



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

Date: Wednesday, 9 March 2016
Time: 6:30pm
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 (Not in attendance)
Graeme Patterson	Co-opted Governor (Not in attendance)
Navdeep Kaur	Co-opted Governor (Not in attendance)
Sue Betts	Co-opted Governor
Cordelia Shackleton	Co-opted Governor (Not in attendance)
Giuseppe Sollazzo	LA Governor (Not in attendance)
Makaila McKenzie	Parent Governor

Also Present: Corinne David Clerk

1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 Steven Lock welcomed everyone to the meeting.
- 1.2 Apologies for absence were received from Giuseppe Sollazzo, Cordelia Shackleton, Navdeep Kaur, Graeme Patterson and Tina Georgiades.
- 1.3 The meeting was quorate.

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

- 2.1 No declaration of interests were made in respect of the agenda items.

3. GOVERNING BODY RECONSTITUTION

- 3.1 Governors noted the new Instrument of Government for the Governing Body and the implementation date of 9 March 2016.
- 3.2 Staff Governor. Tina Georgiades would continue on the GB as the staff governor serving in her current Term of Office.
 - 3.2.1 LA Governor. Giuseppe Sollazzo would continue on the GB as the LA governor serving in his current Term of Office.
 - 3.2.2 Parent Governor. Makaila McKenzie would continue on the GB as a parent governor serving in her current Term of Office.
- 3.3 Governors voted on the election of 6 Co-opted Governors.

AGREED Steven Lock, Penny Woolley, Graeme Patterson, Navdeep Kaur, Sue Betts and Cordelia Shackleton were elected onto the GB as co-opted governors

- 3.4 The Clerk confirm that after the reconstitution the GB has 1 Parent and 2 Co-opted governor vacancies. The Clerk further noted that there were no members whose term of office would be ending this school year. The Headteacher informed governors of the possibility of a staff governor vacancy, as Tina Georgiades is considering her position on the GB. Steven Lock informed governors that 2 possible co-opted governor candidates detailed had been received.

ACTIONS

- a) School to undertake a parent governor election and, if required, a staff governor election.
- b) Steven Lock to contact possible co-opted governor candidates regarding the roles & responsibility of becoming a school governor

- 3.5 Election of Chair for the remainder of the academic year 2015/16.
The Clerk sought nominations for Chair for the remainder of the academic year 2015/16. Steven Lock was nominated; no other nominations were made.

AGREED Steven Lock was elected Chair.

- 3.6 Election of Vice- Chair for the remainder of the academic year 2015/16.
The Clerk sought nominations for Vice-Chair for the remainder of the academic year 2015/16. Penny Woolley was nominated; no other nominations were made.

AGREED Penny Woolley was elected Vice-Chair.

The Clerk handed the meeting back to the Chair.

- 3.7 Membership of committees for the remainder of the academic year 2015/16.
The contact and committee membership list was shared with governors; amendments to the information were noted. **AGREED to leave the Committee membership unchanged for the remainder of the academic year 2015/16;** with the exception of Makaila McKenzie joining the Children, Family & Community Committee and the Curriculum & Achievement Committee.

ACTION Steven Lock to update the contact list as follows:

- Include Makaila McKenzie contact details.
- Update the Clerk information and contact details.
- Include Makaila McKenzie on the membership for the C,F & C Committee and C&A Committee.

4. MULTI-ACADEMY TRUSTS (MATs) PRESENTATION

- 4.1 The Chair informed governors that he and another staff member had attended an event held by Haringey and the DfE regarding Academies. An overview of the political landscape had been provided, what it means to become an academy and the LA's position was explained. Noted that the LA will work with any School that wishes to seek conversion to an academy. The borough would be more welcoming of local academy trusts being set up rather than large corporations coming into the borough. Penny Woolley informed governors that Co-operative Academies Trust is sponsored by The Co-operative Group and the GB had previously informally investigated this option. The Chair noted that the School was in a strong position and would want to

stay in control of its own destiny, whether that be part of a wider trust or establish a local trust with an equal partner(s).

