

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

Date: Wednesday, 5 December 2018
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
*Steven Feldman	Vice Chair of Governors
Julie D'Abreu	Headteacher
Penny Woolley	Co-opted Governor
*Navdeep Kaur	Co-opted Governor
*Daniel Wintercross	Co-opted Governor
Michael Cutting	Co-opted Governor
Vacancy	Co-opted Governor
Vacancy	Co-opted Governor
Giuseppe Sollazzo	LA Governor
Dahir Abdullaahi	Parent Governor
*Michelle Watson	Parent Governor
Shaheen Ferdous	Staff Governor

Also Present:

Corinne David	Clerk
Gary Wong	SBM
*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 Steven Feldman, Navdeep Kaur and Daniel Wintercross.
- 1.3 The Clerk noted that the meeting was quorate with 7 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.

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

3.1 Vice Chair election

The Chair informed Governors that Steven Feldman had agreed to continue as Vice-Chair, until the Chair's term of office was concluded (September 2020). The Chair proposed Steven Feldman as Vice Chair, this was seconded by Penny Woolley.

AGREED Steven Feldman was elected as Vice-Chair until September 2020.

- 3.2 The Clerk confirmed that the GB had 2 Co-opted Governor vacancies. The Chair informed Governors that he had met with a potential candidate for one of the co-opted positions.

ACTION Chair to further discuss the position with the candidate and invite them to the next Full GB meeting.

- 3.2.1 The Clerk confirmed that no Governors term of office were concluding before 31 March 2018.
- 3.3 The Clerk informed Governors that Michelle Watson had not attended a meetings for over 6 months without providing apologies and noted that she was eligible for disqualification due to non-attendance.

ACTION a) Clerk to contact Michelle Watson regarding her circumstances and commitment as a Governor to attend meetings.

- 3.4 Terms of Reference

The GB received and RATIFIED the Term of Reference for the Resource Committee and Pay Committee.

4. PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING

- 4.1 The minutes of the Full Governing Body meeting held on Wednesday 19 September 2018 were **AGREED** and **RATIFIED** as a correct record. One set of minutes was signed by the Chair and retained by the School for file.

- 4.2 Matters arising.

- 4.2.1 Item 4.2.3 Governors' Training

The Clerk had continued to press Governor Service regarding the possibility of a Full GB session on mental health and wellbeing. Michael Cutting offered to contact Mind and explore any potential session they would be able to offer the GB. The Headteacher informed Governors that the School buys into a package that supports staff mental wellbeing. The School will receive a report early in the spring term which will be circulated to the GB for noting.

ACTION a) Michael Cutting to contact Mind regarding potential Governor training.

b) School to circulate mental well being report to Governors when available.

- 4.2.2 Item 4.2.4 Staff Attendance Policy

The Staff Attendance Policy trigger point for an absence review meeting has been changed from 8 days to 6 days (or 3 periods of absence in 3 months), in line with Haringey's policy. This took effect from 1 September 2018.

- 4.2.3 Item 4.2.5 'No mans land'

ACTION Steven Lock and Steven Feldman to continue to work on a submission to the Council for the land to become a community space like allotments or for the School to manage the space.

- 4.2.4 Item 7.6.1 Unauthorised Absences

ACTION Shaheen Ferdous to produce a report for the GB on unauthorised absence broken down by each unauthorised absence category, at the next Full GB meeting.

- 4.2.5 Item 9 Network Learning Community

The Headteacher informed Governors that a note of concern has been raised with Governor Services regarding the length of time minutes are taking to be circulated. The next NLC meeting is scheduled for February 2019.

5. REPORT FROM COMMITTEES

5.1 Resource Committee

Governors noted receipt of the minutes from the Resource Committee held on 10 October 2018. Noted that the Committee had also met on 21 November 2018.

