

NEW END PRIMARY SCHOOL GOVERNING BOARD

MINUTES OF MEETING

Date 10th October 2018

ATTENDANCE:

Linda Davies – Chair

Bianca Mollura (BM)

Tony Millard (TM)

Helen Andrews (HA)

Karyn Ray HT– Headteacher

Vassilis Zarifis (VZ)

Mirit Eldor (ME)

Selina Skipwith (SS)

OTHERS PRESENT:

Alan Girling – Deputy Headteacher

Nathaniel Appiyah – Clerk

	ITEM	ACTION
1.	WELCOME AND APOLOGIES	
1.1	Linda (LD) welcomed everyone and opened the meeting at 7.00 p.m. Apologies for absence were received and noted for Stephen Stark, Susan Blake and Stephen Buzzard.	
2.	DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA	
2.1	There were no declarations of interest.	
3.	NOTIFICATION OF ANY OTHER BUSINESS	
3.1 3.2	Confirmation needed from Owen Rees that Julie from Camden Learning will be clerking for the tentative dates set by the governing board. Complaint from the Full Governing Board led by Linda (LD) about governors struggling to download documents from the Governorhub webpage when a single set of documents could have been emailed to them.	
4	MINUTES OF THE PREVIOUS MEETING ON 4th JULY 2018	
4.1	Accuracy The minutes of the FGB meeting held on 4 th July 2018 were approved and signed as an accurate record.	

4.2	<p>Matters arising</p> <p><i>Governing Board Membership and Constitution (Minute 5.1 - Page 2)</i></p> <p>Linda (LD) confirmed that she had been in touch with Owen Rees about potential LA governors and received an email from Lillian Mak regarding joining the governing board. She asked the governing board to encourage potential governors they knew to contact her.</p> <p><i>Dates of Future Meetings(Minutes 8.0 - Page 4)</i></p> <p>Vassilis (VZ) mentioned that he had checked all the meetings to be set up over the course of the 2018-19 academic year in the first meetings of the autumn term with Camden and confirmed that all governors would be communicated to about the dates and starting times once they had been finalised.</p>	
5	Governing Board Membership and Constitution	
5.1	Governors agreed to ask young potential governors with strong finance or accountancy skills they knew to contact Linda (LD) about joining the governing board.	All
6	Headteacher's report (verbal)	
6.1	<p>Karyn (KR) gave a verbal report to Governors and highlighted</p> <ul style="list-style-type: none"> that the new members of staff including NQTs had settled in really well thanks to the support of Linda (LD) and Alan Girling while she had been away for a funeral earlier in the term. whether governors wanted to combine the SEF with the SIP or to have them as two separate documents as Camden thought combining the two documents might make it too long. <p><u>Governors agreed to keep the old format for documenting the SEF and SIP.</u></p> <ul style="list-style-type: none"> the 2018 pupil results for New End as outlined in the School Context Report compared to the Borough and National standards. the two Camden learning hubs that the school was joining to accelerate improvement and impact in Mathematics and Oracy(Literacy). the premises work that had been completed over the summer including the roof area which had been topped with fake grass to make it a more pleasant and a new telephone system that would ring all classrooms in a lock down. the attendance and punctuality data that had come in slightly higher than the local authority target of 96% at 96.39% as at 5th October 2018 but still required further improvement effort to maintain. <p><u>Governors agreed that the school was making every effort to improve attendance.</u></p> <ul style="list-style-type: none"> The Shakespeare festival involving performance by Year Five pupils in two plays at The Shaw Theatre alongside two other 	

	<p>schools on 6th November at 7pm to which governors were cordially invited.</p> <ul style="list-style-type: none"> • The NESA International Food Evening from 5 to 8pm on Saturday, 13th October and the NESA Winter Fair from 12 to 3pm on Sunday, 2nd December to which governors were invited. 	
6.2	<p>Through questioning, Governors established that</p> <ul style="list-style-type: none"> • the Shakespeare Festival for the Year Five children was not being funded directly by the school compared to the Year Six trip but through circa £2000 out of £5000 bequeathed to the school. • Parents will need to be communicated to through a mix of long term and short-term communication tools including the school website, newsletters, pupil letters, text, apps including Whatsapp if required and other prompts to get parents involved or engaged in the NESA international Food Evening and other future school events. <p>Bianca (BM) will print parental engagement letters and put in children's bags for families to respond to.</p> <ul style="list-style-type: none"> • The HT was looking into how the school could get somebody to do some public relation and seek feedback regarding the issues with families with an additional language to help craft a unique selling point for the school brand (forest school, preferred unique second language uniform, or non-uniform school etc.) in terms of what parents were looking for mainly linked with pupil mobility and dropping pupil numbers. • The school might need to market for children by going out to businesses and putting up posters in hospitals, nurseries or day care centres to raise interest in the school. <p>Governors will share any advice from a parental point of view with the HT for raising interest in the school.</p> <ul style="list-style-type: none"> • All Year 6 pupils transferring to secondary schools at the end of summer had gained admission. <p><u>Governors were happy with the contents of the Headteacher's report presented to them at the 10 October 2018 FGB Meeting.</u></p>	<p>BM</p> <p>HT</p> <p>All</p>
7.	FINANCIAL UPDATE AND BUDGET 2018/19	

