

DEVONSHIRE HILL NURSERY AND PRIMARY SCHOOL
Minutes of a Meeting of the Full Governing Body
held on 15 July 2015 at 6.30PM,

Attendees:

Name	Initials	Governor Type	Term Ends	Present/ Absent /Apologies
Mr Giuseppe Sollazzo	GS	LA (1)	14.07.19	Present
Mr Shaheen Ferdaus	SF	Parents (3)	16.12.18	Present
Vacancy				
Vacancy				
Ms Navdeep Kaur	NK	Co-opted (7)	12.09.17	Present
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
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		Staff (1)	12.09.17
Ms Julie D'Abreu	JD	Headteacher	Ex-officio	Present
Vacancy		Associate Members (2)		
Vacancy				
Selwyn Harper	SH	Clerk	N/A	Present

AGENDA PART 1 – Public Items

1. WELCOME

1.1 The Chair welcomed everyone to the meeting especially Giuseppe Sollazzo, the prospective new LA governor. All present introduced themselves individually for the benefit of Giuseppe.

1.2 Giuseppe briefly outlined to governors his current and previous experience and what he thought he would bring to the governing body of DHN&PS

2. APOLOGIES FOR ABSENCE

2.1 Apologies for absence were received, in advance, from Sue Betts and Tina Georgiades and; from Shaheen Ferdaus for having to leave the meeting early because of Ramadan. The apologies were duly noted.

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

3.1 There were no declarations of interest received pecuniary or otherwise.

4. GOVERNING BODY/COMMITTEE MEMBERSHIP

4.1 The governing body, committee structure and committee membership list had been circulated with the e-agenda papers. **(The list is strictly private and confidential and not for the public domain).**

4.2 Confirmation of the Appointment of Giuseppe Sollazzo as LA governor –

The Governing Body **FORMALLY AGREED** to appoint Giuseppe Sollazzo as the new LA governor representative on the governing body of DHN&PS, as recommended. Giuseppe was welcomed to the governing body. The Chair briefly outlined the role of each committee for the benefit of Giuseppe.

4.3 It was AGREED THAT:

- Giuseppe Sollazzo will join the Resources committee
- Steven Lock will join the Curriculum & Achievement committee.

4.4 Giuseppe Sollazzo **AGREED** to bring his DBS details to the Headteacher.

[Action: Giuseppe Sollazzo]

4.5 The Headteacher reported that Sylvia Chambers will not be clerking the 3 committees a member of Haringey Governor services will be clerking the 3 committees (Resources, Curriculum & Achievement and Children, Families & Children Committee (CFCC).

4.6 Governor links

- EYFS Link – Sue Betts
 - SEND/Inclusion and LAC (Looked After Children) – Penny Woolley
 - Safeguarding and PREVENT Agenda – Navdeep Kaur
 - Behaviour – Shaheen Ferdaus
 - Science – Cordelia Shackleton
 - Complaints Panel – Any 3 governors excluding the Headteacher
-
- delete Partnership & External Funding link as this was no longer appropriate

Cordelia Shackleton arrived at this point apologised for her late arrival and was introduced to Giuseppe Sollazzo.

4.7 The school, (Sylvia Chambers, Headteacher's PA), had put forward the suggested Governors Annual Calendar for governing body and committee meetings for the new academic year 2015/2016. It was **AGREED THAT** it is for the committee chairs to decide the start time that best suit each committee. Three committee meetings a year will be clerked by Haringey. Governors' visits weeks have been factored into the annual calendar and it was suggested that the governors in school week are held once a term if this was agreeable by governors. As part of the governors in school week governors could have lunch with the children and join in the activities that would be happening in the school at that time.

4.8 It was confirmed that Link governor visits should be arranged with the relevant head of that particular area e.g. maths.

4.9 **Parent governors** – The Headteacher reported that the school was still trying to seek nominations to fill the 2 parent governor vacancies 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. It was **AGREED THAT** this matter will be revisited in September. The Clerk suggested that if the school cannot get parents to come forward then the governing body could, if it so wishes, appoint parent governors to fill the outstanding vacancies. This avenue will be explored if no parents come forward.

