

The Devonshire Hill Nursery & Primary School



**Successful Learners**

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

<b>Date:</b>	Wednesday, 18 May 2016	
<b>Time:</b>	6:30pm	
<b>Venue:</b>	The Conference Centre, The Devonshire Hill Nursery and Primary School, Weir Hall Road, London N17 8LB	
<b>Present:</b>	Steven Lock Penny Woolley Julie D'Abreu Joanna Bracken Graeme Patterson Navdeep Kaur Sue Betts Cordelia Shackleton Giuseppe Sollazzo Makaila McKenzie	Chair of Governors Vice Chair of Governors Headteacher Staff Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor LA Governor Parent Governor
<b>Also Present:</b>	Corinne David Gary Wong	Clerk SBM

**1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed everyone to the meeting and introductions were made. Joanna Bracken, new Staff Governor was formally welcomed to the GB. Joanna Bracken provided a synopsize of herself: currently a Yr6 teacher and lead for Science with 3 years experience at DHNPS.
- 1.2 No apologies for absence were received. Navdeep Kaur had sent apologies for lateness.
- 1.3 The meeting was quorate.

**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.

**ACTION** Clerk to send Joanna Bracken and Cordelia Shackleton a Declaration of Interest form.

**3. GOVERNING BODY MEMBERSHIP (taken as item 4)**

- 3.1 The Clerk confirmed that the GB currently had 3 vacancies: 1 Parent and 2 Co-opted governors. No Governors term of office was concluding before the 31 August 2016. The Chair has been in contact with the One Stop Shop and Aspiring Futures requesting an applicant with a HR/Legal background.

**ACTION** Chair to continue to recruit 2 C-opted governors.

- 3.1.1 Governors noted Tina Georgiades resignations from the GB and thanked her for work and dedication.
- 3.2 Noted that the membership of the Committees will remain unchanged for the remainder of the academic year.

**ACTION** Chair to update the membership list and distribute to the GB.

Cordelia Shackleton, Makaila McKenzie and Navdeep Kaur joined the meeting at 6:50pm.

- 4. **PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING** (taken as item 5)
- 4.1 The minutes of the Governing Body meeting held on 9 March 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 6.2.3. Nursery places for September 2016

The Headteacher informed governors that the LA has agreed for the School to offer 52 PT places for September. The School will distribute flyers to promote the provision and placed three banners in prominent places. There will also be drop in sessions for prospective parents. The Headteacher informed governors that for £275 the School can advertise in the Haringey booklet at the LA music event at the Albert Hall; potential audience of 6000 families.

**Q: Is there any indication of how many places have been taken up for September?**

A: Places are still being offered, however the School is anticipating an increase in take up from September 2015. Noted that all Schools have suffered this year. The feeling is that parents prefer FT rather than PT places. Morning sessions are more popular. The LA are undertaken a scoping exercise into the situation regarding nursery places.

**Q: Has the School considered offering Full Time places?**

A: The School are waiting to see how many places are taken in the PT model. The School will review options should there still be vacancies. When the School had 10 funded places, the option to top-up places was offered to parents with PT places; money was also diverted from Pupil Premium funding of older siblings. In some instances the School did incur a debt from unpaid fees. Noted that from September 2017 the 30 free hours of childcare will be rolled out; the impact of which will need to be realised. Noted that there would not be any issues in filling FT nursery places, particularly if wrap around care is also offered.

**Q: Does the School want to offer nursery places?**

A: The School is a nursery School; working with those children at an early stage benefits the School in the long term as entry levels in Reception are at a higher standard.

4.2.2 Item 6.3. Demand for afterschool provision

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

4.2.3 Item 8.2 Universal Visit Report

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

4.2.4 **Item 8.3.2. Budget Working Party**  
The Budget Working Party consisting of the Chair, Headteacher and SBM met last week and reviewed the three year staffing profile analysis against the budget projection, reporting back to the Resources Committee. Noted that there will be changes moving forward, due to a reduced budget forecast.