5.2 Curriculum and Community matters

The Headteacher informed Governors that the new Ofsted framework (which is currently out to consultation) was focused more on pupil progress and a broad & balanced curriculum. Ofsted want to see a balanced curriculum with knowledge, skills, depth and mastery being taught at an appropriate level, also inspectors want to see the child's journey across all subjects; not just the core subjects. For example, a child working at Greater Depth should also have evidence of Greater Depth in History and Geography. The School will be focusing on curriculum development from January, mapping out the child's journey and how to achieve the required outcomes in all curriculum areas.

5.2.1 Governors discussed the most appropriate methods for the GB to discharge its duty to hold the School to account. Possibly link Governors for each subject area. Governors discussed training opportunities around the new frame work; potentially for a mock Ofsted inspection.

5.2.2 Q: How would the School assess a child's problem-solving skills in other curriculum areas like Geography?

A: This is part of the challenge the School will be reviewing and mapping out in January. The School has to teach progression of skills across all curriculum areas. Under the new framework the School has to provide a broad and balanced curriculum, ensure the pupils reach ARE by the end of KS2 and prepare the children for secondary School. Noted that the headings within the safeguarding section will be changing to be in line with keeping children safe 2018.

ACTION School and Clerk to investigate opportunities to provide training sessions for Governors to enable them to undertake effective link Governor visits to support the School.

5.2.3 Governors discussed how they were placed to effectively challenge the School as they were not educational experts. The Headteacher noted that Governors will have to know why the School is teaching the way it is and how it is meaningful to the community. Governors will have to look for effective ways of gathering evidence, for example talking to the children about their learning and book looks, reviewing work from September to present and seeing progress. The Headteacher invited Governors to attend curriculum monitoring session, to provide Governors an understanding of how the School monitors teaching and learning.

ACTION The Headteacher to circulate dates for curriculum monitoring session in the spring term.

5.2.4 Governors discussed the possibility of reinstating the Curriculum Committee; noted that attendance at the meeting had been low previously. **If the Committee was**

reinstated than Michael Cutting AGREED to become a member. Governors AGREED to select subjects and become link Governors.

- ACTION**
- a) The Curriculum Committee reinstatement to be an agenda item at the next Full GB meeting.
 - b) Headteacher to circulate curriculum area list to Governors. Governors to self-nominate. Any subjects remaining, the Headteacher will allocate a Governor to that position.

At 7:10 Dahir Abdullaahi leaves the meeting

6. BUDGET UPDATE

- 6.1 Gary Wong provided Governors with a verbal update on DHNPS financial position. Depending on the length of the partnership working with Stamford Hill; DHNPS could have potentially £35k of savings if the partnership concluded on 31 December 2018 or £70k of savings if the partnership concludes on 31 March 2019. Noted that all invoices with Haringey Council regarding Stamford Hill had been settled. This could lead to an end of year surplus of between £150k to £200k. The School has an additional Year 6 teacher providing teaching support work. Noted that the School are also looking for an additional Year 2 teacher in the spring and summer term for support with the cohort.
- 6.2 Governors discussed the carry forward and what School priorities required a committed sum of money to allow for resourcing. The Headteacher informed Governors that there is a new Ofsted framework which looks at the breadth and depth of the curriculum and the journey of the child in every aspect of learning, not just core subjects. The National Curriculum has to be followed, but Schools can also go out of that, for the needs of the children and the community. Noted that the Resource Committee had recommended that £55k was committed to towards the start-up cost of new curriculum development, investment and embedding programmes; including investment towards DHNPS becoming a Forest School. Governors discussed if this was an appropriate level of committed funds for the School to develop the curriculum.

AGREED The Full GB approved the commitment of £150k for curriculum development due to the new Ofsted framework.

6.3 Internal Scheme of Financial Delegation

AGREED The Full GB approved the Internal Scheme of Financial Delegation for adoption by the School.

6.4 Scheme for Financing Schools (financial regulations)

AGREED The Full GB ratified the scheme for financing schools (financial regulations) for adoption by the School.

