

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

## GOVERNING BODY MEETING Wednesday 15<sup>th</sup> May 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 Member</b> ◇ 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.

- 118 Prayers: Prayers were led by Clare.
- 119 Notified Absences: Father Bruce would not be able to attend due to a meeting at the Church.
- 120 Late agenda items: None
- 121 Governors' declarations of interest:
- a. Changes to the annual register of business interests: None
  - b. Declarations specific to this agenda: None
- 122 Membership: It was reported that Jess had successfully taken over from Debbie Langdon Davies as Governor for Child Protection and Safeguarding. The GB welcomed her appointment.
- 123 Finance Committee & Budget:
- a. Approval of draft budget: Governors looked through the papers on the closure of last year's budget that had been distributed earlier. David pointed out that the main change was that the expected deficit of £145K had been reduced to only £22K. This had been primarily achieved through a grant from Haringey Council of £59K, the decision to lease rather than buy the computer equipment and by a substantial amount of debt chasing. It was hoped that by the end of next year the school would have a balanced budget. Governors then looked at the budget for the new year 2013/14 in conjunction with the minutes from the Finance Committee meeting. David

explained that the budget had been based on the 7 month Primary School budget (divided by 7 and multiplied by 12 to give the full year). Governors noted that the Finance Committee had interrogated the budget and staff fully at their last meeting and were satisfied that all areas had been covered. David reminded governors that as the school has not run as a Primary School for a full year yet there may be some fluctuations to the budget. Governors wished to record their thanks and appreciation for all the hard work carried out by Helen Hutchings and Beata Lyons in bringing the two schools together and presenting a balanced budget for the next year. Governors ratified the budget for 2013/14 and it was duly signed by the Chair of Governors and the Headteacher ready for submission.

- b. Finance Committee Minutes: David went through the minutes of the last meeting that had been circulated previously. Apart from the budget, the main area of discussion had been concerning the accruals for salaries at both sites that the committee were hopeful would be brought in line shortly.
- c. Finance Statement for the school website: It had been agreed that a short statement concerning the financial management of the school be posted on the school website. The Finance Committee had felt that this should not go into specifics. Kate had drafted a statement:

*The Finance Committee of St Mary's Primary School Governing Body meets quarterly to check that expenditure is in line with the planned budget. In May the committee approved the budget for the new financial year and were very happy with the financial management of the school.*

Governors agreed to the statement.

**KH**

- 124 Minutes of Part Once of the previous meeting for approval: The minutes of the last GB Meeting held on 19<sup>th</sup> March 2013 were approved by the committee and signed by the Chair.
- 125 Matters arising from the minutes not on this agenda:
  - a. Item 100.a.v. Governors asked if there was any news about when the designation inspection might take place. Fran informed governors that she had not heard anything, but that Ofsted were currently in Haringey.
  - b. Item 100.a.viii. Governors asked if Safeguarding and Child Protection issues were still on the rise. Fran informed governors that this was still taking up a lot of staff time.
  - c. Item 100.a.ix. Governors asked for clarification about whether CRB checks were stopping. Fran informed governors that there was conflicting advice, but her understanding was that in the future the school would only be able to CRB check employees, and not volunteers. As the Government were also ending List 99 governors were concerned that there would be no checks on volunteers. Jess felt that the idea behind this move was that the new CRB would involve a far broader spectrum of information and would therefore be more time consuming. She also thought that there was going to be a Borough list 99-type check being brought in. Fran confirmed to governors that any parent going on a school trip had to be approved by her. Although there was no longer a List 99, it was not the only check that was used. Governors were reminded that no children were ever left alone with parents. All school trips were Risk Assessed prior to the trip and this information was on file although it did not include any reference to the parents attending. Governors noted that should Fran not allow a parent on a school trip the parent was at liberty to complain to the governors.

