

DEVONSHIRE HILL NURSERY AND PRIMARY SCHOOL
Minutes of a Meeting of the Full Governing Body (FGB)
held on 23 September 2015 at 10.00AM,
at West Lodge Park Hotel, Cockfosters Road, Hadley Wood,
Hertfordshire EN4 OPY

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	Present
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	Apologies
Ms Julie D'Abreu	JD	Headteacher	Ex-officio	Present
Mr Gary Wong	GW	Guest / Adviser (2)	N/A	Present
Vacancy				
Selwyn Harper	SH	Clerk	N/A	Present

AGENDA PART 1 – Public Items

1. WELCOME

1.1 The Chair welcomed and thanked everyone for attending the first FGB meeting of the new 2015/16 academic year. Gary Wong, the Acting School Business Manager (ASBM), was in attendance to report on matters as per his new role.

2. APOLOGIES FOR ABSENCE

2.1 An apology for absence was received, in advance, from Tina Georgiades and; an apology for late arrival was received from Cordelia Shackleton. 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. ANNUAL REGISTER OF BUSINESS INTEREST

4.1 The business interest pro forma had been circulated with the e-agenda. All governors present signed a copy, including a NIL return, and passed their completed form to the ASBM, which will be kept on file in the school. The absent governor will be chased up to ensure that she complete her form and return it to the school.

[Action: Tina Georgiades & Clerk]

5. GOVERNING BODY/COMMITTEE MEMBERSHIP

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

5.2 Governors were informed that from 1st September 2015, it is a statutory requirement that all governing bodies must publish, on their school's web site, information about their members which must include the name of the governor, the category of governor, which body made the appointment, the term of office, the names of any committees the governor serves on, details of any responsibilities e.g. Chair or Vice-Chair. Governing bodies should also publish information on associate members, making it clear which committee they serve on and whether they have voting rights.

5.3 In addition, governing bodies must publish their register of interests on the website. The register should set out the relevant interest of each governor including any education institution where he/she serves as a governor. The register should set out any material interests arising from relationships between governors and school staff (including spouses, partners and close relatives) (See item 4 above).

5.4 It was confirmed that the above information is not on the school's web site minus governors personal details i.e. home addresses and also shows which committee each member is on. [Action: Steven Lock to create.]

5.5 In order to update the noticeboard all governors were requested to provide the school with a photograph of themselves as soon as possible as there were a few gaps. The school has photographs of Stephen Stephens and Penny Woolley already.

[Action: Governors]

5.6 Those governors who had not yet provided the school with their DBS details did so at the meeting. The details were given to the ASBM.

5.7 **Parent governors** – The Headteacher reported that the school was still trying to seek nominations to fill the 2 parent governor vacancies. No nominations were received but the school will continue trying to fill both positions. The positions will be re-advertised. The new parents to the school will be informed of the vacancies and encouraged to come forward to be a governor at the school. If the school cannot get parents to come forward then the governing body could, if it so wishes, consider appointing parent governors to fill the outstanding vacancies. This avenue will be explored **if** no parents come forward. The school will contact the School Governors One Stop Shop (SGOSS) for potential candidates, if necessary.

[Action: Headteacher]

5.8 The following were **AGREED:**

- Giuseppe Sollazzo will join the Curriculum & Achievement committee
- Cordelia Shackleton will be asked to join the Children Families & Community Committee (CFCC), when she arrives.
- Steven Lock will join the CFCC until new parents start and, will be a member of the Headteacher Performance Management Committee (HPMC)
- Penny Woolley will be the Review Officer for the HPMC.
- A new Equalities Panel will be added to the committee structure.

- New parent governors, when elected/appointed, will be asked to join a committee.

5.9 Steven Lock **AGREED** to check with Haringey Governor Services whether they will be running training/or if there is training available regarding headteachers performance management. Steven will also seek advice regarding the number of governors that should be on HPMC.

[Action: Steven Lock]

5.10 **Governor Links** – The Chair reported that a review of governor links was carried out at the last governors meeting and changes were made however, it was reported that each school policy has to have a link governor which will be agreed later in the meeting. It was **AGREED THAT**, the Clerk will be informed which governor is linked to which policy once agreed, in the afternoon session, so that the governing body and committee membership list and governor links list can be updated accordingly.

[Action: Steven Lock]

5.11 The governing body, committee membership list and governor link list will be amended to record the above changes.

[Action: Clerk]

6. UPDATED INSTRUMENT OF GOVERNMENT

6.1 The Headteacher reported that the school has applied to the LA (Haringey) to amend the Instrument of Government to have the full and correct name of the school on the Instrument, which should read '**Devonshire Hill Nursery & Primary School**'. The LA have approved the amended Instrument of Government. The signed new Instrument of Government will be put on file and a copy given to each governor and the Clerk.

