

**DEVONSHIRE HILL NURSERY AND PRIMARY SCHOOL**  
**Minutes of a Meeting of the Full Governing Body**  
**held on 11<sup>th</sup> February 2015 at 6.00PM,**

**Attendees:**

<b>Name</b>	<b>Initials</b>	<b>Governor Type</b>	<b>Term Ends</b>	<b>Present/ Absent /Apologies</b>
Mr Ephraim Ekpenyong (L)	EE	<b>LA (1)</b>	12.09.17	Absent
Mr Shaheen Ferdaus	SF	<b>Parents (3)</b>	16.12.18	Present
Ms Tanaka Sekitoleko	TS		12.09.17	Present
Ms Christene Hyman	CH		12.09.17	Absent
Ms Navdeep Kaur	NK		<b>Co-opted (7)</b>	12.09.17
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		Present
Ms Cordelia Shackleton	CS	10.02.19		Present
Graeme Patterson	GP	15.07.18		Present
Ms Tina Georgiades	TG	<b>Staff (1)</b>	12.09.17	Present
Ms Julie D'Abreu	JD	<b>Headteacher</b>	Ex-officio	Present
Vacancy		<b>Associate Members (2)</b>		
Ms Rahat Aboobaker ( <b>School Business Director SBD</b> )	RA		08.10.17	Present
Selwyn Harper	SH	<b>Clerk</b>	N/A	Present

**AGENDA PART 1 – Public Items**

**1. WELCOME**

The Chair welcomed everyone to the meeting including the two prospective new governors, Sue Betts and Cordelia Shackleton. Sue and Cordelia were both given the opportunity to brief governors on their current and previous experience and what they thought they would bring to the governing body of DHN&PS. Sue and then Cordelia outlined their experiences and what they both had to offer the governing body. Sue has been working in further education all her working life working with City and Islington College and various other universities. Sue currently works part time and feels that she has necessary time and commitment to fulfil the role of school governor. Cordelia graduated from Oxford 5 years ago obtaining a Masters in finance and currently works in banking and did some work in St Matthew Academy Lewisham. Cordelia also feels that she has the time and commitment to fulfil the role of school governor which she would like to give to the governing body.

Both were asked to leave the meeting whilst governors discussed their possible appointments. The Chair reported that he and the Headteacher had met both Sue and Cordelia earlier and felt that both have the commitment needed to be a governor at the school and had the skills to compliment the governing body. The Governing Body

**FORMALLY AGREED** to appoint Sue Betts and Cordelia Shackleton as Co-opted governors onto the governing body of DHN&PS, as recommended by the Chair. Sue and Cordelia were both welcomed to the governing body.

The School Business Director (SBD) informed the meeting that there was a third candidate who wished to join the governing body, who worked at Number 10 Downing Street however; he was not in attendance at the meeting as his job would not allow him time away. The Chair said that he was willing to meet with the third candidate and consider his appointment as a possible Associate Member.

All present introduced themselves individually for the benefit of Sue and Cordelia. Sue and Cordelia were each given a Governors handbook.

## **2. APOLOGIES FOR ABSENCE**

2.1 An apology for absence was received in advance from Navdeep Kaur.

2.2 As mentioned, governors **AGREED** to **note**, not accept, apologies received.

## **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 The Clerk reported that Daisy O'Leary (co-opted governor) had resigned from the governing body because of her work commitment. The Clerk also informed governors that he had received an email from Ephraim Ekenyong (LA governor) yesterday, who had also resigned from the governing body because of his work commitment. The Clerk has informed Haringey LA of Ephraim's resignation so that a suitable replacement can be appointed.

4.3 It was noted that Christene Hyman had not responded to the email from the Clerk asking her if there were any reasons why she had not been attending governing body and committee meetings. Christene had been given a deadline in which to respond. That deadline was now well overdue. As a result Christene has been disqualified from the governing body for her continued non-attendance.

