

NEW END PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD MEETING HELD at NEW END PRIMARY SCHOOL

on Thursday 29 September 2022

Members (*Absent)

		Name	Post	
	LM	Linda Davies	Chair, Co-opted Governor	
	VZ	Vassilis Zarifis	Co-opted Governor, Chair of Resources Committee	
	НА	Helen Andrews	Co-opted Governor	
	SB	Stephen Buzzard	Co-opted Governor	
	HT	Karyn Ray	Headteacher, Ex-Officio	
	RP	Regis Peyraque	Staff Governor	
*	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	
	Clerk	Carol Murphy	Clerk, Camden Learning	

ITEM	BUSINESS ITEM	ACTION
1	WELCOME AND APOLOGIES	
1.1	The Chair welcomed to the meeting.	
1.2	Apologies were received and accepted from SS.	
2	NOTIFICATION OF ANY OTHER URGENT BUSINESS	
2.1	None	
3	DECLARATIONS OF INTEREST & REVISION OF REGISTER OF INTERESTS	
3.1	Conflicts of Interest in Respect of the Agenda None	
3.2	The Clerk requested that Governors review, update and reconfirm their business interests on Governor Hub. If this is completed by everyone at the start of the academic year (and then updated if needed during the year) it will ensure consistency.	
	Action: Governors update business interests on Governor Hub	All Governors
4	MINUTES OF THE PREVIOUS MEETING ON 9 JULY 2022	

	2022 & MATTERS ARISING NOT ON THE AGENDA	
4.1	Accuracy The minutes of the previous meeting were agreed to be an accurate record of the meeting and were APPROVED.	
4.2	Matters arising not elsewhere on the agenda 5.2. Governors Day still to be arranged.	нт
5	GOVERNING BODY MEMBERSHIP AND VACANCIES	
5.1	Membership and Appointments	
	Succession Planning	
	The Chair advised that HA had come forward to confirm her interest in becoming Chair when LD steps down in March. The Chair confirmed that no one else had come forward. The Chair also confirmed that Camden Learning are not supportive of Parent Governors become Chair.	
	Should HA be elected as Chair there would be a vacancy as Vice Chair. All Governors (except Staff Governors) are eligible to stand.	
	Any Governor interested should contact the Chair or HA to discuss.	
5.2	Expiring terms & Vacancies	
	The Chair advised that there were the following vacancies and expiring terms	
	 Staff Governor (November 22). RP advised that he would not be standing for reelection. HT & RP to discuss staff election. Parent Governor – One vacancy. Nominations are currently being sought. Co-opted Governors - There will be three vacancies from March 23. There is one long term vacancy, SB is standing down in December and LD in March 23. 	
	There followed a discussion about how to fill the co-opted Governor vacancies and the skills required.	
	 Nationally there is a shortage of Governors, and many schools have vacancies Advertising – it was agreed that an effective way to advertise could be to get local press interest into the retirement of SB & LD celebrating their long service to the school Action: Chair to draft article and arrange photos 	Chair
	 Advertising in the local community targeting Hampstead Community Centre – HA Local school (state & independent) – CL & VZ Churches – PQ GP Surgeries & Royal Free Hospital Libraries The Flask Walk organisation – HA 	PQ
	- Belsize Square Magazine Action: PQ agreed to design a poster	
	 It was agreed that ideally the governing board should represent the community it serves. However, the Chair confirmed that as there are four current parents on the Governing Board (2 parent governors (inc. current vacancy) and 2 co-opted governors) it would not be possible to have any further parents on the governing board. 	

