

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

Date: Wednesday, 9th December 2016
Time: 18:30pm
Venue: The Conference Suite, The Devonshire Hill Nursery and Primary School, Weir Hall Road, London N17 8LB

Present:

| | |
|---------------------|---------------------------------------|
| Stephen Stephens | Chair of Governors |
| Penny Woolley | Vice Chair of Governors |
| Julie D'Abreu | Headteacher |
| Tina Georgiades | Staff Governor |
| Steven Lock | Co-opted 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 | Co-opted Governor*(Not in attendance) |
| Makaila McKenzie | Visitor (potential Parent Governor) |

In Attendance: Selwyn Harper Clerk

1 WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed and thanked everyone for attending the meeting.
- 1.2 An apology for absence was received, in advance, from Giuseppe Sollazzo and for late arrival from Cordelia Shackleton. The apologies were duly noted.

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

- 2.1 There were no declarations of interest received pecuniary or otherwise.
Graeme Patterson was asked and he went to the front desk to let in any late comers.

3 GOVERNING BODY/COMMITTEE MEMBERSHIP LIST - STRICTLY CONFIDENTIAL AND NOT FOR PUBLIC DOMAIN

- 3.1 The governing body, committee structure and committee membership lists had been circulated with the e-agenda.
- 3.2 Noted that Shaheen Ferdaus now works for the school as an Attendance Officer.
- 3.3 **Parent governors** – The Headteacher reported that initially there were 4 parents who had expressed an interest in becoming a governor at the school – one had since withdrawn. Two had confirmed that they were still interested. The school was awaiting confirmation of interest from the third parent. If the third person doesn't come forward then the other 2 parents will be elected unopposed.

Shaheen Ferdaus and Sue Betts arrived at this point and apologised for their late

arrival.

One of the potential parent governors, Michaela, had been invited to the meeting and was introduced and welcomed to the meeting. All present introduced themselves individually for the benefit of Michaela.

- 3.4 For the benefit of the potential parent governor the Chair explained how the structure of the GB and its committees is made up and how often they meet and hold the school to account.

4 PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING

- 4.1 Subject to the notified amendments, listed below, the minutes of the governing body meeting held on 23rd September 2015, were **AGREED** as a true and accurate record and were duly signed and dated by the Chair and passed to the Headteacher to be filed in school.
Page 2, insert 'Sue Betts to join the Resources committee'
Page 3, item 7.1 should read 'Curriculum & Achievement'
Page 6 , item 13.4, 4th line should read 'RAISE'

- 4.2 **Matters arising from the above meeting** – There were no other matters arising that were not covered elsewhere in the agenda.

5 PUPIL PREMIUM

- 5.1 Governors were provided with updated details on the school's position regarding the pupil premium funding. This information was published on the school's website including the pupil premium statement 2015/16.

- 5.2 How well disadvantage pupils do in comparison with other pupils and how well they do nationally was outlined. Disadvantage pupils are doing well. The attainment gap of fsm and non-fsm pupils in school is closing. Pupil premium funding has had a positive impact on pupils. Governors were really pleased with what the school was and is doing for pupil premium pupils which demonstrates that the funding is directed in the right places and the interventions and strategies that are in place are working which is confirmed by the school's very good SATs results.

It was noted that the EY (Early Years) data is 2014 not 2015 data. The 2015 data will be available in December 2015 but has not yet been received. In response to the question, Is there anything to sharpen anything further? It was reported that there are some areas which the school will continue looking at the best way of using the pupil premium funding received and the various interventions and strategies that has helped to close the attainment gap for pupils. Only Years 2 and 6 were measured using Levels for the academic year 2014/15. As mentioned, the children do incredibly well with the additional support that the school has put in. The school remains fully committed to closing the attainment gap between fsm and non-fsm children. It was noted that when compared with other Tottenham schools the schools SATs results were very good. Governors expressed their congratulations to the SLT on the results achieved.

