



## NEW END PRIMARY SCHOOL

### MINUTES OF THE FULL GOVERNING BOARD MEETING HELD at 9am on 12 October at NEW END PRIMARY SCHOOL APPROVED 05 December

	<b>HA</b>	Helen Andrews	Chair, Co-opted Governor
	<b>VZ</b>	Vassilis Zarifis	Co-opted, Chair of Finance, Staffing and Premises Committee
	<b>HT</b>	Karyn Ray	Headteacher, Ex-Officio
Ap	<b>KiR</b>	Kimberley Ridgeway	Staff Governor
	<b>SS</b>	Stephen Stark	LA Governor
	<b>AG</b>	Alan Girling	DHT, Associate Governor
	<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>	Gill Green	Clerk, Camden Learning
	<b>OR</b>	Owen Rees	Camden Learning

ITEM	BUSINESS ITEM	ACTION
<b>1</b>	<b>WELCOME AND APOLOGIES</b>	
<b>1.1</b> <b>1.2</b>	HA welcomed members to the meeting. Apologies were received and accepted from KiR due to last minute staffing issues.	
<b>2</b>	<b>NOTIFICATION OF ANY OTHER URGENT BUSINESS</b> HA said that the Middle East situation and the school's response would be an item of AOB.	
<b>3</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>3.1</b> <b>3.2</b>	<b>Register of Governor's Business and Pecuniary interests.</b> No issues to report. <b>Conflicts of Interest in Respect of the Agenda</b> None	

4	GOVERNING BODY MEMBERSHIP AND VACANCIES	
<p><b>4.1.1</b></p> <p><b>4.1.2</b></p> <p><b>4.2</b></p> <p><b>4.2.1</b></p> <p><b>4.3</b></p> <p><b>4.3.1</b></p>	<p>There were no individual Governors whose terms were about to expire. There were date corrections needed on the Governors list. HA confirmed that these had been done and that while all Governors could sit on both committees, AC did not take part in Standards and Curriculum.</p> <p>HA advised that she spoke to Owen Rees at Camden to help with the search for a DEI candidate for the Governing Board.</p> <p>Link Governors</p> <p>HA noted that the school had had these in the past for certain subjects and it was agreed that governors would re-explore this approach. The idea was that the relevant governor would meet with the teacher who was the lead for a curriculum area and discuss the curriculum with them.</p> <p>In discussion the Head suggested that not all curriculum areas needed a Governor; they could focus on key areas that were also school priorities. Initial suggestions for priorities were literacy, maths, science, history, geography and music. PQ suggested circulating a list of such subjects to get expressions of interest. JB suggests that the governors should try and match their skill sets to subjects so that they could better add value.</p> <p>It was agreed that the HT would send round a list of priority subjects and Governors would say what they were interested in.</p> <p>PQ asked why subject links rather than key stage links were needed. The HT said that while EYFS may need a link, the subject curriculums crossed both Key Stages, and also Ofsted were now asking about governors' involvement in, and understanding of, curriculum issues.</p> <p>However, there were governor responsibilities outside subject areas that needed a nominated Governor including a new need for an Online Safety Governor. JC had been thinking about this area in work and was willing to take it on; AC offered to help.</p> <p><b>Constitution</b></p> <p><b>The NGA Code of Conduct for Governors</b> had received minor updates on safeguarding, supporting staff well-being, and induction and on-going training. Governors noted the changes to the Code and agreed to adopt the updated code. This can be done individually on Governor Hub under declarations.</p> <p><b>Committee Meetings 23-24</b></p> <p>HA said that terms of reference were a matter for each committee. OR noted that the full governing body needed to approve these terms of reference. VZ noted that Finance had looked at and agreed their ToR at their recent meeting; Curriculum will look at theirs at their next meeting and both sets can then be agreed by Governing Body.</p> <p>Action: Performance to review and agree ToR for their committee; Clerk to put FGB approval of Committee ToR on the agenda of the next Governing Body.</p>	<p><b>HT (Head)</b></p> <p><b>JC/AC</b></p> <p><b>All Governors</b></p> <p><b>Performance Committee</b></p> <p><b>Clerk</b></p>
5	MINUTES OF THE PREVIOUS MEETING & MATTERS ARISING NOT ON THE AGENDA	