7.1	<p>The major budget issue has been the 3.5% unexpected pay rise for staff that the school had to implement when it had only planned a 2 % rise into the 2018/19 budget but a teacher grant had helped to cover this additional cost and eliminated any salary overspend problems. Staff mobility and the overspend in the recruitment budget linked with the use of agencies were being closely monitored to ensure there was no further change.</p> <p>The school currently had 78 pupil vacancies linked with increased pupil mobility and marketing was being planned to attract more pupils and close the funding gap. The funding gap had not led to a deficit budget in the current year because of contingency funds from the previous year but in the next financial year, the budget would require re-structuring to allow it to balance.</p> <p>Budgeted premises work linked with the school servers, redecoration and installation of lights were completed over the summer holidays.</p>	
7.2	<p>Governors were happy with the financial and budget updates for 2018/19 but established the following through discussion.</p> <ul style="list-style-type: none"> • Most schools were using agency staff but the new staff the school had recruited through agencies were good. • Salary costs were not too high this year because experienced staff had been paired with inexperienced ones to allow the budget to be balanced. • The budget had been planned based on a pay rise of 2% but the school had been presented with pay levels for main scale teachers that had come in higher than expected. • To be able to fund any future pay rises for staff, the school would have to look for funds from within its own budget or rely on a grant from the government. • Linda(LD) had spoken with Camden about how New End could increase pupil numbers through a review of pupil rolls across the entire borough prior to approving any new free school developments. 	
8.	REVIEW OF SCHOOL IMPROVEMENT PLAN	
	This item had been previously discussed under the Headteacher Report.	
9.	COMMITTEE REPORTS	
	<p><i>The Finance, Staffing and Premises Committee Report</i> This report had been previously discussed under the financial update and budget 2018/19 item.</p> <p><i>The Standards and Curriculum Committee Report</i> The Terms of reference of the committee were discussed and a lot of time was spent discussing Teaching. Pupil results were not ready at the time so governors shared the data verbally but noted that the results in Mathematics had dropped. Through questioning and discussions, governors established the following.</p> <ul style="list-style-type: none"> • The drop in mathematics for KS1 was linked with the cohort, level of parental involvement and pupil mobility(EAL) given that 	

	<p>staffing and teaching input had remained largely unchanged from the previous year.</p> <ul style="list-style-type: none"> • The Year 6 group had also had cohort issues but made good progress at the end of the key stage. • It was worrying that parents in the reception class were not sufficiently engaged given that current research showed that parental involvement led to accelerated progress for pupils. • Timely communication with parents increased parental involvement and children got upset when parents failed to turn up for school events. • A coffee morning and other activities to be suggested by school governors would be planned by the HT to allow parents and their toddlers to come in to school engage the parents with younger children. • Outreach work linked with TEFL families to be planned by the HT for parents to come in to learn English. • Japanese mums do not get involved in parental engagement activities including International Day events even though they are a big community because some of their families only stay in the local area for a short time. • There is a wider educational engagement issue even though research shows that support from home is the single most important factor that influences pupil progress. 	<p>HT/All</p> <p>HT</p>
10.	REPORTS FROM GOVERNORS VISITS AND TRAINING	
	<p><i>Abacus School Meeting</i></p> <p>An Abacus Belsize Park Primary School meeting was attended by Linda (LD) and she found out that they planned to move into their new premises at the police station with 200 pupils as a two form entry school. She made it clear to them that there were vacant pupil places in our school. Given the amount of work that the Abacus free school needed to complete prior to moving to their new premises, she felt that a review of pupil rolls in schools across the borough was required so that it could open as a one form entry school instead. Through discussions, governors established the following.</p> <ul style="list-style-type: none"> • Parents of New End Primary School were not concerned about the vacant pupil places nor the presence of Abacus Primary School in the local area. <p><i>Exit Interviews</i></p> <p>The exit interviews were positive overall with the exception of a leaver who mentioned that systems needed to be in place to share data and dates. Through discussions and questioning, governors established the following.</p> <ul style="list-style-type: none"> • The school had an effective system of sharing dates through the staffroom noticeboard that worked for all staff but thought the leaver was perhaps making reference to a specific system they wanted the school to be using to share the dates and data. • All the leavers learnt a great deal at the school linked with their professional development. 	

	<ul style="list-style-type: none"> The HT will be undertaking 1:1 meetings with all members of staff to find out about their needs to make them feel valued and present the information in an abridged manner to the governing board. The outcomes of the interview might be as simple as a member of staff asking whether they could have a bin in their classroom. 	HT
11.	DATES OF FUTURE MEETINGS	
	<p>Governors agreed to set the Full Governing Board meeting dates for 2018-19 as follows but contemplated setting governing board meetings 2019-20 to fall in November, February and June of that year for more effective governance.</p> <ul style="list-style-type: none"> Autumn FGB Meeting - Wednesday 16.01.19 at 7.15 p.m. Spring Budget Setting FGB Meeting - Wednesday 08.05.19 at 7.15 p.m. Summer FGB Meeting - Wednesday 19.06.19 at 7.15 p.m. 	All
12.	ANY OTHER BUSINESS AS NOTIFIED IN ITEM 3	
	<p>Owen Rees from Camden learning to confirm that</p> <ul style="list-style-type: none"> Julie would be clerking for the tentative Full Governing Board Meetings set by governors and A single set of documents easily accessible to the governing board would be made available to them well in advance of meetings. 	Camden Learning
13	ANY CONFIDENTIAL ITEMS FOR CONSIDERATION	

LD thanked everyone for attending and closed the meeting at 8.15 p.m.

Signed: _____ Date: _____

Linda Davies, Chair of New End Primary School Governing Body