

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

GOVERNING BODY MEETING Wednesday 3rd December 2014 6.45 pm at Rectory Gardens

7 Foundation Governors	5 Representative Governors
The Rector of Hornsey (1 governor) ◇ Father Bruce Batstone Ex Officio	Parents (2 governors) * Mr Stuart Goldberg 30/09/16 * Ms Claire Holland 23/05/18
Hornsey Parochial Church Council (2 governors) ◇ Ms Clare Goymer 01/09/16 * Ms Jess Smart (parent) 22/03/18	Staff (2 governors) * Mrs Fran Hargrove Headteacher Ex Officio * Ms Debbie Malitte Staff 30/09/16
West Haringey Deanery Synod (2 governors) * Mr John Hoggard 27/02/17 * Mr Mark Jameson 27/02/17	Local Education Authority (1 governor) ◇ Ms Joanna Elson 01/09/16
London Diocesan Board of Schools (2 governors) * Dr Feyisa Demie 31/08/17 ◇ Mr David Malone (parent)	Associate Member ◇ Dr Janet Allen ◇ Mr Gary Brown ◇ Ms Nele van Ginnekan
* Governor present ◇ Governor absent	

In attendance: Kate Hoggard (clerk)

Part One

2014 - 15 The meeting began at 6.45 pm with the Jess Smart as Chair.

34. **Prayers:** were led by the Chair.
35. **Welcome:** Jess welcomed governors to the meeting.
36. **Apologies:** Apologies had been received from Father Bruce, David Malone, Joanna Elson and Clare Goymer. Associate members were also unable to attend. As agreed the apologies were noted but not accepted. The Chair expressed her disappointment at such a low turn out. While recognising that unexpected things do crop up and illness is obviously unavoidable she hoped that as all the dates were arranged in advance that everyone had them in their diaries for next year.
37. **Late agenda items:** There were no late agenda items.
38. **Governors' declarations of interest:**
 - a. The Clerk asked that anyone who hadn't yet signed the new annual register of business interests to do so.
 - b. Declarations specific to this agenda: None.
39. **Membership:** There were no changes to membership. Governors briefly discussed new Associate Members who it was hoped would join the CFC committee, but needed to hear back from Fr Bruce about recruitment.

40. **Minutes of Part One of the meeting held on 8th October 2014:** Governors went through the minutes, which had been circulated previously. The minutes were then approved by the governors and signed by the Chair.
41. **Matters arising from the minutes:** None.
42. **Children, Family & Community Committee:** Stuart had agreed to be Chair. He took governors through the minutes that had been circulated previously noting the following:
- a. Governors had agreed to produce a regular Newsletter. The first issue was now ready for distribution and it was hoped it would be in bookbags by the end of the following week.
 - b. Governors had discussed the year 2 & 3 questionnaire and were waiting for a summary from the HT. The HT reported that broadly speaking Year 3 were fine but would have liked to see the classrooms earlier so she was planning a coffee morning for this year. The Year 2 questionnaires had very little to do with the children, but were more concerned with the move. She had requested funds from the PSA to provide a bin, clock and whiteboard. She had also introduced a soft start and end to the day so that parents and carers had access to staff. Governors discussed the issue of parents visiting classrooms as they did at Church Lane following assembly, but assemblies were too late in the term to be helpful.
 - c. The committee had requested a communications 'snapshot' to assess all the communications between the school and parents and carers. The HT reported that this was being undertaken from half term for three months and would be ready for the next CFC meeting.
43. **Resources Committee:** John had agreed to be Chair. He took governors through the minutes that had been circulated previously noting the following:
- a. Governors had been taken through the management accounts and quarterly return and adequate explanations given.
 - b. Governors had discussed what they would like to use any carry forward funds for should there be any at the end of the Financial Year and agreed that any funds should be used for additional IT equipment for the school and John asked the GB for approval. Approval was given.
 - c. In addition the HT reported that Support Staff had been awarded a National Pay award of 2.2% plus a payment of between £325 and £100 pro rata. This had not been expected and it was now unlikely that there would be any carry forward. She made it clear that she did not begrudge the money at all, but that it had come at a difficult time in the budget cycle. She always budgeted for a spine point increase, but all pay had been frozen for the past couple of years.
 - d. Governors had received premises reports and had asked Site Managers to complete their SDPs for the coming year and also arrange for a Health & Safety review in January.
44. **Curriculum & Achievement Committee:** Feyisa presented the minutes that had been circulated via email earlier noting the following:
- a. Janet had agreed to be Chair.
 - b. The committee had talked about raising the achievement of Black African boys and had received a report on EAL now that all children had been

assessed. The committee was pleased that the school was now able to look beyond ethnicity to language.

