



The Minutes of the Meeting of The Devonshire Hill Nursery and Primary School Full Governing Body

Date: Wednesday, 3rd February 2016
Time: 7pm
Venue: The Conference Centre, The Devonshire Hill Nursery and Primary School, Weir Hall Road, London N17 8LB

Present:

Steven Lock	Chair of Governors
Penny Woolley	Vice Chair of Governors
Julie D'Abreu	Headteacher
Tina Georgiades	Staff Governor
Graeme Patterson	Co-opted Governor
Navdeep Kaur	Co-opted Governor
Sue Betts	Co-opted Governor
Cordelia Shackleton	Co-opted Governor (Not in attendance)
Giuseppe Sollazzo	LA Governor
Makaila McKenzie	Parent Governor

Also Present: Corinne David Clerk

Part 1

1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting; introductions were made. Makaila McKenzie was welcomed to the meeting and the Governing Body as a Parent Governor. Makaila McKenzie provided a brief synopsis of her background and experience.
- 1.2 No apologise for absence were received.
- 1.3 The meeting was quorate with 9 Governors present.

2. DECLARATION OF INTEREST, PECUINARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 No declaration of interests were made in respect of the agenda items.
- 2.2 All governors present completed a Pecuniary Interest Forms and returned them to the School.

3. GOVERNING BODY/COMMITTEE MEMBERSHIP LIST

- 3.1 The Governing Body, Committee structure and Committee membership lists had been circulated with the e-agenda. The Chair reminded governors to use their new Devonshire Hill email address for future correspondence and not personal email accounts.
- 3.2 Governors noted that Makaila McKenzie had been elected onto the GB as a Parent Governor. Makaila McKenzie expressed an interest in joining the Children, Families & Community Committee and the Curriculum & Achievement Committee.

AGREED Makaila McKenzie to join Children, Families & Community Committee and the Curriculum & Achievement Committee.

- 3.3 The GB to discussed vacancies during item 6.1.

3.4 Governors noted Michelle Thomas's membership on the Headteacher's Performance Management Panel as the professional adviser.

4. PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING

4.1 The minutes of the Governing Body meeting held on 9 December 2015, were agreed as a true record of the meeting. Subject to the following amendment:

- Giuseppe Sollazzo is the LA governor not a Co-opted Governor.

One set of minutes was signed by the Chair and given back to the School for filing.

4.2 Matters arising.

There were no matters arising not covered within the agenda.

5. HEADTEACHERS ITEMS

5.1 The Headteacher took governors through the Headteacher's report, which was tabled at the meeting. The Headteacher and Chair encouraged governors to raise questions either during the item, through the Committees or email them directly to the Headteacher.

5.2 Tollgate Teaching Schools Alliance

Two AHT are now accredited with NPQSL. A further two AHT are on the course. Two teachers are on the Outstanding Teacher Programme. The Interim SBM is accessing the SBM accreditation. One member of staff has been accepted onto the NPQML. One support staff member has gained a place on Schools Direct. The School will continue to access training requirements through the Alliance.

5.3 Network Strategic Group

An overview of the group's focus was provided; the minutes from the networks will be shared with the CoG's of all Networked Schools. All NLC meetings will be clerked.

5.4 Staffing Update

The School is currently fully staffed. The School is working on the staffing profile and structure for September 2016. For February 2016 the School will be advertising for the following positions:

- Special Educational Needs TAs;
- School Business Manager;
- Higher Level Teaching Assistant;
- Two Class teachers.

ACTION Staffing structure update to be provided at the next meeting.

5.5 School Closure

The School will be used as a Polling Station on 5 May so will be closed to pupils.

5.6 Negative behaviour analysis

The Headteacher provided an overview of the negative behaviour analysis for KS2 year groups from 7 September 2015 to 1 February 2016.

Year Group	Yr3	Yr4	Yr5	Yr6
Total No of incidents	13	50	4	9

5.6.1 Q: Why is the number of negative behaviour's in Year 4 so high in comparison to other year groups?

A: The incidents are mostly football related and occur during lunchtime. The School are aware of this pattern of negative behaviour; the Pastoral Care Team are closely monitoring the situation.