4.2.5 **Item 14.2. Single Central Record (Standing item)**  
The Headteacher and Chair reviewed and signed the SCR today.

- ACTION**
- a) Outstanding actions to be completed.
  - b) To be a standing item on each FGB agenda.

**5. REPORT FROM MAIN COMMITTEES AND LINK GOVERNORS** (taken as item 6)

**5.1 Children, Families and Community Committee**

Navdeep Kaur provided governors with a verbal report of the items discussed during the CFC Committee meeting held on 20 April 16, noting that the minutes had been circulated to governors prior to the meeting. The Committee had discussed the practicalities and logistics of holding a tea party to celebrate the Queen's 90<sup>th</sup> birthday and a celebration for the Yr6 children. This will happen in early July. Governors were invited to the family assembly on Friday at 9:30am to meet the children and families.

**5.2 Curriculum and Achievement Committee.**

Penny Woolley provided governors with a verbal report of the items discussed during the C&A Committee meeting held on 26 April 16.

- ACTION**
- Minutes from the previous committee meeting to be received at the next FGB meeting.

**5.3 Resources Committee.**

Steven Lock provided governors with a verbal report of the items discussed during the Resource Committee meetings held on 27 April 16, noting that the minutes had been circulated to governors prior to the meeting. The Committee received and scrutinised the budget and 3 year staffing plan. Noted a full report was provided during the School Budget Update (taken as item 3). Steven Lock re-emphasised the importance of other governors being in attendance at the meeting as the Resource Committee Chair position was still vacant.

**5.4 Link Governor Reports.**

- ACTION**
- Link Governor reports to be a standing item on the Committees' agendas.

**6. SCHOOL BUDGET UPDATE** (taken as item 3).

Gary Wong (SBM) took governors through the School Budget Update report which was tabled at the meeting.

**6.1 Close of Accounts 2015/16**

The total revenue income received was £2,860,168 with a carry forward (from 2014/15) of £329,953; totalling £3,190,121. The total capital income received was £274,268 with a carry forward (from 2014/15) of £55,376; totalling £329,644. The total revenue expenditure stood at £3,036,943 and the total capital expenditure stood at £303,778. The In-year balance stood at £206,285 in deficit (£176,775 revenue and £29,510 capital). The total carry forward to 2016/17 stood at £179,045.

**6.2 School Budget Share for 2016/17.**

The SBM informed governors of the following:

- a) DHNPS School Budget Share allocation stood at £2,142,896.
- b) Early Years funding stood at £91K. This includes the expected claw back from 2014/15 due to vacant places. If the nursery is full the funding level would be £130k. Noted for budget modelling an assumption that the provision will not be full has been made.
- c) £34k for Haringey statemented pupils top up. This amount is based on the pupils already in the School and does not account for the first £6k of provision which the School is expected to fund.
- d) £299k for Pupil Premium funding. Noted that the School's estimate was £268k, bases on January CENSUS data. All the budget modelling has been based on £268k.
- e) £55k for Community Focused Funding (2yo).
- f) £9k for capital expenditure.

#### 6.3 Predicted Pupil Premium Grant

Future year PPG allocation is anticipated to decline from £267k (2016/17) to £244k (2018/19). Noted that unallocated PPG grant supports projects in classes and educational support staff.

##### 6.3.1 **Q: Why are there PPG funds unallocated?**

A: The School is reviewing the impact of interventions and considering which the best options are in regards to value for money and educational impact.

##### 6.3.2 **Q: What is the deadline to allocate and spend the money?**

A: PPG is based on academic year. This means there should be a carry forward to pay for incentives and interventions during the summer term.

##### 6.3.4 **Q: What has the response been from the parent body regarding the £50 non-refundable deposit for the Pendarren trip?**

A: About 45 families have shown an interest in attending Pendarren. The School are reviewing different residential options for 2017/18.

