



NEW END PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD MEETING HELD at 9.15am on 05 December 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
Ap	KR	Kimberley Ridgeway	Staff Governor
Ap	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
Lat e	JC	Jane Crispin	Co-opted Governor
	Clerk	Gill Green	Clerk, Camden Learning

ITEM	BUSINESS ITEM	ACTION
1	Welcome and Apologies Apologies from Kimberley Ridgeway (sick) and Stephen Stark.	
	The meeting began at 9.15 which would be the start for future meetings.	Clerk

2	<p>Notification of Any Other Urgent Business</p> <p>The Chair raised an issue for an in-confidence discussion (see separate minutes)</p>	
3	<p>Declarations of Interest:</p> <p>Register of Governors Business and Pecuniary Interests - No issues to report.</p> <p>Conflicts of Interest in respect of the agenda- none.</p>	
4	<p>Governing Body Membership and Vacancies</p> <p>HA had circulated the CV of a potential new governor, Hunada Nouss, initially introduced by JC; she had met her and proposed that the Governing Body should appoint her as a new member. She was an experienced finance director and chartered accountant who had also advised the DfEE (and received an OBE for this work) and so understood education strategy.</p> <p>The Governors agreed to co-opt Hunada Nouss for 4 years.</p> <p>HA also reported that she had contacted an individual with HR experience whose details had been given to her by Owen Rees. So far, she had had no reply to her e-mails. She would continue to pursue this.</p>	<p>HA</p> <p>HA</p>
5	<p>There were no comments on the minutes. The only matter arising noted, link roles, was covered in the Head's report.</p>	
6	<p>Headteacher's report</p> <p>A written report had been provided but unfortunately the previous FGB Head's report had been uploaded into Governor Hub, so the Head raised the key points.</p> <p>Staffing update: the non-teaching staff salary deal had been agreed with the unions and would be in the December pay-packet, with backdated pay. HC and KR had interviewed for a Maths lead and appointed Mollie Quinlan.</p> <p>The circulated SEF had been updated with additional comments from Ofsted as suggested by governors in October. These included comments on implementation, SEND provision and behaviour. Numbers had been updated including for overall attendance and for attendance at clubs. In terms of development, the Head had enrolled on an Early Years Leaders NPQEIL. Quotes had also been added from the most recent childrens' survey and about SEND provision.</p> <p>Performance: This year the Head and deputy would choose two aspects of performance to monitor in depth each term. They would produce a written report. For Autumn term their choices had been informed by the Ofsted</p>	

	<p>report; AG had reviewed the quality of education, while KR had looked at behaviour, attendance and Early Years safeguarding.</p> <p>Both reviews had been very positive and were included in the Head's report to governors.</p> <p>AG said he had found a consistent approach across classes, a 'New End style' with clear benchmarks for achievement and behaviour.</p> <p>Pedagogy – staff checked on pupil understanding mainly through question and answers, expertly done so that staff could identify both successful learning and misconceptions that needed correction.</p> <p>Behaviour - this was good in lessons and the playground. KR had observed in both and talked to pupils. Disruption was rare; classes were focussed on learning and children had a positive attitude and rose to the expectations that teachers had of them.</p> <p>Childrens' views had been obtained directly by discussion and a survey; discussions were held with a random sample e.g., 4/8/12 etc on the register.</p> <p>The weaker area was where children were outside class – for example, moving around the school. There was a need to ensure children took more responsibility here. (this ties into one of the descriptors by Ofsted of an outstanding school – where children were good when no -one was watching). For Early Years KR had visited a phonics class and looked at the learning system. Children had been asked the standard safeguarding questions – Do you feel safe - with 89.9% saying yes, all of the time; 8.4% yes some of the time. all the time and no 1.7% of the time. The main issue was misinterpretation (e.g., thinking of an incident in the playground). When asked if they knew of an adult to go to with concerns, the only child who said no was new to the school and didn't yet have a named adult.</p> <p>Next steps from the reviews would be a) working on questioning skills and b) looking at the areas where behaviour was not exemplary. One idea was to look at a system of leadership levels that children could apply for and be selected to run alongside the elected school council.</p> <p>Governors agreed that a job description for the roles would be needed, and PS was concerned that it might appear hierarchical and cause push back. Names would be important – not 'prefects' for example. But it would allow children to take responsibilities and show commitment.</p> <p>JB asked if it would be for a term or year – probably a year. There would often be more than one child in a role so that they could rotate – e.g., four monitors a day out of say 20.</p>	
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	<p>KR said she would also repeat the childrens' questionnaire. It was a useful document as long as the margin for error and misinterpretation was taken into account. For example, one of the questions asks if 'my teacher challenges me, which is a fairly subjective question and so really needs discussion. They would use it with Year 3 upwards.</p> <p>The Head confirmed to JB that the survey was given out to pupils to read, not read out to them.</p> <p>PS noted that behaviour and teaching quality are linked. AG confirmed that there was a strong correlation. Behaviour also allowed appropriate grouping of children, which could help appropriate communications when teaching. For example, in KS1 & 2 a group of pupils with English as a second language were sat together near the teacher.</p> <p>Finance had been covered in detail in the Committee.</p> <p>There had been a fire Safety audit on 7 November; along with the Health and Safety audit it would go to the next committee.</p> <p>A family was generously paying for the works to the playground where the stage was rotting. They were also paying to have the pond moved away from the Eucalyptus tree, as the tree's leaves kill all life in the water. The person doing the work is also intending to run some forest type lessons.</p> <p>Attendance had reached 95.73% on 28 November. PQ and AS had run the attendance groups again, using three groups (poor attenders, good attenders and improved attenders) but not much had changed from the last time.</p> <p>The clerk would send the correct Heads report out to all Governors who would go directly to the head with any questions.</p>	Clerk
7	<p>Dates for School Year 2004/5</p> <p>The proposed dates follow Camden Council's proposals. However, Camden summer term will run till Tuesday 22 July. The Head thinks this would result in a high absence rate and little benefit to the school, so the proposal was to finish the previous Friday 18 July and for the time to be allocated to training days. Rather than have those two days in school other twilight training sessions would be lengthened.</p> <p>The other three inset days would be the first days of term – Monday 2 September 2024, Monday Jan 6, 2025, and Tuesday 22 April 2025 after a late Easter.</p> <p>Dates were confirmed.</p>	