4.4 It was **AGREED** that the Headteacher and SBD will make the necessary arrangements to find a new parent governor. An election will be held if necessary.

**[Action: Headteacher & School Business Director]**

4.5 It was **AGREED** that the Clerk will send a copy of the register of business interest proforma to Sue Betts and Cordelia Shackleton to complete and return to the SBD at the school. The Clerk also **AGREED** to inform Haringey that Sue and Cordelia has joined the governing body, as appointed co-opted governors, so that they can receive the relevant governor training information/brochure.

**[Action: Clerk]**

4.7 It was **AGREED** that Sue Betts will join the Curriculum & Achievement committee and Cordelia Shackleton will join the Resources committee. The Clerk **AGREED** to

amend the governing and committee membership list to take into account the above changes and circulate the amended list to all governors.

**[Action: 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 committees and brought to the full governing body for formal approval.*

5.1 The Chair reported and reminded governors that the SBD had, at the last governing body meeting, circulated an electronic version of the schedule of policies (list of statutory policies) so all committees can review the policies under their remit at their meetings and report back as necessary.

**[Action: ALL Committees]**

5.2 The SBD informed new governors that the schedule of governing body and committee meeting dates have already been circulated and is also included in the Governors Handbook which everyone has a copy of. The next governing body meeting is schedule for 18<sup>th</sup> March 2015 and will be held off site. The main governing body business will be dealt with in the morning. The School Development Plan (SDP) will be discussed in the afternoon with the Senior Leadership Team (SLT) looking at the actions and strategic planning.

5.3 The SBD **AGREED** to confirm and report back when she has booked West Lodge Park Hotel as the venue for the next governors meeting.

**[Action: School Business Director]**

5.4 It was **AGREED** that an interim chair for the Children, Families and Communities Committee (CFCC) will be needed if the current chair Navdeep Kaur is unable to return early following her confinement. The Chair **AGREED** to contact Navdeep Kaur regarding the possibility of her returning early.

**[Action: Chair, Headteacher & School Business Director]**

5.5 **Pay Policy** – As mentioned, the LA had not yet provided its schools with a model pay policy. The Headteacher reported that she has spoken to the new Head of Haringey HR section expressing the concerns of the governing body that a model pay policy has not yet been produced by Haringey for its schools. The new Head of HR had informed the Headteacher that the model pay policy is on the list of things for her to do and schools should be receiving the model in the near future. The school and governing body is keen to adopt Haringey's model pay policy as it has been consulted on with the trade unions however; the school will take advice from the employment law company if the LA is not forthcoming with a model pay policy. This was **AGREED** by governors.

**[Action: Headteacher]**

5.6 As mentioned, at the last governing body meeting, 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 had been previously circulated.

5.7 **SEND Policy** – Penny Woolley reported that the school's SEND Offer was previously ratified by the Curriculum & Achievement committee; however it was reported by the SBD that there were some minor amendments that were still needed to be made to the SEND Offer before it is brought to the full governing body for formal approval. Also, the school was interviewing tomorrow for a new SENCO and wanted the successful candidate

to see sight of the SEND Offer before formal approval was sought and it was put on the school's website. The SBD will to speak to Headteacher first about the amendments before the SEND Offer is brought to the governors for formal approval.

**[Action: Headteacher & School Business Director]**

## **6. MINUTES OF THE GOVERNING BODY MEETING FOR APPROVAL PREVIOUS MEETING HELD ON 17 DECEMBER 2014**

6.1 Subject to the notified minor amendment the minutes of the governing body meeting held on 17<sup>th</sup> December 2014, were **AGREED** as a true and accurate record and were duly signed and dated by the Chair and passed to the SBD to be filed in school.

**List of attendees** – delete the word 'Deputy'

**Item 9.3**, last sentence, add the word '**from**' after report to read '**... she found the report from the consultant helpful**'.

