

# St Mary's CE Primary School, Rectory Gardens, N8 7QN

## GOVERNING BODY MEETING Tuesday 19<sup>th</sup> March 2013 6.45 pm at the Rectory Gardens Site

7 Foundation Governors	5 Representative Governors
<b>The Rector of Hornsey</b> (1 governor) * Father Bruce Batstone Ex Officio	<b>Parents</b> (2 governors) * Mr Stuart Goldberg 30/09/16 * Ms Jess Smart 24/10/16
<b>Hornsey Parochial Church Council</b> (2 governors) * Ms Clare Goymer CHAIR 01/09/16 * Ms Rebecca Greensmith (parent) 01/09/16	<b>Staff</b> (2 governors) * Mrs Fran Hargrove Headteacher Ex Officio * Ms Debbie Malitte Staff 30/09/16
<b>West Haringey Deanery Synod</b> (2 governors) ◇ Mr John Hoggard VICE-CHAIR 27/02/17 * Mr Mark Jameson 27/02/17	<b>Local Education Authority</b> (1 governor) ◇ Ms Joanna Elson 01/09/16
<b>London Diocesan Board of Schools</b> (2 governors) * Ms Carey Miller (proposed) * Mr David Malone (proposed) (parent)	<b>Associate Members</b> ◇ Ms Debbie Langdon-Davies ◇ Dr Janet Allen
* Governor present ◇ Governor absent	

**In attendance:** Kate Hoggard (clerk)

### Part One

2012 -13 The meeting began at 6.47 pm with Clare as Chair.

92. Prayers: Prayers were led by Clare.
93. Welcome and introductions: Clare welcomed governors but felt that everyone now knew each other so there was no need for introductions.
94. Notified absences: Carey Miller would not be attending as she was in the US. Joanne hoped to attend but had children's concerts. Father Bruce and Stuart sent apologies for lateness.
95. Late Agenda items: None
96. Governor's declarations of interest: There were no changes to the annual register and no declarations specific to this agenda.
97. Membership: Kate informed governors that following the discussions at the last GB she confirmed that Carey and David had been put forward to the LDBS Appointments Committee but no decision had yet been made. John and Mark had been confirmed as West Haringey Deanery Synod Governors.
98. Minutes of Part One of the meeting of 29<sup>th</sup> January 2013: Clare congratulated Kate on the quality of the minutes both GB and committee. The governors went through the minutes, which had been circulated previously. The minutes were then approved by the governors and signed by the Chair.
99. Matters arising from the minutes not on this agenda: None.
100. Headteacher:
  - a. Written report: Fran went over highlights of her report that had been circulated previously. She explained that this was the mid part of the year

when the teachers start to pick up the little issues with pupils.

6.55pm Father Bruce arrives

- i. There were many additional elements to the curriculum with theatre groups visiting and focus weeks planned.
- ii. Fran had looked at the data from other schools in the area and felt that the teachers at St Mary's were generally harder with their marking so that a 'good' at another school would probably be marked as a 'requires improvement' at St Mary's. She was quite happy with this. However governors recalled that at the previous Ofsted (for the Infant School) Ofsted had noted that teachers were often too harsh with their marking. Fran assured governors that this data was for internal use only and encouraged greater attainment.
- iii. Curriculum & Standards committee was focussing on moving everyday teaching from good to outstanding.
- iv. Leadership and Management – was all about recording and evidencing progress.
- v. The next LA Inspection was booked for 18<sup>th</sup> April. Governors asked about a probable Ofsted inspection. Fran explained that they were due a 'non-designation' visit which would be a simple pass or fail with no judgements. This would then determine when a full inspection would take place. If the school failed it would be within 13 months, if it passed it would be within 24 months. However Ofsted were currently falling behind with scheduled inspections. Fran also pointed out to Governors that because the Primary school had been an expansion of the Infant school the designation on Edubase was 'Outstanding' although elsewhere it was flagged as a new school hence the non-designation visit. Governors asked about the non-designation visit and Fran suggested that they look up the non-designation visit at Noel Park Academy (this had been a failing school) on the Ofsted website which would show the report.  
7 pm Stuart arrives.
- vi. New Curriculum: This was being looked at, but it was the History Curriculum that Fran was not happy about as it was very Eurocentric and had to be taught chronologically which was far from ideal for primary education. The new curriculum was being brought in in 2014 but the school would start to plan how it could be delivered next year.
- vii. Fran was employing a TA for one to one with a child who had an acquired brain injury and was currently attending half days.
- viii. Safeguarding and Child Protection was taking up an increasing amount of time that Fran estimated to be 5 full days across her, Sam, Kay and Christ Stowe. Governors asked if there was a specific reason for this. Fran felt that there were many stresses on families these days especially vulnerable ones. Su Patel was starting a parenting class and Fran was targeting particular people to attend.
- ix. CRB – currently the school did CRB checks on all volunteers but new rules were coming in that meant that the school was unable to do CRB checks on anyone not employed at the school. Fran was particularly concerned about this as List 99 was also no longer available and would seek further clarification.

