

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

## GOVERNING BODY MEETING

September 27<sup>th</sup> 2017

6.45 pm at Rectory Gardens

<u>Foundation Governors – 7</u>	<u>Representative Governors - 5</u>
<b>The Rector of Hornsey</b> (1 governor) ◇ Father Bruce Batstone Ex Officio	<b>Parents</b> (2 governors) * Mr Graeme Viljoen 24/04/2020 ◇ Mrs Charlotte Adlam 14/10/2020
<b>Hornsey Parochial Church Council</b> (2 governors) * Ms Jess Smart (parent) 22/03/18 * Mr Ian Blaney 08/09/19	<b>Staff</b> (2 governors) * Mrs Fran Hargrove Headteacher Ex Officio * Mrs Sophie Yaseen Staff 28/09/20
<b>West Haringey Deanery Synod</b> (2 governors) * Mr John Hoggard (parent) 29/06/21 * Mthr Anna Stuttard 29/06/21	<b>Local Education Authority</b> (1 governor) * Mr Stuart Goldberg 28/09/2020
<b>London Diocesan Board of Schools</b> (2 governors) ◇ VACANCY ◇ VACANCY	<b>Associate Members</b> ◇ Dr Feysia Demie * Ms Alice Greenwell * Ms Sue Robertson * Mr James Gray
* Governor present ◇ Governor absent	

**In attendance:** Sophie Plimley (Clerk)

### Part One

2017-2018 - Meeting began at 6.45pm with Sophie Plimley (Clerk) chairing until a Chair was formally elected.

1. **Welcome and opening prayer** – Mthr Anna led the opening prayer. Sophie Plimley welcomed the new Governors and Associate Members - Mthr Anna (WHDC Foundation Governor), Ms Sue Robertson and Mr James Gray (Associate Members). Sophie Plimley confirmed that Feysia Demie, LDBS governor had stepped down in August 2017. On behalf of the FGB she thanked Dr Demie for his commitment and service to the school and FBG.
2. **Notified Absences** – Clerk confirmed apologies had been received from Fr Bruce Batstone, Charlotte Adlam and Feysia Demie.
3. **Late agenda items** – none
4. **Governors declarations of interest:**
  - a. Annual register of business interest – Clerk circulated Annual Register for all governors to sign. Fr Bruce, Charlotte Adlam and Feysia Demie to sign at next meeting.

**ACTION - Fr Bruce, Charlotte Adlam and Feysia Demie to sign Annual Register of interests**

- b. Declarations of any interest specific to this agenda - none

**5. Governor Role profile and Code of Conduct** – both documents circulated to each governor and all governors agreed to sign and return Code of Conduct to Clerk as soon as possible.

**6. Election of Chair of Full Governing Body (FBG) and Vice-Chair of FBG**

- a. **Chair** – Jess Smart was nominated by Fran Hargrove and seconded by John Hoggard. FGB voted Jess Smart as Chair of FGB unanimously.
- b. **Vice-Chair** – John Hoggard was nominated by Graeme Viljeon and seconded by Sophie Yaseen. FGB voted John Hoggard as Vice Chair of FGB unanimously.

Jess Smart took over chairing the meeting.

**7. Terms of Reference**

- a. **FGB Instrument of Government** – reviewed and approved for adoption with no change for 2017-2018.
- b. **Resource Committee** – terms of reference discussed and proposed minor updates were reviewed and approved.
- c. **Curriculum and Achievement Committee** – terms of reference discussed and proposed minor updates were reviewed and approved.
- d. **Children, Families and Community Committee** – terms of reference discussed and proposed minor updates were reviewed and approved

**8. Associate Members**

- a. **Terms of office and voting rights** – FGB reviewed and approved the use of the standard Local Authority guidance on the terms of office of, and voting rights of, Associate Members. Term of office would be for 1 year with no voting rights on FGB but voting rights in Committee. Associate Members are not Governors and are not recorded in the instrument of government, but they can attend FGB.
- b. **Election of Associate Members** – Chair welcomed the important role that Associate Members play on the FGB and at Committee level, bringing expertise and subject knowledge to the Governance of the school.
  - i. **Departing Associate Members** – The Chair said that Janet Allen and Clare Goymer had confirmed they were stepping down as Associate Members effective today. The Chair thanked Clare and Janet for their tremendous contribution to the FGB and C&A Committee over many years with special reference to both their focus on standards of education throughout the school. They would be missed and the Chair wished them well. The Chair also said that Monica Mascarenhas-Jones has confirmed she was stepping

down as the Parent Staff Association Link Associate Member. The Chair thanked her for her efforts over the past year.

ii. **Election of Associate Members** – the FGB unanimously voted in the following Associate Members for 2017-2018

1. **Feysia Demie (previously LDBS Foundation Governor)**
2. **Alice Greenwell (previously Associate Member on FBG)**
3. **Sue Robertson**
4. **James Gray**

The Chair thanked the four Associate Members for volunteering their time and supporting the FGB in the governance of the school.

9. **Election of Committee Members** - the Chair lead a discussion about who should sit on which committee and noted that FGB members and Associate Members can sit on more than one committee at a time. The following was agreed:

a. Curriculum and Achievement Committee

- Fran Hargrove
- Jess Smart
- Graeme Viljoen
- Stuart Goldberg
- Charlotte Adlam
- Feysia Demie (AM)
- James Gray (AM)
- Tom Broadbent (Deputy Head Teacher)

b. Resources Committee

- Fran Hargrove
- Fr Bruce Batstone
- John Hoggard
- Ian Blaney
- Alice Greenwell (AM)
- Sue Robertson (AM)
- Helen Hutchings (School Business Manager)
- Sam Fennell (Deputy Head Teacher)

c. Children, Families & Community Committee

- Fran Hargrove
- Graeme Viljoen
- Sophie Yaseen
- Mthr Anna Stuttard
- Aria Zavrou (Inclusion Manager)

It was discussed and agreed that a PSA representative would be invited to committee meetings as appropriate, rather than having a PSA link Associate Member from this year going forward.