## **7. MATTERS ARISING FROM THE ABOVE MEETING 8 OCTOBER 2014**

7.1 **re: 7.7 Behaviour Policy** – The Headteacher **AGREED** to forward to the Clerk, for circulation, the list of sanctions that outlined the level of sanction for different types of inappropriate pupil behaviour.

**[Action: Headteacher]**

7.2 **re: item 13.1.2** – The Headteacher reported that she had written to Ruth ex SENCO thanking her for her valuable service and contribution to the school.

7.3 **re: dbd** – The Headteacher outlined the change regarding the statutory guidance and advice for schools regarding keeping children safe in education; childcare disqualification requirements – supplementary advice in relation to the '**Disqualification by Association**' of teachers and other school staff and volunteers working in nursery, primary or secondary school settings. The Headteacher read out the statutory guidance. A person may be disqualified through

1. Having certain restrictions placed upon them
2. Having committed certain offences
3. Living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)

7.3.1 The Headteacher produced a pack outlining the change in legislation for each governor to take away, which was self-explanatory, to read and sign and return the new declaration to the Headteacher, at the school, which confirms that the governor is not disqualified under the new regulations for working at DHN&PS.

### **Tanaka Sekitoleko arrived at this point and apologised for her late arrival**

7.3.2 The reason why the Headteacher had put the pack together was because schools had not received any guidance from Haringey regarding this item. As a result the Headteacher did some research, spoke to Haringey HR about this and had produced the pack circulated. The Headteacher had met with the Chair and Head of HR and had shown them the pack. It was recommended that the pack be used and circulated.

7.3.3 The Headteacher reported that she has met with the teaching and class based staff, and has also met with the trade unions regarding this matter. Staff were informed that they could seek advice from their respective unions regarding this matter as well as advice from the DfE.

7.3.4 All staff were given their own pack and envelope to return their signed declaration. Staff were advised to speak to the Headteacher if they have any concerns regarding this.

7.3.5 Staff have been asked to complete their declaration by 13<sup>th</sup> February. The Headteacher hope to complete the whole process within a month after meeting with all staff members. The Headteacher will return her signed declaration to the Chair of Governors and the Chair will return his form to the Headteacher. Haringey has said that there will be no suspensions without consultation with them first. The same applies to governors also. This will be included in the SCR (Single Central Record).

**[Action: ALL Governors]**

**Sue Betts gave her apologies and left the meeting at this time.**

7.4 Graeme Patterson reported that he has contacted the Artist regarding a Mural being painted in the playground. The Headteacher reported that she was given a selection of the work, by the Artist, to choose from to determine what should be painted in the playground. The Headteacher will put in her preference.

**[Action: Headteacher]**

**Main Business:**

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

8.1 The SBD updated governors on the schools position regarding pupil premium funding reminding governors that the school had agreed the original allocation of the funding earlier in the year which was reviewed at the Resources committee meeting.

8.2 The Pupil Premium funding will be underspent this year as there were some slippages in some areas mainly to do with staff absences. The school will not be penalised for not spending all its allocation of pupil premium funding grant as the funding can be carried forward. The Pupil Premium Grant underspend will be discussed by the Resource committee as well as deciding how the additional pupil premium funding received will be allocated to help close the attainment gap. The school will need to think of the best way of using the additional funding received. The SBD will be working with Tina Georgiades on this and will report back on the revised funding and classroom monitor data for tracking pupil progress for all year groups which will included the targeted groups. Governors were reminded that Year 2 and Year 6 will still operate on the old levelling system and the old national curriculum. All other year groups (Years 1, 3, 4 and 5) will be on the new Curriculum and assessment criteria.

**[Action: School Business Director & Tina Georgiades]**

8.3 It was noted that there may well be a dip in the results initially when you change to a new system until it is embedded. This is because of the new curriculum and new assessment criteria. The school was also in the process of bedding in new software.