5.7 School Roll

The School's roll stood at 475 (Reception – Yr6 roll totalled 416). The overall attendance for Reception to Yr6 stood at 95.04%. Authorised absence stood at 3.19% and unauthorised absence stood at 1.77%

5.8 An overview of Child protection and Children in Need cases was provided.

6. CHAIRS ITEMS

6.1 Motion to reconstitute the Full Governing Body

The Chair tabled a drafted Instrument of Government for the Governing Body to consider and proposed that the GB should reconstitute with the following composition:

- 1 Headteacher;
- 1 Staff governor;
- 1 LA governor;
- 2 parent governors;
- 8 Co-opted governors.

6.1.1 The reason for the proposal was twofold:

- a) The GB has struggled to attract and retain Parent Governors.
- b) By increasing the number of Co-opted Governors the GB can attract candidates with the knowledge and expertise to fill the skills gaps, particularly in HR, Finance and Legal areas.

6.1.2 The Chair proposed that the GB adopt the above structure and for the reconstitution to proceed to the next steps of the process.

AGREED Unanimously agreed to reconstitution with a composition of 13 governors; including 2 Parents and 8 Co-opted Governors. The GB **AGREED** to reconstitute on 9 March 2016.

ACTION Clerk to take forward process with the LA to reconstitute the GB.

6.1.3 Governors sought clarification on the process of reconstitution. The Clerk informed the GB that Co-opted governors will be elected onto the GB at the next full GB meeting by the other categories of governors. Co-opted governors will start a new 4 term of office commencing on 9 March 2016.

6.1.4 The Chair **AGREED** to contact School Governors One Stop Shop and aspiring futures for potential candidate to fill vacant Co-opted positions.

6.2 Governors Code of Conduct

Governors review and AGREED the Governors Code of Conduct for School Governors. All governors present signed a Governors Code of Conduct, which were retained by the School for file. Any new governor to the GB will be required to sign a Governors Code of Conduct.

6.3 Governing Body Skills Audit

Blank copies of the skills audit were circulated to governors.

ACTION Governors to complete the skills audit and return them to the Chair by Friday 5 February 2016.

7. REPORT FROM MAIN COMMITTEES AND LINK GOVERNORS

7.1 Children, Families and Community Committee

Navdeep Kaur provided governors with feedback of the meeting held on 6 January 2016. The minutes had been circulated to governors prior to the meeting. The Committee had reviewed and scrutinised the pupil attendance data. The Committee discussed the possibility of establishing parent class representatives. The Chair of Governors informed governors that a parent survey had been completed; overall:

- 98.7% reported that their children enjoy coming to School.
- 97.6 % reported that their children feel safe at School.

- 95.3% felt that their children were making good progress at School.

ACTION A full report on the survey will be received at the next GB meeting.

7.1.2 The Chair of the Committee had been in touch with Risley Avenue to obtain information about their PTA, with little success. The Clerk informed governors that she was also the Clerk for Risley Avenue and would try to obtain a contact detail for Navdeep Kaur.

ACTION Clerk to contact Risley Avenue and obtain contact details for their PTA.

7.1.3 At the next Committee meeting the Pupil House Reps will attend the meeting. Governors were encouraged to submit any questions for the pupils to the Chair of the Committee.

ACTION Governors to submit pupil questions to Navdeep Kaur by 12 February 16.

7.1.4 Governors noted that the 'worry' boxes for children have been erected. The Headteacher informed governors that the Pastoral Team are reviewing 'worry' boxes every day.

Q: What are the category of issues being posted by the children?

A: Mainly to do with falling out with friendship groups.

Q: Have there been any safeguarding issues raised by the children?

A: No. If such matters were raised then it would be dealt with as a priority. The Children understand that the School's main priority is to keep them safe.

7.2 Curriculum and Achievement Committee

Penny Woolley provided governors with feedback of the meeting held on 12 January 2016. Alix Dodd provided a presentation on the new Ofsted Inspection Framework; the School will have to provide data on how it will assess and tracking pupils without levels. The Committee looked at examples of hand writing in different year groups and looked at some of the target groups which include White English and Irish Travellers.

7.2.1 Penny Woolley had undertaken an English Link Governor Visit, focusing on reading. The School had undertaken a reading survey of staff and pupils. Noted that the majority of children don't read for pleasure. To counter this strategies have been introduced to provide a more conducive atmosphere to promote reading for pleasure.

