

**DEVONSHIRE HILL NURSERY AND PRIMARY SCHOOL**  
**Minutes of a Meeting of the Full Governing Body**  
**held on 17 December 2014 at 6.00PM,**

**Attendees:**

Name	Initials	Governor Type	Term Ends	Present/ Absent /Apologies
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	Apologies
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
<b>Vacancy</b>				
Daisy O'Leary	DO		04.6.18	Absent
Graeme Patterson	GP			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>Deputy Head</b> )		<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**

1.1 The Chair welcomed everyone to the meeting.

1.2 Congratulation would be sent to Navdeep Kaur who had had a baby girl.

1.3 Governors wished Rahat a happy birthday.

1.4 Shaheen Ferdaus, the newly elected parent governor, was introduced and welcomed to the meeting. All present introduced themselves individually for the benefit of Shaheen. Shaheen was given a Governors handbook.

**2. APOLOGIES FOR ABSENCE**

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

2.2 The Chair again expressed his unhappiness regarding the non-attendance of some governors at governing body and committee meetings. The Headteacher read out an extract from Ofsted regarding what Ofsted said about the role that governors play in the leadership and management of the school and how they can bring down the judgement of

the leadership and management of the school if governance is judged to be weak because governors do not attend meetings and were therefore unable to effectively challenge and hold the school to account in line with their roles and responsibility as 'critical friends' without complacency.

2.3 It was **AGREED**, after discussion, that the Clerk will write to the absent governors about their non-attendance enquiring as to the reasons why they were not in attendance and give them a deadline of the 5<sup>th</sup> January in which to respond. If they do not respond by that date it will be deemed that they no longer wish to be a governor at the school and they will be dismissed from the governing body. It was **AGREED** that the school needed a fully functioning governing body.

**[Action: Clerk]**

2.4 The School Business Director **AGREED** to look at finding a suitable replacement for Daniel Shah who had had to resign from the governing body.

**[Action: School Business Director]**

2.5 Governors again **AGREED** to **note**, not accept, apologies received.

2.6 It was further **AGREED** that in future the Chair/Clerk will write to governors and let them know when they had missed 2 consecutive meetings.

**[Action: Clerk]**

### **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 As mentioned, Daniel Shah (community governor) had resigned and a replacement will be sought.

**[Action: School Business Director]**

4.3 The Clerk **AGREED** to inform Haringey that Shaheed Ferdaus has joined the governing body, as an elected parent governor, so that he can receive the relevant governor training information/brochure.

**[Action: Clerk]**

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

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

5.1 **Pay Policy** – The LA had not yet provided its schools with a model pay policy. However, 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 despatched with the e-agenda. The Pay Review Committee had met on 22<sup>nd</sup> October 2014 but had been unable to bring a recommendation to this meeting. It was noted that the person in Haringey dealing with this item had moved to another post/position. It was **AGREED** that Haringey will be chase again in January 2015 about

providing a model pay policy. The school will also try and find out what other Haringey schools are doing about this matter.

## **6. MINUTES OF THE GOVERNING BODY MEETING FOR APPROVAL PREVIOUS MEETING HELD ON 8 OCTOBER 2014**

6.1 Subject to the notified amendment the minutes of the governing body meeting held on 8<sup>th</sup> October 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.

Item 7.3.1 **Behaviour Policy**, 8th sentence delete the word '**exist**' and replace with '**exit**'

Item 19.1 **Curriculum & Achievement** – should read after which '**....would have been inquorate if Tina Georgiades had not agreed to attend as a staff governor**'.

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

7.1 **Re: School website** – The Headteacher reported that the new Resource Assistant will be tasked with keeping the school's website up to date so that the school is compliant. The website will be a "window into our school".

7.2 Penny Woolley reported that the school's SEND Offer, which should be on the web site, needs updating again. The School Business Director commented that she needs to speak to Headteacher first about the amendments before the SEND Offer goes on the website.

