

**DEVONSHIRE HILL NURSERY AND PRIMARY SCHOOL**  
**Minutes of a Meeting of the Full Governing Body**  
**held on 4 June 2015 at 6.30PM,**

**Attendees:**

Name	Initials	Governor Type	Term Ends	Present/ Absent /Apologies
<b>Vacancy</b>		<b>LA (1)</b>		
Mr Shaheen Ferdaus	SF	<b>Parents (3)</b>	16.12.18	Present
<b>Vacancy</b>				
<b>Vacancy</b>				
Ms Navdeep Kaur	NK	<b>Co-opted (7)</b>	12.09.17	Present
Ms Penny Woolley ( <b>Vice-Chair of Governors, until 31 August 2017</b> )	PW		12.09.17	Present
Stephen Stephens ( <b>Chair of Governors until 31 August 2017</b> )	SS		12.09.17	Present
Mr Steven Lock	SL		12.09.17	Present
Ms Sue Betts	SB		10.02.19	Apologies
Ms Cordelia Shackleton	CS		10.02.19	Present
Mr Graeme Patterson	GP		15.07.18	Present
Ms Tina Georgiades	TG		<b>Staff (1)</b>	12.09.17
Ms Julie D'Abreu	JD	<b>Headteacher</b>	Ex-officio	Present
Vacancy		<b>Associate Members (2)</b>		
Vacancy				
Selwyn Harper	SH	<b>Clerk</b>	N/A	Present

**AGENDA PART 1 – Public Items**

**1. WELCOME**

1.1 The Chair welcomed everyone to the meeting.

**2. APOLOGIES FOR ABSENCE**

2.1 Governors noted the apology for absence received, in advance, from Sue Betts. An apology for late arrival was received from Cordelia Shackleton.

**3. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

3.1 There were no declarations received.

**4. GOVERNING BODY/COMMITTEE MEMBERSHIP**

4.1 The governing body and committee membership list had been circulated with the e-agenda.

4.2 **LA vacancy** – The Chair and Headteacher reported that the LA has put forward a couple of potential candidates to fill the LA vacancy. The school is waiting to hear from one of the candidates who has been nominated and who meets the criteria for becoming a governor at the school.

4.3 **Parent governors** – The Headteacher reported that the school was still trying to seek nominations to fill the 2 parent governor vacancies, on the governing body, from parents from the new Reception classes. The new parents will be informed of the vacancies and encouraged to come forward to be a governor at the school.

**[Action: Headteacher]**

4.3 It was **AGREED THAT** Shaheen Ferdaus will join the Curriculum & Achievement (C&A) committee. It was confirmed that the next C & A committee meeting will be held on 7<sup>th</sup> July 2015, at 10.00am.

4.4 The Chair reported that because of the audit report it was recommended that no Chair of Governors should be chair of a committee. It was therefore proposed that Stephen Stephens will step down as Chair of the Resources committee and that Cordelia Shackleton be appointed as the new Chair of the Resources committee. Cordelia, who was not yet in attendance, had expressed an interest in becoming the new committee chair. It was **AGREED THAT** Stephen will step down and Cordelia will be the new Chair of the Resources committee. Stephen will discuss the handover with Cordelia and this will be confirmed to Cordelia on her arrival.

**[Action: Stephen Stephens]**

4.5 It was reported that Sylvia Chambers, the Headteacher new PA, will be clerking the 3 committees (Resources, Curriculum & Achievement and Children, Families & Children Committee (CFCC)).

4.4. More volunteers for the Resources and the Curriculum & Achievement committees were needed.

4.6 The committee membership list will be amended to record the above changes.

**[Action: Clerk]**

## **5. POLICIES TO BE REVIEWED DURING ACADEMIC YEAR 2014/15 – POLICY TO BE REATIFIED AT MEETING**

*Policies were reviewed during the year by the respective committee and brought to the full governing body for formal approval.*

5.1 **Health and Safety Policy & Procedure** – The Health and Safety Policy & Procedure was circulated. The policy and procedure was considered by the Resources committee. Steven Lock highlighted the changes made to the policy. **The Governing Body FORMALLY APPROVED the Health and Safety Policy & Procedure**, as recommended by the Resources committee. The Chair of Governors signed the policy which was passed to the Headteacher. The policy will be reviewed in May 2016.

