

**SOUTH HARRINGAY SCHOOL
FOR THE VIRTUAL
MEETING OF THE FEDERATED GOVERNING BODY
ON 20 SEPTEMBER 2021 AT 6PM
PUBLIC MINUTES**



Staff (2)

Ian Scotchbrook (Headteacher)
Kelli Arnold 01-010-24

Parent (2)

Grace Wasyluk 15-01-24
Vacany

LA (1)

Peter Snow 15-05-23

Co-opted (8)

Karen Tate 07-07-24 (Chair)
Keith Pullinger 07-07-24 (Vice-Chair)
Naveed Kazmi 07-07-24
Michael Taylor 07-07-24
Neil Reily 11-03-22
Isabel Garrood 10.07.22
Martha Young 19.09.25

Vacancy

*Denotes absence

Also present

Corinne David (Clerk)
*Michael Gorden (SBM)

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Clerk to welcomed everyone to the meeting.
- 1.2 No Apologies for absence we received.
- 1.3 The Clerk confirmed 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 Register of Interests Forms – The Clerk had uploaded the register of interest form for 2021/22 onto Governor Hub for governors to complete and return via email, or complete the form through Governor Hub. Governors noted that the School has a statutory duty to publish register of interests and for this to be made available on the School's website.

- 2.2 No declaration of interest were 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 2021/2022 academic year.

The Clerk sought nominations for Chair for the academic year 2021/22. Karen Tate informed Governors that he would be willing to stand as Chair. Keith Pullinger supported the nomination and this was seconded by Grace Wasyluk; no other nominations were made.

UNANIMOUSLY AGREED Karen Tate was elected Chair for 2021/22.

- 3.3 Election of Vice-Chair for the 2021/2022 academic year.

The Clerk sought nominations for Vice-Chair for the academic year 2021/22. Keith Pullinger informed Governors that he would be willing to stand as Vice-Chair. Karen

Tate nominated Keith Pullinger, this was seconded by Michael Taylor; no other nominations were made.

UNANIMOUSLY AGREED

Keith Pullinger was elected Vice-Chair for 2021/22.

The Clerk handed the meeting over to the Chair.

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

- 4.1 The Clerk confirmed that the GB membership currently help 3 vacancies (2 Co-opted and 1 Parent Governor). Noted that Parent Governor election will take place during the autumn term. Noted that no Governor's term of office was ending before the 31 December 2021.

4.1.1 Election of up to 2 Co-opted Governors.

The Chair proposed Martha Young was elected onto SHS GB as a Co-opted Governor; no objects were received.

AGREED **Martha Young was elected onto the Governing Body as a Co-opted Governor.**

4.2 Committee membership for 2021/22:

- a) Resources Committee: meeting to start at 4:30pm.

Karen Tate; Michael Taylor; Martha Young; Ian Scotchbrook; Keith Pullinger; Neil Reilly and Michael Gorden.

- b) Curriculum and Community Committee: meeting to start at 6pm.

Naveed Kazmi; Karen Tate; Ian Scotchbrook; Kelli Arnold; Grace Wasyluk and Isabel Garrod.

- c) Pay Committee.

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

- d) Headteacher's Performance Review Panel.

Karen Tate; Keith Pullinger and Grace Wasyluk.

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

- e) Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee or Staff Appeal Committee

Governors **AGREED** that should there be the requirement to convene a Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee or Staff Appeal Committee during 2021/22, 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.

4.4 Link governors' positions, roles and responsibilities for 2021/22.

Maths	Martha Young
English	Naveed Kazmi
Science / STEM	Keith Pullinger
Early Years	Grace Wasyluk
Safe Guarding	Karen Tate
BAME	Karen Tate
History & Geography	Peter Snow
Art / DT	Keith Pullinger
Computing/ICT	Michael Taylor
SEND	Isabel Garrood

4.4.1 Governors discussed possible other areas for link positions, including Music, Drama, Sports/PE Governors or if these areas would be discussed in another forum. The School would research what link positions other local schools held and review outcome with the wider GB.

4.4.2 Noted that each subject would have two visits a year, one in the autumn term and one in the summer term.

4.5 Governors' Role Profile and Code of Conduct.

The Clerk had uploaded the Governors' Role Profile and Code of Conduct onto Governor Hub for Governors to review, agree and sign the code of conduct and return them to the School or Clerk.

4.6 Governance Annual Statement

ACTION Chair to circulate the 2020/21 SHS Governance Annual Statement to all Governors by 24 September 2021.

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

5.1 The minutes of the full GB meeting held on 14 July 2021 were **AGREED** and **RATIFIED** as a correct record

5.2 Matters arising.

5.2.1 Item 5.2.2 Windows Condition

Headteacher informed the GB that the LA capital works team had undertaken a further A further onsite survey.

6. **CHAIRS ITEMS**

6.1 Swimming Pool Virement

The Chair of the Resource Committee informed Governors that the Resource Committee had received and agreed a £10k virement for the swimming pool refurbishment. The additional money was required to resolve unexpected issues with the changing rooms; not undertaking the work would mean the works couldn't be completed and no guarantee could be provided for the work current. The company re-submitted a further quote for £9.5k(+VAT). Governors sought reassurance that additional unexpected works/ further money would happen again during this project. The Resource committee were shown numerous pictures of the issues. Had the school quality assured the quote than works would be delayed. Works had now been completed and the swimming pool was now open for use and generating revenue.

