

DEVONSHIRE HILL NURSERY AND PRIMARY SCHOOL
Minutes of a Meeting of the Full Governing Body
held on 8 October 2014 at 10.30AM,
at West Lodge Park Hotel, Cockfosters Road, Hadley Wood,
Hertfordshire EN4 0PY

Attendees:

Name	Initials	Governor Type	Term Ends	Present/ Absent /Apologies
Mr Ephraim Ekpenyong (L)	EE	LA (1)	12.09.17	Absent
Vacancy	JB	Parents (3)		
Ms Tanaka Sekitoleko	TS		12.09.17	Apologies
Ms Christene Hyman	CH		12.09.17	Apologies
Ms Navdeep Kaur	NK	Co-opted (7)	12.09.17	Apologies
Ms Penny Woolley (Vice-Chair of Governors, until 31 August 2017)	PW		12.09.17	Present
Stephen Stephens (Chair of Governors until 31 August 2017)	SS		12.09.17	Present
Mr Steven Lock	SL		12.09.17	Present
Mr Daniel Shah	DS		08.10.17	Apologies
Daisy O'Leary	DO		04.6.18	Apologies
Graeme Patterson	GP			Present
Ms Tina Georgiades	TG	Staff (1)	12.09.17	Present
Ms Julie D'Abreu	JD	Headteacher	Ex-officio	Present
Vacancy (Deputy Head)		Associate Members (2)		
Ms Rahat Aboobaker (School Business Director)	RA		08.10.17	Present
Selwyn Harper	SH	Clerk	N/A	Present

AGENDA PART 1 – Public Items

The Resources committee meeting preceded the full governing body meeting at 8.30am

1. WELCOME

1.1 The Chair welcomed everyone in attendance to the meeting.

1.2 The Chair and Headteacher expressed their unhappiness regarding the under representation of governors at committee and governing body meetings recently especially as the staff members and the children had prepared documents for the meetings. Governors non-attendance especially at the Resources committee meeting which preceded this meeting was also disappointing as a lot of work had gone in to planning and arranging the away day.

1.3 Penny Woolley, Chair of the Curriculum & Assessment committee also voiced her concerns regarding the non-attendance of governors at committee meetings and was also very disappointed that the last committee meeting was cancelled at very short notice yesterday. This was documented in the Curriculum & Assessment committee minutes.

Phase leaders had done a lot of work providing information for governors and it was extremely disappointing that governors were not in attendance to appreciate the work done by staff for them in order for governors to challenge and hold the school to account.

2. APOLOGIES FOR ABSENCE

2.1 Apologies for absence were received in advance from Ephraim Ekenyong, Tanaka Sekitoleko, Christene Hyman, Navdeep Kaur, Daisy O'Leary and Daniel Shah.

2.2 The Headteacher informed the meeting that she had met with Jasmin Begum (parent governor) who had had to tender her resignation with immediate effect as she had to look after an older relative.

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

3.1 There were none received.

4. ANNUAL REGISTER OF BUSINESS INTEREST

4.1 The business interest proforma had been circulated with the e-agenda papers. All governors present signed a copy, including a NIL return, and passed their completed form to the School Business Director (SBD), which will be kept on file in the school. Absent governors will be chased up to ensure that they complete their form and return it to the school before/by Monday 13th October 2014.

[Action: Clerk]

5. GOVERNING BODY/COMMITTEE MEMBERSHIP

5.1 The governing body and committee membership list had been circulated with the e-agenda papers and was noted. As mentioned better attendance of governors at committee and governing body meetings needed to be achieved as the current attendance level was unsatisfactory.

5.2 As mentioned, Jasmin Begum's had informed the Headteacher (verbally) that she was resigning from the governing body. This has not yet been confirmed in writing.

5.3 The Chair **AGREED** to contact specific governors about their non-attendance at governing body and committee meetings.