- 4.2 The Headteacher reminded governors of the political context all schools are working in, including:
- a) The expectation of government that every school will become an academy by 2022.
 - b) The consultation on the funding formula has now been released with the view of a move to a national funding formula.
 - c) Changing role of the LA.
 - d) Decisions should not be finance led but driven by what is best for children and families.

- 4.3 The Headteacher informed governors that academies will be discussed at the Chairs NLC meeting and at each NLC meeting. There was a general agreement that there needed further investigation about all the options available.

AGREED **Governors agreed to set up an Academy Working Party (AWP) to review all academy options, with a presentation received at the 13 July 2016 FGB meeting. The Chair would lead the AWP.**

ACTION a) Chair to invite governors to join the AWP.
b) Chair to arrange the AWP meeting with a guest speaker.
c) Head to inform the LA that DHNPS will be actively reviewing all academy options.

- 4.4 Q: What will happen to the LA?

A: The LA will retain limited powers, traded services will be available to academics.

- 4.5 Q: The School now buys into Education Welfare from a different provider, what is the impact on the School?

A: The service provided covers all the statutory requirements. It is a more robust and accountable service than the one the School received from Haringey.

5. PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING

- 5.1 The minutes of the Governing Body meeting held on 3 February 2016, were agreed as a true record of the meeting. One set of minutes was signed by the Chair and given back to the School for filing.

5.2 Matters arising.

5.2.1 Item 7.2.1 Curriculum and Achievement Committee

Penny Woolley will report the findings from her English Link Governor visit to the Curriculum and Achievement Committee. The Headteacher informed governors that should they wish to have a laptop for the duration of a meeting to review papers then the School could provide a one.

ACTION Governors to inform the Headteacher if they would like a laptop during a meeting.

5.2.2 Item 9.3 Multi-Academy Trust

The Headteacher informed governors that conversations with the SLT have occurred; however wider discussions with the staff will be had in the coming months.

6. HEADTEACHERS ITEMS

6.1 The Headteacher provided governors with a verbal report; noting a written report was received at the previous meeting and will be provided at the next meeting.

6.2 The Headteacher informed governors that this was the first year the School has only offered part-time places within its Nursery provision and has experienced difficulty in filling the places. In the autumn term the Nursery had 38 unfilled places and 27 vacancies in the spring term. The Headteacher reminded the GB of the Nursery's journey and how flexible the provision has had to be with its staffing structure as the LA reduced the number of full-time places year on year as follows:

2011/12	50 f/t places – due to the deprivation (fully funded places)
2012/13	20 f/t places (fully funded places) 60p/t places. This was difficult to manage due to the mixture of places and ensure the curriculum was different in both sessions and sourcing of lunch time cover.
2013/14	20 f/t places
2014/15	10 f/t places
2015/16	0 f/t places (was offered 5 places, but this was rejected as the funding would not cover the costs of the provision)

6.2.1 Last year the School offered the opportunity to families to top up their hours if they were only entitled to 15 hours (pay for additional hours) and looked at the flexibility of how the hours were offered rather than just am or pm session. The School have undertaken a range of marketing strategies to fill places, to no avail. In the funding received from Haringey an assumption was made that all the places will be full, however due to vacancies the budget will see a £63k adjustment.

6.2.2 The Headteacher proposed for September 2016/17 that 52 part-time places are offered in the Nursery provision: 26 in the morning and 26 in the afternoon. The Nursery currently offers of 70 part-time places: 35 in the morning and 35 in the afternoon. Noted that for the following year (September 2017) it is unknown how many places will be offered to the LA for 30 hour entitlement.

6.2.3 Q: What are the consequences of reducing the number of places offered in the Nursery?

A: Currently the Nursery has vacancies which is echoed in other settings. The demand for next year is expected to be at a similar level as this year. Should the Nursery become over-subscribed then the admission criteria would have to be applied. If the LA deemed that there was a particular need for the Nursery to increase beyond the 52 part-time place then negotiations and agreements between the LA and GB would have to take place first. The ratio within the Nursery setting is 1:13, with the requirement that one staff member is a qualified teacher. Any increase in children numbers beyond the 26 per session would require an additional member of staff.