5.4	Lead Governor Roles	
	Safeguarding Lead	
	The Chair confirmed that HA will take over the Safeguarding Lead role.	
5.5	NGA Code of Conduct 22-23	
	The Clerk advised that the Code of Conduct was circulated with the minutes. Governors	Governors
	were advised to read it and confirm this on Governor Hub.	
5.6 5.6.1	Committees 22-23	
3.0.1	Terms of Reference	Committee
5.6.2	All committees to review the ToR and bring back to the next FGB.	Chairs
	Committee Membership	
	Membership to be reviewed once vacancies are filled.	
6	HEADTEACHER REPORT	
6.1	HEADTEACHER REPORT	
	The HT gave a brief verbal report and confirmed there would be a more detailed report for this term at the next FGB meeting	
	Staffing – It has been a positive start to the new term. All staff are working effectively. The HT put on record her thanks to all the staff for the good start to the year.	
	Inset Day – The final inset day has been confirmed as 5 June 2023.	
	Attendance Questionnaire & Interview – PQ is coming into school to undertake the questionnaire and interviews in the coming weeks.	
	The HT asked would any Governor be interested in discussing behaviour with children on the back on the introduction of the new behaviour policy. Following discussion HA & CL both confirmed interest.	HA & CL
	Questions	
	There is only one Reception class this year. How are they settling in? The HT confirmed that they were settling well and making good progress. Having one class enables consistency in teaching.	
8	COMMITTEE REPORTS	
8.1	Standards and Curriculum Committee	
	The minutes of the meeting held on 15 September were circulated with the papers.	
	JB confirmed that the meeting was a long one, but with lots of challenge and questions. The meeting focused on the attainment data received from Camden, a summary of which was also circulated.	
	It was confirmed this is the first official data since pre-pandemic however AG confirmed that the school has continued to use its own data throughout.	

	Summary of Data	
8.2	 EYFS attainment was lower than previous years. The reasons for this were discussed – challenging cohort, high mobility as well as the implementation of a new phonics scheme. KS1 – The results were very positive KS2 – Results were slightly below previously. The HT explained that progress data was not yet available, but the progress scores were very positive. Finance, Staffing and Premises 	
	The last committee meeting was held on 20 July.	
	VZ confirmed that finances were back on track and there were no issues of concern to report.	
	Meeting dates for 22-23 to be set.	VZ
	It was agreed that CL would take action notes for the finance committee.	
9	POLICY REVIEW	
9.1	Safeguarding and Child Protection Policy 2022 (KCSiE 2022)	
	Subject to the following amendments the policy was APPROVED and RATIFIED	
	 HA to be added as Safeguarding Lead Peer on peer to be amended to Child on Child 	
9.2	Pay and Appraisal Policy	
	The pay awards for 22-23 have yet to be formally approved nationally therefore the policy will be brought to the next meeting.	
9.3	Behaviour Policy	
	It was confirmed that the Behaviour policy was approved at the Standards and Curriculum committee. The GB RATIFIED the policy.	
	Question	
	Is the behaviour policy operational? Yes	
	Have any behaviour slips been issued? None to date	
10	GOVERNORS MONITIORING, DEVELOPMENT AND TRAINING	
10.1	Governors Training Programme	
10.2	Camden programme has been sent to all Governors Governors Conference	
	The Chair reminded Governors that the Camden Governors Conference is on Saturday 5 November 2022	
10.3	Safeguarding Training The HT confirmed that safeguarding training for The Key is being purchased and will be made available to Governors when available. Other training is available from LGFL and the HT would circulate details.	
10.4	Training Undertaken VZ advised that he had accessed different workshops via Governors for Schools and agreed to circulate details.	VZ

10.5	Governor visits It was confirmed that Governor Day would take place on 23 November.	
11	FORWARD PLANNING/DATES OF FORTHCOMING MEETINGS	
11.1	Remaining FGB meeting dates for 22/23 1 December 2022 2 March 2023 18 May 2023 6 July 2023 All meetings are on Thursday and start at 7pm. Venue will be confirmed nearer the time.	
12.	ANY OTHER URGENT BUSINESS	
	None	

Chair of New End Primary School Governing Body

Ref.	ACTIONS NOTED IN THE MINUTES 29 SEPTEMBER 2022	Who	Complete d
3.2	Governors update business interests on Governor Hub	All Governors	
4.2	Governors Day to be confirmed	нт	Date agreed – 23 Nov
5.2	Chair to draft article regarding retirement of SB & LD and arrange photos	Chair	
5.2	Design poster for governor recruitment	PQ	
5.5	Governors to read NGA Code of Conduct and confirm declaration on Governor Hub	All Governors	
5.6.1	Committee Terms of Reference to be reviewed and any amendments to be brought to next FGB	Committee Chairs	
6.1	Behaviour policy interviews	HA & CL	
8.2	Finance Committee meetings to be set	VZ	
10.4	Governor training details to be circulated	VZ	