



NEW END PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BOARD MEETING HELD at NEW END PRIMARY SCHOOL

on Thursday 2 March 2023

Members (*Absent)		Name	Post
	LM	Linda Davies	Chair, Co-opted Governor (<i>until item 5</i>)
	VZ	Vassilis Zarifis	Co-opted Governor, Chair of Resources Committee
	HA	Helen Andrews	Co-opted Governor, Chair (<i>from item 6</i>)
	HT	Karyn Ray	Headteacher, Ex-Officio
	KR	Kimberley Ridgeway	Staff Governor
	*	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
	Clerk	Carol Murphy	Clerk, Camden Learning

ITEM	BUSINESS ITEM	ACTION
1	WELCOME AND APOLOGIES	
1.1	The Chair welcomed to the meeting and introduced Kimberley Ridgeway (KR) as the new Staff Governor.	
1.2	Apologies were received and accepted from SS.	
1.3	The Chair advised that as this was her last meeting as Chair & Governor, that she would be leaving after item 5 and handing over to HA as the new Chair.	
2	NOTIFICATION OF ANY OTHER URGENT BUSINESS	
2.1	None	
3	DECLARATIONS OF INTEREST	
3.1	Conflicts of Interest in Respect of the Agenda None	

4	GOVERNING BODY MEMBERSHIP AND VACANCIES	
4.1	<p>Membership and appointments</p> <p>HA advised that she wanted to recommend the appointment of a new co-opted Governor; Dr Jane Crispin. Jane has long standing roots in the local community and works at Royal Free Hospital. She has an interest in education and teaching.</p> <p>Governors were happy to APPROVE the appointment of Dr Jane Crispin. It was suggested that she would become a member of the Curriculum and Standards Committee.</p>	
4.2	<p>Vacancies</p> <p>There followed a discussion about the remaining co-opted governor vacancies and the following issues were highlighted:</p> <ul style="list-style-type: none"> • Acknowledgement of the current recruitment challenges • Looking at increasing diversity of the Board. Previous proactive efforts had not yielded any success • The level of commitment and responsibility can feel daunting <p>The following ACTIONS were agreed</p> <ul style="list-style-type: none"> • PQ to approach governors at UCL Academy • Invite any interested parties to attend as an observer <p><i>Post Meeting link – Governors for Schools - Governors for Schools - Effective Governors, Excellent Schools for governor recruitment</i></p>	PQ
4.3	<p>The Chair stated that it maybe necessary to review the committee structure going forward but this would be discussed further at a future meeting.</p>	
5	MINUTES OF THE PREVIOUS MEETING & MATTERS ARISING NOT ON THE AGENDA	
5.1	<p>Minutes of the meeting - Accuracy</p> <p>The minutes of the meeting on 1 December 2022 were approved as an accurate record of the meeting.</p>	
5.2	<p>Matters Arising</p> <p>September Meeting</p> <p>10.4 – VZ to circulate governor training information – tabled at the meeting.</p> <p>December Meeting</p> <p>5.4 – Governor Recruitment poster sent to all</p> <p>7.2 – VZ sent finance committee dates to Clerk for Governor Hub</p>	
5.3	<p>Chair handover</p> <p>Karyn thanked Linda for her huge contribution and support to New End over several decades as a parent, volunteer, Governor and Chair. Linda touched the lives of so many children during their New End Journey and will be missed by all.</p> <p>It was confirmed that a goodbye event would be held in the summer term.</p> <p>Linda thanked everyone and wished the school and the Governing Board every success for the future.</p> <p>LD left the meeting</p>	

6	HEADTEACHER REPORT	
6.1	<p>HEADTEACHER REPORT</p> <p>The HT report and papers were circulated with the papers in advance of the meeting. The HT highlighted the following:</p> <ul style="list-style-type: none"> Ofsted – The school is expecting a Section 8 inspection which is ungraded. The SEF (circulated with the papers) confirms the school is a solid Good. Although the inspection is “overdue”, Covid has led to a backlog of inspections and it is unclear when the inspection will take place. <p>The HT updated on her current Ofsted Inspection training, which she will complete shortly. She confirmed that an inspection would not take place when she is out on an inspection at another school.</p> <p>There followed a discussion on the challenges of getting an Outstanding judgement. This required all criteria to be met. A significant number of schools who have been inspected under the criteria have gone from Outstanding to Requires Improvement.</p> <ul style="list-style-type: none"> Staffing – The strikes on 1 February and 2 March had resulted in the school closing. It is expected that the school would close on 15 & 16 March should these strikes take place. Wellbeing/Extra Curriculum Question – Where is the secret garden and what is it currently used for? The HT described where it is and advised that it is not used at this time of year, but will be used in the spring & summer. It has lots of potential and has previously been used for assemblies and performances. It will be used for gardening club and will need volunteers to support. HT advised that currently seeking someone to work with EYFS & KS1 to do some environmental work Attendance - The attendance figure as at Friday, 10th February (end of Spring 1) was 93.30% (above the 91.08% at the same time in the 2021-2022 academic year and below the 96.00% at the same time in the 2020-21 academic year) with an unauthorised absence of 0.49% (below the 1.08% in the 2021-2022 academic year and above the 0.34% at the same time in the 2020-21 academic year). This is for children in Reception to Year Six but only includes Reception children when they reach statutory school age. Attendance for all children below 90% is closely monitored. Attendance data is included in the weekly newsletter. Term Dates 23/24 – These are based upon Camden dates. There is a late finish and late return for Christmas. The HT advised that these need to be approved so they can be published. Governors APPROVED the term dates for 23/24 <p>The Chair thanked HT for her report.</p>	