8	Committees	
8.1	<p>Standards and Curriculum had met on 21 November. Although not quorate those present had looked at their Terms of Reference which were forwarded to FGB for approval. They had also approved the anti-bullying policy.</p> <p>Governors agreed to make AG an Associate Governor with voting rights on the committee for the future.</p> <p>The next S&C meeting will be at 9.15 am on 7 February.</p>	Members of S&C
8.2	<p>Finance, Staffing and Premises</p> <p>There was still a deficit, but the school was sticking to its three-year plan to reduce this; the chair (VZ) thanked the school staff concerned. There might be an issue with heating and lighting costs as these would be higher than the 3-year plan had originally anticipated. The budget would also need to absorb some pay increases as the teachers' pay rise was not 100% funded by the Govt but was funded on an average cost basis and the school had a high percentage of experienced staff on higher salaries.</p> <p>The next FSP meeting is 11 January at 2pm. It will look at the Health and Safety Audit and the SFVS (Schools Financial Value Statement).</p> <p>While FGB can delegate detailed review of the SFVS to a committee, the final SFVS should be approved by the FGB. It has to go to Camden in February so, if necessary, governors will be asked to approve by email.</p>	<p>Members of FS&P</p> <p>Clerk to check dates</p>
9.	<p>Safeguarding</p> <p>The Head reminded governors that they need to read the updated Part 1 of Keeping Children Safe in Education and declare that they have read this in the declarations section of Governor hub (accessible through your personal details – more information tab).</p>	All Governors
10.	SFVS – see 8.2 above	
11.	<p>Policy Review</p> <p>The Head confirmed that the policies were those circulated by Camden.</p> <p>The school had no children on roll who were missing from education but did have some classified as persistent absentees. CL asked about the German school who used the premises. The Head confirmed that they had agreed to follow appropriate safeguarding and safe recruitment policies. Governors were happy with these policies.</p>	
12	Performance Management	

	Nothing to report	
13	<p>Governors Monitoring, Development and Training</p> <p>AC had done part 1 of the Camden Induction and would do part 2.</p> <p>JC would try and get on this course.</p> <p>CL had been to a) the Camden Chairs on behalf of HA and also b) Camden's financial efficiency and effectiveness course. (£100).</p> <p>a) There had been 21 schools represented at the Chairs meeting and a number of vacancies at Camden level for officers. Discussions had centred around Camden's Building Back Stronger education strategy; the Councils ambitions for 2030; succession planning for governors and school worries, especially recruitment and retention of staff.</p> <p>CL will share her notes on the hub.</p> <p>Nick Smith had also done a talk on place planning for the future. The chair was going to ask him to come to a governor meeting and discuss the places issue in the New End area.</p> <p>b) The finance course had been useful and worth the money, going over a series of standard issues: how a budget is made up/context and pay settlements (80% of costs tend to be pay); budget setting; learning resources; planning checks for Governors; benchmarking; integrating financial and curricular planning; SFVS; Cutting cost ideas; income options – 'seizing opportunities and risks;</p>	<p>JC</p> <p>CL</p>
	A governor's visit would follow the governors meeting.	
14.	Agreed forward FGB dates and timing – 9.15 am start	
15.	No non -confidential AOB	

Ref	Actions noted in the minutes	Who	Completed
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ITEMS FOR ACTION FROM DEC 5

REF	ISSUE	WHO	Completed?
1	9.15 start date for future meetings	Clerk	In Gov Hub diary

4	NM co-opted; Clerk would set up on Hub and school would arrange DB checks	Clerk HA	Completed
4	HA would continue the search for another governor	HA	
6	Clerk to send round link to Autumn Term 2 Heads Report	Clerk	Completed 7/12
8	Committee members to note next dates – FSP 11/01/2024 at 2pm; S&C at 9.15 on 7 February 2024. FSP to agree how to get FGB to confirm SFVS – by email if timing requires	All Govs FSP	
9	Governors reminded to read KCSIE Part 1 and confirm the same on Governor hub	All Govs	
13	JC to get on a Camden governor induction course	JC	
13	CL to share notes from Camden Chairs on hub	CL	