DHN&PS; FGB Public Minutes 15th July 2015

[Action: Headteacher]

4.10 The governing body, committee membership list and governor link 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 **SRE (Sex and Relationship Education) Policy** – The Headteacher and Penny Woolley reported that the SRE Policy has now been finalised. How and when the SRE programme is taught in school has been included in the policy. **The Governing Body FORMALLY APPROVED the SRE Policy**, as recommended by the Curriculum & Achievement committee. The Chair of Governors signed the policy which was passed to the Headteacher. The policy will be reviewed in July 2016.

5.2 **CCTV Policy and Procedure** – Graeme Patterson reported that the CCTV policy and procedure had been brought to the Resources committee. Graeme explained about the total number of CCTV cameras around the school, where they were situated, internally and externally, and which areas of the school that they covered and why. The reasons for the cameras was because of safeguarding for pupils and staff. Although it is a lengthy policy this was to ensure everything that needed to be in place was in place. Staff are aware of where the cameras are and why. **The Governing Body FORMALLY APPROVED the CCTV Policy and Procedures**, 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 July 2016.

5.3 It was noted that the equality statement is at the back of each policy.

5.4 **Intimate Care Policy** – This policy was given to the new Assistant Headteacher (Rachel Bates) to review and present to the Curriculum & Achievement committee.

5.5 Steven Lock will be working on getting all school policies up to date over the summer. All policies were on the school's website except the Complaints Policy as the school follows Haringey's model Complaints Policy. Governors voiced their appreciation for the work Steven was doing on updating the school policies which all should be available at the Governors Away in September 2015. It was noted that most policies are reviewed annually.

5.6 The PREVENT Duty advice for schools and child care providers from the DfE, and the How Social Media is used to encourage travel to Syria and Iraq Briefing note for schools from the DfE Home Office were tabled and circulated.

5.6.1 All schools are to have due regard to the need to prevent people from being drawn into terrorism as per the guidance which came into effect from 1st July 2015. Schools must pay particular attention to training and awareness regarding the Prevent agenda and what it means. The school has an action plan from the LA which will be included in the SDP, at the Governors Away day. The Headteacher had attended training on what the PREVENT agenda means for different audiences, ages, primary and secondary schools. The Headteacher informed governors that she had asked facilitator for an example of where a primary school would need to report a concern under this agenda. The facilitator gave the following example; Following a trip to a RAF museum a child had commented that all fighters pilots are murderers. Because of the comments made the incident was

reported under the PREVENT agenda (through safeguarding) and the family was spoken to about the comment the child had made and why. An action plan was put in place around awareness and understanding.

5.6.2 The Headteacher highlighted what the school was trying to prevent in this area is the gangs and drugs culture more than around extreme radicalisation. This is the issue for the school locally. It's around influence. Children are asked to do things they would not normally do. The Headteacher gave an example of a 9 year-old child being taught how to drive a car and was given cigarettes as reward. It is the beginning of grooming to commit a crime. The school met with the family and they were advised what to do about this matter.

5.6.3 There will be PREVENT training session on Thursday 3rd September 2015 in school at 10.00am, for 2 hours. There will also be a session in the afternoon, after lunch, on safeguarding and e-safety if governors were available they were encourage to attend the training sessions. As mentioned, the issue locally is the gang and drugs culture. It was **AGREED THAT** this item needs to be an agenda item of the CFCC for the Headteacher to report back on.

[Action: Headteacher/CFCC]

6. MINUTES OF THE GOVERNING BODY MEETING FOR APPROVAL PREVIOUS MEETING HELD ON 4 JUNE 2015

6.1 Subject to the notified amendments the minutes of the governing body meeting held on 4th June 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 5, Heading should read '**RATIFIED**' not 'REATIFIED'

Sentence in italics should read '**Rachel Bates, new Assistant Headteacher for Inclusion (SEND Co-ordinator) and Pastoral Care**'.

Item 13.1, second sentence include '**book looks**'.

Item 13.2.1, action should read '**Assistant Headteacher Rachel Bates**'.

Re: item 13.3 fourth line should read '**17th July 2014**', not '20145'.

