



## Successful Learners

### The Minutes of the Meeting of Devonshire Hill Nursery and Primary School Full Governing Body

**Date:** Wednesday, 10 May 2017  
**Time:** 6:30pm  
**Venue:** The Conference Centre, The Devonshire Hill Nursery and Primary School, Weir Hall Road, London N17 8LB

**Present:**

Steven Lock	Chair of Governors
*Penny Woolley	Vice Chair of Governors
Julie D'Abreu	Headteacher
Joanna Bracken	Staff Governor
Navdeep Kaur	Co-opted Governor
*Michelle Knott	Co-opted Governor
Mark Guildea	Co-opted Governor
Steven Feldman	Co-opted Governor
Daniel Wintercross	Co-opted Governor
*Michael Cutting	Co-opted Governor
Giuseppe Sollazzo	LA Governor
Makaila McKenzie	Parent Governor
*Michelle Watson	Parent Governor

**Also Present:** Corinne David Clerk  
\*Denotes absent

#### 1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies for absence were received and noted from Penny Woolley, Michelle Knott and Michael Cutting.
- 1.3 The meeting was quorate with 9 governors present.

#### 2. DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 There were no declarations of interests made in respect of any of the agenda items.
- 2.2 Mark Guildea updated his register of interest information, as the School has purchased a package of support with Non-Stop ACTION.

#### 3. GOVERNING BODY

##### 3.1 Governor DBS

The Chair informed the GB that all Governors had completed their DBS checks. Michael Cutting was waiting for the DBS certificate to be issued.

##### 3.2 Governance Annual Statement

**ACTION** The Chair to draft a statement for review at the next FGB meeting.

#### **4. PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING**

4.1 The minutes of the Full Governing Body meeting held on Wednesday 22 March 2017 were noted and confirmed as a correct record. One set of minutes was signed by the Chair and retained by the School for filing.

#### 4.2 Matters arising.

##### 4.2.1 Item 7.1.6 Turn IT On

The Headteacher informed Governors that the SBM had researched possible companies that could be approached to tender for the IT contract. The only organisation able to fulfil the School's requirements was Turn It On. The specification was broken into 2 distinct components: CPD teaching support and technical support. As the quote provided was below the threshold required for an open tendering process (£25k); the school recommended the approval of the contract to Turn It On. Governors debated the process and whether a tendering process would be good practice. Noted that within the public sector it is common practice to award contracts to a single bidder. An overview of the procurement process and requirements was provided. The Headteacher informed Governors that the SBM had researched numerous companies regarding their services and felt confident that Turn It On had the right services for the School. The Headteacher further noted that the School had filled its statutory requirements and would wish to avoid further delay. Noted that the School is able to review the contract after a year; although funding has been earmarked for 3 years. Noted that the IT support contract could be open to a tendering process.

**AGREED**      **The GB approved the School to enter into a contract with Turn It On to launch the IT Strategy.**

**ACTION**      Three to four months before the renewal of the IT support contract Steven Feldman and SBM to meet and set up an open tendering process.

##### 4.2.2 Item 7.3 The Haringey's vision for Haringey Schools

The Headteacher informed Governors that a group of Headteachers (with the support of Haringey) were reviewing options and viability of creating a company as a traded service for school improvement in Haringey. The outcome of this work will impact on Haringey's vision for Haringey Schools.

##### 4.2.3 Item 7.4 School Improvement Steering Group

The minutes from the School Improvement Steering Group had been circulated to Governors, prior to the meeting. The Headteacher provided an overview of the remit of the School Improvement Steering Group (SISG). A group of Headteacher's are looking to create a company that would replace the School Improvement Service. This would be a similar model as Hertfordshire County Council, Hackney and Camden. The services would be offered as a traded services. A strategic partnership board will oversee the work of SISG. Noted that Jon Abby and Julie D'Abreu (along with other nominated reps) will sit on the strategic partnership board. The terms of reference for the strategic partnership board was shared with the GB. The Headteacher informed Governors that SISG and strategic partnership board was exploring what accountability/ power the company would have. Noted that the company would have to work with schools earlier with improvement, as if a school goes into special measure than that school will be directed to become an academy.

