



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

Date: Wednesday, 2 May 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
*Michelle Knott	Co-opted Governor
Daniel Wintercross	Co-opted Governor
Michael Cutting	Co-opted Governor
vacancy	Co-opted Governor
Giuseppe Sollazzo	LA Governor
Dahir Abdullaahi	Parent Governor
*Michelle Watson	Parent Governor
Shaheen Ferdaus	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 meeting. Dahir Abdullaahi was welcomed as a new Governor to the GB. Governors provided introductions and Dahir Abdullaahi introduced himself.
- 1.2 No apologies for absence were received; apologies for lateness were received from Giuseppe Sollazzo.
- 1.3 The Clerk noted that the meeting was quorate.

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

- 2.1 Register of Interests Forms. Steven Lock informed the GB that he had amended his register of Interest forms to reflect his work with the Boleyn Trust.

ACTION Dahir Abdullaahi to complete a register of Interest form.

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

3. PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING

3.1 The minutes of the Full Governing Body meeting held on Wednesday 21 March 2018 were noted and confirmed as a correct record. One set of minutes was signed by the Vice-Chair (Chair of the meeting) and retained by the School.

3.1.1 The Chair signed the agreed minutes of the Full Governing Body meeting held on Wednesday 24 January 2018 and the amended minutes from Tuesday 12 December 2017.

3.2 Matters arising from 21 March 2018.

3.2.1 Item 3.1 Co-opted Governor Position

ACTION Resource Committee to consider the Co-opted Governor position at the next meeting.

3.2.2 Item 4.2.2 Recognition of staff that go beyond their job role.

The GB discussed the outcome of the proposal put to staff to close the School at the end of the summer term. Governors again praised all the staff and the School on receipt of the letter from the DfE which recognised DHNPS as one of the top 2% of schools nationally for pupil progress. Governors discussed available options that would benefit all staff equally; noted that the reward would be a one off action.

AGREED **For the School to be closed for one day, at the end of the summer term (20 July 2018).**

3.2.3 Item 9.1 NLC minutes

ACTION School to circulate the minutes from the most recent NLC to all Governors ASAP.

4. REPORT FROM COMMITTEES (item 4 taken as item 5)

4.1 Curriculum and Community Committee on 27 April 2018

The Chair of the Committee provided Governors with a verbal report from the meeting held on 27 April. The Committee received presentations from curriculum leads for Art and Design Technology; Computing Coding / Turn it On and an update on SEND. The School's attendance stood at 94.46%. At the next Committee meeting Governors will receive presentations from Mandarin /MFL.

4.2 Resource Committee on 14 March 2018.

Governors noted receipt of the minutes from the Resource Committee held on 14 March 2018.

4.3 Resource Committee on 25 April 2018

The Chair of the Committee provided Governors with a verbal report from the meeting held on 25 April 2018. The Committee discussed the School's projected in-year overspend from 19/20 and 20/21 and challenged the School to produce a balanced budget. Noted that there was a similar picture in other Haringey schools, projecting increasing in-year deficits. The GB noted that the school also needed to increase revenue; one area could be through hiring out the staff car park to people attending events at the Spurs venue.

4.4 Best Value Statement

ACTION Steven Lock to draft the best value statement for review at the next resource meeting.

5. SCHOOL BUDGET 2018/19 (item 5 taken as item 4)

5.1 The SBM provided Governors with an overview of DHNPS budget summary 2019, which was tabled at the meeting. Noted that the Resource Committee had reviewed and scrutinised the Close of Accounts 2017/18 and the Draft Revenue Budget Summary 2018/19 to 2020/21. The highlights were:

- a) The 2017/18 outturn: £166k; this was below the 8% clawback trigger.
- b) DHNPS School Budget Share Income for 2018/19: £2,307,285; total 2018/19 revenue income forecasted at £2,736,287.
- c) Total revenue expenditure for 2018/19: £2,742,460.
- d) The predicted carry forward for 2018/19: £159,667.
- e) A predicted in-year deficit of £6k.
- f) All known factors within the expenditure forecast had been modelled, including an uplift of 9.7% in pay for the staff in the lower bands.
- g) The final pupil premium grant settlement won't be confirmed until January 2019.

5.2 Q: Has the School reviewed the staffing structure?

A: The School is very careful when recruiting new staff members and points of responsibility. Support staff are appointed on fixed term contracts. When a member of staff leaves, the position is reviewed and a decision made whether to fill the position (like for like or an inexpensive replacement) or to delete the post. The School reviews the staffing structure and maps out various scenarios depending on DHNPS requirements and funding allocations.

5.3 Q: Does DHNPS have any direct comparisons with other Haringey schools in regards to the staffing structure?

A: Yes with other Haringey schools. Noted that Haringey has a new policy regarding school redundancies; if a school has surplus in their budget then the LA won't cover redundancy costs.

5.4 Q: How does the School make money from catering?

A: The School receives separate revenue through the schools budget share for FSM and Universal FSM (infant). The School also receives money from those children that have to pay for meals, this is line I09.

5.5 Q: Why has income line I08 increased?

A: This is based on an additional £25k for school to school support, this is in line with discussions held with Haringey. Noted that Haringey has made a commitment and commissioned Gary Wong to work with Stamford Hill Primary School until the end of the school year.

