



## NEW END PRIMARY SCHOOL

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

on Thursday 6 July 2023

Members (*Absent)		<b>Name</b>	<b>Post</b>
	<b>HA</b>	Helen Andrews	Chair, Co-opted Governor
	<b>VZ</b>	Vassilis Zarifis	Co-opted Governor, Chair of Resources Committee
	<b>HT</b>	Karyn Ray	Headteacher, Ex-Officio
	<b>KR</b>	Kimberley Ridgeway	Staff Governor
	<b>*</b> <b>SS</b>	Stephen Stark	LA Governor
	<b>*</b> <b>AG</b>	Alan Girling	DHT, Associate Governor
	<b>*</b> <b>JB</b>	Juliette Bearman	Parent Governor
	<b>CL</b>	Catherine Levin	Co-opted Governor
	<b>PQ</b>	Philip Quinn	Co-opted Governor
	<b>AC</b>	Andreas Christodoulou	Parent Governor
	<b>JC</b>	Jane Crispin	Co-opted Governor
	<b>Clerk</b>	Carol Murphy	Clerk, Camden Learning

ITEM	BUSINESS ITEM	ACTION
<b>1</b>	<b>WELCOME AND APOLOGIES</b>	
<b>1.1</b>	The Chair welcomed to the meeting.	
<b>1.2</b>	Apologies were received and accepted from AG & JB. SS was absent.	
<b>2</b>	<b>NOTIFICATION OF ANY OTHER URGENT BUSINESS</b>	
<b>2.1</b>	Volunteer Update	
<b>3</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>3.1</b>	<b>Conflicts of Interest in Respect of the Agenda</b> None	

<b>4</b>	<b>GOVERNING BODY MEMBERSHIP AND VACANCIES</b>	
<b>4.1</b>	<p><b>Vacancies</b></p> <p>The Chair advised that she spoke to Owen Rees at Camden to help with the search for a DEI candidate for the Governing Board.</p> <p>JC commented that she may know someone who may be interested. A DfE accountant. She confirmed they are not a parent of a child attending the school.</p> <p><b>Action: JC to send details to Chair to follow up</b></p>	<b>JC</b>
<b>4.2</b>	<p><b>Committee Membership and Meetings 23-24</b></p> <p>It was confirmed AC will be a member of the Finance Committee and JC on the Standards and Curriculum.</p> <p>The Chair advised that Governors are free to attend either committee.</p>	
<b>5</b>	<b>MINUTES OF THE PREVIOUS MEETING &amp; MATTERS ARISING NOT ON THE AGENDA</b>	
<b>5.1</b>	<p><b>Minutes of the meeting - Accuracy</b></p> <p>The minutes of the meeting on 18 May 2023 were approved as an accurate record of the meeting subject to the following amendment:</p> <p>4.1 should read that the Chair will speak to Linda Chung not that she has spoken to her</p>	
<b>5.2</b>	<p><b>Matters Arising</b></p> <p>SS skills audit still outstanding.</p>	
<b>6</b>	<b>HEADTEACHER REPORT</b>	
<b>6.1</b>	<p>Due to the Ofsted visit last week the Headteacher gave a brief verbal update and highlighted the following:</p> <ul style="list-style-type: none"> <li><b>School Improvement Partner visit</b> – the visit was taking place when the Ofsted call was received and therefore the report has not yet been send.</li> </ul> <p><b>Question</b> Do all schools have these visits? Yes</p> <ul style="list-style-type: none"> <li><b>Holiday project</b> – the project for the summer will be reading and writing. All children will be given a holiday pack, largely made up from unused resources held by the school.</li> <li><b>Attendance</b> – current attendance is 93.8% (Camden average 93.4%) which is very positive. However this week with strikes on Wednesday and Friday, Thursday attendance was low.</li> <li><b>Reception September 2023</b> – Currently there are 38 children for September. The configuration of Nursery &amp; Reception is still to be agreed. The HT confirmed that there a maximum of 30 children are allowed in a class in Reception &amp; KS1. Work is being done to find a cost effect configuration in EYFS, however it is likely there will be two classes in Reception.</li> </ul> <p><b>Questions</b> <b>How will success be monitored?</b> There will be constant monitoring of standards <b>If there is only one class will there be a “spare” teacher?</b> No all teachers will be allocated.</p>	

