

NEW END PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held at the school on

23rd January 2020

GOVERNORS:

Linda Davies – Chair , Vassilis Zarifis (VZ), Tony Millard (TM), Alan Girling – Deputy Headteacher (Associate member), Helen Andrews (HA), Stephen Buzzard (SB), Karyn Ray – Headteacher, Bianca Mollura (BM), Michal Marion (MM), Mirit Eldor (ME), Susan Blake (SB), Regis Peyraque (RP), Stephen Stark (SS)* and Nick Holt - Bursar (Associate Member)*

Attending: Flossie Del Santo – Clerk

ITEM	MINUTES	ACTION
1	WELCOME AND APOLOGIES	
	The Chair welcomed everyone and opened the meeting at 7.25 p.m. Apologies for absence were received in advance of the meeting from NH and Dr SB due to their work commitments. The governors accepted their absence.	
2	DECLARATION OF INTERESTS	
	There were no declarations of interest.	
3	MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING HELD ON 26th SEPTEMBER 2019	
	<p>The minutes of the FGB meeting held on 26th September 2019 were circulated and reviewed by the governors before the meeting.</p> <p>The governors reviewed the actions</p> <p>Action: The start of the new local traffic scheme had been delayed to 6th January. There wasn't any feedback to report as there was a transition period in place with warnings being issued but no fines. There may be issues in the future when parents started to be fined.</p> <p>The SIP and SEF were being finalised and would be presented to the committee meetings and next FGB meeting.</p> <p>Action: The SIP and the SEF to be on the committee agenda to review areas of responsibility relevant to the Committee.</p> <p>The Governors Code of Conduct was reviewed and confirmed as agreed by all governors.</p>	Clerk

	<p>Action: The Chair to sign the Code of Conduct on behalf of the governors.</p> <p>The Safeguarding Policy and the KCIE Part 1 Sept 2019 were on the agenda.</p> <p>Matters arising The Governing Body Standing Orders would be completed at the June FGB meeting to be in place for Sept 2020.</p> <p>Action: The Governing Body Standing Orders to be on the June FGB agenda.</p> <p>The minutes of the meeting of 26th September were agreed to be an accurate record and would be signed by the Chair.</p> <p>The governors requested improved accessibility to the meeting documents on Governor Hub</p> <p>Action: The Clerk to upload the meeting documents onto the first page of the documents tab.</p>	<p>LD</p> <p>Clerk</p> <p>Clerk</p>
4	CHAIR'S ACTION	
	<p>The Chair reported she attended the Chairs Forum. Areas covered included the new Ofsted framework Sept 2019 and the increased focus on the Mental Health and Wellbeing of Staff. There should be a nominated Wellbeing Lead at the school.</p> <p>KR noted Inset training had been held on the wellbeing for pupils and would be included in the training at the next Inset Day. Staff wellbeing was continuing to be supported and there was now a new After School Staff Yoga Club. The school had agreed to subsidise the club and it would be offered at a discount to staff to encourage their take up</p> <p>She noted teacher training now included staff wellbeing and there was a noticeable difference in the ability of newer trained staff to 'turn off' than more experienced teachers</p> <p>The governors discussed there were systems in place to support the children and more systems for staff should be reviewed, this was the role of the Governors to monitor.</p> <p>It was agreed the FSP Committee would review the Staff Mental Health and Wellbeing and the S&C Cttee that of Pupil Mental Health and Wellbeing.</p> <p>Action: Staff and Pupil Mental Health and Wellbeing to be standing items on the Committee agendas.</p>	Clerk
5	HEADTEACHER'S REPORT	
	<p>The Headteacher's Report to Governors – Spring Term 2020 was circulated before the meeting and reviewed by the governors.</p> <p>KR reported the headlines;</p> <p>Number on Roll:</p>	