- 5.3 **PE & Sports Funding** – Governors were informed about the school's website detailing the school's PE & Sports funding information relating to the monies received and how the funding is spent. Schools are required to ensure that the funding is used to improve the children's PE & Sports activities, experiences and opportunities alongside the impact similar to that of the pupil premium. As with the pupil premium funding the school is required to ensure that the information is shown on the school's website for information and in readiness for Ofsted.

- 5.4 Steven Lock reported that the school has got a healthy budget to spend and was still looking at the best options on how to spend the funding allocated. The Headteacher reported that a primary school in Sterling has started a daily mile, getting pupils to walk or run a mile every

day in conjunction with PE lessons. This scheme has been held up as a way of improving childhood fitness and reducing obesity. The Headteacher was looking for a similar scheme for this school (there had been a CPD session on this). 'The Lean 15' was looking at having carousel of 5 fitness activities where pupils spend 3 minutes on each activity for example throwing and catching a ball, balancing and batting a ball. In response to the question raised, Are children in external clubs, eg Saturday football. The Head advised that some are and the children are always encouraged children to bring in any achievements they make attending classes outside of school so we can celebrate these in Celebration Assemblies, In response to the question What percentage are overweight? The Headteacher replied that the school has got data on this which the school can share with governors. The Chair commented that he wants to measure the results of the activities. The Headteacher replied that this is more about building up fitness levels. As mentioned, the school has got healthy budget regarding this item and will trail 'The Lean 15'.

- 5.5 **SEND** – The SEND Information Report was tabled and circulated. The statement demonstrates how the school aim to support pupils with special educational needs or disabilities. The statement is on the school's website. The information will be helpful for parents with children who have SEND. The information was parent friendly and met statutory requirements. This is the school's local offer which links to admissions and links to Haringey's local offer.

In response to the question from the Chair, Do you think this will increase SEND applications, the Headteacher replied that it might for parents who think about what school they want to send their child to for example a main stream or special school. It would depend on where parents want their child educated. In response to another question raised the Headteacher replied that it would be helpful as part of the conversation that the school is informed of the needs of the child before they come into the school. Governors thought that the questions and answer process is more user friendly. The school will await feedback from parents. A point of concern raised was that the LA doesn't notify the school with enough time to respond if it gets a EHCP (Education Health Care Plan). EHCP replaced statements of special educational needs from 1 September 2014.

6 **SCHOOL IMPROVEMENT PLAN (SIP) STRATEGIC PLANNING - UPDATE**

- 6.1 The School Improvement Plan 2015/16 was tabled and circulated. Noted it is an 'improvement plan', not a development plan. The draft SIP 2015/16 was presented to governors at the Governors Away day (23rd September 2015) where it was discussed in detail along with the various Action Plans which were written by the senior and middle leaders. The SIP targets are the driver for the performance management targets for all staff. All teachers, SLT and HLTA (Higher Level Teaching Assistants) had had their performance management targets set. Governors **AGREED** the new format of the SIP. It was **AGREED THAT** the Action Plans will be brought to the committees. As mentioned, the Assistant Headteachers reviewed the Action Plans.

7 **HEADTEACHERS ITEMS**

- 7.1 The Headteacher's detailed written autumn term report was tabled and circulated. As mentioned the report was in three sections; Section 1: Headlines, Section 2: School Data and Section 3: Confidential. The Headteacher took governors through her report and welcomed challenging questions from governors in relation to the content and detail in her report.
- 7.2 The main headlines were as follows:
- Tollgate Teaching Schools Alliance update
 - Specialist Leaders in Education (SLE)
 - Networked Learning Community(NLC)
 - Tottenham Headteacher Steering Group

- Ward Panel
- Schools Forum
- TEACH FIRST
- Work Experience/volunteers
- British Council: Chinese Language Assistant (CLA)
- Staffing
- Attendance

7.3 **Tollgate Teaching Schools Alliance** – The school received a request to support a school in Newham for 6 days specialist support which will generate additional income for the school as part of the SLE. The Headteacher is continuing to work with Haringey concerning school to school support across the borough.