ACTION Penny Woolley to circulate her Link Governor visit report to all governors.

7.3 Resources Committee

Giuseppe Sollazzo provided governors with feedback of the meeting held on 13 January 2016. Governors' attention was drawn to the Schools projected year end surplus of £232,653, of which £210,472 is revenue. The LA can claw back revenue surplus that is above 8%. For the School this means any revenue surplus over £217k. The Committee is closely monitoring and providing challenge to the School to ensure the surplus does not exceed the 8% threshold.

7.3.1 The Committee had discussed the IT strategy and possible funding options to take the strategy forward. The Headteacher informed the GB that the School have sought to employ a consultant for the summer term 2016 to champion and lead on the IT strategy.

7.3.2 The Committee had reviewed and agreed to set a new band for TLR 3 making it a fixed band for all staff at £2577. The Committee had also agreed that all Current TLR 3 post holders could have their pay back dated accordingly.

7.3.3 The Committee had reviewed Haringey's Schools Funding Formula consultation letter which detailed the changes and impact to all schools funding in Haringey as a result of the recent announcements from the DfE on 16 December 2015. The LA sought all Schools views on two possible funding options for 2016-17. The Committee reviewed the impact of both options on Devonshire Hill's budget for 2016-17, noting that option 2 would provide

a further £27k for the School than option 1. The Committee supported the adoption of option 2. The Headteacher informed governors that at the recent Schools Forum meeting it had been agreed to implement option 2.

- 7.3.4 The recommendation from the Resources Committee was for £50k to be committed to the School House capital project. The project would involve the old site managers house being converted into a multi-sensory and use facility area for the pupils. The project concept had been approved by governors at the away day.

AGREED The GB approved £50k to be committed for the School House capital project.

7.4 Link Governor Reports

The Chair circulated the following documents:

- Guidance and Advice on Governors visits to School.
- Link Governor Job Description.
- Steven Lock's Governor's Visit Report focusing on the PE Grant.

- 7.4.1 Governors noted and commended the Link Governor Job Description and the Guidance and Advice on Governors visits to School as the documents provided clarity and focus for link governor visits.

AGREED The GB approved the adoption of the Link Governor Job Description and the Guidance and Advice on Governors visits to School.

7.4.2 PE Grant Link Governor Visit.

The Chair provided an overview of his PE Grant Link Governor Visit; the highlights were:

- Plans to implement 'The Lean 15': A carousel of 5 fitness activities where pupils spend 3 minutes on each activity.
- The purchase of Kingball courts and installation of new facilities in the main hall were agreed.
- The PE grant is focusing on sustainability: A review of projects that would enhance the School's PE infrastructure has been initiated.

- 7.4.3 Q: Would 'The Lean 15' sessions be rolled out across the School?

A: The Lean 15 would start with KS2 year groups. Once the programme had been embedded it will be adapted and disseminated to the younger year groups.

- 7.4.4 The Headteacher shared the latest newsletter to parents with governors and drew their attention the article titled 'Amazing Athletic'. At the beginning of term, a group of 17 Year 5 & 6 athletes competed in track and field events at a meeting held at Heartlands High School. Devonshire Hill came 7th place overall. Governors congratulate the School and pupils for their accomplishments at the Haringey Schools' athletics meet.

8. **GOVERNORS' VISITS AND TRAINING**

8.1 Governors' Visits

- 8.1.1 Navdeep Kaur, as Safeguarding Link Governor, visited the School and met with the Headteacher. Navdeep informed the GB that Safeguarding is a priority at the School and reassured governors that all the safeguarding systems and protocols were being adhered to: there were no concerns.

- 8.1.2 The Chair had met with Graeme Patterson and discussed the new CCTV, new front doors and conversion of the old uniform store into a visitor's toilet. A meeting with the LA to discuss parking opposite the main School gates had occurred. The School had vehemently recounted the safety concerns of the current situation. The LA has agreed to erect 2 corner bollards. The School will continue to monitor the situation.

- 8.1.3 See item 7.4.2 for the PE Grant Link Governor Visit and item 7.2.1 for English Link Governor Visit.