<p>367 children were on roll on 17th January 2020 , down from 376 at the October Census 2019</p> <p>Staffing</p> <p>Linda Kennedy the SEND teacher retired at the end of the Autumn term and Siobhan Flack, the PPA and leadership cover teacher returned to live in Spain. The governors thanked them for their work at the school and wished them well for the future.</p> <p>Julie Gage continued to make progress in her recovery. The school was continuing to work with Camden’s HR, Occupational Health, Health and Safety and her medical teams.</p> <p>It was not known if any staff would be leaving at the end of the year. Staff were always encouraged to let the school know if they were planning to leave before the 31st May deadline if possible, to support early recruitment.</p> <p>Curriculum</p> <p>Schools will continue to develop their curriculum following the revisions to the Ofsted framework.</p> <p>Individual teachers have all been involved in the first round of professional development days. The days involved a lesson observation, book scrutiny, discussions with children and a meeting with a member of the SLT. All staff had been involved in one of the days each term.</p> <p>Learning walks continued on an informal basis during the year. The School Improvement Partner, Prue Barnes-Kemp, completed a learning walk during her last visit.</p> <p>End of term progress reviews had been held with individual class teachers to discuss the levels of attainment for individual and groups of children.</p> <p>OFSTED Deep Dives</p> <p>The examples of potential questions Ofsted may ask during ‘deep dives’ in Maths, Science and English had been circulated and noted by the governors.</p> <p>KR explained subject “Deep Dives” formed part of new inspections. Primary schools would always have Reading as one focussed deep dive. The other subjects would be agreed by the inspector the day before the inspection. Deep dives will involve the senior leadership team, curriculum leads, subject leads, teachers and pupils. Inspectors will look at the focus area in detail conversations, work scrutinies (6 pieces of work per year group, for at least 2 year groups), lesson observations (4 to 6 lessons) and look at documentation in the chosen focus area.</p> <p>Q In answer to a governors questions Deep Dives could be held on all subjects. Recent inspections in the LA included deep dives in DT, MFL and PE/Sports.</p> <p>2 Year Curriculum Plans of Learning were in place covering topics and subjects showing skills to learn each year, progression from year to year and had a clear progressive continuum.</p>	
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	<p>INSET</p> <p>School based INSET training held the second part of the Autumn Term focussed on policies and procedures, Safeguarding, phase meetings, Relationship and Sex Education, Writing development, Mathematics calculations, Science and the upcoming Art Exhibition. Spring term Inset training to date focussed on Design and Technology.</p> <p>INSET training was also held for all staff on Monday, 7th January. This INSET focused on reviewing the curriculum from Nursery to Year 6 in Art and Design, Design and Technology, Geography and History. Classroom planning and preparation was also part of this day.</p> <p>Details of individual professional development were included at the end of the report.</p> <p>Camden HUBs</p> <p>The Coding Hub has met twice, it was well received by the 4 schools involved and a local private school had joined for the remainder of the year. Sessions provided opportunities for teachers to develop their coding skills and understanding through modelling, sharing and demonstrating best practice. A portal for the Hub held videos of the different aspects of coding being focussed upon.</p> <p>FINANCE 2019-2020 Budget to Quarter 3</p> <p>The Governors noted the Budget report and KR confirmed the Quarter 3 figures showed the budget was on track to year end.</p> <p>Premises</p> <p>The Cleaning Contract would run to the end of the Summer Term and a new contract would be tendered. The FSP Committee would review the tenders. It was expected staff would be TUPED over to a new provider. There were concerns about the quality of the cleaning but this was not due to the cleaners.</p> <p>Action: The Cleaning Contract to be on the agenda at the next FSP Committee meeting.</p> <p>Attendance and Punctuality</p> <p>The attendance figure as at Friday, 11th January were reported at 95.33% (above the 95.26% at the same time last year) with an unauthorised absence of 0.79% (above the 0.58% at the same time last year). The governors noted the attendance target set by the LA at 96%. The school closely monitored children with attendance below 90%.</p> <p>The figures reported were for Reception to Year 6 – the final figures would be revised to only include Reception children when they reached statutory school age.</p> <p>Q In answer to a governors question children in Reception under the age of 5 did not have to be included in statutory attendance reporting. Not including this cohort could increase the overall attendance figures.</p> <p>Action: KR to breakdown the attendance figures of children in Reception by those under and at the statutory school age of 5 years old.</p>	<p>Clerk</p> <p>KR</p>
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Q In answer to a governors question absence was authorised when Years 5 and 6 children attended visits and entrance exams to secondary schools.

