

NEW END PRIMARY SCHOOL GOVERNING BODY

MINUTES OF MEETING

Date 4th July 2018

ATTENDANCE:

Linda Davies – Chair

Stephen Buzzard (SBz)

Tony Millard (TM)

Susan Blake

Karyn Ray HT– Headteacher

Vassilis Zarifis (VZ)

Mirit Eldor (ME)

Selina Skipwith

OTHERS PRESENT:

Alan Girling – Deputy Headteacher

Pete McGuigan – Clerk

	ITEM	ACTION
1.	WELCOME AND APOLOGIES	
1.1	Linda (LD) welcomed everyone and opened the meeting at 7.00. Apologies had been received from Stephen Stark and the absence of Helen Andrews and Bianca Mollura was noted.	
2.	DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA	
2.1	There were no declarations of interest.	
3.	NOTIFICATION OF ANY OTHER BUSINESS	
3.1	There were no AOB items	
4	MINUTES OF THE PREVIOUS MEETING ON 9th MAY 2018	
4.1	Accuracy The minutes were approved and signed, with the spelling of LD's name corrected.	
4.2	Matters arising There were no matters arising.	
5	Governing Board Membership and Constitution	

5.1	<p>Governors discussed the previously-circulated Governing Board reconstitution document, (agreed at the previous meeting – to be uploaded to GovernorHub).</p> <p>LD highlighted a need for a new Governor with accountancy skills and Governors agreed for LD to</p> <ul style="list-style-type: none"> consult the skills audit already completed (currently held by Owen Rees) approach Lillian Mak (previous School Business Manager) as a potential Governor <p>Governors agreed to contact LD with any other suggestions for increasing the GB skill-set.</p>	<p>LD</p> <p>All</p>
6	Headteacher's report (verbal)	
6.1	<p>Karyn (KR) gave a verbal report to Governors and highlighted</p> <ul style="list-style-type: none"> the number of pupils on roll had remained static, with a slight increase in Pupil Premium eligibility 	
6.2	<ul style="list-style-type: none"> a high number of staff changes (with 8 staff leaving), for a variety of reasons, including retirement, a new post after many years at New End, easier commuting, finishing a contract and time out for travelling. All posts had been filled with high quality staff, including 3 experienced teachers and 3 NQTs <p>Through questioning, Governors established that</p> <ul style="list-style-type: none"> the staff changes had been expected and planned for, so that recruitment had been timely and successful there had been an increase in the number of teachers who worked through agencies, rather than applying directly for jobs providing placements for teaching practice students from the Institute of Education helped recruit high-quality staff KR would inform parents and children the following day <p>Governors thanked KR and Alan (AG) for their good work in managing staff recruitment and wished all departing staff well in their futures.</p>	
6.3	<p>KR reported that end of year assessments had gone well, with</p> <ul style="list-style-type: none"> externally moderated Y1 phonics standards being maintained KS1 standards higher than the previous year KS2 teacher assessment looking strong, and results to be published the following week (there had been a successful security spot-check on the management of the SATs process) <p>KR and Governors noted that the success shown in KS2 results was the result of high-quality provision in Y6, and throughout the school, and Governors congratulated all staff for their contribution to that success.</p>	

6.4	<p>KR reported</p> <ul style="list-style-type: none"> • that they were working on improving the formats for linking the SEF to the SIP and had agreed a new School Improvement Partner. • a range of successful New End events, including Book Fortnight, a Spelling Bee, improvements in teaching IT coding, using equipment funded by a generous parent, • a large group of children taking part in the Camden Music Festival with recorders and singing • that a questionnaire would be circulated shortly, via the new school app • in-depth cleaning, and some playground and garden development work, was planned to take place during the summer break • Attendance had risen to 95.15% (up from 94.45%), although it was in line with Camden, it was still low compared to national statistics. Unauthorised absence had risen, but this could change if parents retrospectively provided reasons for absence. <p><u>Governors agreed that the school was making every effort to improve attendance.</u></p> <ul style="list-style-type: none"> • A range of fund-raising activities had taken place or were planned, including Film Sunday, a Quiz Night, a staff appreciation day, the summer Fair and New End Music • A school journey to France for 46 children had gone well, with a very busy schedule for children • All Y6 children had been offered their Secondary School places, except for 1 place yet to be offered and 1 child leaving the country • As part of Secondary transfer, local schools had visited or were booked in for later in the term <p>Governors</p> <ul style="list-style-type: none"> • noted that locally, the view was that it had been a challenging year for the Secondary transfer system, with confusing multiple offers of places • noted that the school newsletter had been successful, particularly the 'good news' stories • expressed their thanks and appreciation done by all those involved in the school development and fund raising, including those that raised £1700 for Macmillan Cancer Support and Marie Curie, to commemorate Bonnie Capes, a parent who helped with fund-raisers, and teaching assistant Lou Howard <p>KR thanked Governors for their work and support over the year and reminded them to access the school app (and to contact her if there was any difficulty).</p>	

7.	COMMITTEE REPORTS	
7.1	Since committees had not met, there was nothing to report.	
8.	DATES OF FUTURE MEETINGS	
	<p>Governors agreed to set meeting dates for 2018-19 at the first meetings in the autumn term, (with Vassilis (VZ) to check these dates with Nick Holt and Owen Rees):</p> <ul style="list-style-type: none"> • Standards and Curriculum - Monday 17.9.18 at 8.00 p.m. • Finance – Monday 24.9.18 at 8.00 p.m. • FGB - Wednesday 10.10.18 at 7.00 p.m. 	VZ

LD thanked everyone for attending and closed the meeting at 7.55 p.m.

Signed: _____ Date: _____

Linda Davies, Chair of New End Primary School Governing Body