##### 4.2.3a **Q: What would the financial impact of the potential change in Haringey school improvement be?**

A: Currently all community school budgets are top sliced by the Schools Forum to fund certain services, including school improvement. Moving forward there would be no top slice for school improvement: this would become a traded service. The School would

have to purchase school improvement services; however the provider would be the choice of the School. An overview of different statutory and traded services was provided.

4.2.3b **Q: What benefits does the school receive from services funded through the top slice?**

A: There are certain services that the top slice fund that have little impact on DHNPS work. Schools have requested clarification about which services are funded through the top slice.

**ACTION**      a) The Strategic partnership board ToR to be emailed out to Governors.  
b) Governors to email the Headteacher any questions / queries about the SI steering group.

4.2.4 Item 7.7      Residential Trips

The Headteacher informed Governors that Pendarren had been booked for 2017/18 outward bound residential trip. The School has investigated other locations/agencies. Links were provided within Headteachers report. Noted that any recommendations would be reviewed at each Committee with a final determination at FGB.

**5. REPORT FROM MAIN COMMITTEES**

5.1 The GB received and noted the public minutes of the Curriculum and Community Committee held on 24 April 2017.

5.2 The GB received and noted the public minutes of the Resource Committee held on 9 March 2017 and 26 April 2017.

**6. SCHOOL BUDGET 2017/18**

6.1 The Chair took the GB through the DHNPS Budget report which had been circulated to Governors prior to the meeting. Noted that the Resources Committee had scrutinised the budget at the previous Committee meeting. The highlights were:

- a) The 2016/17 carry forward stood at £189,117.47 of which £89,117.47 was uncommitted.
- b) DHNPS School Budget Share Income (post de-delegation) for 2017/18 stood at £2,116,247 with a total 2017/18 revenue income forecasted at £2,771,036.
- c) Total revenue expenditure for 2017/18 was forecast at £2,801,579, including £50k revenue contribution to the capital budget.
- d) The predicted carry forward for 2017/18 stood at £158,575, of which £50k has been committed to capital expenditure in 2018-2020.

6.2 The Chair informed Governors that without the carry forward, there would be revenue deficits in 2018/19 and 2019/20 of £55,542 and £118,328, respectively. Noted that the School has had a meeting with Pebble (an income generation company). Pebble will provide a report to the School on possible funding opportunities. Governors explored opportunities to have a conference call with Pebble upon receipt of the report. Governors discussed opportunities to increase links with the Tottenham Hotspur Foundation.

**ACTION**      Pebble report to be reviewed at the Resources Committee, once available.

6.3 The Chair proposed that the 2017/18 budget was approved.

**AGREED**      **The Governing Body formally ratified the 2017/18 budget as follows:**  
**a) The 2016/17 carry forward stood at £189,117.47 of which £89,117.47 was uncommitted.**

- b) **DHNPS School Budget Share Income (post de-delegation) for 2017/18 stood at £2,116,247 with total 2017/18 revenue income forecasted at £2,771,036.**
- c) **Total revenue expenditure for 2017/18 was forecast at £2,801,579 including £50k revenue contribution to the capital budget.**
- d) **The predicted carry forward for 2017/18 stood at £158,575 of which £50k has been committed to capital expenditure in 2018-2020.**

The Chair, on behalf of the GB, provided thanks to Gary Wong for his hard work and diligence in compiling all the budget information and necessary returns.

## **7. CHAIRS ITEMS**

### **7.1 National Leader of Governance**

The Chair informed the GB that he had applied to become a National Leader of Governance. The GB provided their support for the application.

### **7.2 Governors Annual Calendar**

The Chair tabled a draft FGB and Committee meeting 2017/18 calendar, for Governors review. Noted that the school will host a Governors in School day during each term.

