

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

Date: Tuesday, 9 July 2019
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	
*Daniel Wintercross	Co-opted Governor	
Michael Cutting	Co-opted Governor	
Vacancy	Co-opted Governor	
Vacancy	Co-opted Governor	
Vacancy	Co-opted Governor	
Giuseppe Sollazzo	LA Governor	
Dahir Tifo	Parent Governor	
Vacancy	Parent Governor	
Shaheen Ferdous	Staff Governor	

Also Present: Corinne David Clerk
 Gary Wong SBM

1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies for absence were received from Steven Feldman 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 Register of Interests Forms All Governors present had completed a register of Interest forms.
- 2.2 There were no declarations of interests made in respect of any of the agenda items.

3. GOVERNING BODY MEMBERSHIP

- 3.1 Governors noted that Michelle Watson had been removed from the GB due to none attendance.
- 3.2 Parent Governor Vacancy
 The School has sent out a letter to families to express an interest in becoming a Parent Governor. A parent has enquired about the position and there was a reception parent who had enquired previously about becoming a Governor.

ACTION Headteacher to talk to Sylvia Chambers about the person that had previously enquired about becoming a Governor.

- 3.3 Co-opted Governor Vacancies

Governors to note that the GB currently has 3 Co-opted Governor vacancies. Governors noted that preferred skill sets would include someone with a finance background, lettings and income generation skills and someone who has a background in education.

- ACTION** a) Chair to contact governors for schools and other Governance websites for potential candidates
- b) Giuseppe Sollazzo to pass on the contact details of a possible candidate to the Chair.

3.4 LA Governor

Governors noted that Giuseppe Sollazzo term of office comes to an end on 14 July 2019. Giuseppe Sollazzo confirmed that he was willing to stand for a further 4 year term. The Chair proposed Giuseppe Sollazzo was reappointed as the LA Governor.

UNANIMOUSLY AGREED To appoint Giuseppe Sollazzo as the LA Governor for a further term of office.

3.5 Disqualification due to non-attendance

The Clerk noted that Daniel Wintercross had not attended any meeting this academic year. An email had been received on 1 July from Daniel stating his willingness to continue in the position from September.

AGREED To reconsider Daniel Wintercross position at the September meeting should he not attend the meeting.

ACTION Clerk to inform Daniel Wintercross of the meeting dates for 2019/20 and what would happen if he didn't attend the meeting.

3.6 Reconstituting the GB

For Governors to discuss the possibility of reconstituting the GB with a new Instrument of Governance at the September meeting.

3.7 Membership and attendance at the Curriculum Committee.

Micheal Cutting informed the GB that at the Curriculum meeting there was only two Governors present: Micheal Cutting and Penny Woolley. Micheal Cutting commended the information provided by the SLT at the meeting in regards to the development of the curriculum and performance of the School. However, the meeting highlighted a gap in governance from the GB; where there currently isn't significant proactiveness of the GB within the curriculum of the school. Currently the board is too dependent on the information provided by the Headteacher. The new Ofsted framework is more focused on curriculum and progress of the children. The GB needs to be able to support and challenge the School within the different curriculum areas and currently this is not happening.

3.7.1 The GB discussed the membership of the Curriculum Committee and what model would be appropriate for DHNPS, with clear role and responsibilities. Noted that if the Committee wanted to talk to curriculum leads and the pupils then meetings would need to be during the school day. The Headteacher noted that for staff reporting to the Curriculum Committee provides the GB with a level of accountability that currently is not there.

3.7.2 Governors discussed the expectations from Link Governor Visits and what would be appropriate questions. Noted that 'The Key' and 'The School Bus' provide good

structures for Link Governor visits. It is about having an overview about what is happening in the school and lessons. The School would provide Governors with the data and provide the opportunities to talk to staff and pupils. Also, staff would like more visibility from the Governors.

- 3.7.3 The GB discussed the possibility of having a Governors week or Governors day. Noted that the GB should have a plan about what it is Governor want out of the sessions. Further noted that these sessions would be best if structured around other events taking place in the School.

AGREED a) To have a fixed membership of the Curriculum Committee; for the membership to be agreed at the September Full GB meeting.

b) Link governor roles and appointments to be agreed at the September Full GB meeting.

c) To have Governors in School day once a term

ACTION School to schedule three Governors in School day (1 per term) and circulate the dates to the GB.

4. PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING

- 4.1 The minutes of the Full Governing Body meeting held on Wednesday 15 May 2019 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 3.1 Governor emails

ACTION a) The School to arrange a DHNPS email account for Dahir Tifo

b) Gary Wong and Dhair to liaise regarding DBS Policy requirements as Dahir Tifo recently received a DBS.

c) Giuseppe Sollazzo to consolidate an induction pack for new governors; for this to be an agenda item at the next Full GB meeting.

- 4.2.2 Item 4.2.3 'No mans land'

ACTION Steven Feldman to provide an update on the exploration of options and work on a resolution for the space at the next Full GB meeting.

- 4.2.3 Item 4.2.4 Turn it On

Governors had reviewed and discussed other aspects of the Turn it On proposal at the next Resource Committee. Noted that the School is migrating to G-Suite for education. Further noted that there will be a section for Governors. The GB discussed how confidential papers could be stored on G-Suite and how different permissions could be set.

ACTION Steven Lock to review the permission settings for G-Suite over the summer holiday period.

- 4.2.4 Item 7.3 Letter to the Director

ACTION Steven Feldman to provide an update on the follow up email sent to the Director regarding SH.

4.2.5 Item 7.6 Approaching HEP and other schools about partnership working?

ACTION a) Chair and Vice-Chair to approach James Page, other Local Authorities and the RSC in September 2019 regarding possible schools to partner with.

b) Steven Feldman to contact the Chair at Risley Avenue Primary School about closer working relationships.

4.2.6 Item 9.3 Lunchtime

A review meeting with lunchtime (catering company) will be held on 10 July. Governors were invited to the meeting.

4.2.7 Item 8 Policies

ACTION Policies to be an agenda item at the next Curriculum Committee in November 2019 with ratification at the December 2019 meeting.

5. REPORT FROM COMMITTEES

5.1 Curriculum Committee on 17 June 2019

ACTION Clerk to circulate the minutes from the Curriculum Committee once the draft has been agreed.

5.2 Resource Committee held on 27 June 2019

ACTION Clerk to circulate the minutes from the Resource Committee once the draft has been agreed.

6. STRATEGIC DIRECTION OF DHNPS

6.1 For the GB to receive an update on actions taken at the September Full GB meeting.

7. CHAIRS ITEMS

7.1 **The Full GB to formally ratified the Chair's action of approving the redundancies of the lunch time supervisors.** Noted that an email from the Chair was sent to all Governors explaining the nature of the decision and sought email approval on 10 June 2019. The Headteacher informed Governors that Gary Wong had undertaken a lot of work on this proposal and consultation and thank him for his work. Noted that the process had be smooth. The School are finalising the Lunch Time Cleaner position. Governors were invited to a staff leavers event on 23 July from 4pm to 6pm.

8. HEADTEACHERS ITEMS

The Headteacher provided Governors with a verbal report.

8.1 Attendance

Overall attendance stood at 96.4%. Authorised absence stood at 2.38% with unauthorised absences at 1.22%. The School will also have a focus on punctuality from September.

8.2 SIA Visit

The most recent SIA report has been shared with the Chair. The School has performed well against Local and National outcomes, but there has been an in-school decline in outcomes. The Headteacher and SIA has undertaken a deep dive into the data, with the report shared with the Chair. The AHT have also been asked to provide reports on key areas. The recommendations / feedback within the reports will form the basis of the 2019/20 SIP. Lots of actions.

8.3 Staffing

The School is fully staffed for September. The School has 2 teach first teachers undertaking orientation this week. The School has received applications for the Nursery apprenticeship positions and it is anticipated that the School will be able to appoint to the 2 positions. There School has received some staff resignations and some fixed term contract will be concluded at the end of the school year. Staffing allocation for next academic year was shared with Governors.

8.4 Enrichment Activities

The Headteacher informed Governors that DHNPS won the NLC STEM competition. Governors congratulated the School and the children involved in the competition. The School attended the Tottenham University presentation. The trampolines have been installed in the playground and are being well used. Photos of the recent Pendarren trip were shared. Noted that the next Pendarren trip is taking place in December 2019. DHNPS Radio station was launched on Monday 1 July 2019. All staff have received CPD. Governors noted the dates of the end of year events taking place at the School. Governors were invited to the end of Year 6 production on 16 July 5pm to 7pm.

ACTION School to circulate the dates of the end of year events to Governors

8.5 Complaints

No formal complaints have been received. Noted that the School is very proactive and tries to deal with parents before matters/concerns escalate.

8.6 Safeguarding

The Headteacher provided an overview of an incident regarding a suspicious person around the perimeter of the site; the premises team dealt with the matter. The School has undertaken a number of referrals to Social Services which are now under assessment, during the last 2 weeks there had been 4 referrals.