#### 6.4 Budget Summary 2016-2019

The SBM took governors through the Draft Budget Summary, noting that the Working Party and Resource Committee had meticulously scrutinised the budget. The iteration presented to the FGB profile a projected carry forward for 2016/17 of £87k (with a £65k in year overspend); for 2017/18 the School would be in surplus by £53k (with an in year overspend of £34K); for 2018/19 the School would be in deficit by £53k (with an in year overspend of £100K). The School noted that significant work had been undertaken to reduce the deficit. This iteration of the profile had reduced the deficit for 2018/18 by £240k, from the data reviewed at previous Resource Committee meetings. However there was still significant work to be undertaken to ensure the budget is balanced for future years. Noted that there is some flexibility within certain budget items, but some cost such as class teachers and rates are set. Noted that there could be some savings through natural wastage and recruitment of new teachers on lower pay bands.

##### 6.4.1 **Q: Why is there currently a deficit being predicted within 3 years?**

A: Schools budgets have been cut in real terms. There are changes to the pension and National Insurance contributions; which will cost the School £60k this year. The School Budget share allocation has declined and is predicted to do so in the

foreseeable future with the introduction of the National Funding Formula. Declining PPG as fewer families become eligible. The School has been fortunate to have a substantial surplus to mitigate against budget reductions and increasing cost. The budget will be kept under constant review for efficiency savings.

**6.4.2 Q: Does the School receives money for Teachfirst or Schools Direct teachers?**

A: No, the School does not receive additional funding; however the capacity within the SLT means the School can take Teachfirst candidates, Schools Direct teachers and NQTs.

**6.4.3 Q: What would the repercussion be of the School going into deficit?**

A: The School would have to apply for a licenced deficit and would have to produce a five year plan to get back into surplus. The School has already undertaken major projects on security, toilets and other works to ensure standards for the children are met and the School is well resourced. Other projects such as the House will have to be reviewed.

**6.4.4** Governors noted that funds have been well spent. Noted that there are grants available which the School can apply for. In future years the School will have to research relevant organisations and submit bids. There will also be more collaborative working. Governors discussed possible options for increasing funding through grants to commission works on the House. Noted options to explore would be Tottenham Grammar, National Lottery, TES (provides an update on which grants are available) and Crowd funding. Noted a bid to the National Lottery has been resubmitted for an outside classroom and gazebo

**6.5** Gary Wong proposed that the GB formally ratify the budget.

**AGREED      The Governing Body formally ratified the budget as follows:**

**The 2015/16 outturn of £179,045.**

**The School's income for 2016/17 of £2,709,823.**

**The School's 2016/17 revenue expenditure of £2,775,569.**

**The 2016/17 predicted carry forward of £87,433.**

**6.6      Schools Financial Value Standard (SFVS) return.**

The Chair and SBM had reviewed and updated the SFVS and recommended the GB to formally ratify it.

**AGREED      The GB formally ratified the SFVS**

**ACTION      Chair to circulate an electronic copy of the SFVS to all governors.**

**6.7      Internal Scheme of Financial Delegation.**

Garry Wong provided an update of the amendments agreed at the previous Resources Committee and recommended the GB to formally ratify the Internal Scheme of Financial Delegation. The Delegated Budget Holder allocations reflect funds that enable curriculum areas to be resourced. Noted for new areas there is a cash injection requirement. The IPC includes the Islington library loan (£7k) and subscription to IPC (1k) and resources and enrichment activities. Governors requested that detailed information regarding Delegated Budget Holders including allocations amounts be presented at the next Resource Committee.

**ACTION      a) Information regarding Delegated Budget Holders including allocations amounts be presented at the next Resource Committee.**

b) Chair to circulate an electronic copy of the Internal Scheme of Financial Delegation to all governors.

**AGREED      The GB formally ratified the Internal Scheme of Financial Delegation.**

- 6.8 London Grid for Learning: broadband services contract approval.  
Garry Wong informed the Committee that he had been negotiating the renewal of the broadband contract with LGfL. The total cost of the five year contract was £33k. The contract would provide broadband, email, e security and learning resources for the teachers

**AGREED      The GB approved the LGfL contract of £33k.**

**7. CHAIRS ITEMS**

- 7.1 Proposal to move to a new Governance Structure for 2016/17.  
The Chair proposed a restructure of the Committee structure with a move to two Committees. 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 Learning and Community Committee, with one Chair and one Term's of Reference.