[Action: School]

7. REVIEW COMMITTEE, MEMBERSHIP AND COMMITTEES' TERMS OF REFERENCE

7.1 The terms of reference for all governing body subcommittees had been circulated with the e-agenda papers. The Chair took governors through the terms which were recommended for formal approval.

The Governing Body FORMALLY APPROVED the Governing Body and Committees (Curriculum & Assessment, Resources and Children, Families & Community) terms of reference, as recommended, subject to the changes duly noted.

7.2 Governors were reminded about the importance of effectively challenging and holding the school to account in line with their roles and responsibility as 'critical friends' and in keeping with strong school governance arrangements..

8. POLICIES TO BE REVIEWED DURING ACADEMIC YEAR 2015/16 – FOR RATIFICATION DURING GOVERNORS PLANNING

Policies were reviewed during the year by the respective link governor/committee and brought to the full governing body for formal approval where applicable.

8.1 The Chair reported and thanked Steven Lock for the enormous amount of work that he and the Headteacher had undertaken over the summer holidays to sift through and update all the school policies following advice and government recommendations regarding what policies schools should have in place. Steven had looked at the statutory guidance regarding all policies. The Governing Body was grateful for all the work carried out by Steven and the Headteacher who had put in a huge number of hours to ensure that all school policies were updated. Governors gave them a round of applause. Over 30

policies were reviewed. The school policies and guidance documents linked to the policies (124 documents) were all put on a memory stick for governors. It was **AGREED THAT** formal approval of all the policies will be sought at the next FGB meeting scheduled for Wednesday 9th December 2015. The memory stick will be given to individual governors later in the meeting which will outline which policy goes to which committee.

[Action: Steven Lock]

Governors **AGREED** to alter the agenda and take agenda item 10 next.

10. MATTERS ARISING FROM THE ABOVE MEETING

10.1 The Therapy dog currently has a minimal timetable whilst he is still being trained and is in attendance with Rachel Bates, Assistant Headteacher. In response to a question raised, the Headteacher confirmed that Therapy dog is actually a golden retriever. The Headteacher reported that quite a few other head teachers were interested in the therapy dog and that she would keep them updated.

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

Main Business

11. PUPIL PREMIUM

11.1 Gary Wong (ASBM) updated governors on the school's position regarding the pupil premium noting that governors had discussed this item in detail at the last governing body meeting as was detailed in the previous minutes.

11.2 The school's Pupil Premium funding has decreased for this year from £327,000 to £297,000. The main reason was the reduction in pupil numbers last year. The number of Year 6 children who had left who was receiving pupil premium funding was different to the new intake of children in Reception who were eligible for pupil premium funding. There are fewer pupils coming into the school lower down who are eligible for FSM, also, there are a lot of parents in work now which means that they are no longer eligible to receive FSM. It is likely that the pupil premium funding that the school receives will continue to decrease over the years as the demographics change. The benefit changes also affected the criteria for those who are eligible for pupil premium funding. Parents are reminded of the importance of them completing the eligibility forms about FSM so that the school receives its maximum pupil premium funding. The school continues to chase up parents who may be eligible for FSM to sign the FSM eligibility form. In response to a question raised, the ASBM replied that most parents have been cooperative regarding completing the eligibility forms. The only information parents are asked for, to check for eligibility, is their NI (National Insurance) and DoB (Date of Birth). As mentioned, pupil premium funding will decrease as the demographics is changing. The projected budget will be affected. Because of the significant reduction in pupil premium numbers the school will need to think about the projection for next year's budget.

11.3 As mentioned earlier in the meeting, governors will receive the updated set of school policies list to be reviewed/considered in committees for formal approval at the next FGB meeting in December 2015. There will be changes in how certain things are operated in school to bring in line with the policy, advice and guidance. The handbook (reference document) with the key operation running of the school was issued to all staff last week.

11.4 The school now has up-to-date policies in place. The governor link/committees responsible for each policy needs to read and check to ensure that the policy is compliant. Once completed, the final draft with the governor link and associated documents can be put on the school's website pending final ratification at FGB meeting in December 2015. In response to a question raised, the Headteacher replied that she

had already looked at all the policies, it's for governors to look at and give any comments that they may have. A hard copy of each policy will be brought over later for the afternoon session by the Assistant Heads.

Cordelia Shackleton arrived at this point and apologised for her late arrival and explained the reason for her lateness.