[Action: Chair]

5.4 The school will advertise for a new parent governor.

[Action: School Business Director/Headteacher]

6. REVIEW AND RATIFICATION OF COMMITTEES' TERMS OF REFERENCE AND DELEGATION OF FUNCTIONS

6.1 The terms of reference for all committees had been circulated with the e-agenda papers. All committees had reviewed and agreed their respective terms of reference which were recommended for formal approval. **The Governing Body FORMALLY APPROVED the terms of reference for the Curriculum & Assessment, Resources and Children, Families & Community committees.**

6.2 The Chair signed and dated each terms of reference and passed the copies to the SBD.

7. POLICIES TO BE REVIEWED DURING ACADEMIC YEAR 2014/15 AND AGREE WHICH COMMITTEE/GOVERNOR WILL TAKE RESPONSIBILITY- POLICY TO BE RATIFIED AT MEETING

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

7.2 **Pay Policy** – The LA had not yet provided its schools with a model pay policy. However The Key for School Leaders had produced a comparison table which summarised some of the differences between the School Teachers Pay and Conditions Document (STPCD) 2013 and the STPCD 2014 which was despatched with the e-agenda papers for governors and schools to note. The Pay Review Committee will be meeting on 22nd October 2014 and the Headteacher will discuss recommendations.

[Action: Pay Committee/Headteacher]

7.3 Other Policies

7.3.1 **Behaviour Policy**- The policy had been circulated. The Headteacher reported that there was no significant change to policy but there were changes to the appendices regarding how behaviour was handled in school. The Headteacher outlined the process now. The changes made was in consultation with staff. The CFCC had reviewed the policy also. The method of recording incidents is now more robust and is a much better way of reporting the data on behaviour. There is now an area (zone) where pupils go and think about their behaviour for KS1 and KS2. In response to the question raised 'What would you do if a child 'kicks off'', the Headteacher replied that there is no exist strategy, as it is the class teacher's responsibility to manage behaviour in class. The school knows its children really well, so if any issue arise they will deal with as necessary for example talk to the child. If a child was to come in to the school with for example challenging behaviour then the school would adapt as necessary. Pupils have an avenue to voice concerns if they have issues. **The Governing Body FORMALLY APPROVED the Behaviour Policy as recommended**, by the Headteacher. The Policy was signed by the Chair and given to the SBD.

7.4 The Department for Education (DfE) has a list of statutory policies that all schools should have in place. The SBD reported that all statutory policies are in place. It was **AGREED** that the SBD will present the list of which polices are coming up for renewal.
[Action: School Business Director]

7.5 **SEND Offer (SEN Code of Practice)** – The school's SEND Offer had been circulated with the agenda papers. The SEND offer had been reviewed with the SEN link governor (Penny Woolley) and had been discussed by the Curriculum & Assessment committee. Governors acknowledged the changes in SEND and the governments changes of the current statutory policy. Governors thanked all involved in preparing the school for the new SEND requirements. **The Governing Body FORMALLY APPROVED the SEND Offer, presented and as recommended.** The Chair signed the SEND Offer and passed it to the SBD. The SEND Offer will be included on the school's website.
[Action: School Business Director]

8. REVIEW AND APPROVE SCHEME OF DELEGATION, FINANCIAL PROCEDURES AND REGULATIONS

8.1 The SBD reminded governors that the Governing Body had formally re-adopted the Scheme for Financing School 2007 and the Schools Financial Manual 2007, issued by Haringey last year. There were no changes made to the documents. Any future changes will be notified to the Resources committee. It was noted that the all financial documents that the school uses for example the internal scheme of delegation, delegation of budget holders, debt policy and petty cash etc. all make reference to the scheme for financing

school and school financial manual 2007.

9. MINUTES OF THE GOVERNING BODY MEETING FOR APPROVAL PREVIOUS MEETING HELD ON 21 MARCH 2014

9.1 The minutes of the governing body meeting held on 21st March 2014, were **AGREED** as a true and accurate record and were duly signed and dated by the Chair and passed to the SBD.

10. MATTERS ARISING FROM THE ABOVE MEETING 21 MARCH 2014

10.1 **Re: agenda item 18 Governor Kite Mark** – This is a work in progress. As mentioned at the Resources committee meeting, the SBD will be meeting with the chairs of the three committees to go through the relevant sections that need completing including the impact statement. The SBD reported that progress is being made on this item. The governing body should be fully compliant. The SBD **AGREED** to provide examples of impact statements to the committee chairs. Because of work still needed to be carried out it was **AGREED** to postpone applying for the Governor Kite Mark by 3 months.

[Action: Committee Chairs/SBD]

11. MINUTES OF THE GOVERNING BODY MEETING FOR APPROVAL PREVIOUS MEETING HELD ON 16 JULY 2014

11.1 Subject to the correct spelling of Graeme Patterson's first name the minutes of the governing body meeting held on 16th July 2014 were **AGREED** as a true and accurate record and were duly signed and dated by the Chair and passed to the SBD.