6.1.1 **Q: Had the quotes from the other tendered companies included these works?**

A: No

6.1.2 Q: Had the company quoted lower, with the possibility of adding further work later?

A: The quote was in-line with the other quotes received and there was no apparent intention to try and add additional works on. The issues became apparent once works had commenced and walls were exposed.

6.2 Ofsted Working Party

The membership of the working party was noted as: Isabel Garrood; Keith Pullinger; Peter Snow, Ian Scotchbrook; Naveed Kazmi; Grace Wasyluk & Karen Tate.

ACTION Chair to contact Fran Hargrove and circulate dates to the working party, around half term.

7. HEADTEACHERS ITEMS

7.1 Risk Assessment

The Headteacher provided Governors with a verbal update on the School's risk assessment. Some conditions have been relaxed; no bubbles, if there is a positive case then classes no longer have to be sent home, the school will review exposure to determine who would be sent home and advised children in the classes to get a PCR test. Some control measures have been retained: hand sanitising, good hand hygiene through the school day, good ventilation, assemblies and playtimes will be undertaken by phases. The out break management plan has been developed and implemented. If the threshold is reached then the school would work with Haringey Health to reinstate control measures. It would be for year groups/class rather than a whole school approach.

7.2 School Improvement Plan 2021-22

The Headteacher took Governors through the targets. Noted that the plan continues to use the Ofsted categories.

Section 1: The quality of Education

1. Ensure that in all areas of the curriculum, all children with articulate their thinking and responses in full sentences utilising the key vocabulary under focus.
2. To ensure the HEP curriculum History, Geography and science continues to roll out effectively in years 2-6 further strengthening the sequences of knowledge the children acquire and display in their outcomes

Section 2: Behaviour and Attitudes (of children and staff)

1. All children will make a contribution to a charitable organisation vis their year group/class
2. Children and staff will show respect for each other by talking to each other in full sentences

Section 3: Personal Development

1. To develop a coherent sequence of work round our values and growth mindsets evident in P4C sessions and circle time.

Section 4: Leadership and Management

1. For teaching staff to achieve a greater level of autonomous professional development through a new system of performance appraisal
2. To achieve greater consistency in the most effective pedagogical approaches across the school through instructional coaching approach.

Section 5: Early Years Foundation Stage

1. To revise the Early Years curriculum map and ensure that knowledge and skill are sequenced coherently and to ensure that prior learning for Year one is detailed in the whole school curriculum map.
2. To trial a new online system (Tapestry) of mapping a recording children's progress and attainment within the Early Years and evaluate its effectiveness

8. POLICIES

- 8.1 Governors received the following policies:
- a) Managing Allegations against other Children
 - b) Complaints Policy
 - c) Safeguarding and Child Protection

8.1.1 **Q: How does a child know what to do, if they have a problem?**

A: The school continues to raise awareness with the children of what they can do if they have a problem. Every two years the NSPCC undertakes work with the children, teachers are always open to discussions and listen to the children. There have been disclosures to teachers and staff members; providing reassurance that children are aware of who they can talk to.

- 8.1.2 Noted that the Curriculum and Community Committee receives Safeguarding reports; the safeguarding link Governor report and the annual Safeguarding Headteacher's report.

AGREED **Governors APPROVED the use of the following policies for SHS:**

- a) **Managing Allegations against other Children**
- b) **Complaints Policy**
- c) **Safeguarding and Child Protection**

AGREED **Governors accepted the current HR suite of policies. Noted that Pay policy and other HR policies were late from Haringey HR and would be approved by email and ratified at the next available Full GB meeting.**

- 8.2 Governors noted receipt of the updated Keeping Children Safe in Education 2021

ACTION Governors to read Keeping Children Safe in Education 2021 and complete the declaration on Governor Hub.

At 7pm Naveed Kazmi left the meeting.

9. GOVERNORS' VISITS / TRAINING

9.1 Governors' Visits.

No Governor visits were reported.

9.1.1 Protocols for Governor visits

The Headteacher informed Governors that they were no able to attend onsite visits; or a mixture of online and face to face visits; this to be agreed with individual governor and the link staff member. Governors to copy in the Headteacher when making arrangements to visit the school.

9.2 Governors' Training.

The Clerk informed Governors that HEP had issued the new training programme for 2021/22 which had been uploaded onto Governor Hub. Further noted that all training could be booked through Governor Hub.

10. DATE AND TIME FOR THE NEXT MEETINGS FOR 2021/22/ ANY OTHER BUSINESS

10.1 The dates for the autumn term 2021 were agreed as:

- Full GB. [Face to Face] Thursday 9 December at 6pm.
- Resources: [Virtual] 18 October at 4:30pm.
- Curriculum and Community Committee: [Virtual] 10 November at 6pm.

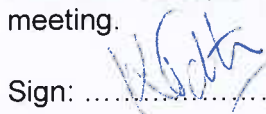
10.3 Any other business.

Governor discussed the minutes from the LCSP where local regular patrols were being undertaken. Chris Jones (local police) had meet with the Headteacher to discuss the situation in the local area. Noted that the next meeting would held in November.

10.3.1 Grace Wasyluk, would be meeting with the Chair of Governors at Park View to discuss the community and raising the profile of local secondary schools with local primary schools. Noted that the Chair was also willing to become involved with any resulting work.

The Chair thanked everyone for attending. Part 1 finished at 7:20pm. The Chair asked all staff members (except the Headteacher) to leave the meeting; Peter Snow also left the meeting.

Sign:



Date:

9/12/21

Karen Tate, Chair of Governors