9. MINUTES OF THE GOVERNING BODY MEETING FOR APPROVAL (PUBLIC MINUTES 15TH JULY 2015)

9.1 Subject to the notified amendments, listed below, the minutes of the governing body meeting held on 15th July 2015, were **AGREED** as a true and accurate record and were duly signed and dated by the Chair and passed to the Acting School Business Manager to be filed in school.

Re: item 5.3, delete the word 'statement' and replace with 'impact assessment' so reads '**...equality impact assessment...**'

Re: item 8.6, first sentence delete the word 'Pendragon' and replace with '**Pendarren**'

Page 4, after item 13.1.3, last sentence should read '**Shaheen**' not 'Shaheed'.

Main Business:

11. PUPIL PREMIUM - CONTINUED

The ASBM continued his report regarding pupil premium.

11.1 As mentioned, there was a decrease in pupil premium funding because of the drop in the number of families who were now eligible for FSM. As a result there was a £30k reduction in the overall budget. The school will therefore be spending pupil premium funding differently in years to come. The school will need to show that all pupil premium funding will be spent especially funding not yet spent/allocated. The school has budgeted for extra things but has not been able to fill some positions for example the school did not appoint an education psychologist. Also certain commitments will have to be reconsidered for example the library project. If the Library project goes ahead the funding will have to come from the main school budget.

11.2 The ASBM confirmed that the Pupil Premium surplus will be spent which will include funding for the additional teachers in years 5 & 6. The school did budget for 3 additional teachers. The school recruited an experienced teacher and will be carrying on with 3 classes in years 6 & 5 for this academic year. In response to a question raised, the ASBM replied that this is not financially sustainable for the following years. There is not an additional teacher in Year 1. The school will continue looking at the best way of using the pupil premium funding received on the various interventions and strategies that has helped to close the attainment gap for example 1:1 support, specialist teacher, additional teachers, HLTAs across the school and the use of speech and language therapist has also had an impact on closing the attainment gap.

11.3 In response to a comment made, the Headteacher reported that this situation regarding the reduction of pupil premium funding is not necessarily mirrored across the borough but in this area and there could be a significant shift across certain schools. It was commented that it is more beneficial for children to have parents who work. In response to a question raised, the Headteacher replied that the school does benchmark against other schools in the network. As mentioned, children in receipt of FSM is used as an proxy indicator for social deprivation. Most of the pupil premium funding was allocated for staff.

11.4 The school recruited 2 HLTAs and 2 more TAs over the summer. In response to a question raised, it was reported that TAs work across all year groups – not year 6. HLTAs have a dual role – covering PPA time and working with targeted groups of children to raise their attainment in Maths and English. As mentioned, the children do incredibly well with the additional support that the school has put in. The school remains committed to closing the attainment gap between FSM and non-FSM children.

12. SCHOOL DEVELOPMENT PLAN (SDP) – UPDATE – TO BE DISCUSSED IN DETAIL IN AFTERNOON SESSION

12.1 As mentioned, the Assistant Headteachers' have been reviewing the Action Plans so that the new (draft) SDP 2015/16 will be presented to governors later in the afternoon session.

12.2 The SDP will be discussed in detail, in the afternoon session, after lunch, when the Assistant Headteacher's are in attendance. In response to a question raised, the Headteacher replied that there will be space dedicated for governors to look at school policies later in the afternoon session.

13. HEADTEACHER'S ITEMS/REPORT (VERBAL) INCLUDING SCHOOL TO SCHOOL SUPPORT

13.1 The Headteacher gave a detailed verbal report and welcomed challenging questions from governors in relation to her report. Examples were shown to governors of what is included in the pack for governors for the afternoon session.

13.2 The Headteacher informed governors that Avi Becker a member of Haringey staff had sadly passed away over the summer. Avi had done a lot of work on data and RAISE online training for schools. Avi will be a great loss to the LA and schools. Donation made to charity and representation went to the funereal.

13.3 The main headlines were as follows:

- Tollgate Teaching Schools Alliance update
- Specialist Leaders in Education (SLE)
- Networked Learning Community
- Visits to other schools
- Students/Graduates on Teacher training
- Work Experience/volunteers

13.4 The LA has organised/arranged for a company called Square Bell to put together data for the school. Square Bell is a company specialising with years of experience in delivering data support to schools and Local Authorities (LAs). The data they provide will come out before RIASE online is published. The data (EYFS, KS1 & KS2) will be user friendly for the committees to view and understand for example data on gender and disadvantaged pupils. A hard copy of the data will be provided at committee meetings.

