

**DEVONSHIRE HILL NURSERY AND PRIMARY SCHOOL**  
**Minutes of a Meeting of the Full Governing Body**  
**held on 18 March 2015 at 6.30PM,**

**Attendees:**

Name	Initials	Governor Type	Term Ends	Present/Absent /Apologies
<b>Vacancy</b>		<b>LA (1)</b>		
Mr Shaheen Ferdaus	SF	<b>Parents (3)</b>	16.12.18	Present
<b>Vacancy</b>				
<b>Vacancy</b>				
Ms Navdeep Kaur	NK	<b>Co-opted (7)</b>	12.09.17	Present
Ms Penny Woolley ( <b>Vice-Chair of Governors, until 31 August 2017</b> )	PW		12.09.17	Present
Stephen Stephens ( <b>Chair of Governors until 31 August 2017</b> )	SS		12.09.17	Present
Mr Steven Lock	SL		12.09.17	Present
Ms Sue Betts	SB		10.02.19	Present
Ms Cordelia Shackleton	CS		10.02.19	Present
Mr Graeme Patterson	GP		15.07.18	Present
Ms Tina Georgiades	TG		<b>Staff (1)</b>	12.09.17
Ms Julie D'Abreu	JD	<b>Headteacher</b>	Ex-officio	Present
Vacancy		<b>Associate Members (2)</b>		
Ms Rahat Aboobaker ( <b>School Business Director SBD</b> )	RA		08.10.17	Apologies
Selwyn Harper	SH	<b>Clerk</b>	N/A	Present

**AGENDA PART 1 – Public Items**

**1. WELCOME**

1.1 The Chair welcomed everyone to the meeting.

**2. APOLOGIES FOR ABSENCE**

2.1 There were no apologies as all governors in post were in attendance. An apology for absence was received from Rahat Aboobaker, SBD (Associate Member).

2.2 Governors again **AGREED** to **note**, not accept, any 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 Ephraim Ekpenyong (LA governor), Tanaka Sekitoleko and Christene Hyman (Parent governors) had all resigned their governorship for differing reasons. As a result there were now three vacancies on the governing body. As mentioned, Haringey LA has been informed of Ephraim's resignation so that a suitable replacement can be found. The Headteacher reported that the LA has sent through a range of CVs of potential candidates to fill the LA vacancy. The Chair and Headteacher will look at and report back.

**[Action: Chair & Headteacher]**

4.3 The Headteacher reported that the letter asking for nominations to fill the 2 parent governor vacancies has been sent to parents and an election will be held if necessary.

**[Action: Headteacher]**

4.4 Sue Betts reported that she had given her register of business interest form to the Headteacher. Cordelia Shackleton reported that she had emailed her signed register of business interest form to the School Business Director.

4.5 Penny Woolley reported that the Curriculum & Achievement committee needed more non-school based governors to be in attendance. Stephen Stephens **AGREED** to attend the next Curriculum & Achievement committee meeting scheduled to be held next Tuesday 24<sup>th</sup> March 2015, at 1.30pm. It was noted that Tina Georgiades will be able to attend more committee meeting once she has completed her course in September.

**[Action: Stephen Stephens]**

4.6 It was **AGREED** that the position of chair of the Curriculum & Achievement and CFCC committees will be discussed, by the full governing body, in the new academic year 2015/16.

**[Action: Full Governing Body]**

## **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 **Attendance Policy** – The draft attendance policy had been circulated with the e-agenda. The main changes made to the policy were highlighted in blue for governor attention and to note. **The Governing Body FORMALLY APPROVED the Attendance Policy**, as recommended by the Curriculum & Achievement committee.

