

**GOVERNING BODY MEETING  
NEW END PRIMARY SCHOOL  
Streatley Place, London NW3 1HU  
Minutes of the Meeting held on Wednesday 5 July 2017**

**ATTENDANCE:**

Linda Davies (LD) – **Chair**

Karyn Ray (HT) – **Head**

Helen Andrews (HA)

James Eades (JE)

Anna-Maria Morris (AMM)

Stephen Stark (SS)

Vassilis Zarifis (VZ)

Bianca Mollura (BM)

Selina Skipwith (SSw)

Tony Millard (TM)

Yaa Taylor (YT)

Stephen Buzzard (SBz)

Mirit Eldor (ME)

Selina Skipwith (SSw)

Rachel Segal (RS)

**OTHERS PRESENT:**

Carol Murphy (CM) – Governor Support Officer

	ITEM
<b>1</b>	<b>Welcome and Apologies for absence (Chair)</b>
<b>1.1</b>	The Chair welcomed everyone to the meeting
<b>1.2</b>	Apologies for absence were received and accepted from Alan Girling and Sue Blake. Bernadette Warwick did not attend.
<b>2</b>	<b>Notification of Any Other Urgent Business (All)</b>
	None
<b>3</b>	<b>Declaration of interest, pecuniary or otherwise, in respect of items on the Agenda (All)</b>
<b>3.1</b>	There were no interests declared.
<b>4</b>	<b>Minutes of the last meeting</b>
<b>4.1</b>	<b>Accuracy</b> The minutes were signed and accepted subject to the following

<p><b>4.2</b></p> <p><b>4.3</b></p>	<p>amendments: <b>6.1 £22 not £33k</b></p> <p><b>Matters Arising</b> None</p> <p>Recruitment and Retention Allowance: SS asked was it possible to review the decision reached regarding R&amp;R allowance on an annual basis. SS raised concerns about the affordability of the arrangement and the option to review annually would potentially offer some financial flexibility. The Chair stated that while she understood his concerns the decision was arrived at following a long, difficult period of consultation and negotiation and the decision had provided clarity to all with a clear outcome. The decision made at the previous meeting on 24 May was the final one.</p> <p>A Governor asked how the staff had reacted to the decision. The Chair advised there had been little feedback however the atmosphere had improved. She further added that it was hoped that the staff realised that Governors had been as generous as they could be in the circumstances.</p>
<p><b>5</b></p>	<p><b>Chair's Actions</b></p>
<p><b>5.1</b></p>	<p>The Chair advised that BW has resigned as Co-opted Governor with immediate effect. In addition AMM is retiring at the end of term so there will be two vacant Co-opted Governor posts.</p> <p>There was a general discussion about replacements and it was agreed that this would be reviewed again at the Autumn Term FGB meeting.</p>
<p><b>6</b></p>	<p><b>Headteacher Report</b></p>
<p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p>	<p>HT report was circulated in advance and the following issues were highlighted:</p> <p><b>Staffing - Leavers</b> As previously mentioned AMM is retiring and in addition Sue Lings will be fully retiring.</p> <p>There will be a celebration held early in the Autumn term to thank them for their contribution.</p> <p>The Chair on behalf of the Governing Body put on record her thanks to both for their contribution to the school over many years and wished them a long and happy retirement.</p> <p>Recruitment. The School Business Manager &amp; Receptionist posts have</p>

	<p>been advertised. There are 17 applications for the Receptionist post and 3 for the SBM. Interviews are scheduled for next week.</p>
<b>6.4</b>	<p>SEF has been circulated as a PDF. The HT advised this is a working document and changes all the time (almost daily).</p> <p>KS2 SATS results have been received but not included as yet. The results will be fully reviewed in the Autumn term at the Standards and Curriculum Committee.</p> <p><b>Question</b></p> <p>.</p> <p><b>A Governor asked how do the provisional results look?</b> KS1 results are low as predicted throughout the year. Almost 25% of the children are new since Reception with 10 this year alone. Mobility is very high. KS2 results are pleasing and provisional results are as follows: Reading 80%, Writing 78%, SPaG 85%, Maths 78%. Year one phonics = 76.5% and Year 2 retakes – 85.45%</p> <p>The HT stated that staff have worked very hard to achieve these results. The community has changed significantly and the school is now facing very different challenges than in the past. New End Primary is not a middle class Hampstead school but a school with a varied demography and high mobility.</p>
<b>6.5</b>	<p>British Values Elections Update. The Keep Cake campaign won however healthy options will now be sort and recipes will be put on the website for parents.</p>
<b>6.6</b>	<p>Sports Update Cricket teams won Camden Tournaments and went on to represent Camden.</p>
<b>6.7</b>	<p>PHSE A mental health workshop was held for parents.</p>
<b>6.8</b>	<p>Site and Health &amp; Safety Camden has undertaken a H&amp;S audit and fire assessment, particularly to review any Grenfell implications. This will be reported back as necessary.</p>
<b>6.9</b>	<p>Safeguarding audit was undertaken by LA. Results received yesterday and the school is compliant but there are suggestions for further improvement which will be reviewed and actioned as required..</p>
<b>6.10</b>	<p>Attendance. The attendance rate has gone down slightly. This has long been a priority but continues to be a challenge. There is a clear policy and procedure in place which are followed. The LA have been asked for</p>

