

**NEW END PRIMARY SCHOOL GOVERNING BOARD**

**Minutes of the meeting held at the school on**

**16<sup>th</sup> January 2019 at 7:15pm**

**ATTENDANCE:**

Linda Davies – Chair

Vassilis Zarifis (VZ)

Tony Millard (TM)

Helen Andrews (HA)

Karyn Ray – Headteacher

Selina Skipwith (SS)

Susan Blake (SB)

Stephen Stark (SS)

**OTHERS PRESENT:**

Alan Girling – Deputy Headteacher

Flossie Del Santo – Clerk

ITEM	MINUTES	ACTION
<b>1</b>	<b>WELCOME AND APOLOGIES</b>	
	The Chair welcomed everyone and opened the meeting at 7.15 p.m. Apologies for absence were received in advance of the meeting from Stephen Buzzard, Bianca Mollura, Mirit Eldor and Regis Peyraque, the new Staff Governor. The governors accepted the absence of those not present	
<b>2</b>	<b>DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA</b>	
	There were no declarations of interest.	
<b>3</b>	<b>NOTIFICATION OF ANY OTHER BUSINESS</b>	
	There were none.	
<b>4</b>	<b>MINUTES OF THE PREVIOUS MEETING HELD ON 10<sup>th</sup> OCTOBER 2018</b>	
	The minutes of the FGB meeting held on 10 <sup>th</sup> October 2018 were	

	<p>circulated and reviewed by the governors before the meeting</p> <p>The Actions of the meeting were reviewed and agreed completed.</p> <p>The governors noted; The Shakespeare Festival by Year 5 at the Shaw Theatre was fantastic. It was good publicity for the school as the CNJ and Ham&amp;High papers were there.</p> <p>The Chair confirmed she had now received a number of applications from the LA for governors with Finance experience She would review and circulate potential governors for review.</p> <p><b>Action 4a: The Chair to circulate information of potential governors with Finance experience.</b></p> <p><b>Action Abacus Free School</b> The Chair reported an LA wide group to address the falling roll across the LA schools had been formed and attended by governors. She noted it was expected the Abacus chain of schools would be submitting a planning application to the LA to move to a 2 form entry school. Premises for the new Free School had been obtained at the Hampstead Police Station on Rosslyn Hill. The governors noted their concern that the original application had been for a 1 form entry and premises for the school would be found in the Belsize Park area. It was hoped a move to a 2 form entry would not be agreed as the premises were a listed building and restrictions on extending the building to accommodate 2 forms would not be granted. All the schools in the area were concerned as the falling rolls would be increased by the addition of a Free School in the local area.</p> <p>The governors agreed a letter would be sent to the planners on behalf of the governing body if an application was submitted to enlarge the premises. HA would review the application if made.</p> <p>A meeting would be held to discuss the expected planning application on Weds 30<sup>th</sup> January at 6pm at Pax Lodge.</p> <p><b>Action 4b: The Chair and SB to attend the meeting to discuss the Abacus Free School.</b></p> <p>The governors agreed if a planning application was made the wider school community should write to the LA voicing their objections. Individual letters were required as the LA does not accept signed petitions.</p> <p><b>Action 4c: A template of a letter to submit to the LA to object to the Free School would be circulated for parents to use.</b></p> <p>The Headteacher confirmed a coffee morning had been held and Friends Friday the informal drop in was better attended by parents wishing to help the school. The drop ins were pleasant and nice for parents and toddlers.</p>	<p>LD</p> <p>LD/SB</p> <p>Headteacher</p>
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	<p>In response to a governor's question the Headteacher confirmed she had not secured provision of EAL support for families at the school. . The families were signposted to other LA services but the take up was low.</p> <p>The minutes of the meeting of 10<sup>th</sup> October were agreed as accurate and were signed by the Chair.</p>	
<b>5</b>	<b>Headteacher's Report</b>	
	<p>The Headteacher's Report to Governors – Spring Term 2019 was circulated before the meeting and reviewed by the governors.</p> <p><b>Staffing</b></p> <p>Mr Malik left the school at the end of the Autumn Term. He had been commuting from Bedfordshire and had taken a post closer to home. The Nursery Officer vacancy was currently being advertised internally. In response to governor's question the Headteacher confirmed if no one applied for the post the school could move someone into the vacancy.</p> <p>The Year 3H teacher also left at the end of the Autumn Term. The vacancy was filled very quickly by supply staff who were familiar with the school, who had also been a previous student. She was settling in well. The governors noted the smooth transition of filling the role quickly after the unexpected departure. It was noted there were no recruitment costs.</p> <p><b>Curriculum</b></p> <p><b>P4C</b></p> <p>The Headteacher confirmed the school had received the SAPERE P4C Bronze Award. The DHT was thanked for his hard work. The award was not held by many Camden schools. The school would work toward and apply for the Silver Award in 2 years The school would now include this logo on letterheads and the website.</p> <p><b>Marketing and Branding of New End School</b></p> <p>The Headteacher reported the governing body had been exploring how the school could better promote itself to the wider community. A meeting had been held with the Mustard Agency a specialist school marketing agency. A draft marketing plan was put together and a competitive costing package presented. Many of the areas identified would be completed by the school to save money. The agency would be reviewing the school colours, brochures/flyers and the Prospectus</p> <p>The governors agreed staff and governors were all ambassadors of the school and could play their part in promoting the school, especially those who lived locally. Staff were aware of the falling roll numbers and increased pressures on the budget in the coming year.</p> <p>The Headteacher raised that a school uniform would market the school to the wider community. She noted at a recent event the children had</p>	