<b>7</b>	<b>POST OFSTED DISCUSSION</b>	
<b>7.1</b>	<p>The HT confirmed that there had been a very high and positive return rate for the parent survey (n100+). Parents will be thanked in the newsletter.</p> <p>The visit was very positive and confirmed that the school is in a good place. The areas for development are in line with the areas that have been identified by the school. The HT advised that following the visit improvement plans are being developed.</p>	<b>JB</b>
<b>7.2</b>	<p>The HT explained that Outstanding status is very hard to achieve. The new curriculum is still being embedded. The focus is much more on middle &amp; subject leaders and some are still developing in their roles. For New End the attendance issues are always likely to make Outstanding unachievable. However it was noted that Ofsted did recognise the significant work the school has done to improve attendance over many years.</p> <p><b>Question</b></p> <p><b>Would it be supportive to have Governors linked to subjects?</b> To be discussed at the Standards and Curriculum Committee</p>	
<b>7.3</b>	<p>The Chair stated that there should be a celebration for staff once the report has been published. It was agreed that this would take place on 28 September at 5pm.</p>	
<b>8</b>	<b>COMMITTEE REPORTS</b>	
<b>8.1</b>	<p><b>Finance, Staffing and Premises.</b></p> <p>It was agreed that the next meeting will take place on <b>13 September</b>. As well as reviewing the budget, the results of the Camden audit and the Health &amp; Safety audit will be discussed.</p>	
<b>8.2</b>	<p><b>Standards and Curriculum</b></p> <p>There has been no meeting since the last FGB. The Chair will agree a date with JB prior to the first FGB of the new year.</p>	
<b>9</b>	<b>POLICIES FOR APPROVAL</b>	
<b>9.1</b>	There were no policies to approve at this meeting	<b>Clerk</b>
<b>9.2</b>	<p><b>Policy Schedule for 23-24</b></p> <p><b>Action: The clerk to send the list of statutory policies for the development of a schedule for 23-24</b></p>	
<b>10</b>	<b>GOVERNORS MONITORING, TRAINING AND VISITS</b>	
<b>10.1</b>	<p><b>Governors Training Programme and Training Undertaken</b></p> <p>The Chair advised that she had attended the Camden Conference which was focused on partnerships between schools to overcome challenges. Camden are developing a toolkit to support this work.</p> <p>The Chair also attended the Chairs forum and advised a report on the impact of Covid was presented, focussing on EYFS. It was clear that many children are preseting with behaviour and development issues.</p> <p>There followed a discussion when the HT stated that the experience of many schools, including New End is that the impact on all year groups has been significant but particularly current Year 2 &amp; 6's.</p>	

	<p><b>Action: Chair to circulate the report</b></p> <p>The Chair advised if anyone wants to attend training which has a cost this needs to be approved in advance by her.</p>	<b>Chair</b>
<b>10.2</b>	<p><b>Safeguarding Training</b></p> <p>Keeping Children Safe in Education (KCSiE) is updated annually and Governors are required to read it in full. Governors should also attend relevant training. Camden Learning run training sessions.</p>	
<b>11.</b>	<b>FORWARD PLANNING</b>	
<b>11.1</b>	<p><b>Dates for 23-24 FGB</b></p> <p>12 October 23 7 December 23 29 February 23 9 May 23 (Budget) 4 July 23</p> <p>Following discussion it was agreed to hold all FGB meetings at 9:15am rather than 7pm. The Clerk advised that she would be unable to accommodate these and it was agreed that a new Clerk would be needed.</p> <p><b>Action: Chair to contact Owen Rees to get a new Clerk.</b></p>	<b>Chair</b>
<b>12.</b>	<b>ANY OTHER URGENT BUSINESS</b>	
<b>12.1</b>	<p><b>Volunteers Update</b></p> <p>PQ advised that the volunteer project has been very successful. The recruited volunteers are very committed and the children are benefiting hugely.</p> <p>It was agreed that as well as a thank you be included in the newsletter the Chair would send individual thank you letters to the volunteers.</p> <p><b>Action: Chair thank you letters to Volunteers</b></p> <p>Following discussion it was agreed to there would be another recruitment drive in September.</p> <p>The Chair and HT thanked PQ for all his hard work and commitment to this. He has been inspirational.</p>	<b>Chair</b>
<b>13</b>	<b>CONFIDENTIAL ITEMS</b>	
<b>13.1</b>	<b>Safeguarding Update</b>	

Meeting closed at 8:05pm

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

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

Ref.	ACTIONS NOTED IN THE MINUTES 6 JULY 2023	Who	Completed
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5.2	Skills audits to be completed	<b>SS</b>	
4.1	JC to send Chair details of potential governor for follow up	<b>JC</b>	
7.2	Governor subject leads to be considered at Standards and Curriculum Committee in September	<b>JB</b>	
9.2	Clerk to send list of statutory policies to HT and Chair for the development of a policy schedule	<b>Clerk</b>	Completed
10.1	Chair to send Covid Impact report to all	<b>Chair</b>	
11.1	Chair to contact Owen Rees to secure a new Clerk	<b>Chair</b>	
12.1	Chair to send thank you letters to volunteers	<b>Chair</b>	

