

**SOUTH HARRINGAY SCHOOL
MEETING OF THE FEDERATED GOVERNING BODY
ON 14 SEPTEMBER 2022 AT 6PM (Hybrid)
PUBLIC MINUTES**



Staff (2)

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

Parent (2)

Grace Wasyluk 15-01-24
Tom Luff 30-11-25

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
*Melanie Ahmend 13-05-26
Isabel Garrood 12-07-23
Martha Young 19-09-25 (virtually)
Vacancy
*Denotes absence

Also present

Corinne David (Clerk)
*Mike Gordon (SBM)

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Clerk welcomed everyone to the meeting.
- 1.2 Apologies for absence were received from Michael Taylor, Naveed Kazmi and Melanie Ahmend.
- 1.3 The Clerk noted that meeting was quorate with 9 Governors.

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

- 2.1 All Governors present had completed a register of interest form, available during the meeting or 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 2022/2023 academic year.

The Clerk sought nominations for Chair for the academic year 2022/23. Keith Pullinger nominated Karen Tate. Isabel Garrood supported the nomination; no other nominations were made.

UNANIMOUSLY AGREED Karen Tate was elected Chair for 2022/23.

3.3 Election of Vice-Chair for the 2022/2023 academic year.

The Clerk sought nominations for Vice-Chair for the academic year 2022/23. Karen Tate nominated Keith Pullinger. Isabel Garrood supported the nomination; no other nominations were made.

UNANIMOUSLY AGREED Keith Pullinger was elected Vice-Chair for 2022/23.

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 there was 1 co-opted vacancy. No Governor's term of office would be concluding before the 31 December 2022.

4.1.1 Election of up to 1 Co-opted Governors.

The Chair would be meeting with a potential candidate before the next Full GB meeting.

- 4.1.2 The GB discussed the potential to recruit and appoint to Associate Governor positions. The Clerk noted that the number of Associate Governors was determined by the GB: Associate Governors do not form part of the GB constitution and do not have voting rights at Full GB meetings, but they can at Committee meetings. Governors discussed actions taken to involve local communities and potential actions to increase awareness and participation.

ACTION a) Have a short article in the newsletter, with an invitation to observe a meeting (potentially join virtually).
b) Have the Governor profile on the website and on the PSA notice board.
c) Agenda item at C&C Committee.

4.2 To review and update the membership of the Committees for 2022/23:

- a) Resources Committee.

Michael Taylor, Mike Gordon, Tom Luff, Keith Pullinger, Karen Tate, Melanie Ahmend and Ian Scotchbrook.

- b) Curriculum and Community Committee.

Naveed Kazmi, Martha Young, Karen Tate, Isabel Garrood, Grace Wasyluk, Peter Snow, Kelli Arnold and Ian Scotchbrook.

- c) Pay Committee.

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

- d) Ofsted Working Party.

Keith Pullinger, Grace Wasyluk, Naveed Kazmi, Karen Tate, Peter Snow, Martha Young.

- e) Headteacher's Performance Review Panel.

- f) Keith Pullinger, Grace Wasyluk, and Karen Tate.

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

- g) Governors **AGREED** that should there be the requirement to convene a Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee or Staff Appeal Committee during 2022/23, then the membership would comprise of three eligible and available Governors.

- 4.3 Governors note that the Terms of Reference for Committees must be reviewed and agreed at the next Committee meeting and brought back to the next GB for ratification; including the scheme of delegation.

4.4 Link Governors' positions for 2022/23 were **AGREED** as:

Grace Wasyluk:	EYFS & PE
Isabel Garrod:	SEND
Karen Tate:	Safeguarding / BAME
Keith Pullinger:	Science and DT& Art
Naveed Kazmi:	English
Tom Luff:	Maths
Peter Snow:	History & Geography
Martha Young:	SEND & Music
Michael Taylor:	TBC at the next meeting
Lead for MFL to be confirmed.	

- 4.4.1 Governors were reminded to arrange link governor visits after the half term break. Governors were to contact the Headteacher first who would then provide introductions to the lead within school. Governors to cc the Headteacher into communications with subject leads.

4.5 Governors' Code of Conduct.

Governors reviewed and **AGREED** the Governor Role Profile and Code of Conduct for SHS GB for 2022/23. All Governors present had completed a register of interest form.

4.6 2021/22 SHS Governance Annual Statement

ACTION The Governance Annual Statement to be uploaded onto the school's website by 30 September 2022.

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

- 5.1 The minutes of the full GB meeting held on 13 July 2022 were **AGREED** and **RATIFIED** as a correct record, subject to the following amendments:

- The meeting started at 2pm, not 6pm.
- The correct spelling of Isabel Garrod name.

The Chair signed a copy of the minutes which were retained by the school for file.

5.2 Matters arising.

- 5.2.1 Item 8.1 Governors in School day

Governors were reminded to write up their Governors in school day and post them onto Governor Hub.

6. **CHAIRS ITEMS**

- 6.1 No Chairs items were received.

7. **HEADTEACHER'S ITEMS**

The Headteacher took Governors through the new School Improvement Plan.

- 7.1 Section 1: The Quality of Education

Target 1: The quality of children's handwriting in all written outcomes will show marked improvements with all children using joined up writing by the end of key stage 1.