	<p>not been included in photographs as they could not be identified by school. The introduction of uniforms was an ongoing discussion at the school and she proposed a school uniform to be phased into the school. Options of 3 uniforms could be given to the parents to vote on when the uniform was introduced. The governors noted many parents had requested uniforms be worn by the children.</p> <p><b>Action 5a: The Headteacher and Chair to present the proposal to introduce a school uniform to SLT and ELT to gain their feedback.</b></p> <p><b>Premises</b> A fire drill had been held on 15<sup>th</sup> January the Nursery exited the building in 57 seconds and Reception to Year 6 in 2 minutes 40 seconds. The register was completed in 3 minutes.</p> <p>The Lockdown Procedures were now in place. The internal telephone system has been installed and calls can be made to all classes very quickly.</p> <p><b>Attendance</b> The figures were reported as 95.33%, an improvement from the previous year of 95.26%.</p> <p>The governors noted: Their thanks to staff and class teachers for the successful Year 5 Shakespeare Festival.</p> <p>The proposed 2019-20 Term Dates were reviewed. The Headteacher confirmed the dates were in line with the LA. All new terms start with an Inset Day on the Monday and terms end on Friday to support better attendance. The governors agreed the 2019-20 Term Dates. These should be circulated to parents to ensure no term time holidays were planned.</p> <p>The governors thanked Selina Skipworth the Parent Governor whose term of office was ending. They noted this created a Parent Governor vacancy and elections would be held. A Literacy Link governor would be agreed.</p> <p><b>Action 5b: Parent Governor elections to be held in the Spring Term.</b></p>	<p>Headteacher</p> <p>Headteacher</p>
6	<b>FINANCIAL UPDATE AND BUDGET 2018/19</b>	
	<p>The Chair of the Resources Committee reported the Committee had met. The vacancies in Nursery of 33 % and Reception of 27% were a concern. Due to the falling roll across the school there were 80 vacant places. The impact would be £175,000 less funding in the 2019-20 budgets. The LA would give a parachute payment to the school of £57,000 to protect it from the falling numbers. This would leave £120,000 for the school to find. A savings exercise had been held with SLT to discuss if the school should</p>	

	<p>take drastic measures in 2019-20 or to safeguard posts until 2020-21. The decision was to keep the same staffing structure next year and SLT would identify other savings that could be made across the school. It was hoped a Marketing Policy would attract more pupils to the school.</p> <p>The Chair of the Committee recommended £50,000 of the carry forward figure from 2018-19 be used to balance the 2019-20 budget. Further efficiency savings would be made by not replacing staff through natural wastage starting with Nursery Officer vacancy. Renewing IT resources was on hold and supply cover had already been tightened up. These measures would not be sustainable in the long term.</p> <p>The governors <b>agreed</b> to use £50,000 of the 2018-19 carry forward figure to support the 2019-20 Budget.</p> <p>The Headteacher confirmed the provision of the school offer would be protected while making the savings. The Fairer Funding Formula was delayed again until 2021 so funding levels would not change.</p> <p>The governors discussed the urgent need to increase funding in 2019-20. Marketing to the staff at the Royal Free Hospital was a possibility as, parents may want to find schools closer to where they work. The school should also publish the attainment results more widely.</p> <p>The Headteacher noted due to the numbers of vacancies at most local schools including faith schools there was an increase in the mobility of children. In the past when a parent approached a new school to transfer their child, the current school was notified before a place was offered to give them the opportunity to engage with the parent. This courtesy was now being overlooked and the school was unaware the child may leave until after a new place was offered.</p>	
7	<b>REVIEW OF SCHOOL IMPROVEMENT PLAN</b>	
	This item had been previously discussed under the Headteacher Report.	
8	<b>REPORT OF THE COMMITTEES</b>	
	<p><b><i>The Finance, Staffing and Premises Committee Report</i></b> This report had been previously discussed under the financial update and budget 2018/19 item.</p> <p><b><i>The Standards and Curriculum Committee Report</i></b> The Committee Chair reported the KS2 2017-18 results had been reviewed. A drop in results was noted as due to the individual cohort in this year group. A significant number of children scored only 1 or 2 points from the passing grade. Three children in the class with EHC Plans did not take the SATs but were included in the results. The school noted their confidence that the results would improve this year. As a result of the Maths results the school was focussing on this subject this year.</p> <p><b>Action 8: The standards and Curriculum minutes would be circulated.</b></p>	ME

<b>9</b>	<b>GOVERNOR VISITS ,TRAINING AND DEVELOPMENT</b>	
	<p>The governors noted Safer Recruitment training should be attended by another governor as SS was leaving the governing body.</p> <p><b>Action 9: the Camden Learning Governor training dates to be circulated</b></p>	
<b>10</b>	<b>DATES OF FUTURE MEETINGS</b>	
	<ul style="list-style-type: none"> <li>• Resources Committee Meeting – budget review - tbc</li> <li>• FGB Meeting to approve the 2019-20 Budgets - Wednesday 8<sup>th</sup> May at 7.15 p.m.</li> <li>• Summer FGB Meeting - Wednesday 19 June at 7.15 p.m.</li> </ul>	
<b>11</b>	<b>ANY OTHER BUSINESS AS NOTIFIED IN ITEM 3</b>	
	There were none.	
<b>12</b>	<b>ANY CONFIDENTIAL ITEMS FOR CONSIDERATION</b>	
	Covered under confidential minutes	

The Chair thanked those attending and closed the meeting at 8.40 p.m.

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

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