

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

GOVERNING BODY MEETING Wednesday 20th May 2015 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	Associate Member * Dr Janet Allen ◇ Mr Gary Brown * Ms Nele Van Ginneken
* 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.

111. **Prayers:** were led by Clare Goymer.
112. **Notified Absences:** Claire Holland, Fr Bruce and Debbie Malitte were unable to attend. The Chair explained to governors that Debbie had recently lost her partner and father. The HT informed governors that Debbie would be coming back to school after half term. All governors expressed their sadness and asked that their well wishes be passed on.
113. **Late agenda items:** There were no late agenda items.
114. **Governors' declarations of interest:**
 - a. Annual Register: The final signatures were received.
 - b. Declarations specific to this agenda: The chair explained that as the fees for After School Club (ASC) would be discussed later she felt that this would affect any governors whose children attended this included herself, John Hoggard, Stuart Goldberg and Nele Van Ginneken. It was agreed that all would debate the issue as governors and not parents, and that the HT would chair that item on the agenda.
115. **Membership:** As previously discussed David would be leaving the GB at the end of the academic year and Claire Holland was moving to Exeter. There would therefore be two vacancies on the GB. The Clerk informed the GB that she had already spoken to Fr B regarding the LDBS vacancy and he would be contacting the

LDBS to see if they had a suitable candidates. Governors discussed the skills required and agreed that they needed governors with finance knowledge and/or HR knowledge. Governors discussed the timing of the parent election and the clerk advised that this should be held at the beginning of September in order to include the new Reception parents. It was agreed that this would also give time for the LDBS to respond and should they find a governor with either HR or Finance skills the parent election could ask for people with skills that were still needed. The Chair thanked both David and Claire for their work.

116. **Minutes of Part One of the meeting held on 25th March 2015:**
Governors went through the minutes, which had been circulated previously. The minutes were then approved by the governors and signed by the Chair.
117. **Matters arising from the minutes:**
- a. Governors asked about the training on Life Beyond Levels and the clerk confirmed this would be scheduled in the Autumn Term.
 - b. Governors asked about the Working Party for Three Form Entry (3FE) – John Hoggard confirmed that he was working on this, but awaiting the outcome of planning permission before convening a meeting.
 - c. Governors asked about the E-Safety workshop and the HT informed them that this was still tbc.
 - d. Governors asked if the Resources committee had looked at the staffing typicalities and this was confirmed and would be discussed in Part 2.
 - e. Governors asked if training had been arranged about Strategic vs Day-to-Day. The Clerk confirmed that she had contacted Evelyn Pittman and was trying to arrange an evening session in the second half of the term. If this was not possible it would be in the Autumn.
118. **Resources Part One:** The Chair of Resources took governors through the minutes, quarterly return and new budget that had been circulated previously.
- a. 4th Quarterly Return and outturn statement. The Chair confirmed that the Resources committee had been taken through the closing of last year's budget by the School Business Manager (SBM) and Beata Lyons. The accounts showed an overall surplus going forward of £100K. This was an accumulation of two year's surplus. Governors had approved the return that would now be signed by the Chair of Governors and returned to the LA.
 - b. New Budget: The Chair of Resources took governors through the new budget and confirmed that costs had increased by £250K. This was covered by an increase in the Budget Share from government and the £100K surplus from last year's accounts. The school was showing a balanced budget, but he warned that this in effect meant that it was overspent by £100K as it was using the £100K surplus and this would not be available going forward. The Resources Committee had therefore challenged the SBM and HT to come up with cost saving scenarios that could be utilised should this be necessary and for any savings that could be made through the year to be noted. He added that the budget had allowed for a 1% increase in staff salaries, but warned that this had not yet been confirmed and therefore could be higher. The HT reported that because of the expansion of the school it was difficult to see any patterns, but she felt that staff would not need to be increased each year. She added that for the last few years the school had received grants for taking the additional bulge classes and this would not be received going forward although the School Budget Share would increase as the

numbers of pupils increased. Governors discussed the 2015/16 budget and issues with school budgets going forward. They agreed that it was wise to be looking at cost saving scenarios as no one was sure what pressures there would be on school budgets in the next 5 to 10 years. The Chair of Resources informed governors that the Resources committee would as usual keep a close eye on the budget throughout the year and report progress and savings to the GB

Governors approved the budget.

ACTION: HT and SBM to identify cost saving scenarios.