6.5 The Best Value Statement

AGREED The Full GB approved the best value statement.

6.6 Office Manual (financial procedures)

AGREED The Full GB ratified the office manual (financial procedures) for adoption by the School.

6.7 Governors noted the SFVS submission date of 31 March 2019, which required approval by the Full GB.

7. CHAIRS ITEMS

7.1 Due to circumstances beyond the School's or Chair's control the date of the Headteacher's Performance Management had been changed and arranged for 14 December 2018. The Chair sought another Governor to sit on the Panel.

AGREED Penny Woolley Agreed to sit on the Headteacher Performance Management Panel.

8. HEADTEACHERS ITEMS

8.1 The Headteacher provided Governors with a verbal update.

ACTION The Headteacher to circulate the written report.

8.2 School Roll

DHNPS had 37 vacancies across all year groups; with 9 vacancies in Year 2 and 1 in Year 6. Noted that there would be an impacted on the School's outcomes if those places were filled with children not working at ARE.

8.3 Attendance

Shaheen Ferdaus provided Governors with an overview of attendance; currently at 97.51% for 10 September to 5 December. Governors discussed specific cases and their impact on the overall attendance. Noted that the three court assessment were undertaken; but the families did not turn up to the meeting. Proceedings still continued. Governors thanked Shaheen Ferdaus for his continued diligence and effort as DHNPS attendance officer.

8.4 Target Setting

All pupil progress meetings have taken place and target setting taken place. Rachel Bates has also undertaken pupil progress meetings for children with a SEND. All children across the School will be tested next week in English and Maths. There was an 86% attendance in the recent parent / teacher consultation in October.

8.5 Curriculum Development

The STEAM engine has been very successful. Year 3's are undertaking projects with magnets and building bridges. Pablo is supporting work with the children and the teachers. Other projects included building a Dyson fan. The application for Crest funding was successful. The School is reviewing the topic curriculum; see item 5.2.

8.6 Staff Development

Those staff members undertaking teacher training are doing well; everyone is on target. All Performance Management meetings for teachers have happened. Currently all teacher observation are taking place; happy with the process. Rachel Bates is overseeing the Performance Management for support staff. The Headteacher and Anoria Simmons have been on Ofsted training. Anoria Simmons is also a Safeguarding lead.

8.7 Tottenham University

The School continues to participate in the Tottenham University. There are 20 children from Year 5 and Year 6 that will be attending the Houses of Parliament.

8.8 There have been no exclusions this academic year.

8.9 Community Events / Development

There was a successful coffee morning where secondary transfer was discussed. The School continues to have reception open mornings; noted that the application deadline is 15 January 2019. The School will undertake a further leaflet drop after the Christmas holiday. Copies of the leaflet were tabled at the meeting for Governors information. Magic Breakfast has been launched in the School and offers bagels to pupils. Road safety training for children took place in September. Flu immunisations have been undertaken with children whose families consented. Metrobank workshops have taken place for Year 4 and Year 5. Work week will take place in February 2019.

ACTION Headteacher to circulate an invitation to Governors to attend Work Week.

8.10 Flexi Schooling

The Headteacher informed Governors that the School had been approached about the possibility of offering flexi Schooling. Governors explored what this meant for the School and the children. Noted that the School does not have to offer this arrangement. There would be no impact on attendance, however there would be an impact on performance. Governors discussed what this would mean to DHNPS in all curriculum areas and outcomes. Governors noted that the School has a progressive curriculum that assumes 5 days a week attendance. The curriculum timetable has been mapped so that certain activities are undertaken on certain days.

AGREED **The GB rejected the application for Flexi Schooling and stated that DHNPS would not be offering Flexi Schooling.**

8.11 Catering

The School met with one of the Directors (Lunchtime Co.) to discuss concerns regarding the contract, service and what improvements were required. Noted that the uptake of school meals has remained the same despite that School making physical changes to facilitate a promised increase in school meal uptake. The School Council are undertaking a survey about catering; Sylvia Chambers and Anoria Simmons will be overseeing this.