- x. Playground: Although the Greig Trust had offered £83K towards the playground there were strings attached and it was only available if it could be match funded with money from LDBS and LA. Fran would try to get this but was not optimistic. Another plan had been thought up for dividing the playground up into 2206 1x metre squares costing £112 each. It was hoped that the PSA would be able to get local businesses involved in sponsoring squares, and also getting classes to do sponsored skipping and the like to raise money. Governors asked if Fran might press the issue of Health and Safety as the drainage was becoming a real issue.
- xi. Data:
  - 1. Governors were concerned about the progress of one of the classes. Fran explained that she had had an issue with a teacher who was new to that year groups and was marking particularly harshly. She was getting teachers to look at their moderation so that they know what they are looking at and can assess accurately. It was sometimes difficult for teachers to move pupils from level two to level three or from level four to level five. Fran had looked again at this particular class. She had looked at the work and spoken to the children together with the levelling criterion. Although she concluded the teacher had been somewhat harsh she was not prepared to change the scores. This should mean that next term the judgements should show considerable improvement. Fran had implemented new methods of moderating with staff from years 2-4 bringing samples of work that would be marked blind. Teachers would then have to explain why it was marked to a particular level. She hoped that this would help them to learn what a certain level looked like.
  - 2. Governors asked whether the data was shared with outside agencies. Fran explained that this was internal data but that she would share it with any inspectors.
  - 3. There had also been new pupils to the school without any English which had affected the data. Governors asked if these could be excluded from the data, but this was not the case. However pupils without English usually made quick progress once the language had been absorbed.
  - 4. Fran felt that this time last year the data for progress would have shown slow or inadequate progress across the board whereas it was now mostly better than expected so there was a vast improvement.
  - 5. Jess Smart reported that she had met with Toni Norcup and had been immensely impressed with how children's progress was recorded. The system was easy for anyone to read and analysis at all levels was very good. Toni had enjoyed being able to show her staff the improvements made. Governors commented that now the teachers were in charge of the process this seemed to be working well and that Fran's training of the staff had empowered them and they had embraced it. Governors noted that there was a real benefit

to recording. Although progress was always made, with recording this could be easily seen by all.

- b. Academies: Fran wanted to set up a working party to look at the pros and cons of Academy status. This was a legal obligation for all schools. Many schools in the area had already done this but due to the busy year we had had last year this was the first opportunity the school had to do so. Fran had a colleague at Campsbourne school who had completed the process and she suggested that it would be useful for the working party to read the material that Campsbourne had produced. The Working Party would need to decide whether to consult with parents and staff on a proposal to become an academy. The working party should look at the concept theoretically and then in relation to this school. The following governors agreed to be on the working party: Clare Goymer, Mark Jameson, Stuart Goldberg, David Malone and Jess Smart. John also knew a governor at Belmont who had done the same and would see if they were willing to share their conclusions. Governors discussed some of the issues and agreed to give a verbal report to the final GB of this year and a written report in September 2013.

I01. SDP: Fran was planning a Stakeholder's day at the school inviting all interested parties in. This would feed into the new SDP that she was writing.

I02. SEF: Fran reported that this would be rewritten after the next LA inspection and presented at the next GB. FH

I03. Chairs items: Nothing to report.

I04. SfVS: The SfVS had been finalised and was presented to the GB for ratification. The SfVS was ratified by the GB and signed by the Chair of Finance and the Chair of Governors.

I05. Curriculum & Standards committee: The C&S committee meeting had been chaired by Jess as Janet was still unwell.

- a. Jess highlighted a concern that the C&S committee had with attendance figures at the school which varied between 94%-96%. She explained that this had been discussed at the committee meeting and that these were low due in part to the snow days (as the school remained open attendance was low, however if it had closed it would not have counted), the vomiting bug and under 5s who do not always attend. Good attendance is crucial for a good result with Ofsted. Governors questions Fran about her policy for authorised absences. Fran explained that generally if an absence was requested she looked at that child's general attendance, lateness and progress. However she was considering not authorising any term time holidays. Governors asked about whether the attendance percentages were similar to those of comparable schools in the area and what other schools did to encourage attendance. Fran felt that schools in the east of the borough tended to be better because parents had lower paid jobs where they needed to attend to be paid. Governors felt that there would be a benefit in targeting some parents who perhaps do not see the importance of attendance especially with regard to Ofsted, but once it was pointed out would desist from non attendance. Fran had initiated an 'on-time Pirate' for KS2. Governors asked about the possibility of a 'fixed penalty' fines. Fran was reluctant to do this, but governors felt that the threat of this might help parents. Governors also agreed that the percentage doesn't *sound* bad, and maybe a visual reminder to parents using only the last 10% (ie 40%-60%) might help. Governors agreed a letter in book-bags reminding parents of

the importance of attendance would be a good start, but that for persistent absentees or those that take unauthorised leave Governors should write to the parents/carers.

8.25 David left.

- b. It had been agreed at the C&S meeting that the Governors for the next LA Inspection would be chosen. Fran asked who would be available on 18<sup>th</sup> April to meet with Jane Blakey. Clare felt it would be good to get different governors from last time to spread the experience. Jess Smart and John Hoggard agreed they would check with their work schedules and confirm. Stuart asked if the 'crib sheet' had been produced. Fran felt that the SEF covered most of this and she would be doing preliminary work over Easter for the next SEF and within that would answer most of the questions needed and add a crib for each question. Clare added that the C&S minutes would also help as data was discussed in detail. **FH**

I06. Updates from Working Parties:

- a. Voluntary Contributions Fund: John was trying to book time in with Anna Cumbers to sign off the documents necessary to change the signatories. It would then be necessary for the name of the account to change to reflect the new status of the school. At that stage it will be important for the GB to decide what to do with the money and whether to continue with the fund.
- b. Child Protection & Safeguarding: meeting scheduled for Thursday 21<sup>st</sup> March.

I07. Policies: nothing to report.

I08. Haringey Briefing: the bulletin now comes electronically and seemed to be in a clear format.

I09. Training: Jess and Rebecca had attended the Safeguarding training at the PDC. Jess was not very impressed and had given feedback to that effect to the LA. Governors asked if she would be willing given her experience as a Child Protection officer to give governors training in house. She agreed to put something together over Easter for governors and possibly two new TAs. **JS**

I10. Next Meeting: Wednesday 15<sup>th</sup> May 2013, 6.45pm, Rectory Gardens.