7	COMMITTEE REPORTS	
7.1	<p>Standards and Curriculum Committee</p> <p>JB advised that the minutes were circulated with the papers. The committee looked at the Attendance & Punctuality report by PQ in detail.</p> <p>It was discussed whether there should be a one-off newsletter just around attendance and punctuality. Some reservations were raised as to whether offenders were likely to read it.</p> <p>The regular newsletter updates include information about fines and it was confirmed that personalised letters have been sent where necessary.</p>	
7.2	Finance, Staffing and Premises	
7.2.1	<p>VZ advised that the year-end position is in line with expected. The committee also looked the 3-year budget which also is in line, however year end position is still not known and this will be reviewed again prior to budget FGB in May.</p> <p>HT confirmed Camden are happy with progress to date on reducing the budget deficit.</p>	
7.2.2	<p>Admissions/PAN</p> <p>The HT advised that this is still challenging. Current numbers for September are not confirmed, however the HT advised that if there were more than 30 children there would need to be two classes as the published PAN is still 60. This is a risk. The HT reminded Governors that a maximum of 30 children per class is a requirement for Reception and KS1 and therefore this is a financial risk. There can be more than 30 in KS2 classes.</p> <p>Question</p> <p>When will admissions numbers for September be known? Offers made will be known after Easter holidays, however, there still is movement until September.</p>	
7.2.3	<p>SFVS</p> <p>It was confirmed that this had been reviewed at committee but there remained areas which required work.</p> <p>CL recommended that a new Governing Board skills audit should be undertaken. The Clerk agreed to circulate the NGA audit and would collate returns during the Easter break.</p> <p>Action: Clerk to send out the skills audit to all governors</p> <p>Action: Governors to complete and return the Skills Audit matrix</p> <p>SFVS was APPROVED subject to ongoing review by the Committee</p>	Clerk All Governors
8	POLICY REVIEW	
8.1	<p>Planning for Emergencies and Business Continuity</p> <p>CL explained that following the H&S audit report received from Camden, she has been reviewing all areas of H&S compliance with VZ and Nick Holt.</p> <p>The Planning for Emergencies and Business Continuity Plan is a Camden model policy and work has been taking place to make it more bespoke and relevant for New End.</p> <p>CL stated that this was an ongoing area of work and she was meeting with Nick monthly to progress and continuously review. She advised that they were particularly working on the learning aspects which are not adequately reflected in the model policy and</p>	

	<p>looking at developing a training plan that supports the individual and whole school responsibilities with the plan.</p> <p>Questions</p> <p>Has the school had a lockdown drill? Pre-covid but not recently. The HT explained that this was challenging as it was difficult to explain to children without causing alarm, but agreed to consider.</p> <p>How often do fire drills take place? At least termly and these are all recorded.</p> <p>CL advised that the plan is 80% there and the proposal is to continuing to develop and road test over the next 12 months. There was a discussion about preparedness and the possibility of having a table top exercise with the SLT.</p> <p>Governors APPROVED the plan for progressing work on the policy.</p>	
9	GOVERNORS MONITORING, DEVELOPMENT AND TRAINING	
9.1	<p>Training Undertaken</p> <p>HA & CL advised they attended Equality Training with Camden.</p> <p>All Governors were reminded to update their training record on Governor Hub for any training attended outside of Camden (Camden update directly).</p>	
10	FORWARD PLANNING/DATES OF FORTHCOMING MEETINGS	
10.1	<p>Remaining FGB meeting dates for 22/23</p> <ul style="list-style-type: none"> 18 May 2023 (budget) 6 July 2023 <p>All meetings are on Thursday and start at 7pm and will be held at the school.</p>	
11.	ANY OTHER URGENT BUSINESS	
	None	

Signed: _____ Date: _____

Chair of New End Primary School Governing Body

Ref.	ACTIONS NOTED IN THE MINUTES 2 March 2023	Who	Completed
4.2	Contact to be made with UCL Academy Governors to see if any interest in being a Governor at New End	PQ	
7.2.3	Skills Audit to be sent to Governors	Clerk	Complete
7.2.3	Governors to complete skills audit	All Governors	

