



## NEW END PRIMARY SCHOOL

### MINUTES OF THE FULL GOVERNING BOARD MEETING HELD at 9.15am on 29 February 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	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
	JC	Jane Crispin	Co-opted Governor
	HN	Hunada Nouss	Co-opted Governor
	Clerk	Gill Green	Clerk, Camden Learning

ITEM	BUSINESS ITEM	ACTION
1	<p>Welcome and Apologies</p> <p>The meeting began at 9.15. Apologies from Stephen Stark.</p>	
2	<p><b>Notification of Any Other Urgent Business</b></p> <p>None notified.</p>	

3	<p><b>Declarations of Interest:</b></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><b>Governing Body Membership and Vacancies</b></p> <p>A new staff Governor, Anna Sullivan, would take up the post from 1 March. There are no current vacancies, and Governors noted that the current group have a balanced range of skills and interests, although if an individual with marketing or HR skills expressed interest they could be considered as an associate. Governors agreed that a younger person might usefully be added to the FGB.</p>	<p>Clerk</p> <p>JC</p>
5	<p><b>Minutes of the Previous Meeting and Matters Arising not on the agenda</b></p> <p><b>The minutes were agreed.</b></p> <p>JC and HN had both signed up for the Camden New Governor induction. CL said she would send her notes from training to the Clerk for sharing.</p>	CL/Clerk
6	<p><b>Headteacher's Report</b></p> <p>A detailed written report was provided prior to the meeting. KR highlighted some areas.</p> <p><b>Staffing &amp; Leadership</b></p> <p>KR noted under staff well-being that NESA's annual 'Staff Appreciation' day had been welcomed. The new Maths lead, Mollie Quinlan was working alongside the previous lead for a term and a half to ensure a smooth transition. She was energetic and enthusiastic about the job.</p> <p>In response to a question, KR said the appointment involved a competitive interview process with three internal candidates, who had had to do a presentation about Maths and teach a lesson. The Governors noted that there was also Camden training and a Maths Network, and time shadowing the existing lead (who had decided to stand down) allowed a good handover.</p> <p><b>Link Governors</b></p> <p>KR explained that different link governor responsibilities meant one generic job description was not easy. She suggested using those developed by the Key. Governors noted that they could not all access the link to these provided; AG would check the IT issues and send governors the appropriate password.</p>	AG

Governors confirmed the roles in the Head’s report. Additional responsibilities were agreed. There are two continuing vacancies (see below). Governors interested in taking up one of these vacancies should talk directly to KR.		
· CP and Safeguarding	Helen Andrews	
· Health and Safety	Catherine Levin	
· Attendance	Philip Quinn	
· SEND	Philip Quinn	
· Well-Being	Jane Crispin	
· On-Line Safety	Andreas Christodoulou	
· EYFS	Hunada Nouss	
· English	Catherine Levin	
· Mathematics	Philip Quinn	
· Science	?	
· Art and Design / Design Technology	?	
· Computing	Vassilis Zarafis	
· Geography / History / RE	Hunada Nouss	
· Music	Helen Andrews	
· PE	Jane Crispin	
<p><b>Governors were asked to look at their role description and arrange to meet the responsible staff via KR</b></p> <p>PQ noted that he had done a review of Attendance and would have a written report for the summer term FGB.</p> <p><b>Curriculum</b></p> <p>The SEF remained unchanged.</p> <p>KR raised the issue of <b>curriculum enhancement</b> via pre- or post - school clubs. One third of pupil premium children took up a club place (25/72). The school would pay the fees if necessary. (This number does not include any pupil premium children who attended the community centre after school club, as this is not run by the school.)</p> <p>Governors noted that parents were aware of clubs. Electronic sign up was better than queueing, and KR said that opening internet access to bookings for individual evenings one at a time was the most practical way to allocate places.</p> <p>Governors noted the importance of clubs for whole person development. After discussion on potential barriers to sign up for some parents of pupil premium children, <b>Governors agreed that relevant parents would be given the opportunity to book some places before general access.</b></p>		<p><b>PQ</b></p> <p><b>All Govs</b></p>