12. MATTERS ARISING FROM THE MEETING HELD ON 16 JULY 2014

12.1 **Re: agenda item 9.6 Resignations** – The Headteacher reported that she will begin to carry out staff exit interviews.

[Action: Headteacher]

12.2 The Headteacher was aware that she has not shared information with governors regarding dates for their diaries but would do so shortly. Tina Georgiades **AGREED** to remind the Headteacher of this.

[Action: Tina Georgiades/Headteacher]

12.3 **Re: agenda item 9.16 School Curriculum enrichment list** – The Headteacher **AGREED** to report back at the next full governing body meeting regarding this item.

[Action: Headteacher]

12.4 **Re: agenda item 10.7 Summer Fete** – This was held on 18 July 2014 and was well attended. Governors expressed their thanks to all who had attended the event.

12.5 **Re: agenda item 10.13 capital expenditure** – The Chair reported that the Resources committee had met this morning before the main governing body meeting and had discussed all relevant financial/budgetary information that needed to be brought to governors attention. Steven Lock had visited the school and reported that the programme of works over the summer holidays had been very successful which included work on the toilets and meeting room. Governors thanked the Headteacher and SBD for managing the summer projects works during the holidays.

Main Business:

13. CLASSROOM MONITOR – ASSESSMENT TOOL

13.1 Tina Georgiades gave a PowerPoint presentation on the Whole School Assessment and the EYFS Curriculum 2012 answering questions raised throughout both presentations. The following were highlighted from the presentation and questions raised:

- The school bought in to a new tool called ‘Classroom Monitor’ which helps with the changes to assessment. This is an in-house tool.
- 2 training sessions have been booked for October and December 2014 which governors can attend to learn more about the assessment tool. It was recommended that governors attend the session scheduled for Tuesday 16th December 2014 between 3.30pm – 5.30pm.
- The school would not be able to know how effective this new tool is working until Christmas.
- All assessments has to be entered on the system for the SLT to see half termly.
- Teachers can enter the data lesson by lesson or half termly. Teachers can access the assessment tool from home.
- Ofsted are looking at the progress pupils are making so the school needs to monitor to make sure that pupils make more than average progress.
- There will be an increased need for schools to set up assessment with other schools.
- Schools are unaware what will happen regarding RAISE online after next year.

13.2 Tina **AGREED** to email a copy of her presentations to governors and the Clerk.

[Action: Tina Georgiades]

13.3 In response to a question raised, the Headteacher replied that the school currently has twelve (12) 2 year olds attending however the school is funded for 16 children (8 in the morning and 8 in the afternoon). Coffee mornings are held to build a positive and inclusive relationships with parents.

14. PUPIL PREMIUM - UPDATE

14.1 Governors were referred to the school’s Pupil Premium Grant Expenditure; Report to Governors – 2014/15 which had been despatched with the e-agenda papers. The paper had also been sent to the LA. The Resources committee approved the budget moving forward and had noted the comments from Penny Woolley. Schools are required to report on the monies received, how the money is spent and its impact. The information is published on the school’s website in accordance with the requirements for publication and in readiness for Ofsted. Governors will be updated at the next meeting on the pupil premium monies not yet allocated.

[Action: School Business Director]

15. SCHOOL DEVELOPMENT PLAN (SDP) - UPDATE

15.1 It was **AGREED** that this item will be discussed in the afternoon session when the other members of the SLT are present.

16. HEADTEACHER’S REPORT (VERBAL)

16.1 The Headteacher apologised that she had not had a chance to provide governors with a written report before the meeting because of the staffing situation in the school office but gave a detailed verbal update on what had happen in school since the beginning of term. The main headlines in the report included the following:

The Tollgate Teaching School Alliance, Specialist Leaders in Education, Networked Learning Community, visits to other schools, students/graduates on teacher training,

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work experience, volunteers and apprentices, the SDP, staffing arrangements, Ofsted, school data, school roll and attendance and the Headteacher's sitting on various forums which discuss local issues especially those pertinent to the school for example the Ward Panel and the Tottenham Children Network which is totally different from the Tollgate Alliance. The Headteacher also sits on the Schools Forum which determines how funding is allocated to Haringey schools.

16.2 The school continues to do most of its training through the Tollgate Teaching Alliance or locally. Most SEN training is done through the LA and this includes Early Years training.