13.5 **Census data** – The school is expected to be full on census day Thursday 1st October 2015 so that it receives the maximise funding possible. This will be reported on at the next FGB meeting (December 9th). In response to a question raised, the Headteacher replied that she expected the school to be full on census day. It was noted that there was a movement of some pupils, but the school expected to be full. The Headteacher confirmed that the numbers for the census does not include the nursery, it's from Reception to Year 6. The Nursery is a completely different concern. This will be discussed at the relevant committee meeting however, it was noted that the issue with the nursery won't be a concern in September 2016 because the free hours were going to be increased to 30 hours a week.

13.6 All 4 Newly Qualified Teachers (NQTs) completed their year successfully. They were accredited by the Tollgate Teaching School Alliance. The school received the top accreditation which is the platinum accreditation awarded. Tollgate provide a supportive training programme in school. The school buys most of its training from Tollgate who provide outstanding training.

13.7 There is a new Ofsted framework from September 2015. 'The common inspection framework: education, skills and early years' which sets out how Ofsted will inspect schools and academies and registered early years settings in England. It was noted that the Head of Tollgate Teaching Schools Alliance is an Ofsted Inspector. The school has worked on 'closing the gap project' with Tollgate. As mentioned, the school has its data which it will look at the impact. The Assistant Headteachers' are working on this.

13.8 **School to School support** – The school is continuing to work with the Tollgate Teaching Schools Alliance, as mentioned earlier. The school will do more to get more commissioned work. The Headteacher is continuing to work with Haringey about school to school support across the borough.

13.9 **Specialist Leaders in Education SLE)** – 3 of the 5 Assistant Headteachers are SLEs.

13.10 **(NLC) National Learning Community** – The Headteacher was re-elected Chair to this group North East Network Group. The Tottenham Regeneration Project Steering Group is also made up of Heads from the NLC, including the Headteacher. The group has not yet met this term.

13.11 The Headteacher continues to be Chair of the White Hart Lane Ward Panel.

13.12 Jon Abbey is now Director for Children Services in Haringey. The Assistant Director's position is now vacant and the post is being advertised. Haringey have been rebranded. Governors' attention was directed to the new logo.

13.13 It was to be acknowledged again that Haringey had performed well. The Headteacher attended the conference where the Leader of the Council spoke confirming that Haringey schools did really well and this was to be celebrated.

13.14 The Headteacher will be attending the Annual Governors' and Headteacher Conference 2015 – Schools in partnership - System Leadership at Park View School, West Green Road, London N15 3QR on Saturday 26th September 2015 at 9.00am – 1.30pm. The Headteacher will be speaking about the work carried out in the NLC.

13.15 **Teach First programme** – 3 graduates started and have settled in well; 1 in Reception, 1 in Year 3 and 1 in Year 5. The previous Teach First individuals are their 'buddies'.

13.16 The 5 Assistant Headteacher are named for specific areas which will be discuss later in meeting in the afternoon session.

13.17 One NQT started this year in Year 1.

13.18 It was not yet confirmed whether the school will have 40 PGCE students in half term. This will be organised by the Headteacher if it is going ahead.

13.19 The Chinese Language Assistant ((Sylvia Rice) has settled in well. Rachel Bates is her 'buddy'. Tina Georgiades has agreed to offer her House Share accommodation for the first few weeks which was very generous of Tina. Sylvia has started teaching this week. In response to a question raised, the Headteacher replied that there was a complete

handover from the previous language assistant. The school wants to develop this programme and want to reciprocate with the Chinese school. Part of the programme is to understand the Chinese culture. In response to a question raised the Headteacher explained what a 'Confucius classroom' is. Confucius Classroom is a program started and supported by the Confucius Institute Headquarters. It is usually established in a local primary or secondary school. The aim of the Confucius classroom is to help schools start or strengthen their Chinese language and culture program i.e. teaching mandarin for a year.

13.20 School Development Plan (SDP) and School Evaluation (SE) – The SDP will be discussed in detail in the afternoon session when the Assistant Headteachers are in attendance. The school's aim is to obtain outstanding under the new Ofsted framework. The changes to the Ofsted framework for inspecting schools will be circulated. This is the last year that the school will be working with Shân (Haringey School Improvement Partner/Adviser). The Headteacher will be meeting with Sian next week for her first meeting of the new academic year 2015/16.

13.21 As mentioned earlier, the RAISE online document has not yet been published, but, when the data is received this will then enable governors to challenge the school by asking what is the school doing to close the attainment gap. This matter will be addressed in committee meetings.

