

## Successful Learners

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

<b>Date:</b>	Wednesday, 25 January 2017	
<b>Time:</b>	6:30pm	
<b>Venue:</b>	The Conference Centre, The Devonshire Hill Nursery and Primary School, Weir Hall Road, London N17 8LB	
<b>Present:</b>	Steven Lock Penny Woolley Julie D'Abreu Joanna Bracken Navdeep Kaur *Michelle Knott Mark Guildea *Steven Feldman *Daniel Wintercross Michael Cutting *Giuseppe Sollazzo *Makaila McKenzie Michelle Watson	Chair of Governors Vice Chair of Governors Headteacher Staff Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor LA Governor Parent Governor Parent Governor
<b>Also Present:</b>	Corinne David	Clerk *Denotes absent

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

1.1 The Chair welcomed everyone to the meeting. Introductions were made.

1.2 Apologies for absence were received and noted from Steven Feldman and Makaila McKenzie. Daniel Wintercross provided apologies for lateness.

1.3 The meeting was quorate with 7 governors present.

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

##### 2.1 Register of Interests Forms

Michelle Watson and Michael Cutting completed and signed a Register of Interest Form, Governor Code of Conduct, the e-safety declaration and The Keeping Children Safe in Education 2016 declaration. These were retained by the School for file.

2.2 There were no declarations of interests made in respect of any of the agenda items.

#### 3. MEMBERSHIP OF THE GOVERNING BODY, COMMITTEES AND LINK GOVERNORS

3.1 The Clerk noted that there were no vacancies on the GB and no terms of office were concluding before the end of the school year.

3.2 Election of Co-opted Governor

The Chair invited Michelle Watson and Michael Cutting to provide a short synopsis of themselves. The Chair proposed Michael Cutting was elected onto the GB as Co-opted Governor, this was seconded by Penny Woolley.

**UNANIMOUSLY AGREED Michael Cutting were elected on to the GB as a Co-opted Governor.**

3.2.1 Governors noted the election of Michelle Watson onto the GB as a Parent Governor.

3.2.2 Governors extended their welcome to Michelle Watson and Michael Cutting to DHNPS GB.

**AGREED Michelle Watson to join the Curriculum and Community Committee.**

**Michael Cutting to join the Resource Committee.**

3.3 Strategic Leadership Group

The Chair discussed the option of dissolving the Strategic Leadership Group as all necessary business was undertaken within the Committees and duplicated at the Leadership Group.

**AGREED The GB agreed the dissolution of the Strategic Leadership Group.**

3.4 Headteacher's Performance Review

The Chair proposed an amendment to the membership of the Headteacher's performance review panel. The membership would state the Chair and one other Governor rather than naming a Governor.

**AGREED For the membership of the Headteacher's performance review panel to state Chair and one other Governor.**

3.5 National Database of Governors

Governors were reminded that from 1 September 2016, all bodies of Maintained Schools and Academies must update Edubase with information about persons involved in governance (section 538 of the Education Act 1996). The Chair informed the GB that the School Business Manager will be completing the task.

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

4.1 The minutes of the Full Governing Body meeting held on Tuesday 20 December 2016 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 3.1 Parents Evening

The Headteacher had circulated the date of the Parents evening to Governors. Noted that the Chair and Daniel Wintercross would be attending the evening. All Governors were invited to attend the evening to increase the profile of Governors with the parent body.

4.2.2 Item 5.1.2 Sex Education

**ACTION Headteacher to provide an update on the enquiry with other local schools about their pupil withdraw rate for sex education at the next Curriculum and Community Committee.**

4.2.3 Item 5.2.2 [Building Condition Survey](#)

The Headteacher informed the GB that the School was still waiting on the condition survey report from Haringey.

**ACTION** [Headteacher to provide an update on the building condition survey at the next Resource Committee.](#)

4.2.4 Item 6.1.1 [School's underspend](#)

**ACTION** [School to provide a summary of the School's underspend at the next Resource Committee.](#)

4.2.5 Item 6.1.3 [STEM centres of excellence invitation](#)

The Headteacher informed the GB that Lea Valley Primary School had been nominated as the STEM school within the NLC. The Headteacher will request a STEM forum and include the Sixth Form and Secondary School.

**ACTION** [School to provide an update at the next Curriculum and Community Committee.](#)

4.2.6 Item 8.1 [Updated SEF](#)

**ACTION** [School to circulate updated SEF ASAP.](#)

4.2.7 Item 9.2.1 [Governors Training](#)

Governors discussed appropriate training as a whole GB training session. Governors noted that Raise Online would be replaced; however the DfE had not released any information regarding Raise Online's replacement. **Governors AGREED to arrange whole GB training on Raise Online's replacement.** The Headteacher invited Governors to attend the staff training session on the new Raise Online data set.