16.3 Specialist leaders continue to carry out commissioned work with other schools for example a school in Hertfordshire. As part of leadership and management the Chair of Governors represents the governing body as part of the leadership programme. The school has also been approached by schools in Haringey to share best practice in the Early Years. The SBD has been asked to set up a sub group of school business leaders which she will lead on best value.

16.4 The Tottenham Network can bid for monies. This is part of Haringey's plans for trying to improve the local area. The Tottenham Network doesn't interact with the Tollgate Alliance as there is no cross over. It has got clear terms of reference working across the age range (primary and secondary). This group has been given authority by Haringey Cabinet. It is a steering group for headteachers as part of the regeneration project so that pupil's voice in Tottenham is heard to see how they see Tottenham.

16.5 Mandarin lessons begins in school this week. The Chinese Language Assistant will be teaching mandarin to pupils and staff. Everyone is enthusiastic about learning mandarin. The Language Assistant has settled in well and the Headteacher commented how pleased staff have treated and welcomed her to the school.

16.6 **School Development Plan (SDP) and Self Evaluation Form (SEF)** – Governors were reminded about the importance of the SDP and the SEF. As mentioned the SDP will be discussed in detail at the afternoon session when the other members of the SLT will be in attendance.

16.7 **Staffing Update – Staffing structure, SLT and Deputy Headship and DHT Recruitment** – The school's staffing structure for the new academic year is in place. The Deputy Headteacher position will be advertised shortly. The school will have less capacity within the SLT as mentioned previously. The Pastoral care Team is in place. 2 class teachers are on maternity leave plus 1 classroom assistant. The SEND Team is in place. The school will be looking to recruit for a play leader and a receptionist. Because the school have to see references before they interview candidates this is what is holding up the recruitment process.

16.6 **Resignations** – A resignation was received and accepted from a HLTA. As mentioned the Headteacher will be carrying out staff exit interviews. The Headteacher is aware of the reasons why staff are leaving.

[Action: Headteacher]

16.9 **Trade Unions** – Relationship with the 2 new representatives from UNISON is good. There is a possible day of industrial action next Tuesday by the support staff. The Headteacher is not looking to close any part of the school but will keep governors updated.

[Action: Headteacher]

16.10 **PTA** – This item was discussed at committee level. The school has drawn a line

under this item because there was not sufficient involvement from parents in the PTA and events were dominated by staff and governors. Also with the diluted capacity of the leadership team this item could not be sustained by staff members only.

16.11 **School Website** – This is a work in progress. Staff members are assisting to ensure that the relevant/essential information is put onto the site.

16.12 **Behaviour Log** – This item was discussed earlier in the meeting (see agenda item 7.3 above). There was nothing further to add.

16.13 **Discriminatory Incidents** – There were no reported discriminatory incidents.

16.14 **Exclusions (fixed term)** – There were no permanent or fixed term exclusions.

16.15 **Complaints from Parents/Carers** – There were no complaints from Parents or carers.

16.16 **The School's Data – School census** – The number of different languages spoken in school is 40 including English and will now include Chinese.

16.17 **Vulnerable children** – There are 25 pupils on the list. 10 for medical reasons, 3 social care involvement and 5 concerned about. The school takes legal advice as necessary if asked for information. There are 4 statements. 3 Children in Need. There are no children on CP (Child Protection) Plan.

16.18 **Pupils on Roll** – There are 477 pupils on roll. 1 vacancy in Year 6 and 1 in Year 2 which will be filled.

16.19 **Attendance** – The SLT review the procedures in place for monitoring pupil attendance and were not happy with the current system as they felt it was not robust enough as the school needs and wants pupil attendance to be over 95%. There is a new policy in place. Initial results shows attendance to be above 96% overall so far which includes reception children. There are more 100% attendance in classes from September when compared with last year.

The Chair thanked the Headteacher for her report.

17. SCHOOL TO SCHOOL SUPPORT

17.1 This item had been discussed earlier in the meeting under the Headteacher's report (see agenda item 10 above). There was nothing further to add at this stage regarding this item.

There was a break at this point for lunch (1.20pm).

The School Business Director gave each governor in attendance a Governors' Handbook.

18. CHAIR'S ITEMS

18.1 The Chair again voiced his unhappiness regarding the lack of governors in attendance at this meeting and at committee meetings.