5.2 The Headteacher reported that the SRE (Sex, Relationship Education) Policy was not finalised yet. Anoria Simmons (Assistant Headteacher) will be putting in how the SRE programme is taught in school. Once this has been completed the policy will then be ready and will be brought to the full governing body for formal approval. The school has in place what is taught and when.

**[Action: Headteacher/Curriculum & Achievement committee]**

5.3 The Headteacher reported that at the last Resources committee meeting held on 20<sup>th</sup> May 2015 the committee had looked at and had considered the delegation of certain function to individuals as per the regulations and had agreed different levels of authority in terms of delegation of functions as regards the 5 Assistant Headteachers as the school no longer had a Deputy Headteacher, as mentioned previously. It was **AGREED THAT** the approval (detail) will be reported back at the next governing body meeting.

**[Action: Resources committee]**

5.4 It was reported and highlighted that one of the policies on the review list that needed to be amended (tweaked) was the Early Years Admissions Policy which Tina Georgiades was currently working on. It was **AGREED THAT** the C & A committee will deal with this item at their next committee meeting and the policy be brought to the next governing body meeting for formal approval.

**[Action: Curriculum & Achievement committee]**

*At this point in the meeting the agenda was altered to take an item from Rachel Bates, the new Assistant Headteacher for Inclusion/SEND Co-ordinator.*

Rachel was welcomed to the meeting. Rachel gave a PowerPoint presentation proposing that the school have a school dog (Therapy dog). Copies of the presentation were circulated. Rachel outlined why she was proposing a Therapy dog for the school and the benefits that it would bring to all the children at the school. Rachel explained that she had thoroughly researched the idea and the benefits that it would bring and had spoken to other schools that had a dog. She has also spoken to parents, staff and the children who were all in favour of the school having a dog.

Rachel reported that the only issue of concern raised when the proposal was presented was regarding allergies. Children like the idea of having a school dog. Rachel answered questions raised regarding the training of the dog. There are proper training courses for having a therapy dog which Rachel will attend.

All the necessary risk assessments and insurance are/and will be in place as necessary the Headteacher said. A letter will be sent to parents regarding the school getting a dog. It was **AGREED** that Rachel will investigate the cost of the training and report back. Governors supported the proposal of having a Therapy Dog as outlined in the proposal presented. It was **AGREED THAT** the governing body will like to know the actual cost of training before formally agreeing to pay for the training involved.

Governors thanked Rachel for her presentation.

It was **AGREED THAT** Rachel will email a copy of her presentation to the Headteacher/Clerk to be circulated to all governors.

**[Action: Rachel Bates & Headteacher/Clerk]**

**Cordelia Shackleton had arrived at the end of the presentation**

Cordelia **AGREED** to be the Chair of the Resources committee effective today.

## **6. MINUTES OF THE GOVERNING BODY MEETING FOR APPROVAL PREVIOUS MEETING HELD ON 11 FEBRUARY 2015**

6.1 Subject to the notified amendment the minutes of the governing body meeting held on 18<sup>th</sup> March 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.

Item 10.5 remove sentence

## **7. MATTERS ARISING FROM THE ABOVE MEETING 11 FEBRUARY 2015**

7.1 **Re: Item 11.1 playground** – 11.1 The Headteacher reported that the first part of building works (soft play, progressive play equipment to develop gross motor skills for KS1 children) to improve the provision in the front area (KS1 playground) will begin 18<sup>th</sup> June and will run for approximately 3 weeks until 9<sup>th</sup> July 2015. The school has applied for a grant to develop part of the playing field (Trim Trail to develop fitness using gross motor skills, for KS2 children. If successful work will begin in the summer. Ideas for future projects for the KS2 back playground is being investigated. It was suggested getting the school houses to come up with ideas.

7.2 There were no other matters arising that were not covered elsewhere in the agenda.

### **Main Business:**

## **8. PUPIL PREMIUM - UPDATE**

8.1 The Headteacher informed governors that she had reported on how the pupil premium funding allocation was used to the Resources committee at the last meeting held on 20<sup>th</sup> May 2015. The school is careful how it spends its pupil premium funding allocation. The good KS1 and KS2 results showed how the impact of having additional staff in the classroom (3 adults in a class) plus the interventions in class was working in helping to close the gap. Interventions and strategies are put in place to ensure that pupils make the required levels of attainment. The use of speech and language therapist had also had a significant impact on closing the gap. The PE specialist was also impacting however he has only been in school a short time but has been running training sessions for staff and the full impact will be seen later on.