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

7.3 The Headteacher informed governors that the school will stop its Twitter account.

7.4 It was **AGREED** that the Shaheen Ferdaus, the new parent governor, will be given a register of business interest form to be completed and return to the school.

**[Action: School Business Director]**

7.5 The School Business Director reported that the list of statutory policies, with review dates, that the school should have in place is in place. The alphabetical list of policies was tabled and circulated. It was planned that all committees would look at the list at their respective meetings in the New Year and action accordingly.

**[Action: ALL Committees]**

7.6 It was **AGREED** that the Complaints Policy need to be added to the policy list. The School Business Director **AGREED** to email the list to clerk to be circulated, via email, to the chairs of committees.

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

7.7 **Re: Behaviour Policy** – The Headteacher reported that she was informed that schools should be listing the sanctions that would be given out as a result of certain inappropriate behaviour in the Behaviour Policy. This is already carried out by Church of England schools. Unfortunately Haringey was poor at letting schools know of the changes that they needed to implement. The Headteacher **AGREED** to share the list that she has received with governors which outlined the definition of level of sanction for the different types of inappropriate behaviour. It was also noted and highlighted that Haringey has not come back to the school with advice regarding the DBS checks. It was **AGREED** that the Chair will write, on behalf of the governing body, to Haringey regarding the issues of concern highlighted above so that the school is compliant .

**[Action: Headteacher & Chair]**

## **Main Business:**

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

8.1 The School Business Director reported that the school has received additional Pupil Premium funding and will need to decide how this additional funding will be allocated to help close the attainment gap. The School Business Director will be working with Tina Georgiades on this in January 2015 and will report back on the revised funding and data which will included the Year 6 targeted group. The school will need to think of the best way of using the additional funding received.

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

8.2 Governors were reminded about the importance of the pupil premium funding, which 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. The school is one of the most deprived schools in the LA area. 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. The governing body had agreed to have 3 teachers in Years 5 & 6 and this is making a difference.

8.3 There are now 16 2 year olds in school.

8.4 **Saturday School** – The main issue for the school is chasing up parents of children who were targeted but were not attending. 42 pupils are eligible for the Saturday school. 32 pupils attend regularly. The importance of holding 1:1 meetings with parents for them to understand the reasons for the Saturday school was paramount. Those not attending had appointments with either the Headteacher or School Business Director (5 go to School Business Director and 5 goes to Headteacher).

8.5 Schools are required to report on the Pupil Premium funding and PE and Sport funding received, how the money is spent, on what and its impact. As mentioned, the information is to be published on the school's website in accordance with the requirements for publication and Ofsted. 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 will be meeting in January 2015, with the Action Plan holders and bring back her findings to the full governing body. All Action Plans holders delivered CPD sessions to most of school regarding what they are doing in the classrooms. Refresher sessions are carried out as necessary. Those leading are promoting their respective subjects areas. The action plans will be quality assured by the Headteacher. The Headteacher and School Business Director have spent time developing the Pastoral Team. The SDP is a working document which would be reviewed and updated by the SLT.

9.2 Following her visit the School Improvement Consultant produced a report of her findings which the Headteacher received and which will be shared with governors. The Headteacher found the Consultant helpful and constructive in her challenges. The Consultant interviewed and talked to a range of staff about their various roles. The Consultant highlighted the importance of parental involvement and the school building a better relationship with parents and target setting more of having a dialogue with parents as part of the school being inclusive. It is good practice to engage parents and record their views. A good example of parental engagement was what the school was

doing in the Early Years (EY). It was suggested that this example of involving, consulting and engaging parents and parental consultation on a rolling programme should be done across the school. The strength in in the SEND provision across school was also noted

9.3 The Headteacher commented that most of the staff at DHN&PS have only worked at this school and the NQT (Newly Qualified Teachers) are new to teaching so the only view that they have is what this school does therefore the school will need to consider bringing in other outside experiences for example working with the Tollgate Alliance. The Chair acknowledge this point however he commented that it is good to appreciate outside help but it is also good for the school to have its own teaching practices (ways) especially if it is good. In response to a question raised, the Headteacher replied that she found the report the consultant helpful.