8.7 2019 End of Year Data Headlines

The Headteacher informed Governors that when Ofsted comes to inspect the School the data will be measured against the National average

8.7.1 EYFS: 78% of the cohort achieved Good Level of Development (GLD). This cohort has a high number of undiagnosed SEND need.

8.7.2 Phonics: 87% of Year 1 passed the Phonic Screening Test.

8.7.3 KS1: there were 50 children in Year 2 that sat the tests

	ARE	GD
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Reading	80%	32%
Writing	74%	20%
Maths	76%	24%
Combined	74%	16%

8.7.4 KS2: There were 60pupils in Year 6, with 2 children eligible for disapplication from the results.

	ARE	GD
Reading	76%	24%
Writing	82%	27%
Maths	86%	XX%
Combined	76%	14%

8.7.5 **Q: Is the drop in GD a concern?**

A: When Ofsted inspects a School, the inspectors are not meant to be review the in-school data. Inspectors should be looking at the School's data against the published data set and the national figures. The School is reviewing and undertaking a deep dive into the reasons for this in-year dip when compared against last years data.

8.7.6 **Q: Although the combined outcome is quite high at 76%, what is prevent the other 24% of pupils achieving ARE in all three areas?**

A: For DHNPS the aspect the pupils failed to reach ARE was Reading. This is in part due to the high level of EAL children at the School. There is also an aspect of the capital culture the children have access to both within and outside of School. Many of the children do not have access to a rich cultural experience that would support them in the KS tests. The School is trying to support the children and provide them with a variety of experiences that they may not have opportunities to access otherwise.

8.7.7 **Q: Do the children read to teachers?**

A: There would not generally be 1:2:1 reading in a class of 1 teacher with 30 children. There is group reading, the teacher reads aloud, reading at home, volunteers read with the children and they access phonics teaching. All the pupils have had reading tests, which show that they can read and decode but not necessarily comprehend the deeper meaning of the text.

8.7.8 **Q: What reading schemes does the School have?**

A: The School has two complementary reading schemes as well as a phonics scheme and as the pupils move through the school, they become self-readers. The school has two days of phonics and decoding training for staff. Reading and comprehension is heavily emphasised in the new Ofsted Framework, meaning there will be change and greater scrutiny on reading. Noted that the school does work with parents on reading with their children. An example was provided of how the school provides support for the children

ACTION Headteacher to circulate the Headteachers report to the GB.

9. **GOVERNORS' VISITS AND TRAINING (standing item)**

9.1 Governors' Visits.

No feedback on any Governor visits was reported to the GB.

9.2 Governors' Training.
No feedback on any Governor training was reported to the GB.

10. NETWORKED LEARNING COMMUNITY (Standing Item)

10.1 The Headteacher informed the GB that she was still waiting for minutes from the last NLC meeting.

11. POLICIES (Standing Item)

11.1 No policies were received for GB approval.

12. SAFEGUARDING (Standing Item)

12.1 See Headteacher report for safeguarding matters item 8.6.

ACTION The Chair to undertake a Safeguarding review before the end of the school year.

13. SINGLE CENTRAL RECORD (Standing item)

13.1 The Chair had reviewed and signed off the Single Central Record before the meeting.

14. DATE AND TIME OF FUTURE MEETINGS FOR THE ACADEMIC YEAR 2019/2020

14.1 **Governors review and AGREED the meeting dates for 2019/20 as follows:**

Full GB

20 September 2019 at 9:30am at DHNPS

5 December 2019 at 6:30pm

24 March 2020 at 6:30pm

12 May 2020 at 6:30pm

13 July 2020 at 6:30pm

Resource Committee

16 October 2019 at 6pm

14 January 2020 at 6pm

29 April 2020 at 6pm

Pay Committee

16 October 2019 at 5pm

Curriculum Committee

7 November 2019 at 9:30am: For the Committee to receive a report on the Pupil Premium impact.

17 March 2020 at 9:30am

10 July 2020 at 9:30am

Headteacher Appraisal

16 September 2019 with Penny Woolley and Steven Lock

Governors in School Day

AGREED to be 1 per term.

15. ANY OTHER URGENT BUSINESS

15.1 Governors noted the the quarter 1 return that had been submitted to the LA and signed by the SBM, the Headteacher and Chair of Governors.

The Chair thanked everyone for attending, all staff members except the Headteacher were asked to leave. Part one of the meeting finished at 8.20pm.

Sign: Date:
Steven Lock, Chair of Governors