13.22 Staffing update – The school is fully staffed with permanent and fixed term positions. All SLT is in place including Gary Wong as ASBM, as mentioned earlier. The school has cover for Gary's substantive position.

13.23 The school has agreed to look at zero employment of agency teaching staff. The Assistant Headteacher have been taking class where necessary. The school is aiming not to have supply agency staff unless it cannot be helped. The Headteacher explained the reason for this was that the school feels that they do not deliver the teaching and learning the way we want them to, also, they are expensive to employ, and they are not committed to the cause/case of DHN&PS. Agency staff will be avoided as much as possible and the school will only have them in if it is running a range of meetings for example.

13.24 Governors noted the number of resignations that had occurred since the start of term which included one HLTA in the EY and the Pastoral Care Co-ordinator. An advertisement for a replacement HLTA is being prepared to go out. An internal advert for a TLR3 is also being prepared.

13.25 Trade unions – The Headteacher has a good relationship with the trade unions and meets regularly with the in-school representatives.

13.26 Web site – The IT Technician comes in every day from 12-5 o'clock troubleshooting, supporting and updating the site for school. The school has looked at other web sites and also looked at accessibility and will continue to develop the site. The school need to update the statement on pupil premium and PE/sports funding to say how much it received, what it spent the funding on and the impact.

13.26.1 Steven Lock reported that the school was looking at possibly getting a bigger and better model site which included getting it in different languages for the community that the school serves however, it was noted that this is expensive and for another time.

13.27 There was an INSET held on 3rd September 2015. This was an excellent full training day which covered safeguarding and child protection, sexual exploitation, e-safety, Prevent agenda and whistleblowing. All staff read and were issued with Section 1

of working together to safeguard children. All staff had to signed to say that they had read it and understood it. Absent staff members will do this at the next INSET.

On 4th September 2015 there was a team building day at 'Go Ape' for all 80 staff members. All went unless they were sick. Feedback was it was a brilliant day for all staff. It was **AGREED THAT** copies of all the documentation circulated for the INSET day will be sent to Navdeep Kaur.

[Action: Headteacher]

13.28 **School Data** – This will be discussed later.

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

13.30 **Exclusions (fixed term)** – There were no permanent exclusions. The details regarding the 3 Year 6 boys who were excluded for fixed term period last term was recorded under confidential items. This matter had been discussed in detail at the last FGB meeting under confidential items. There was nothing further to add.

13.31 The Pastoral Care Team did more secondary transition work.

13.32 **Complaints from Parents/Carers** – The Headteacher reported that she keeps the Chair of Governors updated on any and all complaints received, who dealt with the complaint and the outcome.

13.33 It was **AGREED THAT** the confidential items will be discussed after lunch.

The Headteacher was thanked for her report. Steven Lock will report on the summer works in the afternoon session. There was a break for lunch.

14. CHAIR'S ITEMS

14.1 The Chair reported that there were no particular items that he wished to raise as all matters were covered in the committees' reports and throughout the meeting.

15. REPORT FROM MAIN COMMITTEES AND LINK GOVERNORS

15.1 There were no reports from the three committees (Curriculum & Achievement, Resources and Children, Families and Communities (CFCC), as none had met since before the last governing body meeting.

16. GOVERNORS VISITS

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

[Action: ALL Governors]

16.2 **Governors' Week** – It was **AGREED THAT** governors would let the Headteacher know which day that they can attend that week so that a plan can be drawn up.

[Action: ALL Governors]

17. GOVERNOR TRAINING (CPD – CONTINUING PROFESSIONAL DEVELOPMENT)

17.1 The governor termly (autumn term 2015) training brochure from Haringey had been previously circulated to all governors. It was **AGREED THAT** the Clerk will continue to send training programme to governors as necessary.

17.2 **All governors** were **encouraged** to attend the training provided by Haringey or online (Modern Governor) especially **new governors** 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.

[Action: ALL Governors]

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

18.1 The annual calendar for FGB and committee meeting dates for the new academic year 2015/16 had been previously circulated.

FGB Meetings

- 9th December 2015
- 3rd February 2016
- 9th March 2016
- 18th May 2016
- 13th 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
- 17th November 2015, at 8.00am - clerked
- 12th January 2016, at 8.00am - clerked
- 23rd February 2016, at 8.00am cancelled
- 26th April 2016, at 8.00am
- 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

19. ANY OTHER URGENT BUSINESS (AOUB)

19.1 There were no AOUB matters discussed.

PART 2 – CONFIDENTIAL ITEMS

20.0 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 1.15pm

Signed:.....

Date:.....

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