

NEW END PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held at the school on

26th September 2019 at 7:15pm

ATTENDANCE:

Linda Davies – Chair

Vassilis Zarifis (VZ)

Tony Millard (TM)

Alan Girling – Deputy Headteacher

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)

Nick Holt - SBM (Associate Member)

OTHERS PRESENT:

Flossie Del Santo – Clerk

ITEM	MINUTES	ACTION
1	WELCOME AND APOLOGIES	
	The Chair welcomed everyone and opened the meeting at 7.15 p.m. Apologies for absence were received in advance of the meeting from BM, SB and ME due to work and family commitments. The governors accepted the absence of those not present	
2	DECLARATION OF INTERESTS	
	There were no declarations of interest. The governors completed the annual Declaration of Business Interests forms, which	

	would be stored in the Single Central Register.	
3	NOTIFICATION OF ANY OTHER BUSINESS	
	There were none.	
4	MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING HELD ON 19th JUNE 2019	
	<p>The minutes of the FGB meeting held on 19th June 2019 were circulated and reviewed by the governors before the meeting.</p> <p>The Headteacher confirmed the ratified 2019-20 Budget had been signed by the Chair and submitted to the LA by the end of May 2019.</p> <p>Matters arising</p> <p>The Chair confirmed Martin Platt, the Director of Schools was supporting local schools in opposition of the Abacus Free School opening in the Old Police Station. He agreed the schools were already suffering from the falling numbers of pupils in the area. A consultation was being held across the LA to review the falling pupil numbers.</p> <p>Uniforms - The Chair noted there had been an action for parents to approach her if they would like to raise anything about the introduction of school uniforms. She confirmed 5 parents had contacted her, one in writing, about their dissatisfaction with the school moving to wearing uniforms. Afterwards they had accepted why the school had introduced them.</p> <p>The Headteacher confirmed on the whole a fantastic response had been received from parents and the school was already re-ordering more uniforms. Wearing uniforms was not mandatory until the spring term but 90% of children were already wearing them. Including some in Year 6 even though optional in this year group.</p> <p>The new traffic scheme would be rolled out after the half term, there was expected to be some impact of this possibly on punctuality.</p> <p>Action: The impact of the new local traffic scheme to be reported at the January meeting.</p> <p>The minutes of the meeting of 19th June were signed as an accurate record by the Chair.</p>	
5	GOVERNING BODY ADMINISTRATION	
	<p>The Chair confirmed there were no vacancies on the governing body.</p> <p>a) Governing Body Standing Orders</p> <p>The updated Standing Orders would be presented at the Spring Meeting.</p> <p>Action: EM to circulate the adapted LA model Standing Orders at the January meeting.</p> <p>b) Governors Code of Conduct – The NGA model Governors Code of Conduct had been</p>	EM

	<p>circulated. It was recommended governing bodies agree a code of conduct. The Chair would review the Code before the next meeting to see if it was suitable for the school.</p> <p>Action: The Chair to review the adoption of the Governors Code of Conduct before the next meeting.</p>	LD
6	NEW OFSTED FRAMEWORK SEPT 2019	
	<p>The governors noted the new framework with inspections now conducted over 2 rather than 1 day. The role of middle leaders and subjects leads would increase as inspectors would be reviewing the curriculum of subjects with 'deep dives' held. It was expected the inspections would cover Reading, another core subject and an additional subject.</p> <p>There would be less reliance on data and the school would reduce the number of data drops over the year.</p> <p>The Headteacher was working with staff to produce a shared vision across the school.</p> <p>The SEF and SIP were being developed to reflect the new inspection framework.</p> <p>Further changes to the framework were expected in Sept 2021 where there would be an increased focus on the financial management of schools and an increase in inspections of previously graded Outstanding schools.</p>	
7	HEADTEACHER'S REPORT	
	<p>The Headteacher's Report to Governors – Autumn Term 2019 was circulated before the meeting and reviewed by the governors.</p> <p>The numbers on roll at the October Census was 378, a slight increase from 374 in the October 2018 Census.</p> <p>Staffing</p> <p>Stella Nnochiri joined the school as a class teacher on a year contract. Catherine March also joined on a year contract to provide specialist French teaching in Years 3-6. This project was funded by NESA for the year. Both Stella and Catherine will be a great addition to our team.</p> <p>Campion, who currently supply an agency Premises Manager to the school, have yet to find a replacement for Dean Emberley who left at the end of last term</p> <p>Julie Gage continues to make progress in her recovery and remains optimistic about returning to the school. The school is working with Camden's HR, Occupational Health, Health and Safety and her medical teams to assess the situation.</p> <p>School based INSET training held at the end of the Summer term focussed on Phase meetings, assessment and handover to new teachers.</p>	