8.4 The Chair explained what pupil premium funding is to the newly appointed governors and also explained the change to the national curriculum. The importance of the pupil premium funding is designed to close the attainment gap between fsm and non fsm children. Children entitled to fsm over the last 6 years to date attract the pupil premium. Schools are required to report on the funding received, how it is spent and its impact. The information is published on the school's website in accordance with the requirements for publication and Ofsted readiness. Governors will be updated at the next meeting on the pupil premium monies not yet allocated.

**[Action: School Business Director]**

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

9.1 The Headteacher reported that she has met with virtually all action plan leads. All Action Plans holders delivered CPD sessions to most of the school regarding what they are doing in the classrooms and are promoting their respective subjects areas. The SDP is a working document which would be reviewed and updated by the SLT.

9.2 All areas of the SDP have an action lead apart from PE curriculum (Sports and PE). The school is looking for someone to co-ordinate and lead on PE which includes teaching and learning across the school, sports engagement and link in with healthy schools and the school's travel plan. The school will be interviewing after half term for that post. Everything else in terms of CPD (continuing professional development) is in place. The school is meeting it's milestones targets considering the dilution of the leadership team. All areas are moving along but not as quickly as it would like would like. The school will be fully staffed by the summer term.

## **10. HEADTEACHER'S REPORT (VERBAL)**

10.1 It has been a challenging time for the school because of the office restructuring and the school being without a fully staffed Office Team which meant that the Headteacher has been without proper administrative support for a considerable time. The restructure of the administration staff team was a long process however; the school has now got a robust team in place.

10.2 The Headteacher has agreed the areas for improvement with the School Improvement Partner following their meetings. The actions/targets for the SLT to focus on specific areas for each term were duly noted which included improving attainment, the pace of progress, SLT mentoring and coaching staff, teachers focusing on more able pupils, secure the SLT and middle managers structure, close the gap between fsm and non fsm pupils, attain more level 5's and focus on reading (sustain and maintain). The School Improvement Partner judged the school to be good in all areas. The school supported this judgement. The Headteacher felt that the School Improvement Partner's report was helpful and honest.

10.3 The school will need to know which children were not making progress and then put in interventions and strategies to ensure that they make the required levels of attainment.

10.4 As mentioned, part of the governors role was to hold the school (SLT) to account for improving standards and progress.

10.5 The school is reviewing marking.

10.6 Why RAISE online is an important document for all schools was explained to the new governors. The purpose of RAISE online is firstly, a source of data for schools to use in self-evaluation and development planning and to be used alongside other sources for example the schools' own pupil tracking data. The analyses of RAISE online is used by Ofsted Inspectors in their pre-inspection briefings. It is vital that governors are able to interpret it's school's data, from an inspector's perspective, so that they can identify any areas of under-performance so that they can explain why this happened and/or demonstrate how they recognise them and have taken the appropriate action/steps to address them. The RAISE online data produced by the DfE is unvalidated.

10.7 The RAISE online data is regarding the Year 6 children who left the school last summer and the Year 2 pupils. The report shows 3 year trends. There is lots of

information regarding the progress of children in Maths, English and Science and phonics. There is also data on gender, EAL, and Ethnicity and data showing the progress of children when arriving in the school and when they left.

10.8 Governors attention was drawn to the colour coded system used in RAISE online. 'Green' is good and 'Blue' is a worry (cause for concern). Green signifies statistically significantly above average nationally. Blue signifies statistically significantly below average nationally. The unvalidated RAISE online progress report comes into school in September for the school to check the data. If there are any corrections to be made they are not represented in this report. This will come out in February when the validated report becomes available. In response to a question raised, it was reported that schools will receive a RAISE online summary report next year 2015/16 (current Year 2 and Year 6) however; it is unclear what will happen in the following years.

## **11. DATA REPORTS**

11.1 The school has employed a company called Arbor Education Partners whose mission is to help schools with using their data more effectively especially towards teaching and improving school performance. The school chose Arbor to produce their data reports as it was felt that the reports produced by them were more user friendly than the RAISE online data document produced by the DfE.