5.2 The Headteacher informed governors of the concerns that the school has regarding a small group of families who have poor attendance because they constantly book holidays before the end of term and book extended holidays for example at Easter. The parents have been informed that it is illegal but they still go on holiday unfortunately the school cannot impose a fixed fine until they are absent for 10 days. Overall attendance is good. The children are rewarded for good attendance. In response to a question raised, the Headteacher replied that some parents do ask for time off during term time but are reminded that they should be taking leave during the holiday periods. The number of parents requesting leave during term time has reduced enormously. Less parents are asking and taking leave during term time. Attendance currently stands at around 94.6% - the school would like this to be higher. There is a focus on those groups who pull attendance down, although again it was noted that overall attendance has improved. The school has robust systems in place to deal with all attendance issues. Families are aware of the school's position regarding attendance, which is on the school's web site. When new parents join the school they are directed to look at the website regarding this matter.

5.3 The Curriculum & Achievement committee had looked at the SRE (Sex, Relationship Education) Policy. The SLT (Senior Leadership Team) will be having further discussions with the Curriculum & Achievement committee regarding how the SRE programme is taught in this school at the next committee meeting. The policy will then be ready to be brought to the full governing body for formal approval. The school has in place what is taught and when.

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

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

6.1 Subject to the notified amendment the minutes of the governing body meeting held on 11<sup>th</sup> February 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 7.3 should read re: '**dbb**', not dbd

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

7.1 **Re: Item 7.3 dbb** – The Headteacher reported that the majority of staff had signed their disqualification by association declaration form and returned it to the school and this has been added to the SCR (Single Central Register) as part of safeguarding. Those staff who were absent when the disqualification by association declaration were circulated are being chased up.

**[Action: Headteacher]**

Governors were reminded to complete their disqualification by association declaration form if they have not done so already. The Chair **AGREED** to do his.

**[Action: Chair/Governors]**

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

### **Main Business:**

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

8.1 The Headteacher reported that this item will be discussed in detail at the next Resources committee meeting in April 2015.

8.2 Every 3 and 4 year old from a low income family will receive the early years pupil premium. The funding would follow the child. If they leave the school so will the funding. It was noted that although the school (Tina Georgiades) had had to ask the difficult question of parents regarding their personal details etc. which was very challenging it is Haringey that determines who is entitled to what after the school provides them with the necessary data for example NI details and information about their income. There are a number of pupil who attract pupil premium funding across the school. Parents will be reminded of the importance of completing the eligibility forms about fsm so that the school receives its maximum pupil premium funding. The school continues chasing up parents to sign the fsm eligibility form. It was noted that Haringey carries out the admissions for 2 year olds. The school carried out the admissions for the 3 and 4 year olds.

8.3 Early Years pupils get free milk and the infants get a free portion of fruit in addition to funded lunch. All children who get pupil premium in the juniors get free school milk in addition to fsm. This is new and just come into force. The school has to pay for the milk

out of its pupil premium allocation and ensure children get it (All infants get it). The school will monitor, after Easter, the uptake. The smaller children will receive their milk in a carton. The school will encourage self-service for the older children by purchasing a dispenser for milk. The school is not aware of the cost for non-fsm children. This will be looked at in the summer.

8.4 Tina Georgiades talked about the various robust key piece of work she has been engaged in with the help from the Specialist Leader from the Tollgate Alliance for pupil premium pupils focusing on closing the gap or attainment with their peers. There has been lots of interventions/strategies in school from the early years to Year 6. Children have been identified and the relevant intervention set up which are all monitored to ensure the children are moving on. The school has hired more people to work with pupil premium pupils. There are an additional 3 TAs (Teaching Assistants) working with pupil premium children. There are at least 2 adults in each class working with targeted groups. The school is looking at ensuring that those children who need it make accelerated progress. The school remains committed to narrowing the attainment gap between fsm and non-fsm children. The Headteacher **AGREED** to circulate via email the pupil premium interventions and strategies that are in place around the school.

**[Action: Headteacher]**

8.5 **Saturday School** – The main issue for the school is chasing up parents of children who were targeted but were not attending the Saturday school. Those children who don't attend Saturday class are kept in at lunch time to do the necessary work.