7. MATTERS ARISING FROM THE ABOVE MEETING 11 FEBRUARY 2015

7.1 **Re: item 13.3.1** – It was reported that the issue regarding the use of emergency salbutamol inhalers had been discussed by the CFCC as well as the issue regarding insulin. The Headteacher felt that the school was being put under pressure by the District Nurse to administer insulin. The staff will not be administering insulin to a child but would be overseeing the self-administering of it. The parent of the child concern was available to do it, and it was felt that it was not appropriate for the school to carry out this task. As mentioned, the parent is available to do it and the daughter has a responsibility to do it. Initially the school had difficulty getting in touch with mum and dad so oversaw the child administering the insulin themselves. The Headteacher informed governors that if there was an emergency then she will make a judgement call. The child at the moment is very young but is learning how to administer the insulin herself. In response to a question raised, it was reported that children look after their own inhalers. There are 3 children with epi pens. Staff have had training on epi pens.

7.2 **Re: Item: 3.3.2 Islamic school** – It was **AGREED THAT** this this item will be discussed later in meeting.

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

Main Business:

8. PUPIL PREMIUM - UPDATE

8.1 The Headteacher reported on how the pupil premium funding allocation was used at the last Resources committee. There was a decrease in funding because of the drop in the number of families who were now eligible for fsm. Last year's Year 6 out of 60 pupils 41 were eligible for pupil premium. With the current Reception classes 23 out of 60 pupils are eligible for fsm. Generally across the school numbers are decreasing. The reason for this is that the threshold for benefits has changed. More families are out to work and if they receive tax credit they do not get fsm. The rules have changed and there are more working families but they are on low pay. The school continues to get those parents who are eligible to apply for fsm to apply even if they do not take up the fsm.

8.2 The Pupil Premium funding will rise from £1,300 to £1,320 per pupil this year. The school plans to continue to spend the funding to help close the attainment gap. The school was looking at the best way of using the premium funding received on the various interventions and strategies that has helped to close the gap for example on 1:1 support, specialist teacher, additional teachers, HLTAs across the school, and to continue with the Saturday School. The school will be working with the targeted children to close the attainment gap. As mentioned previously, there has been lots of interventions/strategies in school from the Early Years to Year 6. The children needing support have been identified and the relevant interventions and strategies will and have been put in place which are all monitored to ensure that the children are moving on. As mentioned, additional 3 TAs (Teaching Assistants) have been working with pupil premium children. The school remains committed to closing the attainment gap between fsm and non-fsm children.

8.3 The Pastoral Care Team is running workshops for Year 6 pupils and doing outreach work with secondary schools as part of transition.

8.4 As mentioned previously, the school's Library project has been set up to boost reading by having high quality reading material available to get the children reading more. £13k has been allocated to the project which is due to happen shortly.

8.5 A lot of work is being done on pupil attendance by the Pastoral Team. Pupil attendance is high. 40 children will be receiving certificates for 100% attendance. The children want to come to school. The Education Welfare Officer (EWO) has been asked to present what the impact is around attendance on the various strategies that have been put in place to affect improvement.

8.6 The school has also spent the funding on funding the trip to Pendragon so that all children can have that experience. Funds are spent on various school trips and organisations come in so that the children get a wider experience of things.

8.7 It was noted and highlighted that the use of speech and language therapist has also had a significant impact on closing the attainment gap. The school did not appoint an Educational Psychologist but will try and do so.

8.8 The Headteacher reported that she had attended a conference regarding pupil premium and how best to spend the funding received. The Headteacher felt that there was nothing suggested from the conference that the school was not already doing to support each child in school. Cross peer tutoring with Durham University will be starting

in September – low cost for high impact. There are lots of different things going on in school to try and close the attainment gap.

8.9 The school is careful how it spends its pupil premium funding allocation to ensure that it benefits those pupils that need the support in closing the attainment gap. Having additional staff in the classroom plus the interventions in class is working in helping to close the attainment gap. The school's very good SATs results showed that the impact of all the intervention and strategies in place is working.

9. SCHOOL DEVELOPMENT PLAN (SDP) - UPDATE

9.1 The Headteacher reported that the SLT (Senior Leadership Team) is putting/reviewing the Action Plans together so that the new (draft) SDP 2015/16 will be reviewed and presented to governors at the Governors Away Day on September 23rd September 2015.

