



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

Date: Wednesday, 13 July 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
Joanna Bracken	Staff Governor
Graeme Patterson	Co-opted Governor
Navdeep Kaur	Co-opted Governor
Michelle Knott	Co-opted Governor
Mark Guildea	Co-opted Governor
*Giuseppe Sollazzo	LA Governor
Makaila McKenzie	Parent Governor

Also Present:

Corinne David	Clerk
Gary Wong	SBM

*Denotes absent

1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies for absence were received from Giuseppe Sollazzo.
- 1.3 The meeting was quorate with 7 governors present.

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

- 2.1 No declarations of interests were made in respect of the agenda items.
- 2.2 Joanna Bracken had completed a Register of Interest form for 2015/16. This was retained by the School for file.

3. GOVERNING BODY MEMBERSHIP

- 3.1 Governors noted the resignations of Cordelia Shackleton and Sue Betts from the GB.
- 3.2 Appointment of 2 co-opted governors.
 The Chair introduced Michelle Knott and Mark Guildea. Both candidates provided a brief synopsis of themselves. Governors introduced themselves. The Chair proposed that Michelle Knott and Mark Guildea join DHNPS GB as co-opted governors. Penny Woolley seconded the proposal.

UNANIMOUSLY AGREED Michelle Knott and Mark Guildea were appointed to DHNPS GB as co-opted governors.

- 3.3 The Clerk confirmed that the GB had 2 co-opted and 1 parent governor vacancies. There were no governors whose term of office would be ending before the 31 August 2016. The Chair informed governors that he had received interest from two possible candidates to become co-opted governors.

ACTION a) Chair to arrange a meeting with the 2 interested candidates and invite them to the next FGB meeting.

b) School to arrange a parent governor election in September.

4. PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING

- 4.1 The minutes of the Governing Body meeting held on 18 May 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.

4.2 Matters arising.

- 4.2.1 Item 4.2.3 Universal Visit Report

ACTION Chair to circulate the finalised visit report to the GB.

5. REPORT FROM MAIN COMMITTEES AND LINK GOVERNORS

5.1 Resources Committee.

The Chair noted that the minutes from the previous Resource Committee had been circulated to governors prior to the meeting.

- 5.1.1 Gary Wong took governors through the budget monitoring report, which was tabled at the meeting. The school's projected year-end surplus has been revised from £87,433 to £125,710. This is below the threshold whereby a clawback by the LA would be imposed.

5.1.2 Income

The final Pupil Premium allocation totalled £275,880 of which £36,598 was currently unallocated. Universal Infant FSM income totalled £52,222. A total of £11,199 had been allocated to the budget to reflect funding towards employment costs of two salaried School Direct participants and the remainder of the Teach First mentoring grant. Early Years Pupil Premium: Budget allocation of £10,000. PE and Sport Grant: Budget allocation of £9,775 for remainder of 2015/16 grant and estimate for 2016/17 grant.

5.1.3 **Q: Did the prediction for PE grant include an annual increase?**

A: The prediction includes the flat rate of £9k for the PE sports grant. There was a carry forward from 2015/16. The grant is ring fenced. There are projects in the pipe line for this money.

5.1.4 **Q: When will the unallocated PP grant be allocated?**

A: unallocated funds that will be allocated in the next couple of weeks once the School has fully analysed the end of year data. Funds will be allocated to appropriate interventions to address any identified need or gap.

ACTION School to present a report on PP funding, spending and the annual report at the governors' away day.

5.1.5 Virements

The School proposed six virements. Noted that once virements have been taken into consideration, no variances on the budget would be projected. The proposed virements were:

No	From	To	Virement amount
1	E19 - Improvement Fund	E19 - Humanities	£3,165.00
2	CE04 - Capitalised ICT	CE02 - Construction/Conversions	£5,035.09
3	E03 - Chinese Language Assistant	CE02 - Devolved Capital	£5,431.70
		E03 - Support Staff Cover	£1,996.16
4	E22 – Governors' Expenses	E22 - Governors' Clerking	£150
5	E01 - Leadership	E03 - Early Years Staff	£17,802.00
		E03 - Support Staff Cover	£4,003.84
		E08 - Worklife Support	£1,400.50
		E19 - Photocopier	£4,189.46
		E28 - SLE	£5,250.00
		E19 - Improvement Fund	£11,411.20
6	E12 - Repairs & Maintenance	E12 - Improvement Works	£9,000.00