9.4 Shaheen Ferdaus was asked if he had a preference which subcommittee he wished to join. The Chair briefly outlined what each committee did referring Shaheen to the committees' terms of reference which outlined what each committee was responsible for (a copy was included in the Governors Handbook). It was recommended that Shaheen join the Children, Families & Community committee (CFCC). Shaheen's attention was drawn to the glossary of education terms used in handbook. The committee membership will be amended to take account of the above.

**[Action: Clerk]**

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

10.1 The post graduate students (32) from the University of East London and Middlesex University (4) had all left the school on Friday. The school will get feedback from the teachers on how they felt the programme went. The school worked all year with the students from Middlesex University. The Headteacher expressed her thanks to the teachers and SLT for managing the 40 trainees in school and all the work involved e.g. carrying out observations. In response to a question raised, the Headteacher replied that the school receives funding for the trainees from Middlesex University but not for the students from East London.

10.2 There was also a 2 week placement for students from another school in Haringey from Teach First.

10.3 The Headteacher tabled and circulated Haringey's league table results for KS2 for 2014. Governors attention was drawn to the 4<sup>th</sup> column regarding 'Value Added' and the progress indicator. The school was joint 6<sup>th</sup> for Value Added with 2 other schools which the Headteacher and governors thought was a brilliant achievement. The school was one of the top highest achieving primary schools in Tottenham. The school is in the most deprived area (deprivation) in Tottenham. Governors were referred to the DfE performance tables which showed how the school was improving over the years. The school was improving year on year. The school is attractive to parents. Parents wanted to send their children to the school.

10.4 The school has secured the services of a company to produce data reports for the school which will be circulated electronically to all governors in January 2015. Examples of the reports that they would produce for the school were shown round which included a report on ethnicity, budget and SEND. There are 13 reports in total. It was felt that the reports produced by this company were more user friendly than the RAISE online data document produced by the DfE. The SLT will be look at the various reports.

**[Action: Headteacher]**

10.5 Tina Georgiades talked about the various strategies that the school is employing with the help from the Tollgate Alliance who had run a programme regarding narrowing

the gap. Part of the programme is the drive to accelerate the level of learning. Their results have been very good and effective. The school is looking at ensuring that the those children who need it make accelerated progress. This will be reported on in more detail at the Curriculum & Achievement committee meetings.

10.6 The closing date for the advert for the Assistant Head for Inclusion position is 7<sup>th</sup> January 2015. Interviews will be held the following week. The school hope to make an appointment for April. In the worst case scenario where no appointment is made then the Headteacher will take the overarching lead role for this position. The school will also be looking to recruit to the other Assistant Head position in January 2015. The Headteacher **AGREED** that governors should be involved in the recruitment process regarding the leadership positions.

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

11.1 As mentioned, the School Business Director is doing SLE work with a school in Newham. This will be initially for 5 days'. Tina Georgiades will be doing work with a school in Hertfordshire. 2 other staff members will also be working with the school in Hertfordshire and they in turn will bring their staff over to this school. The Headteacher will be doing work with another governing body regarding their Headteacher appointment. The school is also using SLE internally to support staff.

11.2 Four school were looking at the school's EY provision regarding what the school was doing in terms of best practice. There is also a school from Hackney looking at the school's 2 year old provision.

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

12.1 The Chair reported that he had no items except to remind governors about his earlier concerns regarding governor attendance at meetings.

