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NEW END PRIMARY SCHOOL

AGREED MINUTES OF THE FULL GOVERNING BOARD MEETING HELD on 4 July at NEW END PRIMARY SCHOOL

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|  |  | Name | Post |
|  | HA | Helen Andrews | Chair, Co-opted Governor |
|  | VZ | Vassilis Zarifis | Co-opted Governor, Chair of Finance, Staffing and Premises Committee |
|  | HT | Karyn Ray | Headteacher, Ex-Officio |
|  | SS | Stephen Stark | LA Governor |
|  | AG | Alan Girling | DHT, Associate Governor |
|  | JB | Juliette Bearman | Parent Governor |
|  | CL | Catherine Levin | Co-opted Governor |
| Ap | PQ | Philip Quinn | Co-opted Governor |
|  | AC | Andreas Christodoulou | Parent Governor |
|  | JC | Jane Crispin | Co-opted Governor |
|  | HN | Hunada Nouss | Co-opted Governor |
|  | AS | Anna Sullivan | Staff Governor |
|  | Clerk | Gill Green | Clerk, Camden Learning |

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| **ITEM** | **BUSINESS ITEM** | **ACTION** |
| 1 | **Welcome and Apologies**  The meeting began at 9.15. Apologies for lateness received and accepted from Stephen Stark. |  |
| 2 | **Notification of Any Other Urgent Business**  None |  |
| 3 | **Declarations of Interest:**  Register of Governors Business and Pecuniary Interests - No issues to report.  Conflicts of Interest in respect of the agenda- none. |  |
| 4 | **MINUTES OF THE PREVIOUS TWO MEETING & MATTERS ARISING NOT ON AGENDA**  4.1 Minutes of the meeting held on 29 February 2024 – agreed  KR clarified that the school was expected to be full in reception, not in all other classes.   * 1. Matters arising not on the meeting agenda – none   2. Minutes of the meeting held on 16 May 2024 – agreed   3. Matters arising not on the meeting agenda |  |
| 5 | **GOVERNING BODY MEMBERSHIP AND VACANCIES**  5.1 Vacancies and expiring terms  Young Governors – JC had asked previous pupils in two families with no success so far. One was too busy, the other had not responded. HA had looked at CVs on the Camden potential governor list and contacted two of them but received no response.  5.2 Committee membership and meetings 24-25  No change to committee membership; all governors can attend both committees if they wish.  Dates for committees would also be agreed in advance. Next year only 3 finance meetings were needed as the school was no longer in deficit. JB would liaise with others and agree Standards and Curriculum dates ; VZ would liaise with Nick Holt to ensure that Finance meetings fitted the financial reporting dates and budget setting that he had to work to.  The Clerk would then put all meetings on the electronic diary in Governor Hub. | JB  VZ  Clerk |
| 6. | **HEADTEACHER REPORT**  A written report had been provided.  A Governor to be responsible for Science was still needed. Any volunteer should contact the Head.  Staffing was stable.  **Assessment** The SEF would be reported to the next FGB as it needed to be updated with SATs and other data. The details of assessment results would be discussed at the next S&C committee.  The Head explained the meaning of judgements in Early Years. 1 meant children were still in the process of attaining expected levels; 2 meant that they had attained that level.  HN asked what happened next – did results prompt action plans for individuals and/or a class? AG said yes, for both. Groupings within classes for phonics, extra maths etc. would be linked to assessments. He said that there were rarely surprises in the results. Those who failed to reach e.g. the required level in phonics would get extra support in the following year until they achieved it. KR explained that EYFS is a summative teacher assessment, not an external test.  KR also said that Camden had a good researcher who gave all schools good comparative data; local comparators were generally more useful than national. HN asked if there were stress issues with SATs in Year 6. AG said no.AS said that many children enjoyed SATs. The Year 6 teacher would ask the children to do the best they could; children often said actual SATs were easier than the practise SATS they also sat.  The school did not let SATS limit the curriculum and did practice them with Year 6. Some children with specific needs had extra time to complete them in separate rooms in small groups to reduce stress.  CL asked about comparisons with previous years. Early Years had gone up, though phonics results had gone down; the shifts were not significant but so far no Camden or national comparators were available.  AC asked if there was any correlation in achievement linked to the increase in pupils eligible for free meals; AG said not at New End, but yes at a national level. The school tracked this closely.  There were no curriculum issues to discuss.  **Site and Premises**  Scaffolding for the roof and window work had begun. The playground would be un-useable by children from 09/07. The only problem was that the school was not always given adequate advance notice of where scaffolding work would take place. The contractors hoped that three sides of the scaffolding would be down again by September. Some work was likely to continue till November. There were repairs needed to the roof; the contractors would also be looking at windows and some masonry in the upper stories. They would do some work next to the ex -caretakers house to make that area good. The builders would use it as an office and the aim was to have a high level walkway from there to the scaffolding to minimise disruption. KR confirmed that the builders had been DBS checked.  **Budget**  The report set out the proposed use of balances described at the May meeting. These were agreed.  **Attendance.**  The school was above the Camden average and not a school where the Council had concerns. There was an attendance officer who visited, but was not currently working with New End parents. AS said there were about 40 children whose attendance was not good enough. It clearly impacted on some of them in terms of learning, but not on all.  **Destinations of school leavers**  AG confirmed that all who went for private schools got in. There was no evidence yet on any impact of the proposed VAT charge on private schools. VZ wondered how many children got their first choices. The school was not sure, but given the shortage of children in Camden probably most.  **School numbers**  The Head noted one weakness of smaller groups in some classes – there was less opportunity for ideas to be discussed in a wider group which could impact social development.  There was turnover within the school – Year 5 had got 10 new pupils last year but was losing 5, for example.  If the school ended up with any ‘spare’ staffing once all classes were agreed for September 2024, they would be used to support small groups who would benefit from extra help.  **Secondary Transfer**  HN asked about what the school did to support emotional preparedness for transfer. KR said that children at the school were very resilient. Because of turnover they were used to getting to know new children and develop new relationships. Most went on visits to their new schools –half a class had been out yesterday, 8/10 were out today (July 4). New End worked with those few who they thought would find transition stressful. AG explained that these children had individual transition plans if needed. For example, one Year 6 was having several visits by himself to his next school rather than one group visit.  AG noted that the school always did relationships education to prepare children for being with 11-18 year olds.  Parents had chosen the secondaries so presumably thought they were appropriate for their own children. KR tries to get them thinking about options in Year 4 as they have to decide by October in Year 6. Some schools have entry criteria that need fulfilling for some time before hand – for example, church attendance for either parents and children or at least one for some schools, and specific tickets to religious festivals for Jewish children. So some parents started planning as early as Year 3. In Year 5 they could do evening visits to secondary schools. Parents needed to think about their child and the different skills in different secondaries.  Preparing parents was as important as preparing children, as the only almost ‘guarantee’ of a place was an existing sibling in a school with sibling priority. The system was different from their own for many parents from other countries; and while some parental choice might increase with the reduction in children overall, some schools would respond to that by reducing their entry number so real choice could still be constrained.  **School Journey**  AG reported that two days had been great – the next two had included quite a lot of sickness and bad weather – but the children had enjoyed themselves. Next year the school hoped to be going back to France. There may also be daytime activities arranged from the school for those whose families did not want them to travel.  This year only 4 children had not gone, for personal family reasons. In Year 5 there were 54 children now; 5 were leaving the school and again maybe 4/5 not attending, but it was still cost effective in terms of coach hire etc. to take 45 children.  Going to France required accommodation deposits up front so the school would start approaching year 5 parents earlier to give them longer to pay, and maybe have weekly class fundraisers again.  **Spring Term Report**  The Head had written a spring term report that she had shared.  **Appointing pupils to take prospective parents on tours.**  11 Pupils had applied to do this at Easter and then had to take KR around the school as if she was a parent; she would ask some random questions. All who applied had clearly thought about the role and done well so all were appointed. These appointments were part of the school giving pupils leadership opportunities; they also had reading ambassadors, school council, captains and vice captains and were still looking for roles. They hoped to add maths and digital ambassadors next year.  **School garden**  HA asked about progress; the school were still waiting for agreement on removing the eucalyptus tree. They had plans for a ‘forest school’ area with a fire pit and trails. | All Govs |
| 7. | **GOVERNORS MONITORING, DEVELOPMENT AND TRAINING AND GOVERNOR VISITS**   * 1. Governors Training Programme & Training Undertaken   AC and HA had not yet done the cyber security course as this was currently a paid for offering. Both would sign up when the course is offered for free in the Autumn. HA had also done cyber training at work and recommended the National Cyber Security Centre website.  CL, HN and VZ had gone to Camden Governors’ Conference – they reported a good day with an interesting keynote speaker (Mark Rowland) who focussed on pupil premium children and the need for school strategies to ensure practitioner interventions and helping these pupils with social and cultural capital.  HN had been to a breakout on supporting Heads well-being and governor responsibilities.  CL had been to an attendance group. It had been more about interrogating data than strategies. But she had learnt an interesting new concept – desk-top truancy – where children attended but did not in any way participate in school and learning.  There was a session on diversity, with Parliament Hill school talking about widening the diversity and age of their governors over time.  All three thought it a good and useful day. |  |
| 8 | **DATES OF FORTHCOMING MEETINGS**  **Agreed FGB Dates for 24-25 at 9.15a.m.**  15 October 2024  03 December 2024  25 February 2025  16 May 2025 (budget)  01 July 2025  All Tuesdays except of 16 May where SATs clash meant a change of date. |  |
| 9. | **ANY OTHER URGENT BUSINESS**  HN asked about school policy on mobile phones.  The Head explained that Years 5&6 and independent travellers could have them but had to hand them in at 9 for return at 3. The school did not encourage it. JC was concerned about phone snatching. KR said pupils were reminded and warned constantly. But ultimately it was parent choice.  KR also confirmed that the school was applying for an emergency box from Camden community health that would include an emergency epi-pen. Epi-pens in general were specific to age and weight as well as allergy. First aid staff had appropriate training for these and for asthma pumps and a school defibrillator.  HA said that the governors would have a party in the run up to Christmas – she would look for a date. It had been a hard year for all, and KR and AG in particular had picked up a lot of work. They were thanked by all.  VZ asked about lunch cover for next year as this had been raised at previous governors as a problem meaning KR had to cover at times; AG said that there would be more supervision from TA’s next year as the school would have extra staff here because of the increase in pupils with EHCPs and associated funding. | HA/KR |

**ITEMS FOR ACTION**

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| REF | Actions noted in the minutes | WHO | Completed? | |
| 5 | **Dates for committees** to be agreed in advance. CL would liase with others and agree Standards and Curriculum dates ; VZ would liase with Nick Holt to ensure that Finance meetings fitted the financial reporting dates and budget setting that he had to work to.  The Clerk would then put all meetings on the electronic diary in Governor Hub. | CL  VZ  Clerk | |  |
| 6 | A Governor to be responsible for Science was still needed. Any volunteer should contact the Head. | All Govs |  | |
| 9 | HA said that the governors would have a party in the run up to Christmas – she would look for a date | HA/KR |  | |

Signed Date