8.6 **Easter school** – This is a new initiative/trial for Year 6 pupils. The pupils are invited to come into school for additional learning for the first 4 days of the Easter holidays. It's for the whole day and includes lunch funded and provided by the school. The school has tried to explain to the parents the benefits this will bring. The work involved would range from 1 hour for English and 1 hour for maths and a couple of hours for sports afterwards. The school has tried to make it an attractive offer for families. In response to a question raised, the Headteacher replied that it is just for year 6 pupils and is only for the first 4 days of Easter.

8.7 In response to a question raised, the Headteacher replied that the SATs will be held the week of 12<sup>th</sup> May 2015.

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

9.1 The Headteacher showed governors the Science Action Plan as an example of what the whole SDP looks like. The plan is colour coded and was update in January 2015 and is a working document. The school's key target areas are identified and underpins what the SDP is. There are 10 main areas which includes health and safety and building development. More detailed discussion on the SDP will be held at the Curriculum & Achievement committee meeting arranged for next Tuesday.

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

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

10.1 As mentioned previously, it has been a challenging time for the school because of the office restructure and the reduced SLT.

10.2 The Headteacher recently had her 1:1 meeting (5<sup>th</sup> March 2015) with the School Improvement Partner (Adviser (Sian)). The focus was to look at the current staffing levels. The Headteacher's priorities were agreed with Sian. The Chair of Governors will see the School Improvement Partner's report when it becomes available.

10.2 There will be a full complement of the SLT in July 2015 following the appointment of the Assistant Headteacher (AHTs), (there will be 5 AHTs positions across the school after Easter), and staff returning from maternity leave.

10.3 The biggest strain on the SLT was working without a SENCO. The Headteacher and Tina Georgiades had picked up this work. The school has released the newly appointed SENCO (Rachel) to attend the SENCO Conference in Haringey. The Headteacher gave a brief report on the 2 recently appointed Assistant Headteachers (Michael and Rachel) regarding their work experience to date. Michael experience includes early years & KS1, mentoring NQTs, system management strength and a range of experience and comes highly recommended. Rachel comes from Enfield infant school, a 5 form entry school, children centre, infant and junior school. Rachel is a fully qualified SENCO as all SENCOs now have to be qualified under the new code of practice. Rachel has a good understanding of working in this locale. Both Michael and Rachel will be coming in to school over the Easter holidays.

10.4 After Easter, Anoria Simmons and Tina Georgiades will revert to their substantive positions as Assistant Headteachers as both were acting Deputy Headteacher. The Headteacher said that both Anoria and Tina have just done an amazing job. Everything they were asked to do they did and have run the school confidently. It has been an amazing experience. Tina said it was a good experience which she enjoyed. The Governing Body expressed their huge thanks and congratulations to Tina and Anoria for their valuable contribution to the school.

10.5 It was felt that the teachers will feel more confident regarding what the goals are once the school gets to the end of teaching the new curriculum for a year. The school will know the pace and where children should be and their depth of learning that they should have. After 1 year staff will feel more confident what the goal is at end of year. It has been a challenge moving from one Assessment tool to another and the new terminology being used. Staff are using the old alongside the new language for example if a 3c what is it now under new language. There has been lots of CPD on it. The expectation of pupils is now even higher. Teachers have to teach the children better and quicker. The school is in a challenging area because of number of children it has to have to work with. As mentioned the school has employed more TAs to support teachers in pupil premium. There is no issue around resourcing because of the pupil premium funding.

10.6 A Learning Walk was carried out looking at marking in books. Marking has improved in KS2. Marking is significantly better. There is a better dialogue between the teacher and child. Navdeep Kaur did some work with Anoria Simmons (Acting Deputy Headteacher KS2). The provision and learning in the Nursery is impressive.