- c. Resources update: The Chair reported that planning permission had been received for CL and the outcome for RG was expected on the 16th June. Once planning permission had been approved the 3FE WP would meet. He felt that once the planning permission was in place the governors would be in a position to communicate this to the parents via a newsletter. He went on to inform the GB that the building work at CL was likely to be delayed as it was felt that if it started this summer it wouldn't be finished in time for the Autumn Term. He would give more information on this once he had received it. Governors asked whether the additional classrooms at RG would be ready in time and were told that the work on them should start in October 2015 and would be finished in August 2016 ready for the September 2016 intake.
- d. Charging for After School Club (ASC) and Breakfast Club (BC). The Chair of Governors had asked that this be added to the agenda as she felt that this needed further discussion and input from all governors. Both clubs were showing a deficit, but the ASC deficit was quite large. She felt the questions were; whether to put up fees; if not how the deficit be addressed and; morally what the best option should be. She had asked for and received a lot of information from the SBM. The clubs had grown as the school had expanded, but without thinking of them as a business. They had been staffed for capacity rather than the spaces used – so although there was a waiting list, there were some spaces because of parent's working patterns. The HT reported that she had met with Debbie Malitte to look at cost savings and they had identified some. The Chair went on to report that the cost (£6.00/session at CL and £6.50/session at RG) was considerably cheaper than other options in the area that were £10/session. The fees had been increased by £1/session last year, but this only increased the income by around £4K. This was partly due to debts, and also to free places given to families in need. Governors understood that costs for families in need could come from the Pupil Premium Grant and asked that this be shown as a separate line in the budget. Governors agreed that the clubs needed to be run as a separate business. Governors discussed the issues further and agreed that they needed external help to solve this. They therefore tasked the HT to come up with a one page briefing document of what she wanted wrap around care to look like that governors could then debate and task an external advisor to come up with a business plan. All governors would try and think of someone who would be able to do this. Governors also suggested that next year the school could request help from the Greig Trust for a contribution to help local families with ASC fees as this was an area that the State did not contribute towards.

ACTION: SBM to add a line to the budget for ASC to reflect income from the Pupil Premium Grant.

ACTION: HT to come up with a one page briefing document about what she wanted the wraparound care to look like for GB6

ACTION: Request help from the Grieg Trust to supplement some ASC places.

119. **Children Families & Community:**

- a. The Chair was waiting for dates from the school for governor visits so that the pupil questionnaire could be completed. The HT agreed to chase. He reminded governors that the aim was for governor engagement with pupils and hearing the pupil voice. He would coordinate this with the Chair of Curriculum & Achievement and encouraged as many governors as possible to take part.
- b. SDP – the CFC committee had looked at the SDP and discussed how it could be more forward looking. He had tasked his committee to think of three things that the school could improve and three different ideas for each – for example three changes to the school website. This could then be used as input for the new SDP. The HT explained that she was hoping to get Tom Broadbent to formulate the new SDP and as such he could work with all the committees and feed their input back to the SLT.
- c. Ethos Statement and Home School Agreement – The committee had debated these and agreed that the two documents should be kept separate. They felt that the Ethos Statement was too important to be part of the HSA. However it was further agreed that a line should be added to the Home School Agreement to say ‘I agree to the principles contained with the Ethos Statement’.
- d. Attendance: pupil attendance was just below 95% and the school would want this to be higher. The committee had looked at all the procedures in place to try and improve this and felt that these were robust. They encouraged the HT to continue trying to encourage better attendance.
- e. The committee had discussed the possibility of governors attending one of the school inset days and suggested that the first one of the academic year on 2nd September would be a good opportunity to work with the staff. This would be a half day with lunch. Governors agreed to this and asked that the Clerk send a reminder to governors in mid August.

ACTION: Governors to attend the inset day on 2nd September – clerk to remind governors of this mid-August.

- f. The committee had discussed the results of the annual Parent Survey a summary of which was tabled. The school had used the same questions as previous years and the results were overwhelmingly positive. The main outcomes were that parents wanted more parent meetings, workshops, reports and weblinks. The HT reported that from next year termly reports would be sent out with red, amber, green colouring, there would be more curriculum workshops and weekly coffee mornings with the Children and Families Champions. The HT went on to explain that there would be some additional staff from September including more admin staff to help with website updates and a PE, TA to help with after school clubs and possibly a parents keep fit club. Governors discussed the response to behaviour in the survey. The HT felt that this was to be expected because parents only every saw isolated incidents and were not aware of overall behaviour of children, especially in class.

- g. Although Father Bruce could not attend the GB he had submitted a report on attending the School Council. Governors were surprised that there were only 2 boys and 14 girls on the council and felt that this should be addressed next year with the possibility of a girl and boy from each year.

ACTION: HT to look at having a girl and boy from each year next year.

120. **Governor Visits:** Feyisa Demie had visited the school and submitted a report to the GB. He took governors through the detailed report that had been looking at Black Caribbean and Black African boys underachievement; EAL; underachievement at KS1; boys underachievement generally and data. He had been extremely impressed with the forensic nature of the data available and the targeted support from TAs. He had met with the DHT, the Inclusion Manager, Observed one class, met with five TAs and listened to the Pupil Voice.

