



## NEW END PRIMARY SCHOOL

### MINUTES OF THE FULL GOVERNING BOARD MEETING HELD REMOTELY on Thursday 3 February 2022

Members (*Absent)		<b>Name</b>	<b>Post</b>
	<b>LM</b>	Linda Davies	Chair, Co-opted Governor
	<b>VZ</b>	Vassilis Zarifis	Co-opted Governor, Chair of Resources Committee
	<b>*</b>	<b>HA</b>	Helen Andrews
	<b>*</b>	<b>SB</b>	Stephen Buzzard
		<b>HT</b>	Karyn Ray
		<b>MM</b>	Michal Marion
		<b>RP</b>	Regis Peyraque
		<b>SS</b>	Stephen Stark
		<b>AG</b>	Alan Girling
	<b>*</b>	<b>JB</b>	Juliette Bearman
		<b>CL</b>	Catherine Levin
		<b>PQ</b>	Philip Quinn
		<b>Clerk</b>	Carol Murphy

ITEM	BUSINESS ITEM	ACTION
<b>1</b>	<b>WELCOME AND APOLOGIES</b>	
<b>1.1</b>	The Chair welcomed everyone to this remote meeting.	
<b>1.2</b>	Apologies were received and accepted from HA, SB, & JB. The meeting is quorate.	
<b>2</b>	<b>NOTIFICATION OF ANY OTHER URGENT BUSINESS</b>	
<b>2.1</b>	None	
<b>3</b>	<b>DECLARATIONS OF INTEREST &amp; REVISION OF REGISTER OF INTERESTS</b>	
<b>3.1</b>	<b>Conflicts of Interest in Respect of the Agenda</b> None	
<b>3.2</b>	<b>Register or Business &amp; Pecuniary Interests</b> All Governors were reminded to review, amend, and confirm their declarations on Governor Hub at the earliest opportunity if they have not already done so. Any Governor having difficulty with this should contact the Clerk.	

<b>4</b>	<b>MINUTES OF THE PREVIOUS MEETING ON 9 DECEMBER 2021 &amp; MATTERS ARISING NOT ON THE AGENDA</b>	
<b>4.1</b>	<b>Accuracy</b> The minutes of were agreed to be an accurate record of the meeting on the 9 December 2021 and were APPROVED subject to the following amendments: 5.1.3 – CL has knowledge of risk assessments 6.2. – Online learning devices – the school received an additional 14 devices	
<b>4.2</b>	<b>Matters arising not elsewhere on the agenda</b> None	
<b>5</b>	<b>GOVERNING BODY MEMBERSHIP AND VACANCIES</b>	
<b>5.1.</b>	<b>Governor Vacancies</b> There are a number of terms coming to an end in July 2022. The Chair advised she would contact the Governors individually to discuss whether they wish to be reappointed.	
<b>5.2</b>	<b>Link Governor Roles</b> Following discussion, the following Link Governor roles were agreed:  <b>PQ – SEN &amp; Numeracy</b> <b>CL – Health &amp; Safety &amp; Literacy</b>  <b>Action: PQ &amp; CL to arrange to meet with HT and Subject/area leads</b>	
<b>6</b>	<b>HEADTEACHER REPORT</b>	
<b>6.1</b>	As the HT provided a detailed report to the last meeting this meeting the update is verbal. The following issues were highlighted:	
<b>6.1.1</b>	<b>Covid-19</b> Maintaining safety has remained the priority. The number of cases in school have risen significantly; Autumn term - 57 cases, Spring term to date – 60 cases. All safety measures remain in place.  Staff cover remains a significant risk and issue. Supply cover is limited currently in part due to the lack of overseas teachers.	
<b>6.1.2</b>	<b>Staffing Update</b> The restructure consultation has been completed. Seven staff are taking voluntary redundancy or early retirement and therefore it has not been necessary to make any compulsory redundancies.  A post within the admin team was in scope to be deleted, however the post holder resigned prior to the consultation.	
<b>6.1.3</b>	<b>Curriculum</b> The Curriculum Statement for New End was included in the report. The HT thanked AG for leading on this.	