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

13.1 **Curriculum & Achievement** – Penny Woolley reported following the last Curriculum & Achievement committee meeting held. The committee had discussed various items which included the following:

- Governor attendance
- Sex and Relationship Policy
- Pupil voice – Blue Box - opportunity for children to raise any issues of concern which is recorded and dealt with
- RAISE online 2013/2014
- Report from school improvement adviser
- School Improvement Plan, Action Plans and Performance Management targets.
- SATs Results – SIP Adviser congratulated staff on excellent results.
- Presentation by Anoria Simmons (Acting Deputy Headteacher KS2) on aspirational target for 2014/15
- Pupil Premium
- Saturday School
- New assessment tool across school – Year 2 & Year 6 on old assessment.
- Vulnerable groups – added white British to underachieving groups
- SEND Register update.
- Educational Psychologist re: speech and language.

13.1.1 Penny Woolley had had her last meeting with the SENCO (Ruth). Penny expressed her personal thanks to Ruth for her patience and understanding and also thanked her on behalf of the governing body wishing her well in her new position.

13.1.2 The Headteacher will write on behalf of governing body thanking her for her valuable contribution to DHN&PS.

**[Action: Headteacher]**

13.1.3 **Pupil Premium, fsm and Narrowing the Gap** – The school remains committed to narrowing the attainment gap between fsm and non-fsm children. How the school spent its Pupil Premium funding, what it was used for, how much it is and what the school's approach to the Pupil Premium is and the interventions and strategies that the school has put in place to narrow the gap for pupils who were at risk of underachieving was again noted.

13.2 **Resources** – In reviewing the projected outturn at their recent Resource committee meeting, Governors note a projected surplus of circa £60K which included commitments to future projects discussed in December 2014, in particular, the need to continue to build up a contingency provision for the possible renovation of the Year 6 block. Revisions to the Pupil Premium budget were under discussion to take account of likely slippage in programmes primarily due to staff sickness. Budget underspends against the Pupil Premium Grant will be discussed at the Resource committee meeting in January 2015 and reflected on the Quarter3 Outturn.

13.3 **Children, Families and Communities (CFCC)** – Penny Woolley reported that the artist has been contacted and he is still willing to do a Mural in the school. This will be discussed further as well as seeking the pupils views regarding this item.

13.4 The PE and Sport Premium report to governors was circulated. Steven Lock took governors through the report highlighting what sports funding is, the purpose of the funding, possible uses of the funding and the amount that the school received in 2013/14 and the allocation for 2014/15 and how much has been spent and on what.

13.5 It was **AGREED** that the school will need to think about how the school will spend the funding received on a sustainable long term sports project. This is being looked into. The school was waiting for the contractors to mark out the pitches as this could potentially generate extra funding for the school. The school is looking at constructing an adult toilet. Governors attention was drawn to the options of how the school could spend its sports funding for the whole school. This item will also need to be included on the school's website.

## **14. GOVERNORS VISITS**

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

14.2 The Chair, Penny Woolley and Steven Lock had all visited the school in their respective link capacity.

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

15.1 Penny Woolley reported that she has spoken to the SBD regarding the impact statement. The Chair reported that the Resources committee should focus on how it will deal with the internal audit report. The SBD will send in examples of the impact statements for governors to look at.

It was **AGREED** that an interim chair for the CFCC is needed because of Nav's absence due to having a baby. The Chair **AGREED** to discuss this with the Headteacher and Penny Woolley and come back to SBD.

**[Action: Chair, Penny Woolley & Headteacher]**

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

16.1 The governor termly training brochure from Haringey is circulated to all governors. This item had been discussed earlier in the meeting. There was nothing further to add at this stage.

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

17.1 The next full governing body meeting will be held on **Wednesday 11<sup>th</sup> February 2015, at 6.00pm, in the school.**

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

**17.3** Penny Woolley will check with committee members regarding the meeting dates possible change.

**[Action: Penny Woolley]**

**18. ANY OTHER URGENT BUSINESS**

It was **AGREED** that the flowers will be sent to Navedeep Kaur congratulating her on the on the birth of her new baby girl.

**[Action: SBD]**

**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**