- 7.1.1 Governors debated the opportunities and challenges with the proposal. Governors discussed the remit of the Learning and Community Committee. Some governors felt it would be wide ranging which raised concerns that it could become more bureaucratic and unwieldy; with a requirement to have at least 6 meetings in the year to cover the workload. Noted that statutory item would take priority.
- 7.1.2 The GB discussed the option of trialling the new Committee system for a term to ascertain its effectiveness and viability, with a review at the end of that term. Governors requested more time to consider the proposal with further discussion at the next GB meeting.

**ACTION**      a) New Governance Structure proposal to be an agenda item at the next FGB meeting.  
b) Clerk to provide a draft Committee scheduled agenda.

- 7.2 Governors were invited into the School during the week of 6 June for Governors week.
- 7.3 The Chair reminded governors to regularly check their Devonshire Hill email addresses.
- 7.4 The Chair informed governors that the responses to the Parent /Carer survey had been finalised and uploaded onto the website. The Headteacher provided thanks to all the governors for their work to complete the responses.

**8. HEADTEACHERS ITEMS**

- 8.1 The Headteacher took Governors through the report drawing attention to salient points; noting that the report had been circulated prior to the meeting.
- 8.2 Tollgate Teaching Alliance  
The Alliance has commissioned 2 members of staff from DHNPS to support other Schools, this will generate significant income.
- 8.2.1 **Q: Will this be stretching the School's teaching capacity?**

A: No the current staffing structure provides the flexibility to allow such CPD opportunities for staff. The work is for a set period of time.

**8.3 Pupils Negative Behaviours**

A breakdown of recorded negative behaviours for KS2 pupils had been circulated to governors prior to the meeting. The Headteacher informed governors that the School has experienced difficulties in combining the different instances as requested by the GB and the ways the DfE reported instances. The School are reviewing new software options that provide enhanced data analysis. The School will review how instances are recorded and unpick how and why they happen. The Headteacher reassured governors that negative behaviours were rare during teaching time, mainly occurring during lunchtime (football).

**8.4 Pupil Attendance**

A detailed pupil attendance report had been presented to the Children, Families and Community Committee. The new Education Welfare Company (VSE) had undertaken an attendance audit. Noted that if a child was under the statutory school age, then a different code for any absence could be used; meaning their absence would not be reported against the School.

**8.5 Compliance Report**

The School commissioned an Ofsted compliance report; the outcome was that DHNPS was secure in the Outstanding judgement in all areas. The School is continuing to update the data booklets and other evidence in preparation for the Ofsted inspection. When the School had the compliance meeting it was noted that the data booklets were the most effective way to collect and present data. Four data sets (reception, Yr2, Yr4 and Yr6) were shared with governors. Each data set provides a whole School overview with trends and detailed information on the year group in question. This format was considered outstanding practice.

**8.5.1 Q: If the School moves to Outstanding, what would happen?**

A: If DHNPS moved to Outstanding then it would be the only School with a nursery in the area with that rating. There could be more visits from other settings to share best practice. There would not be scheduled Ofsted inspection for 5 years. It will open up more opportunities i.e. to become a teaching school.

**8.5.2** Governors provided their thanks to the School and Headteacher for their hard work and dedication in moving the School to the current position.

**8.6** The Headteacher reminded Governors that the last day for teacher resignations was 31 May 2016.

**9. GOVERNORS' VISITS AND TRAINING**

**9.1 Governors' Visits.**

Steven Lock had undertaken a Music Link Governor visit and had met with Gary Wong (SBM) to review and discuss the budget.

9.1.1 Sue Bates had undertaken a Science Link Governor visit.

9.1.2 Penny Woolley had undertaken a Mandarin/ Chinese language Link Governor visit.

9.1.3 Governors were invited to attend the Science Technology Engineering & Maths (STEM) challenge on 22 June in the afternoon.