Events

Year 5 – Schools’ Shakespeare Festival

Children in Year 5 took part in the Schools’ Shakespeare Festival at The RADA Studio Theatre on the 6th November. Thanks to Heidi Meakin, Stella Nnochiri, Rebecca Carnegie and Steven Buzzard.

- NESAs held their annual Winter Fair and £4, 800 was raised on the day.
- Class Assemblies were held each Mondays at 3pm – See Newsletter with dates
- Governors’ School Tour Wednesday, 12th February at 9.15am

Uniform

From the beginning of term the expectation was that all children from Reception to Year 5 would be in full school uniform. Roughly 95% of the children were doing so with a small group not. Class teachers were reminding individual children and parents if not wearing the full uniform and this had also been placed in the newsletter. Letters will be sent out from the end of next week to those not in the expected uniform.

The governors noted children entitled to Pupil Premium Funding and Free School Meals were offered a free uniform package of two polo shirts, two sweatshirts or cardigans and a PE t-shirt.

Use of Social Media

KR reported she attended a training course on the use of social media in school. The course considered the social media landscape and considered the advantages and disadvantages of using social media in school. Schools should consider which social media platform(s) were best for their schools. Best practice for Facebook, Instagram and Twitter were considered as well as Safeguarding implications.

KR was reviewing how local schools were using social media and the proposed the school should use at least some of these platforms. The governors discussed there could be more communication from the school on Twitter and Instagram to remind parents what clubs and events were held, these could be sent on a regular basis. They noted NESAs had 1,000 followers.

It was proposed and the governors agreed the Standards and Curriculum Committee would consider this in greater depth.

Action: The Use of Social Media and the Social Media Policy would be on the agenda for the S&C Committee. Social media.

Proposed New End Term Dates 2020-2021

The proposed term dates for the 2020-2021 academic years were noted and they were in line with the suggested Camden and London dates.

Clerk

	<p>The governors agreed the term dates and Inset Days for 2020-21. The dates would be circulated to the parents and uploaded onto the website to support planning holidays within holiday times.</p> <p>Action: The 2020-21 term dates would be uploaded onto the website.</p>	KR
6	CURRICULUM	
	Covered under Heateachers Report	
7	BREXIT PLANNING	
	KR confirmed there was not expected to be any concerns with Brexit at the end of the month. Staff would not be impacted and there had not been concerns raised by parents regarding their online applications for permanent residency.	
8	SAFEGUARDING	
	There were no children on the CP register. There was monitoring of a CIN child. There were no safeguarding, bullying, racist or homophobic incidents to report.	
9	FINANCIAL UPDATE 2019-20	
	<p>School Financial Value Standard</p> <p>The governors noted the SFVS helped to provide schools with assurance they were meeting the basic standards necessary to achieve a good level of financial health and resource management. It would be used to identify possible areas for changes to improve the use of resources to support high-quality teaching and the best education outcomes for pupils.</p> <p>The new format of the SFVS included a checklist, with a number of questions for governing bodies in 6 areas of resource management. The form also included a Dashboard, which showed how the school's data compared to thresholds on a range of statistics identified by the DfE as indicators for good resource management and outcomes.</p> <p>New End School was noted as being compared to other:</p> <ul style="list-style-type: none"> - medium primary schools with medium levels of FSM - primary schools in London (for average teacher cost only) <p>The governors reviewed the SFVS questions that had not been completed and the actions.</p> <p>B. School strategy</p> <p>Question 6 -Does the school have a realistic, sustainable and flexible financial strategy in place for at least the next 3 years, based on realistic assumptions about future funding, pupil numbers and pressures? Only completed in part</p> <p>The GB and the school were working hard to develop a realistic 3-year Plan to ensure the GB was able to map future funding against outgoings.</p>	