7.4 **Specialist Leaders in Education (SLE)** – There are currently 3 SLE on staff at the school.

7.5 **Networked Learning Community (NLC)** – The Headteacher was re-elected to Chair the North East Tottenham NLC, which has links with the Tottenham Regeneration Project Steering Group. Two of our AHTs are collaborating with 6 other primary schools, leading on moderation of writing and maths.

7.6 **Ward Panel** - The Headteacher continues to be Chair of the White Hart Lane Ward Panel.

7.7 **School Forum** – The Headteacher continues to be one of the primary schools Headteacher representative's at the Forum on school funding. This is a public meeting which anyone can attend.

7.8 **TEACHFIRST programme** – Excellent feedback was received from TEACHFIRST regarding how the school run a very highly supportive programme for the TEACHFIRST participants.

7.9 The school currently has three placements from the University of Middlesex at the school. Two are in their final year and one is in their second year of placement.

7.10 The school continues to deliver an outstanding programme of training and support for NQTs (Newly Qualified Teachers).

7.11 **Chinese Language Assistant (CLA)** – The school has written to the school in China to invite them to visit next year during the summer. The school wants to develop this programme and want to reciprocate with the Chinese school. Part of the programme is to understand the Chinese culture. Noted that the CLA is a fantastic teacher. The school is in its second year of teaching Mandarin. Hopefully it will be 5 years learning Mandarin by the time some of the children leave the school. In response to the question raised, The Headteacher replied that it is easy for the children as they pick up the language very quickly. In response to another question raised, the Headteacher replied that the lessons are pitched at the same level for all children.

7.12 **Staffing** – Governors noted the internal positions that were still outstanding.

7.13 In response to the question, How are we teaching British Values (*democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and those without faith*), the Headteacher replied that British Values are part of the school's ethos. This is emphasized by what is covered in assembly for example House values. The school did a lot of work with the House Captains in terms of the daily life of the school. Assembly each week has a theme e.g. generosity. Noted that Penny Woolley, Steven Lock and Shaheen Ferdaus observed an assembly and reported back to the Curriculum & Achievement committee. The school focuses on things like 'debating' so that children are

listened to and learn to listen to other views. Democracy has always been there.

- 7.14 The Headteacher had two meetings with the School Improvement Adviser. The report will be brought to the next meeting.
- 7.15 The (Ofsted) Inspection Dashboard Report was tabled and circulated. Governors' attention was drawn to bottom of the front page Weaknesses in 2015 – No weaknesses were identified in this dataset. Congratulations to the school from governors. The Inspection Dashboard will be discussed at committee meetings. This is a Good school, with the aim of attaining Outstanding throughout all areas of the new Ofsted framework of September 2015.
- 7.16 One of the actions from the SIP was for governors to plan their Ofsted action plan under the leadership & management section of the Framework to ensure we attain Outstanding for governance. Governors were referred to page 5 of the Headteacher's report.
- 7.17 As mentioned, the RAISE online document has been published and was tabled and circulated. The data enables governors to challenge the school for example by asking what is the school doing to close the attainment gap. Noted that this matter is addressed in committee meetings.
- 7.18 **Staffing update** – The school is fully staffed with permanent and fixed term positions.
- 7.19 **Trade unions** – The Headteacher has a good relationship with the trade unions and meets regularly.
- 7.20 **Website** – The school has looked at other websites and also looked at accessibility and will continue to develop the site. As mentioned, the school updated the statement on pupil premium and PE/sports funding to say how much it received, what it spent the funding on and the impact.
- 7.21 **Discriminatory Incidents** – There were no discriminatory incidents reported.
- 7.22 **Exclusions (fixed term)** – There were no permanent or fixed term exclusions.
- 7.23 **Complaints from Parents/Carers** – The Headteacher reported that she keeps the Chair of Governors updated on any and all complaints received, who dealt with the complaint and the outcome.
- 7.24 Governors' attention was drawn to the Negative behaviour analysis sheet which shows mostly boys fighting over football at lunch times.
- 7.25 **School roll** – There are 474 pupils on roll. The school will be funded for 469 pupils as the other 5 arrived after the census. There were 2 vacancies in Year 3 and 1 in Year 4. Mobility is high.
- 7.26 **Attendance** – The school's overall attendance is approximately 95%; the school's target is 97%. To obtain Outstanding the school must have a consistent minimum of 95% attendance.
- 7.27 Governors noted the confidential data regarding CP Vulnerable children.
- 7.28 Governors congratulated the Headteacher and SLT on the good results and how smoothly the school has been running.