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

11.1 As mentioned, the School Business Director is doing SLE work with a school in Newham. The school is also supporting/working with a school in Hertfordshire. Several staff members have also been working with the school in Hertfordshire. The Headteacher continues to support another governing body in their recruitment of a new Headteacher. In response to a question raised, the Headteacher replied that this is the second advertisement for the headship position. The governing body hoped to make an appointment this time around. Several schools were coming in to see best practice carried out in the early years. Although the school is not doing huge projects as previous it is still earning additional funding in this area. As a result, the school spent £25k on the front playground.

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

12.1 The Chair reported that he had four items that he wished to raised, **(i)** Easter School, **(ii)** Asbestos, **(iii)** Chubb and **(iv)** governors.

12.2 **Easter School** – This item was discussed earlier in the meeting (see agenda item 8.6 above). There was nothing further to add at this stage.

12.3 **Asbestos** – Following an annual inspection check carried out by Haringey regarding this item the Chair asked Graeme Patterson whether there was any asbestos in the school. Graeme reported that as far as he was aware there is a very limited amount which is clearly labelled and is encapsulated as per health and safety.

12.4 **Chubb (Access)** – The Chair will be meeting representative of Chubb to try and resolve the matter regarding works that Chubb had agreed to carry out but had not done so satisfactorily which was regarding the installation of a new card entry system for the school. The detail regarding this matter was discussed and included in the minutes of the last full governing body meeting held on 11<sup>th</sup> February 2015 (agenda item 14.1). The meeting with the representative from Chubb will be held on Tuesday 24<sup>th</sup> March 2015, at 2.30pm.

**[Action: Chair]**

12.5 **Governors** – This item was discussed earlier in the meeting (see item 4 above). There was nothing further to add at this stage.

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

13.1 **Curriculum & Achievement** – Penny Woolley gave a verbal report following the last Curriculum & Achievement committee meeting held on 3<sup>rd</sup> March 2015. One of the issues of concern for the committee was the taking of committee minutes. This matter was being looked at by the SBD. The main items discussed by the committee included the SRE Policy and Attendance Policy, focus on English language vocabulary spelling, punctuation and fact retrieval and getting boys reading. 2 pupils showed their work to the committee which was a good experience for pupils to talk about the work that they do. Children are put in charge of their own learning so that they know their expectation and aware of their own targets. It is challenging to the children to show how they understand what they have learnt and to take responsibility for their own response. Its a good challenge.

13.2 **Resources** – The Resources committee had met and looked at quarter 3 outturn. The Chair reported that the SBD has a large booklet of projects that she would like carried out. Many of the resources issues had already been discussed earlier in the meeting which included the issue regarding Chubb and premises issues, asbestos. Bollards have been fitted by the field to stop cars parking there. New turf was laid in the front playground. There is a new initiative get parent involved in 'Devonshire Hill in bloom'. The Headteacher felt that the provision in the playground does not reflect walking into an outstanding school so the school would need to develop the front area. Also, the school needed to have a sheltered area for when it is hot.

Steven Lock reported that he will be meeting with Graeme Patterson regarding looking at health and safety policies.

**[Action: Steven Lock & Graeme Patterson]**

13.3 **Children, Families and Communities (CFCC)** – The minutes of the CFCC committee meeting held on 12<sup>th</sup> March 2015 were circulated prior to the meeting and the contents duly noted. Governors attention was drawn to the good work being carried out by the Pastoral Care Team who were working really well. In response to a question raised regarding the Blue Box, it was confirmed that if a child has a concern or something was

bothering them then they would write down their concern and put in it in the blue box and member of the staff would address their concern and put in place something to support them and their needs. This is carried out by the Pastoral Care Team. Navdeep reported and felt that work carried out by the team is fantastic.

#### **14. GOVERNORS VISITS**

14.1 **Governor link visits** – As mentioned previously, all governors were welcomed to visit the school. Appointments to visit the school must be made via the Headteacher. Penny Woolley and Steven Lock reported on their respective visits to the school.

