



NEW END PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING HELD on December 3 at NEW END PRIMARY SCHOOL

		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
	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

1.	WELCOME AND APOLOGIES FOR ABSENCE Apologies received and accepted from Jane Crispin and Stephen Stark.	
2.	NOTIFICATION OF ANY OTHER URGENT BUSINESS No items of urgent business. Reminder of carol singing at 3.30pm today.	

3.	DECLARATIONS OF INTEREST/REVISION OF REGISTER OF INTERESTS 3.1 Clerk to check declarations of interest with Stephen Stark. 3.2 Conflict of interest in respect of the agenda - none.	
4.	GOVERNING BODY MEMBERSHIP AND VACANCIES Helen Andrews had met a possible young associate governor currently working for KPMG, but they had wanted a faith school.	
5.	MINUTES OF THE PREVIOUS MEETING & MATTERS ARISING NOT ON AGENDA 5.1 Minutes of the meeting held on December 4 were approved subject to changing the date for Spring Term meeting to 4 February in future meetings section. 5.2 Matters arising not on the meeting agenda - none	
6.	HEADTEACHER REPORT Staff: Teachers had received their pay rise in November, backdated to September. Other staff would receive theirs in December. AG was doing a training course on mental health issues for school staff. Two medical retirements were imminent. The SEF had no yet ben updated. JC felt it was a positive report. HN thought the SIP report was more alive and exciting. Camden Report Card The Head had provided a link to a news story about the Camden report card. The school's card was not quite finished; but the details and photos had been sent to the relevant staff in Camden. The school could send the report card to parents, but it was not yet clear when it would be publicly available. Camden was seeing it as a pilot. HA said it was important not to put in any jargon. The report card was in addition to other current information. The idea was to make it easier for parents to compare schools. The Head hoped that it would not replace parental visits but acknowledged that the card did give a quick snapshot. It would be interesting to see what parents thought. Camden had provided a standard letter explaining it that would be sent to parents as a link in the newsletter. Autumn Term Review PQ noted that attendance by 'persistent' non-attenders had improved, though there was room for more improvement. There was also a vomiting bug affecting numbers of children at present that could affect the figures. The Head explained the difference between the Camden Professional Partner and Ofsted. The partner was from Camden Learning, which was owned by all	

	<p>the schools in Camden. (Excluding private). She was in more often and knew the school better. She was more rigorous than Ofsted and was available for phone support/help. (She was an executive head in Walthamstow)</p> <p>Site Issues</p> <p>There was still some snagging to do, mainly painting; a kitchen fire door also required replacing. This needed a frame as well as a door. Finding the right time for builders was the biggest problem. Saturdays were out because of the German school and the school fair.</p> <p>The new 'secret garden' work had begun and should look good by spring. It included a firepit and a walkway. An external individual was being trained in running a forest school, paid for by a donor. They would focus on nursery to 'year 1. Forest schools followed a structure on environmental issues etc. The Head was not sure how well it would work with older children, but the teachers could take children. AS already had used it, and the children had loved it.</p> <p>The school might need to invest in some wellingtons and ponchos as the point of forest schools included getting dirty and being outside in everything except high winds.</p> <p>Attendance update</p> <p>Attendance was higher than at the same time last year, but the school did not know why. There had been a slight change in rules for recording in Reception but the system was not yet recording this change properly so it was not clear what difference it would make.</p> <p>School dates</p> <p>The official dates for 2025/6 were agreed but as the last day of summer term was on a Monday the school would make that an inset day. For the other two terms there would be two inset days at the start of the terms. There would be one on 1st June after half term and the final one on the last day of term would be for report writing for staff. AS confirmed that the staff agreed with this. The dates were AGREED.</p> <p>The Head said Governors were welcome to attend any or all of the four Christmas concerts.</p>	
7.	<p>STAFF WORKLOAD</p> <p>No additional issues</p>	
8.	<p>COMMITTEE REPORTS</p> <p>Minutes from FSP 29/11</p> <p>VZ reported that the current small deficit shown in accounts would be covered by the end of the year once all nursery income and rent were received and paid.</p>	

	<p>The red flag for the medium term financial future was the drop in pupil numbers.</p> <p>HN noted that NH had told the committee that this year the school would break even and carry forward around £140,000 contingency.</p> <p>The school was still waiting for information on ownership of the schoolkeeper's house and therefore responsibility for its future use – it was currently being used by the builders. Equally the school was still waiting for confirmation on whether the nursery building could have other uses or whether there were restrictive covenants there.</p>	
9.	<p>FGB STANDING ORDERS</p> <p>The chair had circulated these; she had had comments from HN, CL and JB. Any further comments should be sent by Friday and she would recirculate a final version. The Governors agreed to accept a final version by email.</p> <p>HN noted that the standing orders were a bit unwieldy and not user friendly.</p> <p>CL noted that the standing orders said Governors should have 3 year terms, whereas the school had 4 years. The 3 years came from the good governance code that recommended 3 years and a 9 year maximum.</p> <p>There is no statutory requirement to go for 3 years rather than 4 and no statutory requirement to have a maximum number of terms. So the standing orders can be amended to say 4 years.</p>	
10.	<p>SFVS</p> <p>This will come to Governors in February.</p>	Head, clerk
11.	<p>POLICY REVIEW</p> <p>None required</p>	
12.	<p>GOVERNORS MONITORING, DEVELOPMENT AND TRAINING</p> <p>CL and HA were attending an NGA training session on Chairs and Vice Chairs from Camden Learning the next day.</p> <p>HN had completed governor induction 1&2 and was due to do the final session soon.</p> <p>PQ had done cyber training online which he reported had been very interesting.</p> <p>A short discussion followed.</p> <p>Cyber issues were on the school risk register. If there are issues or someone inappropriately trying to access certain sites AG gets a pop up and Camden can check. AC is the governor for online safety.</p> <p>PQ asked what would happen under the business continuity plan if internet access was lost, which would include losing the phone system.</p> <p>The Head said that the school would not close because of loss of the network. Registers can be taken manually. Children will know and will say who is not</p>	

	<p>there if a staff member did not realise it. There is regular back up of the school IT so data should not be lost because of a temporary loss of the internet.</p> <p>(As long as there are staff the school can open. Only certain weather (likely to be snow), police requirements or complete loss of water would mean closure).</p>	
13. CS	<p>ANY OTHER URGENT BUSINESS</p> <p>CL had been to the Camden Chairs meeting. She reported that the chair of that meeting was stepping down and a replacement was needed. There had been a place planning discussion. There was a 6.7% vacancy rate across Camden. SEND demand had increased by 20% in the last 10 years. Additional capital for SEND related work in schools had gone to 25 schools.</p> <p>The forum had had a report back on diversity. 164 governors had completed the diversity survey; 66% reported as white British, 26% as over 65, 58% were women.</p> <p>Owen Rees would be getting extra support for his section which runs Governor related issues. There was a review of all Camden Learning coming.</p> <p>HN noted that at the moment there would be a deficit in the third year of the school financial plan.</p>	
14.	<p>CONFIDENTIAL ITEMS</p> <p>See separate minutes.</p>	
16.	<p>FORWARD PLANNING/DATES OF FORTHCOMING MEETINGS</p> <ul style="list-style-type: none"> • 04 February 2025 • 16 May 2025 (budget) • 1 July 2025 	

Signed

Date