The Clerk noted that recruitment for the two Foundation governor vacancies was in process and new governors would be assigned roles on Committees and Link roles after their appointment.

- 10. Link Governor Roles** – the Chair led a discussion regarding who should take which Link role. The following was agreed:

- Safeguarding – Stuart Goldberg
- SEND & STEM – Charlotte Adlam
- E Safety & Curriculum – Graeme Viljoen
- HR – Alice Greenwell
- Premises – John Hoggard
- Finance & Whistleblowing – Ian Blaney
- Training – Sophie Yaseen
- RE & School Council – Fr Bruce Batstone
- EYFS & Lower Phase – Jess Smart
- Middle Phase – Stuart Goldberg
- Upper Phase – James Gray

The FGB also agreed that new Governors and Associate Members should be paired with a Mentor governor to work with and learn from. Clerk to action.

**ACTION** – Clerk to arrange appropriate training and agree Mentors for new governors/AM's.

- 11. Minutes of Part One of the previous meeting (12<sup>th</sup> July 2017)** – approved and signed by the Chair.

- 12. Matters arising from minutes not on this agenda** - none

- 13. Committee Updates** – verbal updates received from Chair of each committee or a representative of that committee:

**a. Curriculum & Achievement Committee:**

- i. Marking issue and SAT's reading results – Committee had thoroughly reviewed the SAT's data and feedback from the HT in the summer term and early in the autumn term. Confident that the school has done everything it can to ensure quality and performance in the SAT's and the HT has followed up effectively on the marking irregularities that St Mary's and other schools in the borough have had to deal with. HT has put in place appropriate strategies to additionally boost reading. **Governors very positive that SAT's data overall shows St Mary's to be in the top 25% of the country and in the top 4% for more able and disadvantaged. Agreed that groups to focus on this year are EAL (Turkish), SEND and Black Caribbean boys.** The Chair of governors encouraged the Link Governors for each Phase to meet with their Phase leaders as soon as possible to help build on the good work achieved last year.

**ACTION** – Link Governors for each phase meet with Phase leaders as soon as possible.

- ii. Other data – Committee had commended the HT on the other results data. Highlights being:
    - 1. Reception results above local and national having been 47% age related on entry and 80%+ by end of Reception.
    - 2. Gap closing for RWM for pupil premium children in Y3 and Y4. Last year they exceed ‘Other’ results which is fantastic achievement
  - iii. Attendance - Committee noted that attendance went up last year to 95.27% and commended the HT for her efforts in this area. The HT confirmed that she was setting a target of 96% attendance this year. FGB discussed and agreed that this was a suitable target to strive for and they would support the HT in achieving this.
- b. **Resources Committee** - there has been no Resources Committee since the last FGB meeting. Next meeting 11<sup>th</sup> October 2017
- c. **Children, Families and Community Committee** – Chair updated FGB on parent survey. Distributed in June 2017 and results have been processed. Will discuss results and implications/next steps at next CFC meeting in November, but agreed that the parent survey results be uploaded onto the school website as soon as possible.

Action – HT put Parent Survey 2017 results on website

14. **Headteachers Report** – HT circulated her HT report and confirmed from this term, it’s new format is more streamlined as she will be reporting in depth to each committee too. One governor reminded the members of the FBG that at the Away Day 2017 governors had agreed to table questions to the HT for her report ahead of each committee meeting and ahead of each FGB meeting. The Clerk would remind governors to send their questions more than one week before any meeting. The questions would be addressed in each HT report. FGB commended the HT on the more informative and clear structure. The details of the HT report were discussed.

ACTION - At least one week ahead of any meeting, the Clerk to solicit tabled questions from Committee Chairs ahead of Committee meetings and any Governor/Associate member before FGB meetings.

15. **SDP** – HT updated the FGB on a change of approach to writing the SDP. The HT and Senior leadership team had written an extended SEF for governors and Ofsted which will be backed by the School Improvement Plan (SIP). Both are in draft format at present, but will be circulated to FBG in draft format asap for comments.

Action – HT circulate draft extended SEF and SIP to FGB as soon as possible for comments.

16. **SEF** – see discussion in item 15.

17. **Chair’s items** – Governors vision statement for the school (developed after the Away Day in the summer term) was circulated, discussed and agreed. Now needs to be launched to staff and parents.

**ACTION** – Clerk to organise launch to staff at meeting prior to next GB. Then to parents via web and newsletter.

**18. Governor information:**

- a. Briefings – the Clerk drew the FGB’s attention to the enclosed Haringey and LDBS briefings and encouraged them to attend the live briefing sessions held by the Local Authority.
- b. Training – the Clerk circulated training schedules for Governor training from Haringey and the LDBS. The Clerk reminded the FGB to book on to appropriate courses as soon as possible, and inform her as she will be tracking Governor training and development very actively this year.
- c. Governor visits – the Clerk circulated a tracking document of Governor visits 2016-2017, a model visit protocol and a standard report format that Governors should use to write up their visit and communicate findings to the HT and the appropriate committee. The Clerk reminded the FBG that they should co-ordinate visits to the school through her where possible and report back promptly with findings to the HT and the appropriate committees

- 19. Annual schedule of meetings** – the Clerk circulated the annual schedule of meetings for the FGB and asked governors to note the date of each meeting and committee meeting in their diaries.

End of Part One of meeting