**ACTION**

- a) [Headteacher to circulate the staff Raise Online training date to Governors.](#)
- b) [Clerk to send Michelle Watson and Michael Cutting details of how to log onto SLA \(Haringey's Governor Portal\).](#)

4.2.8 Item 13.1 [Safeguarding](#)

**ACTION** [Headteacher and Safeguarding link Governor to undertake a visit before the next FGB meeting.](#)

## 5. REPORT FROM MAIN COMMITTEES

5.1 No reports from Committee were received at the meeting.

## 6. CHAIRS ITEMS

6.1 The Chair reminded Governors that the GB had determined the admission arrangements for the nursery (3 and 4 year olds) at the previous GB meeting. Governors noted that the LA undertook the admission for the two year old places in the nursery.

## 7. HEADTEACHERS ITEMS

7.1 The Headteacher provided Governors with a verbal report.

7.1.1 The School had received a visit from the School Improvement Partner. The School's targets for the year had been agreed. The School had updated the Ofsted plan, SEF and SIP to reflect the outcome of the Ofsted Inspection. From the Ofsted report, two pupil groups were identified: more able students and more able disadvantaged pupils. The School has put together a data base for the more able pupils across all curriculum areas

and all year groups. This will enable subject leaders to target specific pupils. The School's middle and subject leaders will also be holding teachers to account more.

**7.1.2 Q: Will support for the more able pupils be within the normal classroom structure?**

A: Yes, there will be planning for the more able through to the less able pupils. In the past the less able pupils tended to receive the most support. However there will now be an opportunity for the more able pupils to be targeted as well.

**7.1.3 Q: Are the teachers confident to stretch the more able pupils?**

A: Some teachers may need support in areas that are not core subjects ie Music, Art, PE etc. The School has invested in Destination Reader to support and increase the School's outcomes in reading. Two AHT's have attended training and will be rolling out the programme across the School. Each school within the NLC has secured a £5k grant to support the launch and implementation of Destination Reader.

**7.2 Whole school priorities**

The Headteacher reiterated the key priorities for DHNPS:

- a) Improve the attainment of children in reading.
- b) Deliver a challenging exciting skills and knowledge rich school topic curriculum.
- c) To ensure all pupils with SEND receive a high quality teacher led curriculum that is adapted and resourced to meet the increasingly complex needs SEND pupils in mainstream schools, facing reduced budgets.
- d) To develop a whole school IT strategy that include infrastructure and the curriculum development across the school to ensure all staff and pupils have the very best IT tools for teaching and learning.

**7.2.1 Areas for improvement referred to in the Ofsted inspection report (reading and stretching the most able pupils) will be linked into the whole school priorities. The Headteacher has discussed opportunities for the SIP to provided support to develop the SLT within the following areas: target setting for each year group using Age Related Expectation (ARE) and above ARE, marking across the School and providing MLT with constructive challenge.**

**7.2.2 Q: What does a challenging exciting skills and knowledge rich school topic curriculum look like?**

A: During the morning the focus is Maths and English. During the afternoon the other curriculum areas are taught. The School bought into the International Primary Curriculum (IPC). The teachers have built and expanded on the IPC. The MLT have devised the School's own topic based curriculum based on the IPC, and enhanced the curriculum based on feedback from teachers. The School wanted a curriculum that would provide opportunities to use English and Maths, and would be engaging for the pupils. This has led to the development of the STEM classroom, which will provide an opportunity for the children to physically engage within a safe learning environment. Noted that other schools have approached DHNPS for support developing their curriculum.

**7.3 Pupil Premium Grant and School Roll**

The spring census was completed on 19 January 2017. Noted that the majority of the School's funding is based on the census undertaken in October. The School's Pupil Premium (PP) grant is based on data from the January census. The School had 199 identified PP students on roll. The School receives £1320 for each PP child on roll; the total expected PP grant for 17/18 stood at £262k. It had been previously reported to Governors that the School was experiencing a decline in PP children on roll. Noted that 16 of 47 pupil in reception were eligible for PP grant. Noted, the grant level for individual

pupils has remained the same as in 16/17 (£1320), but the School is expecting a decrease of £13k in the level of PP grant from 2016/17 (£275k).

