

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

GOVERNING BODY MEETING

December 8th 2016

6.45 pm at Rectory Gardens

Foundation Governors – 7	Representative Governors - 5
The Rector of Hornsey (1 governor) ◇ Father Bruce Batstone Ex Officio	Parents (2 governors) ◇ Mr Graeme Viljoen 24/04/2020 * Mrs Charlotte Adlam 14/10/2020
Hornsey Parochial Church Council (2 governors) * Ms Jess Smart (parent) 22/03/18 * Mr Ian Blaney 08/09/19	Staff (2 governors) * Mrs Fran Hargrove Headteacher Ex Officio * Mrs Sophie Yaseen Staff 28/09/20
West Haringey Deanery Synod (2 governors) * Mr John Hoggard (parent) 27/02/17 * Fr Eric Lobsinger 3/12/2019	Local Education Authority (1 governor) * Mr Stuart Goldberg 28/09/2020
London Diocesan Board of Schools (2 governors) * Dr Feyisa Demie 31/08/17 ◇ VACANCY	Associate Members * Dr Janet Allen ◇ Clare Goymer * Alice Greenwell * Dr Monica Mascarenhas Jones
* Governor present ◇ Governor absent	

In attendance: Sophie Plimley (Clerk)

Part One

2016-2017

26. Welcome and introductions: Jess Smart as Chair welcomed Charlotte Adlam to her first Governing Body meeting and congratulated her on her appointment. All in attendance introduced themselves.

27. Notified Absences: Fr Bruce, Graeme Viljoen and Clare Goymer sent apologies.

28. Late agenda items: none

29. Governors' declarations of interest:

- i. Annual Register: Janet Allen and Charlotte Adlam signed. Clare Goymer still to sign

ACTION - Clare Goymer to sign Annual Register of interests

- ii. Declarations specific to this agenda: none

30. Y6 Booster week review – Presentation by Craig Hewitt, DHT Highgate Wood School. Report was circulated to those attending and was an evaluation of the April 2016 Pendarran trip for some Y6 children, immediately prior to KS2 SATs.

Context - CH explained he has been doing work with FH and Tom Broadbent (DHT, Rectory Gardens) around pupil premium at St Mary's as part of his development course to be trained as a Headteacher. As he is responsible for £500,000 pupil premium budget at Highgate Woods Secondary school and is very

involved in evaluation of pupil premium impact, conducting a review of PP at primary school would be good experience for him and invaluable for St Mary's in terms of best practice and with an objective standpoint.

Report – CH covered definition of PP, best practice and how the government/other bodies think schools should be spending PP money. It's clear that schools are using their PP grant in different ways and are not always getting the best value. A national issue in terms of attainment progress at primary and secondary level for disadvantaged students.

Methodology - CH reviewed planning documents and rationale of the Y6 Booster week. Undertook focus group of ex-Y6's who had been on trip (now Y7's at HGWS), questionnaires to parents, plus included feedback from parents and governors at St Mary's.

Key Findings

- Rational for trip was conceived correctly and in-line with best practice types of intervention for PP Grant.
- Feedback from participating children overwhelmingly positive “rarely have I met children so enthusiastic about a trip”.
- Secondary school can see positive impact on the confidence, organisation and willingness to learn in Y7 at HGW School.
- Similar questions posed to parents and respondents were very positive about trip and echoed children's views.
- Timeframe and communication was an issue which though outside the scope of the review has been taken on board by the school.
- Key quotes from the report
 - “The results data clearly shows a significant closing of in-school gaps. This is a significant success, particularly in light of the increased challenge and rigour of the KS2 tests this year. Also, the gap was closed at a greater rate than the national rate.”
 - “Triangulation of student and parent views along with the performance data suggests this intervention has had a very significant positive outcome. The boost that this will give these pupils at a crucial moment in their education is potentially life-changing. This would seem to be just the kind of project the PPG was conceived for, with a level of impact to match”

The Governors thanked CH for his report and the time taken to focus on PPG at St Mary's.

There was then a discussion regarding PPG generally. Governors agreed that St Mary's needs to find its own context for PPG and build on the successes of the Booster week, though not necessarily run it again in exactly the same format/timeframe. One governor commented that as education strategies change, the school needs to send a message to parents about how the school will deal with ‘the equality of outcomes rather than opportunities approached which the PP strategy is based on nationally’ i.e. communicating the rationale for disadvantaged students receiving elements of provision which sometimes are over and above what is experienced by their more advantaged peers. Another governor, while agreeing, commented that one of the main difficulties is handling the confidential aspects of implementing an appropriate strategy. HT confirmed that the SLT

would look at a variety of approaches for 2016-17 and work on a more timely and effective communication strategy to parents.

Craig Hewitt left the meeting at 6.20pm

31. **Minutes of previous GB meeting (28th Sept 2016)** – reviewed, approved and signed by the Chair.

32. **Matters arising from minutes not on this agenda:**

- Item 4.i: Clare Goymer still to sign Annual Register
- Item 5.3: Clerk to co-ordinate governors skills audit (when LA publish new competency framework for governors)
- Item 12: Clerk to send role description to any Link Governor who is new to role
- Item 16: HT (or DHT) run a training session regarding student performance data

33. **STEM Governor Link** – new recommendation for all schools, including primary schools, to have a STEM governor. Charlotte Adlam agreed to take on this role.

ACTION – Clerk to send CA relevant documentation

34. **Health and Safety Committee** – JH (Premise Link) explained that H&S walks would resume now that the building work had finished. As it was also best practice to have a dedicated H&S Committee that reported into the GB, it was agreed that this committee would be a development of the H&S walks and would be minuted by the Clerk. Members of the new H&S Committee were agreed as:

- John Hoggard - Premises Link Governor
- Sophie Yaseen – in her capacity as a member of staff
- Ian Bruce – RG Site Manager
- Dennis Murphy – CL Site Manager
- Tom Broadbent/Sam Fennell – DHT on both sites, as appropriate
- Sophie Plimley – Clerk

First meeting of this committee was agreed as December 19th 2016.