11.2 The 13 data reports, from Arbor, had been circulated with the e-agenda. It was **AGREED** that the reports were not for discussion at this meeting, they were for information only. It is for the governing body, at this meeting, to decide which committee will be responsible for which report and for that committee to discuss, at their respective committee meeting, and report back. As mentioned, the reports were a simplified version of the RAISE online document.

11.3 The data reports listed below were designated to a committee to discuss and report back:

- Budget – **Resources committee**
  - Disadvantage KS1 & KS2 – **Resources committee**
  - Ethnicity KS1 & KS2 – **Curriculum & Achievement committee**
  - Gender KS1 & KS2 – **Curriculum & Achievement committee**
  - Attainment and Progress KS1 & KS2 – **Curriculum & Achievement committee**
  - Reading Performance Report – **Curriculum & Achievement committee**
  - SEND KS1 & KS2 – **Children, Families and Communities committee (CFCC)**
  - School Performance Summary
- [Action: ALL Committees]**

## **12. SCHOOL WEBSITE**

12.1 The Headteacher reported that the school has a new member of staff who is responsible for keeping the school's website up-to-date. An audit of the website has been carried out by the LA to check that the school was compliant with its statutory requirements. The new staff member will address the areas that need to be worked on. This is a work in progress.

## **13. SCHOOL TO SCHOOL SUPPORT(Commissioned Through Tollgate Teaching Schools Alliance**

13.1 The Headteacher reported that the school is currently not doing huge projects as carried out previously because of its reduced capacity. The school is however still doing work which still earn the school additional funding. As mentioned, the School Business

Director is doing SLE work with a school in Newham. The Headteacher supports a governing body in Waltham Forest dealing with their Headteacher recruitment. The school is also supporting/working with a school in Hertfordshire which involves several staff members which includes Tina Georgiades. The school made approximately £25k in this area. The school will continue to work with the Tollgate Teaching Schools Alliance.

13.2 The Headteacher reported that she is also involved in work with the Tottenham Regeneration Programme which involves 12 Haringey schools and is the Chair of this group. The school is also doing exciting projects action research work with Durham university. As part of collaborative working the school is also working with other schools on Peer Reading.

#### **14. CHAIR'S ITEMS**

14.1 The Chair gave a summary of where the school currently is regarding the matter with Chubb who had not completed the work that they were charged with carrying out concerning the installation of a new card entry system and new CCTV control system. This matter has been ongoing since May 2014. The school has had issues from the outset culminating in one and a half months of issues for example work not carried out to a satisfactory standard as regards health and safety. As a result the school has not paid Chubb the full fee and the matter was put in the hands of legal. The Chair explained that he will begin negotiations to resolve this matter and will be making a without prejudice offer to Chubb. In response to a question raised, the Chair explained why the school does not want to go to court regarding this matter. It was felt that it would not be in the best interest of the school and it would be very costly. In response to another question raised, the Chair replied that the overall cost of the contract is £18,150. Chubb will be made aware of their contractual obligations and their failure to get the work finished. The Chair will outline the chronological sequence of events and put the case to them which will include the Fire alarm system not releasing the doors and the poor workmanship along with all the other issues the school encountered. Chubb had said that the work would be completed in 4 days, 4½ months later the works is still unfinished. This is totally unacceptable.

**[Action: Chair]**

14.2 Following a question raised by a parent governor, the Headteacher explained what happened when the fire alarm went off accidentally near the end of the school day (3.15pm). Unfortunately a few parents did not follow the procedure that is in place and as a result the Headteacher had had to write to all parents about this. The issue was with a minority of parents who did not follow the procedure or did as they were told by staff by taking their children home before the teachers had had a chance to check the register to ensure that everyone had left the building safely.

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

15.1 **Curriculum & Achievement** – Penny Woolley reported that the Curriculum & Achievement committee had had to cancel their last meeting because of a double booking. The next Curriculum & Achievement committee meeting is scheduled to be held on Tuesday 3<sup>rd</sup> March 2015.