[Action: Headteacher]

It was AGREED to take item 10 and 11 together

10. HEADTEACHER'S ITEMS/REPORT (VERBAL) & 11 SCHOOL TO SCHOOL SUPPORT

10.1 The school is continuing to work with the Tollgate Teaching Schools Alliance. The Headteacher is still supporting a governing body in Waltham Forest who have now appointed a new Headteacher. Anoria Simmons, Assistant Headteacher, will be visiting the school tomorrow to give more support. The school (DHN&PS) will do more to get more commissioned work. The Headteacher is working with Haringey about school to school support across the borough. The Headteacher told governors that they will need to consider the future regarding possibly being an academy trust as academies is what the current government want for all schools. It was felt that governors needed more information and training regarding academies trust as the landscape was changing. Haringey schools results were improving all the time all were good or outstanding. The majority of primary schools are sound. Haringey is a good place to be educated. It was felt that small academy groups were better than being run by big academies groups. It was **AGREED THAT** the PowerPoint briefing presentation from Tim Coulson regarding academies is circulated to all governors.

[Action: Headteacher Clerk]

10.2 **Nursery places for September 2015** – The nursery is currently not full for September so the school will be distributing flyers to promote the nursery. Flyers will be distributed in the main community languages. The school will also be advertising on a group of local buses over the summer. An example of what the advert will look like was shown round. The cost of the advert on the local buses is approximately £2k. The school will be competing with other settings for nursery places.

11. SCHOOL TO SCHOOL SUPPORT

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

12. CHAIR'S ITEMS

12.1 The Chair reported that there were no particular items that he wished to raise as all matters 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 Curriculum & Achievement committee meeting held on 7th July 2015. Penny felt that it was a good meeting and had a full complement of governors. The main items discussed were EYFS Phonics test, the excellent KS1 and KS2 SATs Results, school policies (SRE Policy), independent learning, raising maths standards, maths reasoning, weekly writing targets in books, and green pens marking. The committee will be looking at carrying out a Learning Walk next term and would also be looking at celebrating British values. Three Year 2 children had attended the meeting to share their work with the committee (maths books) – the children were asked to comment on what they had learned.

13.1.1 **EYFS Phonics test** – 83% reached the pass mark which was a big improvement on previous years. The committee talked about how the brighter pupils dealt with the ‘nonsense’ words.

13.1.2 **KS1 SATs Results** – There was an improvement on the targets set for example Reading 33% achieved Level 3. The school was congratulated on the 100% accuracy for predicting the KS1 results from the external moderator.

13.1.3 Year 6 pupils exceeded the predicted targets set. KS2 results were brilliant

Shaheen Ferdaus gave his apologies and left the meeting at this point because of Ramadan. Governors thanked Shaheed for attending the meeting.

13.1.4 **KS2 SATs results** (Year 6)

- Reading – 85% achieved Level 4+ (last year 81%)
 - Writing – 88% Level 4+ achieved (last year 81%)
 - GP&S – 88% achieved Level 4+ (last year 75.9%)
 - Maths – 93% achieved Level 4+ (last year 84.5%)
 - English & Maths Combined – 83% achieved (79.3% last year).
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- Reading 48% achieved Level 5+ (last year 51.7%) Above the national average
 - Writing 43% achieved Level 5+ (last year 17%) Above national
 - GP&S 67% achieved Level 5+ (last year 48%) Above national
 - Maths 52% achieved Level 5+(last year 34%) also above last year national
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- Reading/Writing/Maths – 33% achieved Level 5+ (last year 15%)
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- Reading Level 6 – One child was 1 mark away from achieving a level 6. The school is appealing this.
 - Writing Level 6 – 1 child achieved a Level 6 in writing (none last year)
 - GP&S – 10% achieved Level 6 (last year 3.4%)
 - Maths – 12% achieved Level 6 (6.9% last year).

13.1.4 The school and governors were really pleased with the brilliant scores achieved which will be in the RAISE online document when available.