**ACTION** a) Governors to review the annual calendar and provide any comments to the Chair, ASAP.

## **8. HEADTEACHERS ITEMS**

8.1 The Headteacher took Governors through the report which had been circulated prior to meeting.

### **8.2 School Roll**

The School currently had 470 pupils on roll: Y6 – 57; Y5 – 60; Y4 – 58; Y3 – 59; Y2 – 60; Y1 – 60; Reception – 49; Nursery – 65. Since the October census 19 pupils had left the School with 24 pupils joining the School.

### **8.3 Pupil Attendance**

The School's overall attendance for the spring term 2016/17 stood at 96.25%. The authorised absences stood at 2.31%; with unauthorised absence at 1.45%. Those children with 97% or more attendance over the term are treated to a 'fine dining' experience.

### **8.4 Looked After Children (LAC) & Children with Special Educational Needs or Disability (SEND)**

Currently there were no LAC children in DHNPS. Currently the School had 51 children on the SEND Register; 43 on School Support and 7 children with EHCP's and 1 Statement (which is due to be converted this year to an EHCP). The School are in the process of requesting 4 EHCP's.

### **8.5 Pupil Progress**

The More Able Progress report and Progress report of Pupil Premium Children was shared with Governors. An overview of all the interventions in place to support vulnerable pupils/groups was provided.

### **8.6 Quality of Teaching**

Of the 17 teachers observed, overall all were at least Good with 5 Outstanding. Performance management of Teachers (statutory) and teaching support staff (best practice) is in place, robust, Quality Assured and all positive.

### **8.7 School term and holiday dates and INSET days for 2017/18**

The proposed DHNPS term, holiday and INSET dates was shared with Governors. Noted that the School will comply with Haringey's recommended School term dates. The 5 INSET days were proposed as: Monday 4 and Tuesday 5 September 2017, Thursday 21 December 2017, Monday 19 February 2018 and Monday 16 April 2018.

**AGREED**      **The DHNPS term, holiday and INSET dates for 2017/18 were approved by the FGB.**

#### 8.8 Parental involvement

All the parents in the Nursery were invited to a Picnic: 31 parents attended. There has been a parent/carer evening, on average  $\frac{3}{4}$  of families attended, for each class. Noted that all teachers have spoken to parents about their child's attainment / achievement and what work they could do with their child at home to support their child's learning. Noted that the community event on the School field went very well: it was well attended with no incidents.

#### 8.8.1 **Q: Do all the Year 6 have a secondary school offer?**

A: The School will support families where possible. The School has spoken to Haringey this week and has been advised that it is not the School's responsibility but the parent's responsibility to ensure that they have a secondary school place for their child.

### **9 GOVERNORS' VISITS AND TRAINING**

#### 9.1 Governors' Visits.

9.1.1 Steven Lock had undertaken a leaning walk focusing on more able pupils.

9.1.2 Michal Cuttings had attended parents evening and the Governors conference.

9.1.3 Penny Woolly had been in the School volunteering.

#### 9.2 Governors' Training.

9.2.1 Governors discussed the frequency of new governor induction training. Noted that having the training once a term would allow governors that join mid-year to undertake training.

9.2.2 The Headteacher enquired about the requirement to have governors undertaken safer recruitment training and whether this requirement had been relaxed.

**ACTION**      Clerk to establish the requirements for governors to undertake safer recruitment training.

### **10 NETWORKED LEARNING COMMUNITY (Standing Item)**

10.1 The GB received and noted the minutes from the previous NLC meeting within the Headteacher's pack.

### **11 MULTI-ACADEMY TRUST (Standing Item)**

11.1 The Chair informed Governors that the Headteacher and he were still in conversations with another school in Haringey with a possible relationship moving forward. The Chair and Headteacher have met with the LA regarding possible options. Noted that the Chair and Headteacher are proactively reviewing all possible options

#### 11.2 **Q: As an academy what would be the impact on the future budget outturn?**

A: As an academy the School's budget would not be top sliced by the LA.

**ACTION**      The GB to receive an update on multi-academy trust at the next FGB meeting.

### **12 POLICIES (Standing Item)**