5.1.6 An overview for all the virements was provided. The Headteacher informed the GB that the £17,802 was for 'Jade Class'. Due to a significant number of children requiring more 1:1 support to access the curriculum, the school will have a new provision to cater for their needs from September. An overview of provision, intervention, resource and staffing was provided. The provision will be supported by members of the school's current pastoral and early years teams, meaning that an additional member of support staff for will be required. The school has successfully filled this vacancy. The virement for £11,411 will allow the school to employ a Specialist Leader in Education for one day per week during autumn term to help children perform better in the KS2 test, particularly the English based tests.

5.1.7 **Q: Will the children be in Jade class every morning for the academic year?**

A: The children are evaluated against a range of measures and assessed through the year. The impact of the intervention will be reviewed through the cycle (every 6-10 weeks).

5.1.8 **Q: How many children will be accessing Jade class?**

A: Due to the needs of the identified children and it being the first year of running the provision, there will be 8 children in Jade class. Noted that there are more children in the School that would benefit from accessing the provision, but the capacity of the class has been capped at 8.

ACTION The Headteacher to provide an update on Jade class at the next meeting.

AGREED **The GB approved the virement presented by the School.**

5.1.9 The School Business Manager informed governors that:

- The School had already committed all funding allocated to capital expenditure.
- 53% of the building maintenance and improvement budget had been committed.
- There is currently no budget allocation for capital ICT expenditure.

- 5.1.10 The School informed governors that capital ICT is an area which is likely to require on-going investment to maintain operational effectiveness. From September there will be a teacher leading on computing. A working group will be formed to lead on the ICT and computing strategy, this will feed into infrastructure, hardware and software investment.

ACTION GB to be provided with an update on the ICT and computing strategy at the next FGB meeting.

- 5.1.11 The School informed governors that a compliant had been submitted to Haringey regarding the Property and Contract department not fulfilling the SLA. Noted that the School has had to use its own funding to address significant Health and Safety concerns. The School has had a meeting with the new corporate landlord who took on board concerns. The LA has agreed to pay for works to address the leaking roof in Yr6 and the sinking manholes. The School are continuing to seek recompense from the LA for historical roof works paid for by the School.

AGREED **The GB approved the Q1 budget monitoring return.**

The Chair thanked Gary Wong for the budget presentation. Gary Wong left the meeting at 7:40pm.

- 5.2 Curriculum and Achievement Committee.

Governors noted receipt of the minutes from the Curriculum and Achievement Committee held on 7 June and 21 June which had been circulated prior to the meeting. There were no questions or comments from governors in regards to the meetings or minutes.

- 5.3 Children, Families and Community Committee.

Navdeep Kaur provided governors with a verbal update from the previous Committee meeting. The PTA will be launch in September. Jennie Brett-Collins from the Pastoral Care team will be providing support and has visited a local School to explore the running of their PTA. Noted that every parent will be a member by virtual of having a child in the School

ACTION Jennie Brett-Collins to provide a report at the next Curriculum and Community meeting on 10 October about her visit to the local school.

6. CHAIRS ITEMS

- 6.1 The Chair proposed a restructure of the Committee structure involving the full Governing Body, two Committees and a strategic leadership group. The Resource Committee would remain unchanged. The Children, Families and Community Committee and the Curriculum and Achievement Committee would merge to form one Committee called Curriculum and Community Committee. The paper 'proposal to move to a new governance structure for academic year 2016/17' had been circulated to governors prior to the meeting. The Chair and Vice-Chair had worked on a draft Committee agenda scheduled and deemed the new structure viable.

AGREED **The GB agreed the new 2 Committee structure for 2016/17.**

- 6.2 A proposed Committee membership for the two Committees was shared. Noted that it would be agreed at the next FGB meeting.
Resource Committee: Julie D'Abreu; Steven Lock; Giuseppe Sollazzo; Michelle Knott and Graeme Patterson. Gary Wong to be an associate member of the Committee.
Curriculum & Community Committee: Julie D'Abreu; Steven Lock; Navdeep Kaur; Penny Woolley; Makaila McKenzie; Mark Guilda; Joanna Bracken. Shaheen Ferdaus to be an associate member of the Committee.