**ACTION** Giuseppe Sollazzo to arrange a Link Governor Visit.

9.2 Governors' Training  
No governors had attended any training since the previous GB meeting.  
**ACTION** The Headteacher and Makaila McKenzie to undertake the online Health & Safety training.

## **10. NETWORKED LEARNING COMMUNITY**

10.1 Governors noted receipt of the minutes from the previous 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:**

- **Remote Access Policy and Guidelines.**
- **Working from Home Policy.**
- **Intimate Care Policy.**
- **Religious Education Policy.**
- **Promoting British Values Policy.**
- **Early Years Provision Admissions Policy.**

11.2 The Chair tabled the following policies, noting that both Graeme Patterson and the Chair had reviewed each policy:

- Control of Infections Policy.
- Fire Safety Management Policy.
- Fire Safety Policy & Procedures.
- Managing Contractors Policy.
- Homework Guidance for Parents.

**The policies were AGREED by the full GB for adoption.**

## **12. SAFEGUARDING**

12.1 No further safeguarding matters were reported.

**ACTION** The Headteacher and Navdeep Kaur to arrange a safeguarding meeting.

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

13.1 The dates and times of the meetings for the remainder of the academic year were noted as follows:

- Full Governing Body: 13 July 2016 at 6:30pm.
- Children, Families and Community Committee: 15 June 2016 at 9:30am. (Not Clerked).
- Curriculum and Achievement Committee: 7 June 2016 at 8am. (Clerked).  
21 June at 8am (Clerked)
- Resources Committee: 22 June at 3:30pm. (Clerked).

## **14. ANY OTHER URGENT BUSINESS**

### Multi-Academy Trust (MAT)

The Chair informed governors that the School had reviewed the main points of converting to an Academy with Judicium and discussed the submitted questions from governors. An overview of an Academy Trust and MAT's was provided by the Chair. The Trust provides the strategic vision for the Schools sitting underneath it. The initial proposal would be for DHNPS to convert to an Academy, then once established bring

in other Schools to become a MAT. The Headteacher would take on the role of the CEO and register with Companies House and Charity House; when necessary other members would be appointed to the Board of Trustees. Union representation would still be present and have links. Noted that funding from the DfE is not guaranteed regardless of the School's status (Academy or Community) particularly with the onset of the National Funding Formula. Further noted that with the reduced government funding for LA's all services, excepted statutory services, will be traded.

- 14.2 **Q: Would there be any differences with the School having to deal with the DfE rather than LA?**

A: There should not be any noticeable differences.

- 14.3 **Q: Is there a legal requirement for the School to retain a list of vulnerable children?**

A: There would be no legal requirement to have a vulnerable children list; however there is the moral responsibility to ensure every child's wellbeing is safeguarded. This would be the responsibility of the Trust and GB.

- 14.4 **Q: Would the admission criteria change and would the catchment area change?**

A: There is no requirement to change the admission criteria from the one the LA currently operates for the School. Every School in the country regardless of its denomination has to comply with the Schools Admissions Code.

- 14.5 **Q: What would happen to the ownership of the buildings?**

A: The buildings would be signed over to the Trust on a 100 year lease from the LA. Currently, if there was a major incidence (IE a fire) the LA has to house the School. The legal responsibility would be the same for the DfE if the School became an Academy. The playing fields would be owned by the trust and protected.

- 14.6 **Q: Are there any enhanced liabilities for governors of Academies?**

A: On a day to day basis the accountabilities would be the same as they are now. For the Directors on the Trust Board this may be different; clarification is being sought.

**AGREED      A decision on converting to an Academy to be reviewed during the autumn 2016 term.**

**ACTION**      a) MAT to be a standing item on FGB agendas.  
                  b) Chair to gather further information on MAT's to enable an informed debate and decision by the GB.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 9:05pm.

Sign: ..... Date: .....  
Steven lock  
Chair of Governors