The Headteacher was thanked for her report.

8 CHAIRS ITEMS

- 8.1 The Chair reported that there were no particular items that he wished to raise as all matters were covered in the committees' reports and throughout the meeting.

9 REPORT FROM MAIN COMMITTEES AND LINK GOVERNORS

- 9.1 **Curriculum & Achievement** – Penny Woolley reported that the committee had two very good meetings on 29th September & 18th November 2015 the minutes of which, will be available. Penny highlighted the main items that the committee had looked at and discussed which include the Inspection Dashboard which noted no weaknesses. Pupils were working above the national average - fsm pupils were working above the national average. Congratulations to the school on the excellent SATs results. The committee had talked about targets 2015/16 to be reviewed at the next meeting. Writing will be a target. Reviewed policies, allocated subject link governors and discuss attendance, As mentioned, there is a new Attendance Officer in place. Committee also discussed how to live without levels. Talked about Learning Walk on British Values. Agreed book look for next term one on English one on IPC – one on Mandarin.
- 9.2 **Resources** – Steven Lock reported following the Resources committee meeting held on 18th November 2015. The committee had looked at the budget and the allocation of funds to a number of projects including enhancing the EY (Early Years). There were some planned work which will be taking place over the Christmas period. The detail was included in the Resources committee minutes.
- 9.3 **Children, Families & Community (CFCC)** – The minutes of the CFCC meeting held on 11th November 2015, were tabled and circulated. Navdeep Kaur reported. The committee had looked at policies, Health & Safety audit got outstanding grade. Met David Lammy MP for Tottenham. His visit is on the web site. Rachel Bates had informed governors that staff and the SLT had had received Prevent training which incorporated with recent safeguarding training. Guidance will be circulated.
- 9.3.1 After discussion, it was **AGREED THAT** there should be a 90 minute session on Prevent training for governors on 21st January 2016, led by Leon Joseph (Haringey Council) starting at 6.30pm, at the school. Confirmation will be circulated in due course. Noted that it would be beneficial if all governors attended the training session.
- 9.3.2 Steven Lock and Navdeep Kaur talked about increasing community links/partnerships. The committee had discussed greater parental involvement and were looking at possibly starting a PTA or parent class reps system. This will be discussed further. Governors were encouraged to read the committee minutes

10 GOVERNORS' VISITS AND TRAINING

- 10.1 **Governor link visits** – As mentioned, all governors were welcomed to visit the school. Appointments must be made via the Headteacher.
[Action: ALL Governors]
- 10.2 As mentioned, Penny Woolley visits the school every week in her role as SEND link and for reading and listening to the children and her visit regarding British Vales Learning Walk, Parent/carers evening which three other governors had also attended. Steven Lock had also been in school looking at a whole range of different things which included meeting Graeme Patterson (Site Manager) and Freddie Fox (Leader for PE and Sports).
- 10.3 David Lammy MP had visited the school as part of Work Week. He praised the school and was very impressed with the children's attitude to learning. A range of companies, including Google were in attendance for what was a very informative and interesting week for the

children and staff. Steven Lock and Giuseppe Sollazzo were also present for some of the events.

- 10.4 **Governors' Week** – It was **AGREED THAT** governors would let the Headteacher know which day that they can attend that week so that a plan can be drawn up.
[Action: ALL Governors]

- 10.5 **Governor Training (CPD – Continuing Professional Development)** – The governor termly training brochure from Haringey had been previously circulated to all governors. The Clerk will continue to send the training programme to governors as necessary.