5.1	<p><b>Minutes of the meeting – Accuracy</b></p> <p>The minutes of the meeting on 6 July 2023 were approved as an accurate record of the meeting subject to the following amendment:</p> <p>5.1 Add apologies from SS.</p> <p>10/1 Amend minutes to note that the school had had a discussion on partnering but found no obvious candidate partner school. They would keep the matter under review.</p>	Clerk Clerk
5.2	<p><b>Matters Arising</b></p> <p>SS said that he had now completed his skills audit but would double check.</p> <p>Efforts were still being made to get new applicants for Governor who would help extend the diversity of the Governing Body. OR was helping with the search for more diversity in candidates. HA noted that she had approached some women of colour but the pool was limited and many had already accepted lucrative positions as NED's.</p> <p>OR was asked to split the confidential and non-confidential minutes, so that the latter could be safely loaded onto the school's website.</p>	SS  OR
6	<b>HEADTEACHER REPORT</b>	
	<p>The HT had provided a full written report which had been read by the Governors attending. HT reported that staff workload and well-being was consistently being highlighted and agreed to make it a standing item on FGB meeting agendas, normally within the Heads report.</p> <p>VZ wanted a standing item and a mention in the Heads report. This was agreed.</p> <p>The HT noted that the curriculum had been shared at the Ofsted meeting. Feedback by parents and Governors after that had been good and the HT thanked all who had been involved in the Ofsted. The parent response had been the highest seen by the Ofsted inspector and he was impressed by a good Governor response.</p> <p>The SEF for the school will monitor the two areas highlighted for improvement. These will be highlighted in reports to Governors. The HT confirmed that the survey paragraph had not been published. Governors agreed and approved it.</p> <p><b>Curriculum</b></p> <p>This year all children from nursery to Year 6 would learn French. (It is only a requirement for KS2 pupils). It is being funded by parental donation of over £40,000 by the same parents who are funding the chess club. The approach is totally immersive; the teacher only speak French to the pupils. HT felt that it was already having an impact.</p> <p><b>Assessments</b></p> <p>Standards and Curriculum will look at this in detail in their next meeting.</p> <p><b>Finance</b></p> <p>The Finance committee has looked at the details.</p> <p>Attendance is still a concern and a school focus.</p> <p>The HT thanked the Governors for organising staff drinks. Governors agreed that it was important that staff were thanked for an excellent Ofsted report.</p> <p><b>Questions</b></p> <p>PQ had in the last year met with two groups of children: one group with good attendance and one with poor attendance. He had tabled a report on this and volunteered to repeat the</p>	Clerk HT