- a. **Key findings:** He felt that Black African and Black Caribbean underachievement should continue to be monitored as part of the SDP. Although the whole school attainment was progressing Black African and Black Caribbean boys were still below National. The key reason identified was lack of parental support. He noted that the school had appointed a family support worker to try and increase engagement of pupils and families. This person would be starting in September. He had no concerns about Pupil Premium and felt the school was really narrowing the gap.

The Chair thanked Feyisa for his very clear and thorough report. Feyisa had tabled a NGA document on governor visits and Governors discussed this and their role on visits to the school. It was important that governors understood that they should observe with a member of staff who was monitoring and be focussed on what they were looking at.

121. **Link Governor Roles & Responsibilities:** These had been received for Safeguarding, E-Safety, HR and SEN – although SEN needed to add targets for the year. Documents were still needed for Finance and Premises and were required for the next GB.

ACTION: Finance Link Governor and Premises Link Governor to submit their Roles & Responsibilities to next GB.

122. **Heateacher's Report:** The HT reported that SATS had been completed and sent off. She reported that the Year 2 SATS were being moderated by the Local Authority and that the moderators were being externally moderated by the Standards and Testing Agency (STA). (*subsequent to the meeting the moderators had found that the school judgements were 100% accurate – something they said rarely happened. Well Done!*). There were 80 pupils in Year 2 and of these 66 were matched pupils. Y2 have performed strongly against the FFT targets for Type D. The targets that the HT had set for all Y2 pupils would place the school in the top 25% which was above National. She was also hopeful that Year 6 had done well. Governors commented that they thought the transition planning was well thought out and would be reassuring to parents.

- a. **Incidents of Racial Discrimination or bullying:** none reported.
b. **Current issues:** nothing to report.

123. **GB Evaluation – self review and future objectives:** The Chair reminded governors that at this time of year the GB should review its performance and look forward to its future plans. One of the key things the GB had changed this year was the committee structure and she asked for comments. The HT felt it was a much clearer structure which made it easier for her to give information and she felt fully supported by each committee. Chair of Resources felt that they got

through a lot of factual work and were able to debate within committee rather than bring everything to the GB. The Chair of CFC wished to thank the Clerk for the support that she gave Chairs and committee members. The CoG felt that as a GB they were in a transition period moving towards a more strategic approach. She felt that personally a great deal of her time had been taken up with parental issues rather than being able to focus on the GB strategically. The clerk had sent her a self evaluation document and when she went through it she felt that the GB wasn't ticking enough of the boxes although in parts the GB was fulfilling the 'stronger GB' sections without necessarily having completed all the 'sound governance' points. She asked that the clerk send the document out to all governors for them to look at and to comment on at the next GB. The Chair of C&A felt that it had taken the last three years for the C&A committee to find its own identity and as a GB and a school real progress had been made during that time. She added that the preparatory work now done in committee rather than GB should not be underestimated. Governors added that the experience of joining the two schools had given the GB more confidence and that considering half the school was in Special Measures real progress could be seen as it was judged 'Good' and moving towards 'Outstanding'. Governors agreed that there were many positives to be taken whilst also acknowledging that there was always room for progress. The HT felt that much of the 'stronger governance' points had been necessary to get the school out of Special Measures and now was a good time to go back and ensure that all areas were sufficiently covered. It was a useful document to refer to each year.

ACTION: Clerk to send out the self evaluation document to all governors for discussion at GB6.

The CoG went on to discuss the idea mentioned at the last GB about structuring the meetings through the year around the strategic vision and monitoring cycle. The Clerk informed governors that she was due to meet with the HT to plan the next year's annual schedule and felt that the next step was to re-look at the agenda and ensure that all committee work was tied to the monitoring cycle. She suggested that once she had the dates in place she could discuss this with the CoG and HT. It was agreed that drafts should be sent out and governors think about the schedule in conjunction with the 'Framework for Governance' and have an evening meeting to discuss this more fully in order to produce a strong framework for the following year. The HT agreed to send dates out to governors to arrange this.

ACTION: Clerk to resend Framework for Governance to all governors.

ACTION: Dates to be given for an evening meeting for further discussion.

- 124. **SDP:** Full review at GB6
- 125. **SEF:** Full review at GB6
- 126. **Chair's items:** See item 123.
- 127. **Governors Newsletter:** This had been completed and would be in bookbags on Friday.
- 128. **Policies:**
 - a. **Data Protection:** Agreed by CFC and ratified by the GB
 - b. **Equal Opportunities:** Some queries from Clare Holland. To be ratified and the following meeting.

ACTION: carry forward to next GB.

- I29. **SEN Policy:** This had been approved by the CFC and the SEN Link Governor, Reviewed by the GB and ratified by the GB.
- I30. **Haringey Briefing:** nothing to report
- I31. **Governors and Clerks training and attendance:** No-one had attended training. The Clerk suggested that next year when the training timetable was received that Governors should choose courses at the meeting and be prepared to share something from the training at the following GB. She would add this to the next annual schedule.
- I32. **Next Meeting: Wednesday 8th July 2015, 6.45pm**