	<ul style="list-style-type: none"> Spend on teaching staff as a percentage of total expenditure was the - Middle 20% of similar schools Spend on premises (including staff costs) as a percentage of total expenditure was in the - Highest 20% of similar schools. (AMBER) <p>The governors noted this figure was high but the money would be recouped from NESA.</p> <p>D. School characteristics</p> <ul style="list-style-type: none"> Average class sizes were in the lowest 10% of similar schools. (RED) This was noted as due the falling roll at the school. <p>E. Outcomes</p> <p>The governors noted the positive outcomes with;</p> <p>Progress score in Reading - Well above average</p> <p>Progress score in Writing - Average or above average</p> <p>Progress scores in Maths - Average or above average</p> <p>The governors agreed the actions from the SFVS checklist would be monitored by the FSP Committee.</p> <p>Action: The SFVS actions would be reviewed and completion monitored by the FSP Committee.</p> <p>Action: The SFVS was approved by the Governing Body and would be signed by the Chair and submitted to the LA by 14th February.</p>	<p>FSP Cttee</p> <p>LD/KR</p>
10	POLICIES	
	<p>a.Safeguarding and Child Protection Policy 2019</p> <p>The Safeguarding Policy was approved by the governing body</p> <p>b. Keeping Children Safe in Education Part 1 Sept 2019 was agreed as read and understood by the governors.</p> <p>Action: The KCSE Part 1 Sept 2019 would be circulated and signed by the governors.</p> <p>c.Pay Policy 2019</p> <p>The Pay Policy 2019 was approved by the governing body.</p>	All
11	COMMITTEE REPORTS	
	<p>a. FSP Committee – 15th November 2019</p> <p>The minutes of the meeting were circulated and reviewed by the governors, Finance was also covered under Headteachers Report</p> <p>b. C&S Committee – 16th Oct 2019 The minutes of the meeting in October were circulated and reviewed by the governors</p> <p>Verbal feedback from the meeting held in December was given by the Chair ME</p> <p>Attendance Data was reviewed . Guided Reading and interventions were reviewed.</p>	

	<p>The number of volunteer readers had increased. If governors were interested in joining the volunteer readers they would need to set a consistent time each week. Timings should also not conflict with the teaching of core subjects as children should not miss learning time when getting Reading support.</p> <p>Action: Governors interested in be going Volunteer readers to liaise with KR.</p> <p>Careers Week would be held in the Spring Term and a variety of volunteers would speak to the children so they see the wide variety of options to choose.</p>	All
12	GOVERNOR VISITS, TRAINING AND DEVELOPMENT	
	<p>a. Future dates of the Chairs and Governors Forum would be on 12th March 2020, and the Primary Chairs Network 29th January 2020</p> <p>b. Training undertaken by Governors Reminders that any training attended should be forwarded to the Clerk.</p> <p>c. Governor Visits KR would be planning governor visits for the Spring term.</p> <p>Action: KR to circulate proposed dates for the termly Governor Visit Schedule.</p>	KR
13	DATES OF FUTURE MEETINGS	
	<p>2019-20 FGB meetings</p> <p>FGB meetings: 14th May (Budget Approval only) and 30th June 2020 FSP Cttee – proposed the week of 30th March tbc C&S Cttee – tbc</p>	
14	ANY OTHER BUSINESS	
	There were none	
15	CONFIDENTIAL ITEMS	
	There were none to report	

The Chair thanked those attending and closed the meeting at 9.20 p.m.

Signed: _____ Date: _____

Chair of New End Primary School Governing Body