8.2 Governors' Training

- 8.2.1 Penny Woolley, Navdeep Kaur and Giuseppe Sollazzo will attend safer recruitment training.
- 8.2.2 The Chair and the Headteacher will attend training on the New Ofsted Inspection Framework.
- 8.2.3 The GB had received Safeguarding training 13 January 2016.
- 8.2.4 The GB had received Prevent training on 3 February 2016.

9. **MULTI-ACADEMY TRUSTS (MATs)**

- 9.1 A paper from Tollgate Teaching School Alliance called 'Strategic Options and Multi Academy Trusts: November 2015' was tabled. The Headteacher reminded governors of the political context all schools are working in, including:
- The expectation of government that every school will become an academy by the end of this parliament.
 - The imminent release of the consultation on the fair funding formula consultation and the move to a National Funding Formula coupled with funding the 'hidden costs' of running a school.
 - Changing role of the LA: demising services.
- 9.2 Governors commented that it was their duty to review and scrutinise all possible strategic options for the School within the current climate. Governors explored different Multi-Academy Trust (MATs) options and governance structures. The Headteacher informed governors that at the March Headteachers' meeting there will be discussions and guest speakers to investigate academy status. There was a general agreement that there needed further investigation about all the options available and the opinions of staff and governors needed to be sought.

AGREED **Governors agreed to investigate academy status further.**

- 9.3 Governors enquired about the level of understanding within the staff of the School. The Headteacher noted that this had been discussed at SLT, but not further.

AGREED **Headteacher to discuss academy status with staff.**

ACTION

a) All governors to review and digest information provided.

b) Presentation on academy options to be provided at the next GB meeting.

AGREED **Following the presentation at the next meeting, a governors' working party be formed to explore academy options with recommendations presented back to the GB.**

10. **NETWORKED LEARNING COMMUNITY**

- 10.1 Governors will receive the minutes from the NLC meeting.

11. **POLICIES**

- 11.1 The Head and Chair noted that all relevant members of staff, link governors and Committees had been involved in the review of each policy.

The Following policies were AGREED by the full GB for adoption:

- Anti-Violence, Aggressive and Anti-Social Behaviour Policy;
- Female Genital Mutilation (FGM) Statement;
- Prevent Statement;
- Prevent Policy;
- Teaching and Learning Policy;
- Art and Design Curriculum Policy;

- Assessment Policy;
- Computing Curriculum Policy;
- Design and Technology Curriculum Policy;
- English Curriculum Policy;
- Geography Curriculum Policy;
- History Curriculum Policy;
- Mandarin Curriculum Policy;
- Mathematics Curriculum Policy;
- Music Curriculum Policy;
- Physical Education Curriculum Policy;
- Science Curriculum Policy;
- Volunteering Policy.

The Chair signed all the approved policies.

- 11.2 The Headteacher informed governors that the curriculum, safeguarding and prevent will be reported on termly. A letter from the Chair and Headteacher will be distributed to families informing them about Prevent and the training the School and GB have undertaken on the area.

12. DATE AND TIME OF FUTURE MEETINGS FOR THE ACADEMIC YEAR 2015/2016

- 12.1 Full Governing Body meeting dates, starting at 6:30pm
 9 March 2016.
 18 May 2016.
 13 July 2016.
- 12.2 Children, Families and Community Committee meeting dates, starting at 9:30am.
 2 March 2016 (Not Clerked).
 20 April 2016 (Clerked).
 15 June 2016 (Not Clerked).
- 12.3 Curriculum and Achievement Committee meeting dates, starting at 8am
 26 April 2016 (Not Clerked): noted that the Committee will be attending the breakfast club at 8am with the meeting starting at 8:15am.
 7 June 2016 (extra meeting to review curriculum plans: Clerked).
 21 June 2016 (Clerked).
- 12.4 Resources Committee meeting dates starting at 3:30pm.
 2 March 2016 (Clerked)
 27 April 2016 (Clerked).
 22 June 2016 (Clerked).
 6 July 2016 (Clerked).

13. ANY OTHER URGENT BUSINESS

- 13.1 There was no any other business discussed.

Part 1 of the meeting finished at 9:15pm.

Sign: Date:

Steven lock
 Chair of Governors