14.2 Penny Woolley had visited Year 2 and had read to a young Romanian boy who has now started to read to her and starting to make good progress which is recognised by the teacher.

14.3 Steven Lock had visited and had spent 2 days interviewing for a sports co-ordinator. The school has now decided to go along another route regarding this item. Steven meets regularly with Freddie. The school was looking at getting the field up and running and will be looking at potential partnerships who were willing to fund the project for example the installation of changing rooms facilities on the field. The holding of house football and inter school competitions will be investigated

**[Action: Steven Lock]**

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

15.1 The Chair reported that no progress had been made on this item at the moment.

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

16.1 The governor termly training brochure from Haringey is circulated to all governors.

16.2 Sue Betts reported that she had attended the induction training for new governors on 27<sup>th</sup> February 2015. 25 other governors had attended. Sue felt that the session which was for the whole day was really good and was led by Andrew Dodge. Sue received the welcome to governance booklet from the NGA. Cordelia Shackleton reported that she will be attending the induction training for new governors on 15<sup>th</sup> April 2015.

16.3 The Chair reminded all governors that they should all attend governor training in order to keep up with the role and keep abreast of all new governance matters. Governors were reminded to report back following all training session attended. All governors were encouraged to attend the safeguarding training. It was highlighted that the school subscribes to Haringey Governor Services who provides all training free for governors.

It was suggested that someone investigate the possibility of holding a training session for the whole governing body with a governors meeting.

**[Action: Chair]**

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

17.1 It was **AGREED** that the schedule of meetings, previously circulated and included in the Governors' Handbook, will be will be recirculated.

**[Action: Clerk]**

#### **17.2 Full Governing Body Meetings**

- Wednesday 27<sup>th</sup> May 2015, at 6.00pm. It was noted that this date was actually during the half term break. It was therefore **AGREED** that the next full governing

body meeting will be held on **Thursday 4<sup>th</sup> June 2015, at 6.30pm, in the school.**

- **Wednesday 15<sup>th</sup> July 2015, at 6.30pm**

### 17.3 **Committee meeting dates**

#### **Resources committee meeting**

- Wednesday 20<sup>th</sup> May 2015 – The main item of discussion will be the 2015/16 Budget.
- Wednesday 8<sup>th</sup> July 2015, at 3.30pm.

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

- Tuesday 5<sup>th</sup> May 2015, at 1.30pm
- Tuesday 30<sup>th</sup> June 2015, at 1.30pm.

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

- Wednesday 13<sup>th</sup> May 2015, at 10.00am
- Wednesday 1<sup>st</sup> July 2015, at 10.00am

### 18. **ANY OTHER URGENT BUSINESS**

18.1 In response to a question from a governor, the Headteacher replied that if a child does not have a friend to play this would be picked up by the Pastoral Care Team. If there were any other issues for example safety then the Pastoral Care Team would bring the matter to the Headteacher's attention to deal with. If a child had concerns they will usually tell an adult. Children at DHN&PS have a strong understanding in school that they will speak to an adult if they have a concern. The children are confident to talk to an adult regarding any issues of concern. The children still have playground buddies. In response to another question raised regarding Asbestos in the boiler house, it was reported that the asbestos is at a high level outside the external building and the children do not have access to it. As mentioned earlier in the meeting they area is clearly labelled and made safe (see item 12.3 above). This is looked at and monitored by the Site Manager.

18.2 **Away Day** – In response to a question raised, the Chair explained that the away was postponed/cancelled because of the number of vacancies on governing body. It was felt that it was best if there was only 1 away day a year held in September/October.

18.3 **Clerking of committee meetings** – It was **AGREED** that the Headteacher will discuss this item with the SBD. Governors felt that the committees needed to be clerked properly. It was noted that funds have been set aside for the clerking of each committee (CFCC, C&A and Resources).

**[Action: Headteacher & 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 8.39pm**



**Signed:**.....

**Date:**.....

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