	<p>The INSET Day was held 2nd September with all staff, focused on school and classroom preparation due to the over running of building works during the summer.</p> <p>INSET training to date this term had focused on Child Protection and Safeguarding, admin and phase meetings.</p> <p>Safeguarding All staff had read and signed as understood the Sept 2019 KCSIE Part 1 guidance and safeguarding documents including Intimate Care.</p> <p>Curriculum Music The Celebration of New End School Music Concert was held on 25th June. There were some amazing performances from both groups and individuals and just over £600 was raised for music resources at the school.</p> <p>The governors noted their thanks to Maria Walker for co-ordinating the celebration and the music teachers - Izzi Allies, Rosie Reed and Denise Georgiou,</p> <p>Computing The school would be leading the LA Coding in the Classroom Hub, of 5 schools. This new Hub aims to provide opportunities for teachers to develop their coding skills and understanding through modelling, sharing and demonstrating best practice. The sessions will be facilitated by Max Wainewright.</p> <p>The school was finalising their involvement in two other Camden Learning HUBs.</p> <p>Premises Over the summer holidays the heating system was completely replaced including a new boiler. Lights were also changed to LED environmentally friendly lights. The wiring across the school was also checked and replaced. The LA funded the works.</p> <p>The annual Summer deep clean schedule was delayed and would be completed over the half term or end of term.</p> <p>Attendance Attendance figures for the first 3 weeks of the term were slightly below that of last year. There were no concerns to report to date.</p> <p>Events The Parent Workshop for Secondary School Information was not well attended. The sessions had been moved from the afternoon to evening at the request of parents. There was a survey on the Parent App about the timing of parent meetings currently at 6:30, with the aim to improve attendance.</p> <p>The tickets to the Year 5 Shakespeare festival had already sold out.</p> <p>Uniform As noted above the roll out had been successful. Those in receipt of Free School Meals</p>	
--	--	--

	<p>would receive items of the uniform for free. Parents were being reminded to put names of children in uniforms as there was already a number of items in the lost and found. The school had also provided free book bags to the children.</p> <p>The website would be updated with the logo and a landing page. Photos would be taken of the children for the website in January when all children would be wearing uniforms.</p> <p>The governors noted the PE – A Review of Athletics, Cricket and Football by Steve Buzzard.</p> <p>Thanks to Tom, Kim and Megan who supported the school’s participation in these sports throughout the year, and to Kim who supports the swimming team at the LA swimming gala.</p> <p>Action: The SEF and School Improvement Plan to be presented at the January meeting.</p>	KR
8	FINANCIAL UPDATE 2019-20	
	<p>The 2019-2020 Q1 Budget Report. The governors noted the budget was on track to year end after Quarter 1 and the budget to Quarter 2 would be reviewed at the FSP Committee.</p> <p>The governors noted the School Financial Values Statement 2019-20 format had changed and now included additional questions as well as benchmarking information to other similar schools.</p>	
9	POLICIES	
	<p>Safeguarding and Child Protection Policy 2019</p> <p>The updated policy was circulated in advance of the meeting for review by the governors. The Chair asked that the Policy be presented for approval at the January meeting to ensure governors reviewed the changes from the previous year.</p> <p>Action: The Safeguarding and Child Protection Policy to be approved at the January meeting.</p> <p>Keeping Children Safe in Education Part 1 Sept 2019</p> <p>The new KCSIE Part 1 had been circulated to the governors and reviewed and the changes noted. The Clerk recommended governors sign the new guidance as read and understood or updated on Governor Hub.</p> <p>Action: The governors to read the new KCSE guidance Sept 2019 and confirm so at the January meeting.</p>	
10	GOVERNOR VISITS, TRAINING AND DEVELOPMENT	
	Governor Visits held and would be reported at the S&C Committee.	

	<p>The Headteacher proposed holding Governor Visits Mornings, which were successful at other schools. The school could organise a schedule of subject and class visits and tours to see the school in action. They could run from 930am ending with lunch.</p> <p>The governors agreed an organised morning would be useful rather than governors making visit arrangements on their own.</p> <p>Action: The Headteacher to circulate a termly Governor Visit Schedule.</p> <p>The subject link governors were confirmed as: Safeguarding- LD SEND – SB Numeracy – Mr SB DT- ME Literacy -MM</p>	KR
11	DATES OF FUTURE MEETINGS	
	<p>2019-20 FGB meetings</p> <p>The governors agreed to change the date of the next FGB to 28th January.</p> <p>FGB meetings would also be held on 21st May (Budget Approval only) and 30th June 2020</p> <p>Dates for the Committee meetings were not confirmed</p>	
12	ANY OTHER BUSINESS	
	The LA was giving the new Home Run App for use by parents to schools free of charge.	
13	CONFIDENTIAL ITEMS	
	To be covered under confidential minutes	

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

Signed: _____ Date: _____

Chair of New End Primary School Governing Body