	<p>KR confirmed there had been a high attendance at teacher/parent meetings this term. Full % attendance had not yet been calculated but would be reported next term. There were a few parents who had not booked meeting slots; unfortunately, some of these were parents who the school particularly wanted to talk to. Class teachers would phone those parents. It was important to pass on information and concerns now to prevent surprises when yearly results and reports were given to parents and carers in July.</p> <p><b>Attendance and Punctuality update:</b></p> <p>The school was doing well, especially at reducing unauthorised absence. New End had hit the Camden Target of 95% but not yet the 96% Pre -covid rate; that remained the school target. The new Camden School Inclusion Support Officer was going to meet five families of concern.</p> <p>In response to a question, PQ and KR explained that it was a mixture of chaotic parents, the increased ease of allowing children to stay at home if a little unwell because more parents were working from home, transport strikes etc for those living further away. School based surveys suggest that it is not pupils who wish to stay away. There are no school refusers.</p> <p>There was no evidence of caring responsibilities keeping children at home – though there are some older siblings who are carers.</p> <p>PQ's survey of improvers as part of his attendance work suggested that it was minor routine changes that made the difference. The school was very proactive. Fines have just gone up, but this is not felt likely to have much effect.</p> <p>Lateness and absence were very different issues. The school believed that it was an issue of disorganised parents, not children; in general children were embarrassed by lateness. (After 9.05 is marked late; after 9.30 is marked absent for the morning session.)</p> <p><b>Healthy school review</b></p> <p>AG had completed this and Juliette Bearman had signed it off as Chair of the Standards and Curriculum Committee. There had been two issues raised around breakfast club, both now resolved.</p> <p>The school had marked Childrens' Mental Health week.</p> <p><b>Shakespeare in School</b></p> <p>The school had taken part again and done well. The Head thought this was because it was taken very seriously and made a major part of the curriculum. Staff were enthusiastic and given time to do it well. Every child in the relevant class had at least one line. The school used original language but reduced the script length. They used narration to hold the scenes</p>	<p>HT</p> <p>HT</p>
--	--	---------------------

	<p>together; not all schools did this and sometimes the story got lost with those non narration backed performances.</p> <p>Governors asked if they could receive newsletters to identify occasions like Shakespeare in school performances and visit; AG agreed to get the app set up for all Governors so that they could access the newsletters.</p>	AG
6.1	<p><b>Premises</b></p> <p>Governors acknowledged there are problems with outside space; there is no cover from sun and the area outside nursery/reception is still a walk through, though no longer for parents. The space had been improved since the Ofsted visit. There was still no resolution to the need for shade. Overlooking residents had complained about New End's first proposals for shading. Listed building status meant no permanent structures were allowed. The school was still looking at/for alternative shade ideas.</p>	
6.2	<p>There were no questions on the <b>DfEE report card</b>, which members had seen before.</p>	
7	<p><b>Committees</b></p> <p>HA thanked the committee minute takers, who had checked the minute with committee members in advance.</p>	
7.1	<p><b>Standards and Curriculum:</b> JB noted that the meeting had been held at the mid-point in the school year and so there had been a tracking and performance discussion. They had discussed SEND, English, and Maths. Details are in the minutes; the key conclusion is that the evidence suggested that pupils and year groups were all where they should be.</p>	
7.2	<p><b>Finance and Premises:</b> VZ reminded the Governors that the school was in deficit but was on track with their three year plan and was constantly talking to and negotiating with Camden. On 20 February they had gone through the budget line by line and found no extra income options.</p>	
7.3	<p><b>Schools Financial Value Statement:</b> Governing bodies are required to sign off this school document. This year's SFVS had changed very little from the previous year. KR confirmed in response to a question that premises maintenance was seen as a partnership between the Council and the school. Governors asked if the recommendations for action at the front of the SFVS were all still relevant to the school. KR said that the recommendations are on-going and the SFVS is a working document.</p> <p><b>The Governors approved the document.</b></p>	