19. REPORT FROM MAIN COMMITTEES AND LINK GOVERNORS

19.1 **Curriculum & Achievement** – Penny Woolley reported following the last Curriculum & Achievement committee meeting held which unfortunately was in quorate.

Again the matter regarding governors non-attendance at meetings was raised and highlighted. Penny thanked Tina Georgiades and the phase leaders for the work they had prepared for the committee on school data. The following were highlighted from the report:

- The committee had looked at the invalidated data.
- EYFS - 75% achieved good level of learning
- The school was fifth (5th) in the borough which was an improvement on 2012/13
- Girls outperformed boys.
- There was a dip in science.
- Non fsm pupils outperform fsm pupils.
- The focus will be on Science, speaking and listening and boys writing.
- The English timetable has been adjusted to enable the focus to work.
- The school's aspiration is to get more children achieving a Level 6.
- The focus of the Saturday school has changed as mentioned at the Resources committee meeting earlier. Specific Year 6 children (40) have been targeted to attend the Saturday School which will be led by a member of the SLT. Early assessment and appropriate intervention have been put in place and parents have been notified.
- Pupil Premium report – this was discussed earlier in the meeting.
- Extending After School Provision.

19.2 **Pupil Premium, fsm and Narrowing the Gap** – The school remains committed to narrowing the attainment gap between fsm and non-fsm children. Governors were referred to the pupil premium report which showed how the school was spending its pupil premium funding and the impact.

19.2 **Resources** – The Chair reported that the Resources committee meeting had preceded the full governing body meeting at 8.30am. The SBD had taken the committee through the school's budget position for the current quarter (Q2) including the pupil premium funding allocation for this academic year. There was nothing in particular that needed to be brought to governors attention at this time.

19.3 **Internal Audit** – As mentioned the school is scheduled to be audited on 13 October 2014. The audit will be a valuable exercise for the school.

19.3.1 **Children, Families and Communities(CFCC)** – Penny Woolley reported that the Children, Families and Communities Committee struggled to be quorate. The planned Learning Walk was cancelled. The committee had reviewed the Behaviour policy which was agreed and signed off earlier in the meeting (see item 7.3 above). The matter regarding the PTA had been discussed earlier also (see item 16.10 above). The PTA is not possible to be sustained due to the lack of numbers i.e. parents. Penny Woolley as SEN link governor had met with the school's SENco regarding delivery of the SEND in light of new SEND Code of Practice and SEND Offer.

20. GOVERNORS VISITS

20.1 **Governor link visits** – Daniel Shah had visited the school regarding the upcoming audit. Steven Lock had visited regarding Health & Safety and will be visiting the school regarding PE. As mentioned Penny Woolley had visited to speak to the SENco.

21. UPDATE ON GOVERNOR MARK

21.1 This item was discussed earlier in the meeting (see item 10.1 above).

21.2 As mentioned earlier the Governors' Handbook was distributed to all who were

present. The SBD reported that the handbook was approved by the Chair and Headteacher. It was **AGREED** that governors should keep their respective folder updated and if they needed a copy of a particular document or item they were to contact the relevant person.

[Action: ALL Governors]

22. GOVERNOR TRAINING (CPD – Continuing Professional Development)

22.1 The governor training brochure from Haringey is circulated to all governors. The Chair **AGREED** to look at and target specific governor training items and encourage governors to attend these sessions as necessary. It was noted that Navdeep Kaur and Tanaka Sekitoleko are due to attend the training session on the new curriculum.

[Action: Chair]

23. DATE AND TIME OF FUTURE MEETINGS FOR THE ACADEMIC YEAR 2014/15

23.1 The schedule of meeting dates had been previously circulated and was also included in the Governors' Handbook.

23.2 The next full governing body meeting will be held on **Wednesday 17th December 2014, at 6.00pm, in the school.**

24. ANY OTHER URGENT BUSINESS

The Headteacher reported what Haringey was doing following a meeting she and the Chair had attended led by Jon Abbey (Assistant Director Haringey LA, School Standards) regarding a teacher who had worked in the 70's who was sentenced to 12 years imprisonment. This was an important talk about safer recruitment. There were lessons to be learnt on how the Police, local authority and LADO dealt with allegations against staff. Haringey is carrying out its own review on this. All primary and secondary schools are carrying out their own audit in this regard.

AGENDA PART 2 – CONFIDENTIAL ITEMS

25.0 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 2.23PM

Signed:.....

Date:.....

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