AGREED **The Full GB agreed that from September 2016, 52 part-time places will be offered in the Nursery provision (26am & 26pm).**

ACTION School to inform LA of the Nursery's new Planned Admission Number for September.

6.3 The Headteacher informed governors that presently the School has a Breakfast Club but no a formal Afterschool provision. A member of the SLT has been tasked to undertake a fact finding mission to ascertain the demand from parents to have access to wrap around care (8am-6pm).

ACTION An update on the demand for afterschool provision to be provided at the Children, Family & Community Committee.

- 6.4 The School dog is undertaking training; which is going very well.
- 6.5 The Family Support Worker has been appointed and is now working with families.

7. CHAIRS ITEMS

- 7.1 The E-Safety policy had been circulated to governors prior to the meeting. All governors present and the Clerk signed the Acceptable Use Agreement of all digital technologies in School (Appendix A). The Headteacher informed the GB that the children have already signed an agreement; the parents will sign an agreement at the next parents meeting.
- 7.2 The SLT have discussed the points raised through the most recent parents survey and compiled a comprehensive response. This will be presented at the next Children, Families and Community Committee

8. REPORT FROM MAIN COMMITTEES AND LINK GOVERNORS

8.1 Children, Families and Community Committee.

The Committee had presentations from the House captains and Representatives. Governors had been very impressed with the pupils and their articulation of poignant matters relating to E-Safety, Safe Guarding and British Values. It was agreed that the pupils will attend future Committee meetings. The School had completed the safeguarding audit which had been circulated to all Schools in February. The School had scored 94; which is very high. The Committee discussed the benefits of sourcing online safeguarding training for volunteers. Noted that there will be a coffee morning for parents linking in with the KS1 assembly.

8.2 Curriculum and Achievement Committee.

Penny Woolley provided governors with feedback of the recent Committee meeting. Penny Woolley had received the targets and School Improvement Report. Noted that the targets appeared to be lower than in previous years, but this was due to the migration over to the new curriculum and assessment criteria. The composition of the Yr2 and Yr6 tests are still unknown and the pass mark is yet to be released. The School are keeping abreast of all DfE releases. The School Improvement Advisor's Universal Visit Report has now been agreed. The School is above National in Early Years; the KS1 3 year trend has increased by 16% and now above National; 82% are at the equivalent of a Level 4 in KS2 which is above National and 3% higher than 2014 cohort.

ACTION Penny Woolley to circulate the Universal Visit Report to all governors.

8.3 Resources Committee

Steven Lock provided governors with feedback of the Resources Committee meeting held on 2 March 2016. An overview of the projected budget was provided. Based on a similar staffing structure and not including any pay rises the School would be in deficit by 2017/18. Other factors affecting the budget include:

- a) Main budget share decrease of £19k.
- b) EYSFF clawback of £63k.
- c) Pupil Premium decrease of £29k.
- d) Staff on cost increase of £61k.
- e) Devolved Capital Funding will remain at a similar level (£10k).
- f) Universal Infant FSM uptake and funding will be at a similar level (£38k).
- g) Early Education Funding (2 year old) will remain at a similar level (£55k).

- 8.3.1 The School has been and will be reviewing all options to reduce costs. Noted that the biggest expenditure to the School is staff salaries; Haringey pays teachers inner

London wages but receives outer London revenue. On Friday the SBM will provide the SLT with a budget presentation. On Tuesday the SBM will provide all staff with a budget presentation. Noted that the school will have to be more creative and approach expenditure differently to keep the standards high. The School will also have to generate more income.

- 8.3.2 The Chair informed the GB that it had been agreed to set up a Budget Working Party (BWP) to review the underspend and the School's five year staffing profile analysis against the budget projection. The Chair invited governors to join the working party.

AGREED Sue Betts, Steven Lock, Penny Woolley and Makaila McKenzie to form the BWP.

ACTION School to produce a first draft of the three year staffing profile analysis against the budget projection for the BWP to scrutinise; reporting back to the Resource Committee.