8.	<b>Policy Review</b>  No policies at this meeting.	
9	<b>Governor Monitoring, Development and Training</b>  All training by Camden was recorded on the hub. HA had been to a Systems Leadership session in January, where schools were encouraged to consider mergers; she remained unconvinced that there was a potential merger partner for New End. KR agreed that there were concerns but that as well as possible financial savings there was a shortage of people applying for vacant headships.  HA and JC had also been to the AGM of Camden Learning where Mary Bousted (former General Secretary of the NUT) had been the main speaker and had talked about staff retention issues. She had suggested regular surveys of teaching and support staff to identify issues. KR noted that no staff at New End had filled in the optional Ofsted survey (they tended to do so in schools with problems). KR said that at New End management had reduced staff workload, and that staff here are given blocked PPA time for preparation every week, something that does not happen in all schools. New End also offered a once a term opportunity to leave early on a Friday (2pm) and staff had time to do curriculum work. AG noted that teaching was a profession and staff would have to use some of their 'own time.' There was no retention problem at New End – they had not lost any of the staff who had joined in the last 5 years.  PQ had completed safeguarding training.  There was an online course in June for Governor Well Being leads.	
10.	<b>Non- Confidential Any Other Business</b>  KR was asked about the idea of combining the SEF and SDP into one, which apparently is recommended as good practise by Ofsted. She noted that SDP issues are in the SEF (see page 7). After a brief discussion <b>it was agreed that no change was needed.</b>	
11.	<b>Agreed next FGB date and timing – 9.15 am Thursday 16 May</b>  <b>Next meeting of Standards and Curriculum - 9.30 am Wednesday 25<sup>th</sup> September.</b>  <b>VZ to liaise with Nick Holt for a date for a line by line look at expenditure in the next budget by Finance and Premises committee. KR confirmed this was 20<sup>th</sup> March at 9.15</b>	All Govs  All S&C Govs  VZ

	<b>Clerk agreed to circulate a poll to Governors checking their preferences for Monday/Tuesday/Wednesday meetings for 2024/5.</b>	Clerk
--	---	-------

Ref	Actions noted in the minutes	Who	Completed
-----	------------------------------	-----	-----------

**ITEMS FOR ACTION FROM FEB 29**

REF	ISSUE	WHO	Completed?
4	<p>A new staff Governor, Anna Sullivan, would take up the post from 1 March.</p> <p>Finding a younger Governor/Associate Governor – perhaps an ex pupil? Jane Crispin suggested talking to a particular family she knew where ex pupils were in their early thirties.</p>	<p>Clerk</p> <p>JC</p>	
5	Catherine Levin said she would send her notes from training to the Clerk for sharing.	CL/Clerk	
6	<p>Alan Girling agreed to get the app set up for all Governors so that they could access the newsletters.</p> <p>Link Governors: agreed list circulated as reminder.</p> <p>a) Access to Link Governor role papers - Alan Girling would check the IT issues and send governors the appropriate password.</p> <p>b) Governors were asked to look at their role description and arrange to meet the responsible staff via Karyn Ray.</p> <p>Philip Quinn noted that he had done a review of Attendance and would have a written report for the summer term FGB.</p> <p>Governors noted the importance of clubs for whole person development. After discussion on potential barriers to sign up for some parents of pupil premium children, <b>Governors agreed that relevant parents would be given the opportunity to book some places before general access.</b></p>	<p>AG</p> <p>Clerk</p> <p>AG</p> <p>All Governors/KR</p> <p>PQ</p> <p>KR</p>	

11	The Clerk would circulate a poll to Governors checking their preferences for Monday/Tuesday/Wednesday meetings for the school academic year 2024/5.	Clerk, All Govs	completed
----	---	--------------------	-----------

Signed

Date