**7.3.1 Q: Has the introduction of universal FSM for KS1 children affected PP applicants?**

A: In the past the School has paid for every school meal due to the concerns regarding what children were eating outside of school. The School already had procedures in place to ensure eligible families had registered; the introduction of universal FSM did not affect DHNPS as greatly as other schools. The School will actively pursue parents to ensure all the appropriate paperwork is submitted. Noted that the School does sign up to the LA service that provides the School with a list of eligible pupils that are not registered as PP.

**7.3.2** The GB discussed the ethics of the LA offering a traded service that is paid for by a grant directed towards the most deprived children. Governors enquired about the number of pupils the traded service had identified and the cost to the School.

**ACTION** The Headteacher to report back to the GB on the amount of PP grant generated through the Haringey traded service.

**7.3.3** The School currently has 402 Reception to Year 6 pupils on roll. The School had 108 pupils eligible for Free School Meals, 199 eligible for PP grant, 54 pupils receiving SEN support of which 7 have an EHCP and 1 has a statement of educational need(at the next annual review this would convert to EHCP).

**7.4** Attendance

The Headteacher informed the GB that the School's current attendance stood at 96.08% for 6 September 2016 – 20 January 2017; this is an increase from the same point the previous year of 95.62% (1 September 2015– 22 January 2016). The Headteacher noted that the attendance officer has been effective in post. The Education Welfare consultancy company provides advice for the more complicated cases. Noted that long term goal was for the School's attendance officer to be upskilled to a point that the consultancy company will no longer be required.

**7.4.1 Q: How does DHNPS attendance compare to other schools?**

A: Attendance of other similar schools can be reviewed within Raise Online. The School has challenge with the attendance of specific groups of children, children with medical needs and parents that take extended holidays at the beginning or end of school holidays.

**ACTION** Headteacher to enquire if other local schools would be willing to share their attendance data.

**7.5** National Child Measurements.

The Headteacher informed the GB that the proportion of children measured in reception as being obese at DHNPS was 10.3%, Haringey: 10.5% and England: 9.1%. The proportion of children measured in Year 6 as being obese at DHNPS was 27.3%, Haringey: 22.9% and England: 19%.

**7.5.1** The GB discussed opportunities within the School to reduce the proportion of children classified as obese. Noted that the School can only affect 1 meal a day; the Children do have an option of eating from the salad bar. The School has an after school club called Tastebudds run by a private company. The School runs 1 session per week; which is oversubscribed. Governors discussed opportunities to encourage pupils to be more active and educated families with healthier live options; noting that there will be an additional £10k from the sugar tax. Governors enquired about ways the School could promote walking to School. Noted that there is walking bus and the School does promote greener options to travel to school. Governors discussed possible opportunities to review and structure lunch and play times with more physical activities. Governors discussed the

possibility of having a house competition to encourage more physical activity. Governors discussed how the use of kid fit bits could be used to promote more physical activity.

**ACTION** Headteacher to investigate the use of kid fit bits in a house competition.

**8. LONDON LIVING WAGE 2016**

8.1 The Chair informed the GB that from October 2016 the Government increased the London living wage to £9.75. Haringey had implemented the rate across all Schools; DHNPS would also implement the increase.

**9. GOVERNORS' VISITS AND TRAINING**

9.1 Governors' Visits.

Penny Woolley had undertaken an SEND Link Governor Visit with Rachel Bates.

9.2 Governors' Training.

Mark Guildea had undertaken Governor training on Pupil Premium, Sports Premium and making the most of the website. Noted that the training included the effect of the sugar tax levy, impact on PE for Schools and ways to get maximum impact from the grants.

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

10.1 The minutes from the NLC meeting held on 23 November had been circulated to the GB prior to the meeting.

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

11.1 There was no further update on Multi-Academy Trust.

**12. POLICIES (Standing Item)**

12.1 There were no policies for review.

**13. SAFEGUARDING (Standing Item)**

**ACTION** Headteacher and Safeguarding link Governor to undertake a visit before the next FGB meeting.

**14. SINGLE CENTRAL RECORD (Standing item)**

14.1 Governors were informed that the Headteacher and Chair had reviewed and signed the Single Central Record before the meeting.

**15. DATE AND TIME OF FUTURE MEETINGS FOR THE ACADEMIC YEAR 2016/2017**

15.1 The dates for the Governing Body & Committee meetings for the remainder of the spring term 2017 were noted as:

- Full GB: 22 March 2017 at 6:30pm
- Resources Committee: 9 March 2017 at 9:30am
- Curriculum & Community: 20 February 2017 at 9:30am

**16. ANY OTHER URGENT BUSINESS**

16.1 There was no any other business discussed.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 7:55pm. Staff members, apart from the Headteacher were asked to leave.

Sign: ..... Date: .....  
Steven Lock, Chair of Governors