- 8.3.3 The GB were informed that the Committee had discussed the implications of subsidising the Pendarren 2016 trip against cancelling the trip, and how funds could be raised from families to help pay for the cost of the trip. The Committee had agreed that the School would ask for £50 non-refundable deposit from parents for the October 2016 trip and this to be the final School subsidised Pendarren trip. The Headteacher informed the GB that a letter has been sent out to parents today to ascertain the level of interest for the trip and that the school would set up a payment plan for families if requested.

- 8.3.4 The Committee had reviewed the 'Annual Financial Summary' on Accent Catering and the impact on the School's main budget which subsidises catering by £32,699. The Committee had recommended to the Full GB that from September 2016 families are charged £2.50 per school meal per pupil (the School is charged £2.54 per meal); sibling concession is discontinued and the breakfast club fees are increased to cover costs.

- 8.3.4 Q: When is the catering contract up for renewal?

A: The contract is up for renewal in October 2016. The original concept was for Accent catering to up skill the School's staff, then the School would just buy in the management. However this is not what has evolved.

- 8.3.5 Q: What do the children get at the Breakfast club?

A: Accent charge 46p for the breakfast which consists of toast and cereal. The staff running the provision are expensive. Ideally volunteers would run the provision.

- 8.3.6 Q: If the price of the breakfast club provision is increased, what might happen to the take up of places?

A: There is the possibility of a reduction in numbers. It is anticipated that working parents would still access the provision. The School is investigating all additional grants to support the provision.

- 8.3.7 Q: Would FSM children still be able to access the provision?

A: Children eligible for FSM are currently only entitled to 1 meal; this would be lunch. However there are decisions regarding the expenditure of PP. At the moment the money is used to fund staff to target academic gaps. Noted that the infant children still receive fruit and milk. The School will monitor the impact of any increases to school lunches and Breakfast club provision costs.

AGREED The Full GB reluctantly agreed the following implementations for September 2016:

- a) Families are charged £2.50 per school meal per pupil to cover costs.
- b) Sibling concession is discontinued.
- c) The breakfast club fee charged to families is increased to cover costs.

8.4 Link Governor Reports

8.4.1 Penny Woolley had undertaken 2 link governor visits, one reviewing English & reading strategies; the other an SENCO visit. Each class has an SEN TA, there are pupils that don't meet the SEN threshold but have needs that require support. Both visits had been written up and retained by the School for file.

ACTION Sue Betts and Steven Lock to undertake Link Governor Visits.

9. SCHOOL BUDGET UPDATE

9.1 Governors received a budget update during item 8.3.

9.2 The Schools Financial Value Standard (SFVS) return will be received at the next full GB meeting. The Clerk confirmed with the School that Haringey had been notified of the delay in submitting the SFVS.

10. GOVERNORS' VISITS AND TRAINING

10.1 The Head reminded the GB that it was governor in school week, next week.

10.2 Governors' Training

The Chair, Penny Woolley, Navdeep Kaur and Giuseppe Sollazzo had attained the safer recruitment training.

11. NETWORKED LEARNING COMMUNITY

11.1 The minutes from the previous NLC meeting will be circulated and reviewed by governors at the next Full GB meeting.

12. POLICIES

12.1 No policies were received.

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

13.2 The Date of the next meetings were confirmed as:

Full Governing Body: 18 May 2016 at 6:30pm.

Children, Families and Community Committee: 20 April 2016 at 9:30am. (Clerked)

Curriculum and Achievement Committee: 26th April 2016 at 8am. (Not Clerked)

Resources Committee: 27 April 2016 at 3:30pm. (Clerked)

14. ANY OTHER URGENT BUSINESS

14.1 The Headteacher informed governors that 12 teachers from the Toilgate teaching alliance will be at the school tomorrow.

14.2 Single Central Record (Standing item)

The Headteacher and Chair reviewed and signed the SCR today. **AGREED**

ACTIONS:

- a) All gaps on data base to be filled in.

- b) All adults working in the school to sign the keeping children safe and prevent forms.
- c) All DBS to be reviewed every 3 years.
- d) Include the Chinese Language Teacher's work permit details.
- e) Ensure the names of all the LA music teachers are included on the database.
- f) All governors to have DBS in place by September 2016.

The meeting finished at 9:20pm.

Sign: Date:
Steven lock
Chair of Governors