ACTION – Clerk – draft Terms of Reference for H&S committee

ACTION – Clerk – add meeting dates to Annual Schedule

35. **Resources Committee – update from Oct 20th meeting**

Minutes circulated from meeting. Main items for GB to note:

- Committee looking into leasing of minibus for sporting/other activity provision
- Lettings Policy reviewed and approved

- Charging and remission policy reviewed and approved (school website updated)
 - Schools Financial Self-Assessment Audit – recently completed by SBM and presented to Resources Committee
 - H&S Committee to be established (see above)
36. **Children, Families & Community Committee – update from Nov 9th meeting** (please note the agenda for this GB meeting states C&A committee update here, this is incorrect) Minutes circulated from meeting. Main items for GB to note:
- Fr Eric has become the chair of this committee
 - Tapestry update – Fr Eric thanked Duncan Beardwell for the very informative update on the Tapestry system used at CL
 - School vision/ethos reviewed and agreed as:
 - School statement – *“Love one another as I have loved you”*
 - School ethos – agreed continued use of ethos in booklet
 - School vision – *“At St Mary’s we find out who we are. We discover our talents and we learn and succeed. We have courage: we are brave. Together we are a family”*
 - Website update – SP has conducted a thorough review and update of website. Now compliant and have made improvements to the navigation of the site. Introduced new curriculum section and area for children’s blogs.
37. **Admissions criteria** – Governors reviewed and debated the current admission criteria for the school. **One governor asked if the school was expecting further demographic changes in the area.** The HT replied that there had been and would continue to be significant changes in demographics in the area, demonstrated by the surplus of school places at Reception/Y1 across the borough. **The Governors agreed that there would be no changes the Admissions arrangements for applicants applying for entry in Sept 2018. This would be reviewed annually.**
- ACTION – Clerk to confirm no change in admission arrangements to LA and LDBS.**
38. **HT Report** – report circulated
- a. Open day 1st Dec – went well, had approx. 30 visitors and have decided to do it earlier, in September next year. HT confirmed feedback from visitors/potential parents was very good.
 - b. Official opening 12th Jan – Clerk confirmed Bishop Rob and Cllr Elin Weston are confirmed for the event. Please could governors attend.
- ACTION - Governors attend 12th Jan open day if they can. Please confirm attendance to the Clerk.**
- c. Ofsted prep – will have a section on the website for the Ofsted inspectors. Have drawn up document covering all aspects of the inspection and where documentation is/will be. Governors will have hyperlink to this information.

ACTION – HT circulate Ofsted briefing information to governors

- d. Data dashboard – circulated by HT. She confirmed HT's have been told that Ofsted are looking more closely at Data Dashboard than Raise Online. Important for governors to look at strengths and weaknesses.

ACTION – all governors acquaint themselves with Data Dashboard information

ACTION – Clerk – arrange DHT to brief GB on data during GB3

- e. School Improvement report - The recent Universal Visit report from Jane Flynn (School Improvement) was circulated for information.

One governor asked about the HT reference to 'misuse of social media' in her report.

HT confirmed that a small number of children have used social media to post unpleasant comments about one another. HT has dealt with the situation and confirmed that the school has again done e-safety training for children which covers acceptable use, and information has been made available to parents too. Bullying is also covered in SMSE curriculum work.

39. **School Development Plan** – HT confirmed no new updates to SDP, however subject leads were updating their sections as appropriate and science and PE sections still to come.

ACTION – SDP to be updated and recirculated prior to next GB.

40. **School Self Evaluation Form** – updated SEF was circulated and discussed. One governor asked HT to highlight changes as they appear. Another governor felt that the GB should have more of a presence on the SEF to demonstrate depth of involvement and how they influence the quality of teaching. HT asked for Governors to send suggestions to her to include in SEF, specifically how to capture the pro activeness of the Governors.

ACTION – SG and JA work with HT on governor section of SEF

41. **Chairs items** – Governors newsletter. Chair asked committee Chairs to submit newsletter items to Clerk by Friday 16th Dec for a December newsletter to be pulled together

ACTION – Chair, Chair of Committees, new governors submit newsletter information and bio (as appropriate) to Clerk by Friday 16th Dec.

One Governor suggested at looking at alternative ways for governors to communicate with parents.

42. **Policy planner for the year** – Clerk confirmed that this is being drawn up and will be circulated to GB when ready. Currently working on a policy review to ensure compliance and updating policies where necessary.

43. **Governor visits** – governors reviewed table of governor visits. Clerk asked for governors to confirm any planned visits in advance, send write ups to her and then report back to committees/GB as appropriate. Agreed that visit write ups should be in GB packs.

ACTION – Clerk to ensure governor visit reports circulated in GB data packs. Agreed they will be for reference only as details will have been discussed in the appropriate committee.

44. **Governors training –**

- New governor induction attended by Sophie Plimley (Clerk), Sophie Yaseen, Graeme Viljoen and Charlotte Adlam this term.
- Haringey Governors Association AGM – attended by John Hoggard
- Prevent training – majority of governors have now completed this online training

45. **Haringey briefing –**

- Ian Blaney & Sophie Plimley attended recent Haringey briefing. One item related to upcoming 30 hours provision and Jess Smart confirmed she was attending specific training relating to this before Christmas.

46. **Annual Schedule of meetings** – copy circulated – please note any change of dates

47. **Date of next meeting:** Wednesday 22nd March 2017 6.45pm