7.1.1 **Target 2:** Embedding the walkthroughs approach for improving pedagogy across the curriculum ensuring that all teachers have the opportunity for at least 2 peer reviews round the year

7.2 Section 2: Behaviour and Attitudes

Target 1: Our desired outcome for each of our school values will be understood and applied to all aspects of school life by both adults and children

7.3 Section 3: Personal Development

Target 1: To further embed a coherent sequence of work around our values and growth mindsets evident in P4C sessions and circle time in order to raise the quality of outcomes in PSHE P4C and circle time.

7.3.1 **Q: How would the school record the evidence?**

A: The school now has a more standardised and consist way of recording sessions across KS1 and KS2.

7.4 Section 4: Leadership and Management

Target 1: Ensure the role out of new directors of learning is understood by all and there is discernible positive impact to the outcomes of children across the school.

7.4.1 **Q: How has the school appointed / recruited to the Director of Learning positions?**

A: These are positions the school had wanted to incorporate within the structure previously, however there wasn't the capacity. The duties of these positions had previously been held by the Deputy Headteacher / Assistant Headteacher. The positions were advertised internally.

7.4.2 **Q: Do these roles cover the gaps left with the Infant Deputy Headteacher leaving?**

A: The departure of the Deputy Headteacher wasn't the driver for the new positions, but they do support any gaps that may have arisen.

7.4.3 **Q: How do the Directors of Learning fit in with the new SLT structure?**

A: The Directors of Learning will work in parallel with the SLT. A lot of thought has gone into the positions; with the aim of distributing the leadership responsibilities wider across the school.

7.4.4 **Q: Are the Directors of Learning class based?**

A: Yes, part of the requirement was that they delivered good teaching. They don't sit on the SLT; but are part of the wider SMLT team.

7.4.5 **Target 2:** All teaching assistant will take greater ownership of their own professional development by activity engaging in the development conversation cycle.

7.5 Section 5: Early Years Foundation Stage

Target 1: Reaching and developing a plan for a refreshed approached to the environment in the reception classes ready for budget setting at the end of March 2023.

- 7.5.1 Target 2: Embedding the use of Tapestry to record and communicate children's progress and attainment within the EY.

AGREED The GB APPROVED the targets within the 2022/23 SIP.

8. POLICIES

- 8.1 Governors were informed that no updates from Haringey HR had yet been received in relation to Pay or other HR Policies. **The GB AGREED for the school to continue with the current policies until new updates were received.**

8.2 Safeguarding and Child Protection Policy

The safeguarding policy had been updated with all the new amendments from KCSIE 2022. The policy has also been reviewed by experts including Haringey LADO and safeguarding leads. Noted that Kelli Arnold has completed Deputy DSL training.

AGREED The GB ratified the Safeguarding and Child Protection Policy.

- 8.3 Governors were reminded of the requirement to read Keeping Children Safe in Education 2022 and complete the declaration on Governor Hub. The 10 major changes to KCSIE 2022 were noted as:

- a) Time constraints added to pupil data transfer (5 days from when a new school destination is known).
- b) The need for pupils to have an 'appropriate adult' during police investigations.
- c) Online checks for new staff (google search).
- d) All governor to receive safeguarding training.
- e) More detail on the effects of domestic abuse.
- f) Peer on peer wording changed to child on child.
- g) New focus on early intervention.
- h) Prevent update.
- i) Human rights and equality act reminders.
- j) New resources added.

ACTION All Governors to complete online level 1 safeguarding training by Friday 30 September.

- 8.3.1 **Q: Does the school take part in any bully or internet awareness?**

A: Yes, children are reminded during assemblies and in class. Staff receive training during inset days. Further details are provided within the e-safety policy.

8.4 GDPR Policies.

ACTION School to upload GDPR policies onto Governor Hub.

8.5 Child on Child Abuse Policy

The GB discussed and agreed to include of a statement around pupils with SEND regarding developmental age.

AGREED The GB ratified the Child on Child Abuse Policy.

8.6 Complaints Policy.

Governors discussed the value of having a parents' forum. Noted that there are a number of ways for parents to contact the school with their questions or concerns which allows the school to hear parents. The Headteacher reassured Governors that staff were aware of current parental discussion topics.

AGREED The GB ratified the Complaints Policy.

ACTION Communication with the parent community to be an agenda item at the next C&C Committee.

At 7:30pm Peter Snow leaves the meeting.

9. GOVERNORS' VISITS / TRAINING

9.1 Governors' Visits.

Karen Tate provided an overview of the safeguarding visit undertaken during the summer term. Noted that the SCR will be reviewed during the next visit.

ACTION Karen Tate to upload visit report onto Governor Hub.

At 7:45pm Kelli Arnold leaves the meeting.

9.2 Governors' Training.

No Governors had undertaken training since the previous Full GB meeting. Governors were reminded that HEP training programme, had been uploaded onto Governor Hub, with sessions being live via zoom

10. DATE AND TIME FOR THE NEXT MEETINGS FOR 2022/23


10.1 The GB **AGREED** to continue with face-to-face meetings for Full GB and C&C Committee meetings, with Resource Committee being held virtually. Further **AGREED** that Governors could join a meeting virtually if they were unable to join in person.

- 10.2** The dates for the next cycle of GB and Committee meetings were **AGREED** as:
- Full GB: 7 December at 6pm – face to face (hybrid).
 - Resources: 17 October 2022 (virtual) 4:30pm.
 - Curriculum and Community Committee: 2 November at 6pm (face to face).

11. ANY OTHER BUSINESS

11.1 Any other business.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 7:50pm.

Sign: 
Karen Tate, Chair of Governors

Date: 7/12/22