7. HEADTEACHERS ITEMS

7.1 The Headteacher provided a verbal report to governors.

7.2 School Roll, Admissions and Attendance

The current School roll stood at:

2 YO	3 YO	Rec	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6
29	35	60	58	60	59	55	59	58

7.2.1 The School had 17 mid phase admissions during the summer term. During the same period 11 children left. Noted that the mobility does have an impact on the School predictions depending on which children are admitted and which children leave.

7.2.2 The Schools attendance stood at 96.05%, the School's expectation is 97%: National expectation is 95%. The School has employed the services of a new EWO provider (for 1 year) to support the development of the School's own Attendance Officer. The School still experiences the challenge of families taking extended holiday's either side of the school holiday period. The School does take families to court.

7.3 Pupil Premium

The School has 209 children on roll that are eligible for Pupil Premium (PP). The School has to be creative how the PP is allocated, as there are a number of families that don't have access to public funds. Examples of how the PP funds have been spent in previous years was provided.

7.4 Sports and PE.

The School has had a specialist for a year supporting teachers to teach the PE curriculum. The School is part of 'Haringey sports', which will continue the sports CPD and sports engagement. Information is provided on the website on how the sports grant has been allocated.

7.5 Effectiveness of Leadership & Management and Staffing

The Headteacher read out the summary of the School Improvement Advisor (SIA) report which was complimentary of the School. 100% of lessons were graded as good or better. Noted that the number of Assistant Headteachers (AHT) will be reducing from 5 to 3 for September. The portfolio of responsibilities has been redistributed amongst the SLT. Noted that the best time to recruit an AHT would be the end of the autumn/beginning of spring term.

ACTION Headteacher to provide an update on the redistribution of SLT responsibilities at the next GB meeting.

7.5.1 The Headteacher reassured Governors that the School is fully staffed for September. There will be a full complement of teaching and support staff. There will be 7 Middle Leaders. The School has interviewed 3 parents for play time leader positions, if appointed then the play time leader team will also be full for September. In total the School will have 75 staff in September, 8 less than last year due to efficiency savings.

7.6 School Improvement Plan

Governors will review and scrutinise the School Improvement Plan at the away day. The Headteacher informed Governors that the SIA had identified 11 actions for 2016/17. An overview of the actions was provided. The Headteacher informed the GB that Haringey had undertaken a piece of analysis that had identified an increasing gap between black and white pupils, which was more apparent in secondary schools. DHNPS will be reviewing and unpicking its own data and if necessary appropriate interventions put in place. The School will be continuing with Mandarin (as its modern foreign language) for 2016/17.

7.7 Tollgate Teaching Alliance

An income has been generated for the School through school to school support.

7.8 Network Learning Community / Haringey Learning Partnerships

The remit of the NLC's has been adjusted which has prompted a name change to Haringey Learning Partnerships. Due to the reduced capacity of LAs, Haringey are keen for schools to take a lead and assist with training and CPD for the school community.

7.9 Continued Professional Development

The School heavily invests in CPD opportunities for its staff. An overview of CPD courses staff were on, was provided. The School has 5 INSET days per school year. During the first INSET day staff undertaken safeguarding training and safety training every year.

7.10 Single Central Record

As part of the SIA visit a review of the Single Central Record was undertaken. The SIA noted the meticulous presentation, with minimal issues. Overall the School had outstanding practice. The SIA reviewed 3 random personnel files; all had the required documentation.

7.11 Health & Safety

No health & safety hazards were reported. All children that have a physical impairment have a personal evacuation plan. Graeme Patterson informed Governors that Judicium had undertaken a fire risk assessment and reviewed the health & safety action points. All outstanding actions will be completed over the summer term.

7.12 End of Year Results

The Headteacher informed governors that the School was pleased with the results. The pupils in Yr 2 and Yr6 were the first cohorts to sit the new tests.

7.12.1 KS1 results

The Year 2 data submitted to the LA was shared with Governors.