5.6 The Chair proposed that the Full GB formally ratify the 2018/19 budget.

AGREED The Governing Body formally ratified the 2018/19 budget as follows:

- a) The 2017/18 outturn: £165,840.
- b) DHNPS School Budget Share Income for 2018/19: £2,307,285; total 2018/19 revenue income forecasted at £2,736,287.
- c) Total revenue expenditure for 2018/19: £2,742,460.
- d) The predicted carry forward for 2018/19: £159,667.

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

At 7:10pm Gary Wong leaves the meeting.

6. CHAIRS ITEMS

6.1 There were no Chair's items reported.

7. HEADTEACHERS ITEMS

7.1 The Headteacher took Governors through her written report, which had been circulated prior to the meeting.

7.2 Contextual Information

The School roll stood at: Nursery: 56 (3&4 year old with 48 and 2 Year old with 8), Reception: 53; Year 1: 50, Year 2: 56, Year 3: 56, Year 4: 59, Year 5: 58 Year 6: 58. The School received 8 new in-year admissions during Spring 2 and 4 pupils left the School. The number of mid-phase arrivals from September to date amounted to 31. Attendance for the autumn term stood at 96.68% and the spring term at 96.05%

7.2.1 **Q: Will the pupil dip in Year 1 (50) track through the School?**

A: Yes, however if any child that moves locally within Haringey and requires a place, they will automatically be offered a place at the School, until the numbers in the year group reach the PAN of 60 at which point the year group will be full.

7.3 Attainment and Progress

The School's headlines for the end of spring 2 shows:

- Reception children are on track to achieve 85% GLD.
- 84% of Year 2 are predicted to achieve ARE+ (combined: reading/writing & maths) with 31% achieving Greater Depth (GD).
- 84% of Year 6 are predicted to achieve ARE+ in English, with 31% achieving GD.
- 88% of Year 6 are predicted to achieve ARE+ in Maths, with 36% achieving GD.
- 84% of Year 6 are predicted to achieve the combined ARE (reading/writing & maths).

7.3.1 An overview of actions and identified interventions in place for pupils was provided.

7.2 Calendar of Events

The Headteacher proposed that from the 3 to 7 September were INSET days with the pupils starting school on Monday 10 September. Two reasons for the INSET days being at the beginning of the School year were: 1- to ensure all staff access training at the beginning of the year, particularly if new strategies were being implemented. The proposed training scheduled was noted as: 3 September: Alpha Smart training/maths/English (all teachers) 4 September: First Aid (all teachers) 5 September: CP & Safeguarding (all staff) 6 September: Destination Reader (all teachers) 7th September: tbc. The second reason was to see the impact on pupils attendance; the expectation that with school starting on a Monday attendance would be high.

AGREED The GB approved DHNPS INSET days as 3-7 September 2018 with pupils starting School on 10 September 2018.

7.3 Governors discussed the website and how important news should have a prominence and first impact value; for example the letter from the DfE which recognised DHNPS as one of the top 2% of schools nationally for pupil progress. Governors supported the School's efforts in submitting the story to local newsletters; noted that a copy of the letter was submitted to Haringey.

ACTION Headteacher to discuss opportunities to load good news stories onto the front page with the website team, with support from Giuseppe Sollazzo.

7.4 Site Manager's Health & Safety and Premises report

The Headteacher tabled copies of the Site Manager's Health & Safety and Premises report. Governors noted and thanked Graeme Patterson for the report.

8. GOVERNORS' VISITS AND TRAINING (standing item)

8.1 Governors' Visits.

8.1.1 Penny Woolley continues to support the School by reading with the children.

8.1.2 Giuseppe Sollazzo to undertake a Governor visit on 25 May 2018.

8.2 Governors' Training.

8.2.1 No Governors had attended any training since the previous Full GB meeting.

8.2.2 The Clerk reminded Governors that as part of the Governor Services training package the GB was entitled to a session at the School. Governors discussed possible training sessions.

9. NETWORKED LEARNING COMMUNITY (Standing Item)

9.1 There were no minutes for circulation to Governors.

10. MULTI-ACADEMY TRUST (Standing Item)

10.1 Governors noted the special meeting to discuss DHNPS future strategic direction on 6 June 2018. The Chair thanked both Steven Feldman and Penny Woolley for the discussion paper circulated to Governors. Governors discussed different possible directions DHNPS could pursue.

11. POLICIES (Standing Item)

11.1 There were no policies for review.

11.2 The Headteacher informed Governors that when the Year 6's are taking their SATs exams it will be the start of Ramadan. The School will be writing to parents and asking families that the children not fast over those days; noted that it is not compulsory for children of that age to fast.

ACTION Dahir Abdullaahi to communicate with local Mosques and Imams to ask their communities for the Year 6 children not to fast during SATs week.

12. SAFEGUARDING (Standing Item)

12.1 No safeguarding concerns were discussed.

13. SINGLE CENTRAL RECORD (Standing item)

ACTION The Headteacher and Chair to review the SCR after the meeting.

14. DATE AND TIME OF FUTURE MEETINGS FOR THE ACADEMIC YEAR 2017/2018

14.1 Governors noted the dates for the Governing Body & Committee meetings during the summer term 2018 as follows:

- Full GB: 6 June 2018 at 6:30pm (special meeting to discuss the direction of DHNPS) and 18 July 2018 at 2018.
- Resources Committee: Wednesday 11 July 2018 at 9:30am.
- Curriculum & Community: Wednesday 4 July 2018 at 9:30am.

15. ANY OTHER URGENT BUSINESS

15.1 No any other business was discussed.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 8:35pm.

Sign: Date:
Steven Lock, Chair of Governors