13.1.5 Governors gave their congratulations to the Headteacher and all teachers for the fantastic results. The progress by the children was really good. All the extra funding that the school had invested in had paid off. This showed how great and hard working the staff were in getting the children to achieve the excellent results. The school and Governing Body was very pleased with results achieved. the staff were

13.2 **Resources** – The Chair reported that Resources committee had met twice since the last governing body meeting and had reviewed the 2015/16 budget. The committee had again looked at and noted the underspend(surplus) as mentioned previously. The surplus was largely ear marked for premises projects planned for the future. The budget is healthy.

13.2.1 **Premises** – Graeme Patterson reported on some of the major projects that has been planned for the summer which included for example upgrading the facilities, improving security and the trim trail.

13.3 **Children, Families and Communities (CFCC)** – Navdeep Kaur reported that the Therapy Dog will be purchased this week and trained over the summer.

14. GOVERNORS VISITS

14.1 **Governor link visits** – As mentioned, all governors were welcomed to visit the school. Appointments must be made via the Headteacher. Steven Lock and Stephen Stephens had both visited and had had lunch with the children. Penny Woolley had visited also and had meet with Rachel Bates Assistant Headteacher. Penny commented that parent/carers response to the Therapy Dog has been positive. The Headteacher reported that the school had had 2 responses from parents who did not want their children involve with the Therapy Dog but who were completely friendly about it.

15. GOVERNOR TRAINING (CPD – CONTINUING PROFESSIONAL DEVELOPMENT)

15.1 The governor termly (summer term 2015) training brochure from Haringey had been previously circulated to all governors.

15.2 All governors were encouraged to attend the training provided by Haringey or online (Modern Governor) especially **new governors** (Giuseppe Sollazzo) as this will help with understanding governors strategic role and responsibilities. The governor training sessions are also refreshers for experienced governors. The training available is valuable and helpful to all governors including experienced governors. It was recommended that all governors attend the safeguarding training. Steven Lock who had attended the safer recruitment training encouraged all governors to attend this training also.

[Action: ALL Governors]

16. DATE & TIME OF FUTURE MEETINGS NEW ACADEMIC YEAR 2015/16

16.1 As mentioned earlier, the annual calendar for FGB and committee meeting dates for the new academic year 2015/16 had been circulated. It was **AGREED THAT** governors should put the meeting dates in their diaries.

[Action: ALL Governors]

FGB Meetings

- Wednesday 23rd September 2015 – **Governors Away Day, at 10.00am, at West Lodge Park Hotel, Cockfosters Road, Hadley Wood, Barnet, Hertfordshire EN4 0PY**
 - 9th December 2015
 - 3rd February 2016
 - 9th March 2016
 - 18th May 2016
 - 13^t July 2016

All FGB meetings will commence at 6.30pm, unless stated otherwise.

Resources committee

- 18th November 2015, at 3.30pm - clerked
- 13th January 2016, at 3.30pm - clerked
- 24th February 2016, at 3.30pm
- 27th April 2016, at 3.30pm
- 22nd June 2016, at 3.30pm
- 6th July 2016, at 3.30pm extraordinary meeting

Curriculum & Achievement committee

- 29th September 2015, at 13.30 – not clerked
- 17th November 2015, at 8.00am - clerked
- 12th January 2016, at 13.30 - clerked
- 23rd February 2016, at 8.00am
- 26th April 2016, at 13.30
- 21st June 2016, at 8.00am

Children, Families and Community Committee(CFCC)

- 11th November 2015, at 9.30am- clerked
- 6th January 2016, at 9.30am - clerked
- 2nd march 2016, at 9.30am
- 20th April 2016, at 9.30am
- 15th June 20156, at 9.30am

16.2 Governors were asked to let the Headteacher know if they can't make any of the dates put forward/suggested.

16.3 The Chair Stephen Stephens informed the meeting that he will be resigning his governor position and will be stepping down as chair of governors because of his work commitments early next year. Governors thanked Stephen for giving notice of his intentions to step down which will give then sufficient time to find a replacement.

18. ANY OTHER URGENT BUSINESS

18.1 The Headteacher explained the dragon's den programme held in school for the pupils. Pupils presented their ideas to the Headteacher and her PA Sylvia Chambers. It was a good programme. Pupils were very supportive of each other when presenting their cases to the panel. The school will do this programme again next year. Approximately £100 was raised.

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 8.45pm

Signed:.....

Date:.....

Stephen Stephens

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