	<p>exercise. He would try and add a third group of improved attenders and take in ideas from secondary schools to look for any ideas on what the school could try. AC asked what the school were trying. PQ said that last year they had phoned relevant families, offered to pick up some children and offered free breakfast club places. AC felt that attendance was a cultural issue and that some families had a culture of not really worrying about it. HT concurred and said that there was a group of non-working parents who tended to sometimes keep children at home. Shifting their views is difficult.</p> <p>PA asked about lateness; 17 children had been late the previous week, some more than once (20 lates recorded). HT noted that numbers were always quoted in the weekly newsletter.</p> <p>VZ noted that the school were improving and were almost at the national average for attendance; the HT thanked PQ for his ongoing help that she felt had contributed to the improvement; PQ and AC would work on attendance issues in the future.</p>	<p>PQ</p> <p>PQ and AC</p>
<b>7.</b>	<b>COMMITTEE REPORTS</b>	
<b>7..1</b>	<p><b>Standards and Curriculum Committee</b></p> <p>JB reported that the Committee met at the end of September and had discussed the Ofsted report that was positive. Booklets on pupil progress and attainment would be completed in October when the national comparative figures arrived, there was an upward performance trend for New End.</p> <p>Next meeting 21 November at 9.15</p>	<p>Governors to note</p>
<b>7.2</b>	<p><b>Finance, Staffing and Premises Committee</b></p> <p>VZ reported that the Committee had met twice and distributed the minutes. He reminded Governors that the premises element of the minutes was confidential.</p> <p>Staffing: well-being was a standing item on the committee agenda and now on Governors. He felt that the school was a happy school and that management and governors did look after staff.</p> <p>Finance: the school was running a deficit budget; it was currently in line with the school's three-year plan, but there were pressures from utilities bills (gas and electricity) and from staff costs. Staffing was the main expense, but there were few savings available here. The school numbers meant that the school could not cap entrants and some classes were now over 30, meaning the school would need to look for an extra teacher.</p> <p>The Business Manager had suggested that finding children –i.e. marketing the school – should be a standing item. The Committee did not have the power to reduce the class sizes.</p> <p>VZ reported that the Finance team in Camden understood the problem and were happy with the school's current response. PQ had full faith in the business manager and the Headteacher and their approach.</p> <p>AC asked about any pressures that might arise from the recently announced Government mistake over financing staff pay rises; Owen Rees from Camden said that Camden did not yet know what impact there would be if any.</p> <p><b>Volunteer Recruitment</b></p> <p>CL asked about the volunteer group on literacy – how many were staying on after their 6 weeks of initial support? PQ said that 'stickiness' was at 85%; there were 4 new volunteers waiting for DBS checks and the support would now be rolled out to similar pupils in need of support in a second class. The issue was in the newsletter and PQ was doing a recruitment drive asking for 6 weeks at a time initially to make it easier for people to commit.</p>	<p>Governors to note</p>

	<p>It was harder to get individuals to support Maths – only 3 parents so far. The HT explained that the Maths scheme (White Rose) was used, and the aim was to take certain children back through their previous unit to embed concepts. The booklets used were an older version of the same scheme and so followed the same concepts but were slightly different, so the children were not just repeating the same. Miss Warwick ran the scheme and had all the material for parents, so it was not as hard as perhaps some thought. The volunteers would have 2 children each.</p> <p>CL wondered about taking testimony from existing volunteers to use as a marketing tool.</p>	
<b>8.</b>	<b>POLICY REVIEW</b>	
	<p>Safeguarding and Child Protection Policy 2023 – updated in line with KCSIE 2023 - absence had been added as a potential safeguarding concern; there were no controversial changes here. Equally there were no significant changes to the Pay and Appraisal Policy, the Behaviour Policy or the Attendance Policy.</p> <p>The updated policies were all noted and adopted.</p>	
<b>9.</b>	<b>Performance Management</b>	
<b>9.1</b>	<b>Teacher Performance Management and Appraisal arrangements.</b>	
	The HT noted that targets for staff would be around the school's key areas for improvement.	
	<b>Headteacher Performance Management</b>	
<b>9.2</b>	HA reported that a successful meeting had been held on 11 October with herself, VZ and the HT. The last performance cycle had been successful, and she thanked the HT for her work.	
<b>10.</b>	<b>GOVERNORS MONITORING, DEVELOPMENT AND TRAINING</b>	
<b>10.1&amp;2</b>	<p><b>Governor Training</b></p> <p>HA had completed Safer Recruitment training and been to Camden Chairs meetings. She asked Governors to let the Clerk know of training completed. Governors can also record their own training on Governor hub; Owen Rees said that if they booked a Camden course it should be automatically loaded onto their hub training record by Camden Learning.</p> <p>Owen Rees also said that Governors could show video training at Governors meetings. He said that Chris Roberts from Camden can do a 15 minute update training on Keeping Children Safe in Education. There was also a lot of material on attendance.</p> <p>CL asked if the Systems Leadership training was worth it. Owen Rees recommended that HA and the HT could do it together. The course would be running three times in the year. It was noted that there is a budget for Governor Training, but a lot of training is also available free. If Governors wanted something that was not free they should ask HA.</p>	Governors to note
<b>10.3</b>	<p><b>Governor Visits</b></p> <p>Owen Rees suggested that if Governors continued to meet during the day they could combine their meeting with a governor visit? HA preferred the idea of a separate 9am visit.</p> <p>The Governors agreed that there would be a visit after the next Governors meeting on 5 December for those who had the time /ability to combine the two.</p>	HT and Governors to note
<b>11.</b>	<b>DATES AND TIMES OF FORTHCOMING FGB MEETINGS CONFIRMED:</b>	
	<ul style="list-style-type: none"> <li>- 5 December at 9 am PLEASE NOTE THIS IS A CHANGE ON THE PREVIOUSLY ADVISED DATE</li> <li>- 29 Feb 2024 at 9am</li> <li>- 16 May 2024 at 9am (budget) and</li> <li>- 4 July 2024 at 9am.</li> </ul>	All to note