- c. One key area that had been discussed was that children were starting Nursery and in some cases Reception without being toilet trained. This was an issue as it took up time with the Nursery Team. Toni Norcup estimated that 31% of children attending Nursery were not toilet trained. The HT added that she felt this was a rising trend with children becoming less and less independent. Governors discussed what could be done and agreed that although the school cannot limit access it was appropriate that the school try to make more parents aware of the issue and increase communication with them on the subject. It had been agreed at the C&A meeting that parental communications should be looked at by the CFC committee while the C&A committee would continue to monitor the effect this was having on the base line entry level of pupils to reception.
 - d. Members of the committee had been allocated specific areas of the school and were expected to attend phase meetings prior to the next meeting:
 - i. EYFS: Clare Goymer
 - ii. Middle Phase: Jess Smart & Nele van Ginnekan
 - iii. Upper Phase: Janet Allen
 - iv. Areas of underachievement: Feyisa Demie
 - e. Finally the C&A committee wanted to congratulate the HT on the SDP which was looking much more robust and was just what they had requested.
45. **Consultation on changing the Admissions Criteria:** The Chair explained that this had been discussed in the CFC committee because of the changing dynamic of the school. Last year for the first time all the Foundation Places had been taken, but the current admissions criteria were very broad about who was eligible for those places. Fr Bruce had therefore wanted to look at these. Following training attended by the Chair, Fr Bruce and the Clerk they found that any changes for admissions in September 2016 needed to be consulted on for 8 weeks and this needed to be completed by 1st March 2015. The main changes proposed were to change the numbers from 36 Foundation and 24 Open places to a 50:50 split of available places. Also members of four named local churches including St Mary's with St George's would take priority over other churches. Governors discussed the new criteria and felt that the wording should be changed slightly to reflect the school and church's expectation of churchgoing. The HT reminded governors that this was a Church School rather than a Faith School. Some governors wanted to tighten the criteria further but agreed that they would monitor the Foundation Places over the next two years and if necessary re-visit the wording. Governors therefore agreed to go out to consultation on new admission criteria for admission of pupils in 2016. Governors further agreed that the letter should be from the Governors and Father Bruce.
- ACTION:** The Clerk to gather the paperwork ready to go out to consultation before the Christmas holidays.
46. **Headteacher's Report:** The HT took governors through her report that had been circulated previously and governors asked questions.
- a. Governors asked why there were places available and children on the waiting list and were told that this was usually due to timing issues.
 - b. Governors asked about the Year 2 bulge class and whether this was the class with 14 spaces. The HT explained that this was the case. Governors

were concerned that they had been asked to take a bulge class at short notice with a fair amount of disruption to the school and now the class was half empty. It would therefore not attract the full funding even though it would be required to be fully staffed. The HT agreed, but assured governors that she would be seeking additional funding from the LA to cover this. She further explained that as with all year groups, year 2 worked as a team and were able to utilise staff across the year and do more small group work which would benefit the pupils.

- c. Governors asked about attendance noting that Turquoise class was showing very low attendance. The HT explained the figures but agreed that that particular class had always had low attendance mainly due to term time holidays. Governors asked if any parents had received PCNs for absence, but as no pupil had had more than 10 days in any 3 month period they had not.
- d. Governors asked about moderation for Teaching and Learning and asked who did this. The HT explained that Jane Blakey from the LA and another external moderator from outside the LA came to check their moderation. Feyisa added that it was good practice to have external moderation from within and without the LA. The HT added that she was keen to have her judgements checked on a regular basis.
- e. Current Issues: The HT had been extremely disappointed with poor parental attendance at workshops. There had been a Year 5 & 6 science afternoon where only 10 parents turned up and the phonics workshops had attracted only 4 parents at RG and 17 at CL. She had asked for volunteers to help with the school vision and had personally invited 14 people but had only received 4 responses. Governors agreed that it was difficult for working parents to attend workshops during the day, but also it was hard for the school to respond to requests which took time, effort and money only for a poor response. IT was agreed that this would be taken up by the CFC committee to see if there was anything that could be done concerning communication.