8.2 The Pastoral Care Team will be running workshops for Year 6 pupils and doing outreach work with secondary schools as part of transition. The Team has made contact with the Year 7 co-ordinators in preparing the pupils for the transition from primary to secondary school and what all that entails for example homework and bus journeys.

8.3 The school would like to run a library project. The project would be having a 'pop up library' around the school. There will be themed areas around the school where children can read for example. Each area would have a genre or subject specific where children can go. The school was allocating funds towards this project. This idea was presented to the Resources committee as there are funds available.

8.4 The Pupil Premium funding was underspent this year as there were some slippages in some areas as mentioned previously. The Pupil Premium Grant underspend was discussed by the Resource committee on how the additional pupil premium funding received will be allocated to help close the attainment gap. The school was looking at the best way of using the additional funding received. The pupil premium funding not spent this year will be carried forward to next year.

8.5 Tina Georgiades read out the very good KS1 Level 2 SATs results: Reading (90%); Writing (78%); Maths (87% up 14%); Level 3 Reading 33% up 13%; Level 3 Maths 33% up 8%) achieved which had just been received. The school's (Haringey's) School Improvement Partner (SIP) was very pleased with the SATs results achieved as the school had put measures in place to reach the challenging targets set. The school used the FFT (Fischer Family Trust) to set its challenging targets. The school tried to reach or exceed the targets set. The funding spent on the additional members in class (TAs) and the interventions put in place have all worked and have impacted positively on the results achieved. The children did very well.

8.6 The school acknowledged that this current co-hort of children would need significant interventions to meet and to aim to exceed the previous attainment of the Year 6 Co-Hort. Governors have been informed of this and allocated funds to support the interventions needed. The results of the SATs are due out on 7<sup>th</sup> July. There were lots of pupil premium meetings where targets were reviewed and discussed and the emphasis being on pushing the children. The school was closing (narrowing) the attainment gap between fsm and non fsm children. It was noted that the school is in an area of the borough that has a high level of pupils with EAL. 2 LA officers had moderated the results and were taking away best practice to share with other schools. They were impressed with the school.

8.7 The Governing Body expressed their huge thanks and congratulations to the Headteacher, Tina Georgiades and the class teachers and TAs for all their hard work in achieving and exceeding the very good KS1 SATs results achieved. It was **AGREED** that the Headteacher will convey the governing body's thanks to all staff concerned.

**[Action: Headteacher]**

8.8 As mentioned previously, There has been lots of interventions/strategies in school from the Early Years to Year 6. Children have been identified and the relevant interventions set up which are all monitored to ensure that the children are moving on. Additional staff was hired to work with pupil premium pupils for example an additional 3 TAs (Teaching Assistants) were working with pupil premium children. There are at least 2 adults in each class working with targeted groups. The school remains committed to closing the attainment gap between fsm and non-fsm children.

8.9 The KS2 SATs results were also very good however official confirmation will not be received until 8<sup>th</sup> July and will be reported on at the next governing body meeting.

## **9. SCHOOL DEVELOPMENT PLAN (SDP) - UPDATE**

9.1 The Headteacher reported that the Action Plan Holders will complete (update) their respective plans by the end of the month so that she is ready to present the updated SDP at the Governors Away Day on 23<sup>rd</sup> September 2015. This item was included in the Headteacher report.

## **10. HEADTEACHER'S REPORT**

10.1 The Headteacher written spring report to governors June 2015 was tabled and circulated. Governors were asked to take away and read the whole report and get back to the Headteacher with any questions or comments that they may have regarding the data and contents of the report. The report covered 3 main sections Section 1: Headlines; Section 2: School Data; and; Section 3: confidential. The report included information on Tollgate Teaching Schools Alliance, Haringey School Improvement Partnership Group, students/graduates on Teaching training, work experience/volunteers, staffing arrangements (starters, changes and leavers), SEND, Behaviour, vulnerable children, Parent Staff Association (PSA), pupil exclusions, parental complaints and Chinese Language Assistant. The Headteacher answered questions raised from her report, adding comments and additional information.