12.	ANY OTHER URGENT BUSINESS	
	<p>HA had notified the Governors earlier that she wanted the Middle East crisis and the impact on the school raised as AOB. Camden had sent all schools a letter about how schools could approach the current crisis in the Middle East and its impact on communities and children in the UK. The HT and HA had sent a letter to all families; AC felt that it was very well written, with a sensitive tone. They advised parents to take Tik Tok and Snapchat off childrens' phones. The school had stopped automatically watching Newsround and was rescheduling an international food evening as this might look too much like partying, which was not felt appropriate at the current time.</p> <p>SS commented that there was a lot of fake news on Facebook about the crisis. PQ asked how Jewish and Israeli families/families with relatives in Israel and children at the school were feeling.</p> <p>The HT said some older children had raised it in class and been allowed to do so. HT had talked directly to some families. But so far, no children had self-referred for help/support via the referral box. There had been no extra absences. The school would be extra vigilant on Friday and expected some possible absences from Jewish children on that day of the week. There would be extra vigilance at the school gates.</p> <p>JC suggested that the office should not let visitors in without a name of the person they wished to see as an extra security precaution.</p> <p>HA asked if lockdown drill was a good idea? The HT felt that it would add stress to do it immediately but would look at it in the future. PQ suggested a risk analysis. The HT agreed but felt that it should be a general one not only linked to the current events. SS reported that so far, the police had not reported extra hate incidents in Camden but that there were already changes (e.g. JFS children not wearing branded blazers or other uniform).</p> <p>HA asked if the Governors could do anything. The HT felt that families would reach out to the people they knew – herself and AG if they needed help. SS noted that New End Synagogue was having extra security patrols and that the police and CST security were working together and with the community.</p>	<p>HT</p> <p>HT</p>
	<p><b>The meeting ended at 10.30 am</b></p> <p>Signed: _____ Date: _____</p> <p>_____</p> <p><b>Chair of New End Primary School Governing Body</b></p>	

Ref.	ACTIONS NOTED IN THE MINUTES 12 OCT 2023	Who	Completed
4.1	HT to send round a list of priority subjects and Governors to say what they were interested in.	HT	
	Online Safety Governor position – agreement on role needed	JC/AC	
4...3.1	Standards and Curriculum Committee to review and agree ToR for their committee; Clerk to put FGB approval of Committee ToR on FGB agenda	Performance Committee Clerk	
5.1	Minute corrections to be made to June minutes. SS to check completion of skills audit	Clerk SS	
5.2	OR asked to split the confidential and non-confidential minutes,	OR	
6	At future FGB – Staff well-being to be a standing item and to be in the Heads report	Clerk HT	
7	PQ to repeat attendance discussions with pupils and to try and add a third group of improved attenders to the discussion. AC agreed to help with further work on attendance	PQ PQ&AC	
10.1	Governor training should be noted by Governors on their hub except for Camden courses as these are automatically credited by Camden Learning.	All Govs	
10.3	A school visit after the next Governors meeting on 5 December for those able to attend.	All Govs HT	
11	Next Meeting 5 December at 9 am THIS IS A CHANGE ON THE PREVIOUSLY ADVISED DATE	All Govs	
13	JC suggested that the office should not let visitors in without a name of the person they wished to see as an extra security precaution.  Lockdown drills to be considered.	HT  HT	