ACTION: CFC to look at parental communication and workshops.

47. **SDP:** The HT presented the SDP which had been circulated previously.
- a. Governors asked what the PE related trip was and what the cost would be. The HT responded that they didn't know what the trip would be yet hence the uncertainty about the cost.
 - b. KSI targets had been missed from the front page and the HT agreed to add them and re-issue.
 - c. Governors noted that there wasn't a target for 3 levels of progress and asked why targets were generally more to do with attainment than progress. The HT explained that this was because progress was now less important to the government as they had moved to assessment without levels and schools were still uncertain how progress would be measured. The government had raised the bar for attainment and now stressed the importance of children being 'secondary ready'. The HT expressed her misgivings about this system as she felt it did not take into account any of the context surrounding each child – FSM, EAL etc. Feyisa echoed these misgivings but felt that this might change after the elections. There was as yet no nationally agreed measure of progress so the school would continue to use average points score as its own internal measure.

- d. Governors asked what the space for governor input was for. The clerk reminded governors that each committee had now identified the areas of the SDP that related to them and any additions from committees could be added there. The HT suggested that she and the clerk meet at the end of each term to go through minutes from committees and amend these sections. Feyisa added that governors should also record any school visits here as all school visits should relate to the SDP.

ACTION: HT to add KSI targets.

ACTION: HT and Clerk to meet termly to add governor input to SDP

48. **SEF:** The SEF had been circulated prior to the meeting, but the HT felt that it needed to be re-worked following the Ofsted. Ian Hart was coming to the school to help her with the update and adding costings. Hopefully an updated SEF would be ready for GB3.

ACTION: SEF to be updated for GB3

49. **Governor Action Plan:** The Chair explained that this had been put on the back burner since the Ofsted inspection in February, but that it should not be forgotten. The HT suggested that as part of Ian Hart's remit he was able to give governors feedback and thought that this might be a good starting point. Governors thought that that would be a good idea and wondered whether they should also have an audit as previously planned. It was agreed that in the first instance they would have the feedback from Ian and then book an audit nearer the next Ofsted 'window'.

ACTION: Governors to have feedback session with Ian Hart

50. **Chair's items:** The Chair had recently been to a PSA meeting where Debbie had been unhappy about the effect PSA events had on pick up times from After School Club (ASC) and she felt that this was something the GB should discuss to see if there was anything that governors could do to help. Debbie elaborated that if parents were helping at an event they sometimes left their children at ASC longer, which had a knock on effect for staff who were also supposed to be helping at the event. She added that it was not only a problem with PSA events as some parents persistently picked up late. Governors discussed the issues and agreed that there should be one rule that applied to all parents. Therefore it was agreed that Debbie would look at the signing out sheets at the end of each term and persistent offenders would get a letter from the Governors stating how unfair this was to staff and in extreme cases should the situation continue their child's place would be taken away.

ACTION: Chair to draft a letter for ASC

51. **Policies:**
- a. Whistleblowing Policy: The HT and Claire Holland were working on this and would bring it to the next meeting.

ACTION: Whistleblowing Policy to be brought to GB3

52. **Haringey Briefing:** The next briefing was being held on January 20th 2015 at 1pm and again at 6.30pm.
53. **Governors and Clerks training and attendance:** Fr Bruce, Jess and the Clerk had attended the Admissions training. The Clerk had also attended a Clerks Briefing on Data Protection and School Websites. She had forwarded the relevant information to the Chair of CFC. The Clerk had received the LA Spring training

programme and would forward it to all governors and encouraged them to attend any relevant training. The Chair reminded governors that it was important that all governors update their Safeguarding training.

54. **Next Meeting: Wednesday 11th February 2015, 6.45pm**