- d. Item 100.a.x. John gave an update on the playground. Phase I had been completed and was being thoroughly enjoyed by the children. John had met with the designers and the rest of the playground was being redesigned and re-budgeted. He had also met with Inigo Woolf of the LDBS and the Greg Trust. Although the Greg Trust were unwilling to give more than the original offer of £83K (match funded) he had been positive about the project and felt that the Greg Trust might be able to help with cash-flow during the building if necessary. John would meet with Inigo again once the new design and budget were agreed. Fran had had an interesting discussion with the regeneration company building housing and the new Sainsbury on Hornsey High Street. All such building projects have to have money within their budget to invest in education and the local community under section 106. Fran had suggested that Sainsbury might want to invest in the playground. The regeneration company had agreed to take the request to Sainsbury's. John also informed governors that work on the playground was essential because there was an increasing problem with flooding during bad weather making it impossible for children to play. He had discussed this with Warren from Wilby Burnett in relation to the Asset Management Plan. Currently the roof was the highest priority although most of it had been replaced. He had argued that the playground drainage should now be a higher priority than the roof. He was hoping to have a meeting with Steve White and Warren to progress this with a view to getting money for the drainage from them. Governors asked if the school expanded whether there would be any money from that to pay for the playground. Fran explained that the LA would not give any money for playgrounds, but that they would for the building so this in turn might free up some money for the playground. Governors asked for assurances that any budget set for the playground would be capped. John explained that a full tender for this work would be issued so costs would be agreed at the start. Clare felt that the relationship between the Greg Trust and the school had improved hugely and emphasised how grateful she and the governors were to Sheila at the Greg Trust.
- e. Item 105.a. Governors asked about attendance. Fran informed governors that the long-term absentee was now being dealt with through the courts and once this process had been completed the child would be taken off the school roll which would help. She felt general absenteeism was slowly improving mainly due to the better weather and wellness of the children. She informed governors that from September the law was changing and there would be no term time absence agreed (for holidays). Governors discussed whether this could be enforced and whether fixed term fines would ever be paid.

126 Headteacher:

- a. Incidents of racial discrimination and bullying: nothing to report
- b. Data Breakdown: Fran handed governors a table showing the percentage of better than expected progress with the squares shaded blue showing better than better than expected progress versus national percentages. Governors found the table easy to read and noted that the key areas with fewer blue squares were those for year 5 on all levels and girls coming in at level 2a through all years. Fran said that to achieve Outstanding she needed more of the squares to be blue. Governors asked what actions had been taken to address the areas in need of improvement. Fran informed governors that there was a specific action plan in place for year 5. Girls coming in at level 2a were often those that had made rapid progress at KS1 which then

plateaued somewhat at KS2. All staff were aware that these girls had a tendency to become 'invisible'; not problematic, not struggling with anything and therefore in need of a little 'push'. There was no specific action plan in place, but staff were aware that this data would be scrutinised at the pupil progress review each term. In year 5 Fran had instigated a gender maths groups and problem solving groups for girls to help push the girls further. Governors greatly appreciated the document and thanked Fran for her hard work. Fran agreed to send the document out electronically to all governors. Governors requested that in future this document be brought to the GB as well as the C&S committee as they found it particularly easy to read, understand and question.

- c. Pupil Premium: Fran took governors through the Pupil Premium report that had been circulated previously.
  - i. The front page of the report (minus the costs) would be published on the school website. The greatest expense was in having a TA in each class. Fran felt that this was very important and although this was expensive it was something she would fight to keep. Fran was grateful to the Greg Trust for their help which enabled this to happen. Although not all of the services listed were provided solely for FSM pupils the majority of time and resources were.
  - ii. Page 2, 'Narrowing the Gap' data showed a vast improvement from 2011 to 2012. Governors were impressed, but noted that the 'within school gap' although improving still needed work. Governors asked Fran what her expectations were for this year, she felt that a 2% reduction could be expected. Governors asked about the current Year 5 (showing a need to improve progress). Fran explained that a plan was already in place and she was planning to employ an additional GTP in Year 6 so that the year would have 3 teachers and 2 TAs across the year. Fran was hoping to close the gap within the next 2 years.
  - iii. Page 3, showed Average Point Scores at KSI (not percentages). It was noted that the only place that the school was lower than national was with girls reading.
  - iv. Page 4, Year one phonics screening showed that the Yr 1 FSM children did much better than national.
  - v. Fran recognised that although the school was performing well there was work to be done narrowing the gap between FSM and non-FSM. Governors thanked Fran for the information and asked if she found it helpful. She felt that it didn't tell her anything she wasn't already well aware of, but that it was a very useful tool to share with staff.
- d. Current Issues: Nothing to report.

