policies for implementation by the School:**

- a) Annual & Special Leave Policy.**
- b) Flexible Working Policy.**
- c) Model Absence Management Policy.**

**12. GOVERNORS' VISITS / TRAINING**

**12.1 Governors' Visits.**

12.1.1 Naveed Kazmi had undertaken an English Link Governor visit and had provided an overview of the visit at the recent Teaching and Learning Committee.

12.1.2 Heather De Silva had undertaken an IPC Link Governor during the 2017 summer term.

12.1.3 Polly Haste and Keith Pullinger had undertaken a Safeguarding link Governors visit in the morning. No safeguarding concerns were raised.

**ACTION**      The Safeguarding Link Governors to provide feedback at the next CFC Committee meeting.

12.1.4 Governors were reminded of the protocol for arranging link Governor visits. Governor could arrange the visit with the relevant staff member but copy in the Chair and Headteacher to any email communications.

**12.2 Governors' Training.**

12.2.1 The Clerk reminded the GB that as part of Haringey's Governor Training Package, GB's are entitled to one free training session. The GB discussed the most appropriate topic for the training session.

**ACTION** Clerk to arrange safeguarding training for the GB on 16 May 2018 at 6pm.

12.2.2 Tessa Parsons had attended the behaviour and inclusion training and had reported back at the recent CFC Committee.

12.2.3 Keith Pullinger had attended the safeguarding training; financing schools and BME conference.

**ACTION** Keith Pullinger to circulate the training slides to the GB once available.

### **13. DATE AND TIME FOR THE NEXT MEETINGS FOR 2016/17 / ANY OTHER BUSINESS**

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

- Full GB: 12 March 2018 at 9:30am – part of the Governors in School Day.
- Resources: 29 January 2018 at 4:30pm.
- Teaching and Learning: Wednesday: 5 March 2018 at 6pm.
- Children Families and Community: 5 February 2018 at 6:15pm.

13.2 DBS: Governors were informed that future DBS checks could be free as all volunteers received free DBS renewals. Once a renewal has been completed, then Governors have a three week window to move to the electronic update service: this is then free for future updates for a minimal fee.

**ACTION** Headteacher to circulate information to all Governors.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 8:15pm.

Sign: K Tate  
Karen Tate, Chair of Governors

Date: 12/3/18