**[Action: ALL Governors]**

10.2 The Headteacher gave a detailed verbal report regarding her visit to China. Photographs of the Headteacher's visit were shown around. The Headteacher was part of a delegation of 11/12 Headteacher from all over the country who had visited China for a week in May 2015. The visit helped the Headteacher to experience the Chinses culture and to visit and spend time in a very large Chinese Primary School, Dantu Experimental School. The following were highlighted from the Headteacher report:

*DHN&PS; FGB Public Minutes 04.06.2015*

- The trip was two thirds funded by the Chinese Council.
- The aim of the visit was to try and establish a link between the two schools and build up a professional relationship. They were keen to come over to England. The Chinese Council would fund that visit when arranged. This would be the beginning of a professional relationship between the 2 schools. The children will be able to skype each other etc.
- The school was huge and had 2300 pupils.
- The Headteacher spent one and a half days in school and attended various lectures.
- Education is a very high priority in China.
- The children are in school from 8.00am – 3.30pm. The juniors are in school from 8.00am until 5.00pm. Juniors are expected to do 1 hour homework at night which rises as the children gets older.
- The Headteacher wants to send them pictures of this school.
- They are very competitive but want to learn as much as they can about the British education system as there is a very big difference between the Chinese culture and British culture.

10.3 The Headteacher thanked governors for allowing her to go on the trip which was informative. The Headteacher said that it would be good if the school could get a delegation or group of them to come here to learn here as she felt that they would learn a lot from us. An invitation could be made in the future.

10.4 The school will be continuing with the Chinese Language Assistant (CLA) programme from September 2015 as the Mandarin teaching programme has been successful and worked really well. The school will be offering a placement through the British Council for a teacher from China who will be working as a CLA in school continuing the work started this academic year teaching the children and staff mandarin. The aim is to continue to teach mandarin as our Modern Foreign Language throughout the school.

## **11. SCHOOL TO SCHOOL SUPPORT**

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

## **12. CHAIR'S ITEMS**

12.1 The Chair reported that the items that he wished to raise were all covered in the committees' reports.

## **13. REPORT FROM MAIN COMMITTEES AND LINK GOVERNORS**

13.1 **Curriculum & Achievement** – Penny Woolley gave a detailed verbal report following the last 2 Curriculum & Achievement committee meetings held on 24<sup>th</sup> March and 5<sup>th</sup> May 2015. The main items discussed by the committee included school policies for example the Intimate Care, EYFS children, book walks, interactive performance, Year 2 Maths and English, Marking - green pen, peer assessment introduced with older pupils, Learning Walks looking at the learning environment and the predicted SATs results for Year 2 and Year 6 which included 6 children predicted to get Level 6 Maths (as mentioned predicted levels were exceeded). The school and governors were very pleased with the results achieved. Year 1 phonics will be held on 15<sup>th</sup> June. The Science Museum was in school today. The next Curriculum & Achievement committee meeting will be held on Tuesday 7<sup>th</sup> July 2015.

13.2 **Resources** – The Resources committee had met on 20<sup>th</sup> May 2015 and had reviewed the 2015/16 budget. The committee had again noted the underspend and what was earmarked for specific premises projects. As mentioned previously, the underspend was largely related to the premises projects planned for the future. Governors felt that the budget allocated should all be used so that it benefits all the children and that there should not be a large surplus unless it was specifically earmarked for specific projects. The Chair reported that the issue regarding Chubb has begun to reach a resolution and that they would be coming back to carry out the works that had originally agreed to carry out. When the work has been completed they will receive the rest of the monies owed.

13.2.1 Because of the number of children who were coming in with very complex needs the Headteacher felt that the school should spend some of its surplus on the provision for these children who were coming in with complex needs for example the school will look at the Site Manager House as a resource to meet the needs of some of these children e.g. autistic children, sensory needs etc. The school is aware of 3 children who would be joining the school in the reception class. The Headteacher **AGREED** to speak to Graeme Patterson about the work needed to be carried out on the house so that the house could be used as an additional resource, for the school, to meet some of the needs of some of the children who would be joining the school with additional/complex needs.

**[Action: Headteacher & Graeme Patterson]**

13.3 **Children, Families and Communities (CFCC)** – Navdeep Kaur reported that the CFCC had met on the 13<sup>th</sup> May 2015. All items discussed by the committee were covered in the Headteacher's report. The summer event would not be taking place because of the lack of parental and staff involvement as there was no long term commitment involved from parents or staff. The CFCC were considering holding a spring event next year. The Headteacher Award ceremony will be held at 9.30am on 17<sup>th</sup> July 20145. The school was looking to hold a picnic lunch (shared lunch) on the field for staff and children. Governors were welcome to attend.