<p>6.10</p> <p>6.11</p>	<p>further advice and they have not been able to make any further suggestions. The HT stated it is very disheartening that the results are declining when so much time and effort has been put into this area.</p> <p>HT advised that the statutory attendance figures only include children who have turned 5 so those still aged 4 could be discounted from the figures. If this was the case the school would be in line with the national average.</p> <p>There was a discussion regarding attendance and the following issues were raised:</p> <ul style="list-style-type: none"> <li>• It is a small number of families who are adversely affecting the figures</li> <li>• One child never attends on Friday and despite continued work with the family the situation has not improved.</li> <li>• Absences on Monday &amp; Friday are significantly higher than on other days</li> <li>• Punctuality is also a problem</li> <li>• The Chair advised that when interviewing the children many with poor attendance/punctuality would never miss a sports event, assembly or trip</li> <li>• The HT stated that as the new curriculum is very pacey the impact of poor attendance is evident in progress and attainment levels.</li> </ul> <p>NESA raised £4300 with the summer fare. This financial support has become invaluable.</p> <p>The HT thanked the Governors for their support and challenge throughout the year. The Chair thanked the HT for her report.</p>
<p>7</p>	<p><b>Safeguarding</b></p>
<p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>HT advised that only two Governors responded to request for safeguarding training information to date. Governors were asked to provide outstanding information by then end of term</p> <p><b>Action: Governors to respond</b></p> <p>A fire drill took place last Friday. Fire drills will take place more regularly in light of current events.</p> <p>Ten children from the school have been evacuated from the Tower Blocks on Adelaide Road and moved to a hotel. One family has temporarily moved abroad with approval from the LA.</p> <p>Lockdown policy - There is a policy in place but no lock down drill at this time.</p>

<b>8</b>	<b>Committee Reports</b>
<b>8.1</b>	Finance & Staffing. The committee has not met since the last FGB meeting in May and is due to meet before the end of term.
<b>8.2</b>	Standard & Curriculum – No report
<b>8.3</b>	Home School Liaison – No meeting this term
<b>8.4</b>	Premises & Environment - No report
<b>9</b>	<b>Policies</b>
	None for approval
<b>10</b>	<b>Governor Monitoring Development, Training &amp; Visits</b>
<b>10.1</b>	Raiseonline training was attended by Governors and the feedback was the training was of high quality. Several Governors mentioned that there are lots of acronyms and these should be avoided in all data discussions unless it has been confirmed that all understand them.
<b>10.2</b>	VZ advised that he had attended Finance Skills training for governors on behalf of another school where he was a governor.
<b>10.3</b>	This initiated a discussion as to whether training attended on behalf of other school's/organisations should be included in training records. It was agreed that if the training was relevant and develop the skills within the FGB then they could be included.
<b>11</b>	<b>Governance</b>
<b>11.1</b>	The Clerk advised the following updates from Camden Learning:
<b>11.1.1</b>	<p><b>Governor Hub</b> – Camden Learning will be launching Governor Hub for Member Schools from September 2017. All Camden Learning Member Schools can sign up to Governor Hub free of charge. Details of Governor Hub are on their website and on the Camden Learning website. A presentation will be made by Governor Hub at this term's Forums, with a training event in September.</p> <p>Discussion followed about whether this could be used by the GB. <b>It was agreed to review in the Autumn Term.</b></p>
<b>11.1.2</b>	Governor Board Self-evaluation Tool – Camden are developing a toolkit for use in the Autumn term.
<b>12</b>	<b>Date of Future Meetings</b>
	The dates for the 17/18 FGB meetings were agreed as follows:

	<p>Wednesday 15 November  Wednesday 31 January  Wednesday 10 May  Wednesday 4 July  All meetings starting at 7pm.</p> <p>Committee dates to be confirmed separately</p>
<b>13</b>	<b>Any Other Business</b>
	<p>The Chair, on behalf of the FGB, wanted to put on record her thanks to AMM for all her hard work over many years and wish her a long and happy retirement.</p>
<b>14</b>	<b>Confidential Items</b>

The meeting ended at 20:11

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

**Linda Davies, Chair of New End Primary School Governing Body**