ACTION The Headteacher to provide an update at the next Full GB meeting.

9. GOVERNORS' VISITS AND TRAINING

9.1 Governors' Visits.

9.1.1 Michael Cutting had undertaken a Governor visit with Rachel Bates regarding mental health. The Policy was reviewed and fit for purpose. There are weekly meetings to review interviews, boxes for children to self-report anything. Everything is logged. Surveys are undertaken by staff. Teachers CPD and awareness around mental health issues is good. There will be CPD session on mental health in January. Noted that relationship and performance of Haringey's mental health services is slow and inconstant. The School's investment in a pastoral team has benefitted the children; with a review of what can be done to develop childrens' resilience: looking at the 2020 vision. Overall a very good visit and reassurances provided that Rachel Bates understands what needs to be done.

9.1.2 Penny Woolley met Rachel Bates and undertook a SEND link Governor visit. Currently DHNPS had 37 children on school support of whom some have contact/support with outside agencies. Four requests for EHCP have been accepted and agreed. All pupils

on an old-style statement have now been converted to EHCP. Penny Woolley extended an invitation to Governors to attend the breakfast club to see the work undertaken with the children and breakfast the children have access to.

9.2 Governors' Training.

No Governor had attended any training since the previous meeting.

9.2.1 The Clerk noted that a new training session had been produced by Governor Services.

ACTION Clerk to circulate the training programme to Governors.

10. NETWORKED LEARNING COMMUNITY (Standing Item)

10.1 No minutes were received. See item 4.2.5

ACTION Headteacher to circulate minutes to Governors, once available.

11. FORMAL ARRANGEMENTS WITH STAMFORD HILL (Standing Item)

11.1 The Headteacher and Chair provided an overview of the latest developments and current working arrangements with Stamford Hill. The Chair had provided notice to Stamford Hill (SH) GB and the LA that DHNPS would be withdrawing support from SH with effect from 31 December 2018. The Headteacher noted that the priority was to receive confirmation from Haringey Council who would be taking over the interim headship to enable an exit strategy and hand over to take place. The Council were yet to provide this information. Governors discussed the strategy and direction of DHNPS, now the formal partnership with SH was dissolving.

ACTION Strategic direction of DHNPS to be an agenda item at the next Full GB meeting.

11.2 The GB formally thanked all members of staff involved with the SH, for their hard work and dedication to school improvement and school to school support in difficult circumstances.

12. POLICIES (Standing Item)

12.1 Safeguarding Policy

The Headteacher informed Governors that the new Safeguarding Policy has only been circulated by HEP about 4 weeks ago. The Headteacher recommended that the policy was agreed.

AGREED **The GB approved and ratified the Safeguarding Policy for implementation by the School.**

12.2 Disposal of Assets Policy

AGREED **The GB approved and ratified the Disposal of Assets Policy for implementation by the School.**

13. SAFEGUARDING (Standing Item)

13.1 No Safeguarding concerns were raised.

14. SINGLE CENTRAL RECORD (Standing item)

14.1 The Chair and Headteacher had reviewed and signed the SCR before the Full GB meeting.

15. DATE AND TIME OF FUTURE MEETINGS FOR THE ACADEMIC YEAR 2018/2019

15.1 Governors noted the dates for the Governing Body & Committee meetings during the spring term 2019:

- Full GB: 26 March 2019 at 6:30pm.
- Resources Committee: 15 January 2019: 6:30pm.

16. ANY OTHER URGENT BUSINESS

16.1 Governor wished to thank staff for their support and work during the autumn term.

ACTION Chair to draft a letter of thanks to the staff.

The Chair thanked everyone for attending. The meeting finished at 8.30pm.

Sign: Date:
Steven Lock, Chair of Governors