13.3.1 There is 1 LAC (Looked After Child) in school. Rachel Bates Assistant Head for Inclusion and Pastoral Care (which includes being the qualified SENDco) will discuss SEND at the Governors Away Day on 23<sup>rd</sup> September 2015. Rachel will attend the appropriate SEND training. It was **AGREED** that the CFCC will look at and discuss the Guidance on the use of emergency salbutamol inhalers, from the DfE, at their next committee meeting. There is a new form to record incidents for staff and children. The school has asked for a Health and Safety Audit to be carried out and was awaiting the date.

**[Action: CFCC]**

13.3.2 **Islamic school** – The Headteacher reported that an Islamic School has requested to use the school building. The Headteacher has asked for more information so that she could have a conversation to find out what curriculum will be taught. The school will need more information before going forward with this request.

## **14. GOVERNORS VISITS**

14.1 **Governor link visits** – As mentioned previously, all governors were welcomed to visit the school. Appointments to visit the school must be made via the Headteacher. Steven Lock and Penny Woolley both reported on their respective visits to the school. Steven reported on his positive visit with the new PE Sports Co-ordinator who has settle in well who has set up CPD workshop in Healthy Active Life styles which has gone well and, has organise a sports competition which the juniors won and returned with trophy to be displayed in school. It was commented that the children were on their best behaviour. The school has a healthy sports budget (£10k to spend) which it was looking to spend on a long term sports project.

14.2 Penny Woolley had met with Rachel Bates, the newly appointed Assistant Headteacher and SENDco and had talked about her action plan. They had also discussed concerns and provision regarding EHCP (Education Health Care Plans), and she was looking at the current interventions in place. It was noted that the Pastoral Care Team meets every Friday and that most referrals comes from the teachers. Penny and Rachel had also discussed the school getting a therapy dog.

## **15. UPDATE ON GOVERNOR MARK**

15.1 The Chair reported that there no progress had been made regarding this item as other matters had taken priority at the moment. The Chair will consider this item in the future.

**[Action: Chair]**

## **16. GOVERNOR TRAINING (CPD – CONTINUING PROFESSIONAL DEVELOPMENT)**

16.1 The governor termly (summer term 2015) training brochure from Haringey was circulated to all governors.

16.2 Navdeep Kaur reported that she had attended training on safeguarding. It was highlighted that the governing body had previously discussed the possibility of getting someone to come in to do safeguarding training for the whole governing body.

16.3 Cordelia Shackleton reported that she had attended the induction training for new governors.

16.4 The Headteacher reported that she has booked to attend the Haringey Governors' Association Annual General Meeting on Wednesday 10<sup>th</sup> June, 7.00pm – 9.00pm where all governors were invited to attend.

## **17. DATE AND TIME OF FUTURE MEETINGS FOR THE ACADEMIC YEAR 2014/15**

17.1 The next governing body meeting will be held on **Wednesday 15<sup>th</sup> July 2015, at 6.30pm, in the school.**

17.2 The Chair reported that he will be working with the Headteacher's PA to set the provisional governing body and committee meeting dates for the new academic year 2015/16.

**[Action: Chair]**

17.3 It was confirmed that the **first governing body meeting of the new academic year 2015/16 will be the Governors Away Day on 23<sup>rd</sup> September 2015, at 10.00am, at West Lodge Hotel Park Hotel, Cockfosters Road, Hadley Wood, Barnet, Hertfordshire EN4 OPY**

### **17.3 Committee meeting dates**

#### **Resources committee meeting**

- Wednesday 8<sup>th</sup> July 2015, at 3.30pm.

#### **Curriculum & Achievement committee meeting**

- Tuesday 7<sup>th</sup> July 2015, at 1.30pm rearranged from 30<sup>th</sup> June 2015..

#### **Children, Families and Community Committee**



- Wednesday 1<sup>st</sup> July 2015, at 10.00am

**18. ANY OTHER URGENT BUSINESS**

18.1 There were none.

**PART 2 – CONFIDENTIAL ITEMS**

**19.0 CONFIDENTIAL**

See confidential minutes attached **strictly for governors only unless otherwise advised.**

**There being no any other business items the Chair thanked the governors for their attendance and closed the meeting at 9.03pm**

**Signed:.....**

**Date:.....**

**Stephen Stephens  
Chair of the Governing Body  
The Devonshire Hill Nursery and Primary**