15.2 **Resources** – The Resources committee had met on 28<sup>th</sup> January 2015 and had gone through the 3<sup>rd</sup> Quarter accounts. The SBD reported that the committee was looking at how the projected surpluses (£180k) will be spent. The surpluses will be spent on a number of projects for the children and will be focused on where help is needed most. A large part of the surplus is related to the pupil premium grant. As mentioned previously, part of the surplus will be used is committed to future projects discussed by the

Resource committee, in particular, the need to continue to build up a contingency provision for the possible renovation of the Year 6 block. Also the revenue to capital surpluses will be used for projects in the next few months to improve the school.

15.2.1 The revised quotes received for laptops and PC's will be discussed further with the Headteacher before the year end.

**[Action: School Business Director]**

15.2.2 The Resources committee had also discussed the Interim Assistant Headteacher position.

15.2.3 Steven Lock reported that there was nothing to report regarding the Premises at this time. Graeme Patterson briefly updated the meeting on matters regarding online safety report, online training, fire awareness, fire warden and risk assessment.

15.2.4 As mentioned, the Pupil Premium budget will be revised after further discussion to take account of any slippage in the programmes and the additional funding received. Budget underspends against the Pupil Premium Grant will again be discussed by the Resource committee and reflected in the Quarter4 Outturn.

**[Action: School Business Director]**

15.3 **Children, Families and Communities (CFCC)** – There was nothing to report as the CFCC had not met. As mentioned earlier in the meeting, the Chair will resolve to sort out the issue of appointing a temporary chair before the next governors meeting.

**[Action: Chair]**

## **16. GOVERNORS VISITS**

16.1 **Governor link visits** – All governors were welcomed to visit the school. As mentioned, appointments to visit the school must be made via the Headteacher.

16.2 Steven Lock reported on his meeting with the Freddie. As mentioned, the school has approximately £9,500 to spend towards sports and will be looking at engaging with other schools on what they were doing regarding long term sports development. The school has got the goals ready for the pitch – 3 junior pitches and one 5 a side pitch has been marked out. The school was looking at potential funding of partnerships to get the field up and running for example having changing room facilities.

## **17. UPDATE ON GOVERNOR MARK**

17.1 The Chair reported that unfortunately there was very little progress regarding this item. Committee chairs were reminded that it was up to them to move this item forward.

**[Action: Chairs of Committees]**

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

18.1 As mentioned, the governor termly training brochure from Haringey is circulated to all governors.

18.2 Steven Lock reported that he had attended the Safer recruitment training.

18.3 All governors were encouraged to attend the training provided by Haringey or online especially new governors as this will help with understanding governors strategic role, the power and duties of governing bodies and the role of governing bodies in school improvement and policy making, how the governing body supports and challenges the

work of the school, what the governing body's role is in monitoring and evaluating the progress of pupils, why, how and to whom governing bodies are accountable and the role of the Headteacher and how they account to the governing body through providing information, reports and evidence. The governor training sessions are also refreshers for experienced governors. The training available is valuable and helpful to all governors including experienced governors. It suggested that it would be better if more than the required one governor attend the safer recruitment training.

**[Action: ALL Governors]**

18.4 New governors will be sent the training brochure.

**[Action: Clerk]**

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

19.1 The next meeting of the full governing body will be held on **Wednesday 18<sup>th</sup> March 2015**. The time and venue (West Lodge Park Hotel) will be confirmed shortly.

**[Action: School Business Director]**

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

**20. ANY OTHER URGENT BUSINESS**

Governors' attention was drawn to the Haringey Traded Services for Schools market fair which will be held on 24<sup>th</sup> February 2015 at Alexandra Palace. The Clerk had sent the notification of the fair, via email, to all governors. The Headteacher and School Business Director will be attending the fair.

**[Action: Headteacher & School Business Director]**

**PART 2 – CONFIDENTIAL ITEMS**

**21.0 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 8.16pm**

**Signed:.....**

**Date:.....**

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