- 10.6 **All governors** were **encouraged** to attend the training provided by Haringey or online (Modern Governor) especially **new governors** as this will help with understanding governors' strategic role and responsibilities. The governor training sessions are also refreshers for experienced governors. The training available is valuable and helpful to all governors including experienced governors.
[Action: ALL Governors]

11 **MULTI-ACADEMY TRUSTS (MATs)**

- 11.1 This item was covered earlier in the meeting under the Headteacher's report. There was nothing further to add at this stage.

12 **NETWORKED LEARNING COMMUNITY**

- 12.1 This item was also covered under the Headteacher's report earlier in the meeting. There was nothing further to add.

13 **POLICIES**

- 13.1 Policies were reviewed during the year by the respective link governor/committee and brought to the full governing body for formal approval, where applicable.

- 13.2 Steven Lock was thanked for the enormous amount of work that he and the Headteacher had undertaken over the summer holidays to sift through and updating all school policies. The Chair again thanked the Headteacher and Steven Lock for getting the policies together.

- 13.3 Chair recommended that the GB approve all the policies considered all for reconsideration next year. All policies were compliant, in law, in best practice. It was **AGREED THAT** where updates come in they will be updated annually unless something statutory comes in. Policies will continue to be reviewed with timetable. Steven Lock will email the Clerk with the list of all policies (64 policies).
[Action: Steven Lock & Clerk]

14 **DATE AND TIME OF FUTURE MEETINGS FOR THE ACADEMIC YEAR**

- 14.1 The annual calendar for FGB and committee meeting dates for the new academic year 2015/16 had been previously circulated.

FGB Meetings

- 3rd February 2016
- 9th March 2016
- 18th May 2016
- 13th July 2016

All FGB meetings will commence at 6.30pm, unless stated otherwise.

Resources committee

- 13th January 2016, at 3.30pm - clerked
- 24th February 2016, at 3.30pm
- 27th April 2016, at 3.30pm
- 22nd June 2016, at 3.30pm
- 6th July 2016, at 3.30pm extraordinary meeting

Curriculum & Achievement committee

- 12th January 2016, at 13.30 - clerked
- 23rd February 2016, at 8.00am
- 26th April 2016, at 13.30
- 21st June 2016, at 8.00am

Children, Families and Community Committee (CFCC)

- 6th January 2016, at 9.30am - clerked
- 2nd March 2016, at 9.30am
- 20th April 2016, at 9.30am
- 15th June 2015, at 9.30am

15 CHAIR OF THE GOVERNING BODY

15.1 Governors were reminded that the Chair of Governors was resigning at the end of this meeting. There was a presentation to the Chair (Stephen Stephens) thanking him for his valuable contribution on moving the school on. Governors wished him all the best going forward and Stephen wished the school all the best going forward.

15.2 **Election of Chair of Governors** – The Clerk took over as Chair for this item. The Clerk asked for nominations from governors for the position of Chair of Governors. Penny Woolley nominated Steven Lock. There were no other nominations. Steven Lock was duly elected Chair of Governors, unopposed.

15.3 The new Chair **AGREED** to contact SGOSS (School Governors One Stop Shop) and aspiring futures regarding getting a replacement to fill the co-opted position vacated by Stephen.
[Action: Chair]

Sue Betts and Makaila gave their apologies and left the meeting at this point. Makaila was thanked for attending the meeting.

16 ANY OTHER URGENT BUSINESS

16.1 The Governing Body approved the spending and the works to be carried out over Christmas regarding the light fittings, as recommended.

16.2 The Chair will be writing to thank the building firm for donating the Christmas tree.

16.3 The Chair signed all the policies that were formally approved.

There being no any other business items, the Chair thanked the governors for their attendance and closed the meeting at 8.55pm.

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Sign

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Date

Steven Lock
Chair of the Governing Body