6.1.4	<p><b>Annual Standards Meeting with Camden</b> The report was circulated with the meeting papers.</p> <p><b>Question</b> <b>Who are the standards meetings held with?</b> Prue Barnes Kemp who is the School Professional Development Partner. She visits the school regularly. She will review progress against areas outlined in the report in the summer term with the SLT.</p>	
6.1.5	<p><b>Systematic Synthetic Phonics (SSP)</b> The school has adopted the Little Wandle Letters and Sounds Revised Programme. New resources will be needed to deliver the programme. The costs are being finalised but have secured a significant discounted with the company.</p> <p><b>Questions</b> <b>The Annual Standards Meeting report raised some issues. How are these being addressed?</b> The SSP Wordle implementation and INSET training has taken place since the meeting. There are some challenges embedding the changes and it is work in progress. The SSP is very prescriptive which is welcomed by many but challenging to some.</p> <p><b>What are the costs for implementing SSP?</b> Approximately £6K and are currently looking at how to fund this (NESA, fundraising via a book fare).</p>	
6.1.6	<p><b>Finance</b> The forecast end of year deficit is £170K which is in line with expectations. The restructure should enable the budget to be in balance within 3 years. The budget will be discussed fully at the next FGB meeting.</p>	
6.1.7	<p><b>Attendance &amp; Punctuality</b> Current attendance (31 January) is at 91.52% which is below previous years (20-21 95.7 % &amp; 95.24% 19-20). The attendance target set by Camden is 96% but was set pre-Covid-19.</p> <p>Unauthorised absence is at 1.09% currently.</p> <p>Children with attendance below 90% are closely monitored.</p>	
6.1.8	<p><b>2021-22 Additional Day for Platinum Jubilee Bank Holiday</b> The 6 June has been allocated for this date and therefore the school will re-open on 7 June after half term.</p>	
6.1.9	<p><b>Unlocking Potential</b> Unlocking Potential are a Mental Health Charity who collaborate with schools to support children with social, emotional, and mental health needs. The programme is led by a Therapy Team Manager, Lucy Brown, who is based at the school two days per week delivering a range of therapeutic interventions and wellbeing activities for children. The scheme works closely with children, school staff, parents, and caregivers.</p>	

	<p>In addition, there is a Speak Up service where children can self-refer to talk to the Therapy Team Manager.</p> <p>AG confirmed that it was already making a positive impact of several children and families. It is a highly visible and the engagement level has been high.</p> <p><b>Questions</b></p> <p><b>Are staff using the service?</b> Yes, they are able to check in with the Manager and ask for advice.</p> <p><b>How is the service funded?</b> NESA are funding it.</p> <p>There followed a discussion about communicating the successes of the project with parents.</p>	
<b>6.1.10</b>	<p><b>Governors Morning</b></p> <p>The HT advised that as the school reopens fully post Covid, that a Governors morning will be arranged during the summer term</p> <p><b>Questions</b></p> <p><b>It has been a challenging year to date for staff with Covid absences and the restructuring. Has this impacted upon moral?</b> It has been challenging; however, the restructure has had less of an impact than feared as there has been no need for compulsory redundancies.</p> <p>RP stated that the reduction in Teaching Assistants will change the classroom environment and it is sad to see people leave. The HT advised that these were difficult times and difficult decisions needed to be made to secure the future of the school.</p>	
<b>6.1.11</b>	<p>The Chair thanked HT for her comprehensive report &amp; to HT, AG the whole school team for all their hard work.</p>	
<b>7</b>	<b>CHAIR'S ITEM</b>	
<b>7.1</b>	None	
<b>8</b>	<b>COMMITTEE REPORTS</b>	
<b>8.1</b>	<p><b>Staffing and Finance Committee</b></p> <p>There has been no meeting since the last FGB meeting. VZ to agree date with SBM &amp; HT</p>	
<b>8.2</b>	<p><b>Standards and Curriculum Committee</b></p> <p>MM confirmed there is a meeting next week.</p>	
<b>9</b>	<b>POLICY REVIEW</b>	
<b>9.1</b>	None to review	

<b>10</b>	<b>GOVERNORS MONITORING, DEVELOPMENT AND TRAINING</b>	
<b>10.1</b>	Governors were reminded that they can access Governor Training from Camden Learning. Most sessions are still online. Full details are on Governor Hub. There is a cost for training so please liaise with the Chair & Headteacher prior to booking.	
<b>10.2</b>	<b>Governor Visits</b> None to report.	
<b>11</b>	<b>FORWARD PLANNING/DATES OF FORTHCOMING MEETINGS</b>	
<b>11.1</b>	Thursday 19 May 2022 - Budget Thursday 7 July 2022 All meetings to start at 7pm	
<b>12.</b>	<b>ANY OTHER URGENT BUSINESS</b>	
<b>12.1</b>	SS raised the following issues:	
<b>12.1.1</b>	<p><b>Parking issues and complaints from local residents:</b> SS reported that there had been parking complaints due to inconsiderate parking by parents at drop off and collection time around New End Square.</p> <p>The HT advised that regular messages were sent to parents asking them to park considerately near the school. Parking is an issue of concern at most schools, but there is limited action the school is able to take.</p> <p>During discussion the following issues were raised:</p> <ul style="list-style-type: none"> <li>• <b>Could Parent Volunteers be used to monitor parking?</b> The HT and Chair stated the school would not be support this as parents would potentially be putting parents at risk</li> <li>• <b>Warning signs</b> – It was agreed to look at this as an option, however the ability to add external signage is limited due to conservation status</li> <li>• <b>Traffic enforcement</b> – HT will contact Camden to request Traffic Enforcement to attend regularly</li> </ul>	
<b>12.1.2</b>	<b>Nursery Waste:</b> There have been complaints that nursery waste had been left in the area. It was confirmed that this was not from the school but the nursery in Bowes Mews.	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Chair of New End Primary School Governing Body**