	Reading	Writing	Maths	Science
Below ARE	20%	18%	18%	17%
At ARE	80%	82%	82%	83%
Above ARE (cut of point estimated)	25%	17%	28%	0%

7.12.2 KS2 results

The results of the tests were published on 5 July.

	Reading	Writing	Maths	Science	SG&P
Teacher assessment	84%	79%	88%	89%	
Test results	52%		84%		74%
National Average	66%		74%		72%

The School's combined result totalled 47%, with the National Average 53%. The School has sent some papers back for remarking. If the marker agrees with the School than the combined result would increase to 50%. 36% of the cohort has taken last part of the paper again: that is being analysed. The School will be reviewing the English timetable, resources and interventions to help the children taking tests.

ACTION School to provide an update on the reading analysis at the next GB meeting.

8. GOVERNORS' VISITS AND TRAINING

8.1 Governors' Visits.

8.1.1 The Chair and Giuseppe Sollazzo had attended the STEM day.

8.1.2 The Chair had undertaken a PE and Sports link governor visit.

8.1.3 The Chair and Graeme Patterson had undertaken a health & safety School site visit with Judicium.

8.2 Governors' Training.

8.2.1 Makaila McKenzie had attended the new governor induction training.

ACTION a) Clerk to circulate the 2016/17 Governor training schedule when it has been finalised.

b) Michelle Knott and Mark Guildea to book onto the new governor training during the autumn term.

9. NETWORKED LEARNING COMMUNITY

9.1 Governors noted receipt of the previous NLC meeting minutes. There were no questions or comments from governors in regards to the meeting or minutes.

10. MULTI-ACADEMY TRUST (Standing Item)

10.1 The School had registered its interest on 7 March 2016 but was still waiting to hear who the project lead will be. The Chair has emailed the regional commissioner for an update and is waiting for a response.

ACTION Chair to provide and update at the next GB meeting.

11. POLICIES

11.1 The Chair provided a verbal commentary on the update contained within the following policies:

- Supporting Pupils with Medical Conditions
- Management of School Records

11.2 Both policies had been updated with the inclusions of an additional line, as a consequence of a request from another school seeking DHNPS healthcare plan of a previous pupil. The information had been reviewed and approved by Judicium. Governors noted the updated policies.

12. SAFEGUARDING

12.1 The Headteacher had provided a verbal update during item 7.

12.2 Navdeep Kaur had undertaken a safeguarding meeting with the Headteacher and provided governors with reassurance that all documentation and policies were up to date and used appropriately.

13. SINGLE CENTRAL RECORD (Standing item)

13.1 Governors were informed that the Chair and Headteacher review the Single Central Record before every GB meeting. The School Business Manager is tasked to undertake any noted actions.

14. DATE AND TIME OF FUTURE MEETINGS FOR THE ACADEMIC YEAR 2016/2017

14.1 Governors noted receipt of the dates of the Governing Body & Committee meeting timetable for 2016/17, which had been circulated prior to the meeting. The dates of the next set of meetings were noted as:

Full GB meeting 21 September 2016 at the governors' away day.

- 14.2 The Headteacher offered a crèche provision for those governors that required childcare in order to attend Committee meetings.

15. ANY OTHER URGENT BUSINESS

- 15.1 The Chair, on behalf of the GB, thanked all the staff at the School for their hard work and commitment over the past year. Governors extended their thanks to both Alexandra Dodd and Michael Fernandez (Assistant Headteachers) who will be leaving the School at the end of the year.

ACTION Chair to write and thank Alexandra Dodd and Michael Fernandez on behalf of the GB.

- 15.2 The Headteacher invited Governors to the following events at the School:

- Year 5 & 6 sports day on Thursday 14 July
- Queens tea party on Friday 15 July
- Year 3 & 4 sports day on Monday 18 July
- Oliver consort on Monday 18 July
- Mid -summer night dream Year 6 leavers ball on Wednesday 20 July
- Staff leavers assembly on Thursday 21 July

The Chair thanked everyone for attending. Members of staff, apart from the Headteacher, were asked to leave the meeting. Part 1 of the meeting finished at 9pm.

Sign: Date:
Steven Lock
Chair of Governors