

**GOVERNING BODY MEETING
NEW END PRIMARY SCHOOL
Streatley Place, London NW3 1HU**

Minutes of the Meeting held on Wednesday 15 November 2017

ATTENDANCE:

Linda Davies (LD) – **Chair**
Karyn Ray (HT) – **Head**

Stephen Stark (SS)
Vassilis Zarifis (VZ)
Selina Skipwith (SSw)
Tony Millard (TM)
Mirit Eldor (ME)
Rachel Segal (RS)

OTHERS PRESENT:

Carol Murphy (CM) – Governor Support Officer
Alan Girling (AG) – Deputy Headteacher

	ITEM
1	Welcome and Apologies for absence (Chair)
1.1	The Chair welcomed everyone to the meeting
1.2	Apologies for absence were received and accepted from Stephen Buzzard (SBz), Helen Andrews (HA), Yaa Taylor (YT), James Eames (JE), Bianca Mollura (BM)
2	Election of Chair & Vice Chair
2.1	The Clerk took over the Chair and advised there had been one nomination for Chair – LD and asked for confirmation of whether anyone else wished to stand. It was confirmed that there was only one candidate and LD was unanimously re-elected Chair for one year.
2.2	LD resumed as Chair and advised that there was one candidate for Vice Chair, ME. ME was unanimously re-elected Chair for one year.
3	Governing Board Membership
3.1	LD advised that JE's son had left New End. It was agreed for now JE would remain a parent governor however the make-up and constitution of the Governing Body would be reviewed at a future meeting.
4	Notification of any other business (as advised in advance & by Monday 29 January at the latest)

	None
5	Register of Business Interests
5.1	<p>The register is on the school website. All Governors are requested to review their entry and make an updated declaration as necessary. It was stressed that it is the responsibility of individual Governors to ensure this is correct.</p> <p>Action: All Governors to review their register of business and provide necessary updates to HT as soon as possible</p>
6	Declaration of interest, pecuniary or otherwise in respect of the agenda items
	NONE
7	Minutes of the last meeting on 5 July 2017
7.1	<p>Accuracy The minutes were approved and signed subject to the following amendments: 6.2 Ling not Lings 7.1 The not then</p>
7.2	<p>Matters arising not elsewhere on the agenda - None</p>
8	Chairs Actions
	None
9	Headteacher's Report
9.1	The HT report was circulated in advance for reading as well as the SEF. The following issues were highlighted:
9.2	SBM post not appointed to (see under item 12.1.2)
9.3.1	The HT invited questions, particularly around the SEF document & data. She stressed that this is a living, working document so is updated regularly. The document includes Raiseonline data that will give Ofsted a clear understanding of the school.
9.3.2	Following feedback from Head of Camden Learning it was agreed that it was very important that it is demonstrated that although the school is in the centre of Hampstead it is not a "Hampstead School" and this is a very important message to get across to Ofsted when they are looking at the school's performance & demographic.
9.3.3	The HT stressed it is very important that all staff and Governors understand the SEF and the data within it. The Standards and Curriculum committee look at this in detail at each meeting.
	<p>Should we be looking at the data highlighted in Red? Yes. The actions to improve this are included within the SEF. An example is KS1 is an area of concern. The C&S committee has looked at this in depth with the SLT and the issues seem largely related to cohort. Therefore the actions are</p>

	cohort specific. Have national standards increased? At KS2 they have.
9.4	Budget update. Following the changes made in the summer term the forecast is now for a year end surplus of £26K. This would be kept as a contingency especially for premises related issues. How has this been achieved? Staff changes, low forecast for nursery income which has come in higher and general tightening of the belt across all areas of expenditure.
9.5	Premises – there are no works planned. Lettings over the summer holidays did bring in some income.
9.6	Attendance. This is currently at 96% which is higher than at the same point as last year. Unauthorised is also lower.
9.7	Donation. Following the Reception parents welcome event a parent has approached the school offering a financial donation towards ICT learning. The donation is for £25K initially with another £25K promised. The parent wishes to remain anonymous. This is fantastic news and a great opportunity for the school to develop a USP around ICT. This donation could be increased via Gift Aid and this is currently being explored. Further details of how the money will be used are still in development.
9.8	The Chair thanked the HT and AG for the report, SEF and their continuing hard work.
10	SEF
	Included in item 9
11	Safeguarding (standing item)
11.1	A Lock Down Policy is in development. The purpose of this policy is to lock down the school to prevent anyone/thing getting in if there is an external threat. It is a difficult issue to address, and can be frightening for the children so needs to be carefully managed. A drill would need to be carried out, which in practice will be about children being quiet and staying away from doors and windows. Any drill would be advised to parents in advance.
12	Committees
12.1	Finance & Staffing (minutes circulated in advance)
12.1.1	Financial update given as part of HT report.
12.1.2	School Business Manager vacancy – job description was amended slightly to open up the field of candidates. Previous advert only resulted in one candidate to shortlist who was not appointable. The post will be readvertised one incremental point higher (approx.. £1125 more) but negotiable for the right candidate. This was approved by the Governing Body.
12.2	Standard and Curriculum Committee (minutes circulated in advance)
12.2.1	ME reported that the previous data training session held in March 2017 was very helpful in identifying the school's strength's and areas which require further development.

12.2.2	The October 17 meeting focused on the KS1 results where they were looked at in detail. The issues were identified (cohort, mobility, quality of teaching) and strategies for supporting new challenges also explored. It was confirmed that Teaching Assistants (TA's) are still available in all classes on a part time basis and there are EAL specialists too.
12.2.3	<p>There was a discussion and the following issues and questions were raised: How do we help the children not making achieving expected standards? The data needs to be closely looked at as some children not achieving expected standards/targets are still making good progress. However where this isn't the case reasons need to be identified so appropriate support strategies are put in place. This is an ongoing review process. We are using external moderators to support this. A challenge for the school is the level of mobility. This is particularly because the school is not full in Reception.</p> <p>Why are there so many places? This is a London issue rather than a school one. The number of primary school aged children has declined. There is a BREXIT impact but also housing costs play a part. In addition many families move out of the area when considering secondary school places.</p> <p>EAL needs have changed at the school. In the past this usually meant a child was bilingual however often now children are arriving with no or very limited English. These are new challenges for the school and the school is adapting to these constantly.</p> <p>Does less children mean smaller class sizes? Yes but it also means less income so it has a considerable ongoing impact upon the school</p>
12.3	Home School Liaison
12.3.1	SSw reported that the committee met last week and minutes are not yet available. However the main item discussed was the work done by LD with the children around attendance & punctuality. Two Year 6 groups were interviewed, including high and low attenders. Lots of antidotal evidence which will be circulated with the report. All children expect for one understood the importance of good attendance and punctuality.
12.3.2	Feedback from Camden on this work and work generally done to improve punctuality and attendance has been very well received.
12.3.3	Another issues discussed was general marketing of the school and this will be explored further. The possibility of having an exit survey of prospective parents following a school visit may help inform areas that can be improved upon.
12.4	Premises & Environment - No report
13	Governor's monitoring, development, training and Visits
	NONE

14	Governance
14.1	Governor Hub
15.	Dates of Future meetings
	Wednesday 9 May Wednesday 4 July
16	Any other Business
	A thank you to the Governors who were able to support lunch and break duties today to allow staff to attend a funeral.

The meeting ended at 8:35pm

Signed: _____ Date: _____

Linda Davies, Chair of New End Primary School Governing Body