- 127 SDP: Fran will send out the new SDP with Jane Blakey's input to governors. Fran reported that Jane Blakey would be coming to the school in the next few weeks to do a full audit of the Leadership and Management of Teaching & Learning. **FH**
- 128 SEF: The SEF Summary was being updated and would be issued shortly. Governors needed to look at the Leadership and Management section of the Ofsted framework and write a section for the SEF. Clare suggested that this be something that the C&S committee look into. This was agreed. **C&S**
- 129 Chair's Items: nothing to report.

- 130 Pupil Premium: See Item 126c
- 131 Governing Body Self Review and Evaluation: Governors discussed the need for a format for this annual review. It was suggested that this could be based on Jane Blakey's questions with a 'Maintain, Improve or Change' column added. These would be a list of questions to ask the SLT to prove that the GB is constantly challenging. John agreed to bring this to the next meeting. JH  
Stuart reminded governors that they need a 'team' of governors ready and prepared should Ofsted visit. He suggested that this could be a working party with representatives from each committee feeding information in. Clare suggested that he gather information and a format and bring to the next GB meeting. SG
- 132 Updates from Working Parties:
- a. Admissions: The admissions WP met in February to select the Foundation places for September 2013 and reported that the Admissions Policy had not changed since last year.
  - b. Voluntary Contributions: John reported that he had contacted Anna Cumbers and was hopeful that they would meet up soon. The Finance Committee had suggested that the account be closed and the money given to the PSA and asked for Governors agreement to this. Governors agreed.
  - c. Child Protection and Safeguarding: Debbie Langdon-Davies had now handed over this role to Jess Smart. Safeguarding would now be part of the remit of the C&S committee although everyone recognised that these meetings were already quite long. Jess reported that they had discussed the need for all committees to be aware of Child Protection issues and to that end either she or Janet Allen would try to come to each committee to discuss how this would happen. Governors asked if this was what other schools did, and if there was any good practice that could be shared. Jess said that she had tried to do some research into this but had not found much. It was agreed that this was particularly important for the Premises Committee, but that where work was being carried out (for example the playground) the Committee could challenge the designers regarding child safety. Fran explained that all external contractors have to do a risk assessment in relation to their own workers as well as the children. Jess felt that although there were no specific concerns at the moment this was difficult to prove in any material way. It was agreed therefore that Safeguarding be added as a standing item on all committee agenda. Fran also suggested that the school could pay for a Safeguarding Audit. Governors agreed that this might be a very good foundation for what Jess and Janet were trying to achieve. Stuart reported that he would be meeting with Fran the following day with Katie Potts from Islington to discuss e-safety. FH
- 133 Policies: nothing to report.
- 134 Haringey Briefing: Rebecca and Kate had attended. There had been a discussion about School to School Support and Rebecca asked Fran which schools St Mary's was linked to. Fran reported that they were working with Ferry Lane and St Gildas. Sam had been helping Ferry Lane over the past year.
- 135 Governor Training: Rebecca had attended the LDBS course on the revised Section 48 and Stuart was planning to attend the Governors conference the following weekend.
- 136 Next Meeting: Tuesday 2<sup>nd</sup> July 2013