

**MINUTES OF THE FULL GOVERNING BODY MEETING
ON WEDNESDAY 25 SEPTEMBER 2024, 6:45pm AT SCHOOL**

NAME	INITIAL	Governor category	Term Start date	Term Expiry date
Denzil Jenkins (Chair)	DJ	Co-opted Governor	07/12/2023	06/12/2027
Juliet Natali	JN	Co-opted Governor	23/05/2024	22/05/2028
Richard Evans	RE	Co-opted Governor	20/03/2024	19/03/2028
Vacancy		Co-opted Governor		
Amir Gold	AG	Parent Governor	03/07/2023	02/07/2027
Kate Prentice	KP	Parent Governor	20/02/2024	19/02/2028
Katie Malczyk	KM	Parent Governor	30/11/2023	29/11/2027
*Kate Towers	KT	Parent Governor	15/07/2024	14/07/2028
Annie Ashraf	AA	Headteacher	<i>Ex-officio</i>	
Fiona Moffatt	FM	Staff Governor	21/07/2021	20/07/2025
Dawn Barnes	DB	LA Governor	23/02/2023	22/02/2027
Michelle Moss (SBM)	MM	Associate Governor	25/09/2024	24/09/2025
Rachel Gillingham (DHT)	RG	Associate Governor	25/09/2024	24/09/2025
*Genevieve Hughes	GH	Associate Governor	25/09/2024	24/09/2025
Also, Present				
Corinne David	CD	Clerk, HEP	N/A	
Teresa McMeakin	TM	SENDCo and Designated Safeguarding Lead (DSL)		

*Denotes Absent

1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 No apologies for absence were received.
- 1.3 The Clerk confirmed the meeting was quorate.

2. DECLARATIONS OF INTEREST

- 2.1 Register of Interests Forms
All governors present were reminded to complete the annual Register of Interest through Governor Hub.
- 2.2 No declarations of interests were made in respect of any of the agenda items.

3. GOVERNING BODY AND COMMITTEE MEMBERSHIP, TERMS OF REFERENCE

- 3.1 Governors noted the election of KT onto the GB as a parent Governor. The Chair noted that there was one co-opted governor vacancy. Governors discussed actions to recruit to the vacant position.

ACTION Governors to forward potential co-opted candidate applications to the Chair.

- 3.2 Governors noted that chair position was for 2 years – up for renewal in autumn 2025.

ACTION Vice Chair and succession planning to be reviewed at each Committee.

3.3 **Governors AGREED with the following Committee membership**

a) Resources Committee

Juliet Natali (Chair)

Annie Ashraf

Denzil Jenkins

Amir Gold

Kate Towers

Michelle Moss

Genevieve Hughes

Rachel Gillingham

b) Learning and Community

Dawn Barnes (Chair)

Annie Ashraf

Kate Prentice

Katie Malczyk

Fiona Moffatt

3.3c **AGREED The Pay Committee functions to be undertaken by the Resource Committee.**

3.3d Marketing and Fundraising Sub Committee

Katie Malczyk (Chair)

Annie Ashraf

Amir Gold

Michelle Mos

3.3e Headteacher's Performance review Panel.

Denzil Jenkins

Dawn Barnes

Juliet Natali

3.3f Governors **AGREED** that should there be the requirement to convene a Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee or Staff Appeal Committee during 2024/25, then the membership would comprise of three eligible and available Governors.

3.3g Governors noted that the terms of reference for each Committee must be reviewed and agreed at the next Committee meeting and brought back to the next full Governing Body for ratification; including the scheme of delegation.

3.3h Link governors' positions, roles and responsibilities for 2024/25.

Governors AGREED to the following link governor positions:

DJ Safeguarding

AG Computing

RE Maths

KT Outdoor Play & Learning.

KM English

KP SEND & Pupil Premium

GH Premises; Health & Safety

3.4 Governors' Code of Conduct.

Governors reviewed and **AGREED** the Governor Role Profile and Code of Conduct for Tetherdown GB for 2024/25.

ACTION Governors to complete the code of conduct declaration via Governor Hub.

4. PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING

4.1 The minutes of the full GB meeting held on 10 July 2024 were **AGREED and RATIFIED** as a correct record. A copy of the minutes was signed and retained by the school for file.

4.2 Matters arising

All actions had been completed.

5. SAFEGUARDING PRESENTATION AND KCSIE CHANGES FOR 2024-25

- 5.1 Teresa McMeakin (TM) provided the GB with an overview of the updates from KCSIE 2024, noting that the presentation had been uploaded onto Sharepoint prior to the meeting. The following highlights were noted:
- a) There had been technical changes to definitions; these were explained.
 - b) Additional bullet point added to define safeguarding: providing help and support to meet the needs of children as soon as problems emerge.
 - c) For clarity the following was included: safeguarding means to protect children from maltreatment, whether that is within or outside the home, including online.
 - d) Suspension & inclusions, the following had been added: has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in alternative provision or pupil referral unit.
 - e) Referrals to MASH also include children at risk of exclusion.
 - f) The abuse and neglect section had been renamed: abuse neglect and exploitation.
 - g) Further guidance had been included for DSLs and recording of safeguarding concerns.
 - h) Schools continue to be responsible for the safeguarding of a pupil in alternative provision and should be satisfied that the placement meets the pupils needs.
 - i) The school had received requests for flexible schooling arrangements from families – these had been declined to date.
 - j) All staff had received safeguarding training.
 - k) An overview of the safeguarding case load and incident logs on Edukey was shared.
 - l) Roles and responsibility of the four members of the safeguarding and inclusion team were shared.
 - m) The team has fortnightly meetings to discuss cases of concern. TM has supervision and protected home working.

- 5.2 Governors enquired about the delay in resolving the filtering and monitoring challenges. Staff noted that the school was cloud based and the issue were with LGfL and Microsoft. All schools that were cloud based were experiencing the same difficulties. Reassurances were provided that the firewall does prevent access to unwanted websites. Noted that there is a group of schools exerting pressure on both LGfL and Microsoft.

At 7:20pm, the Chair thanked TM for her presentation and invited her to leave the meeting.

ACTION Governors to read KCSIE 2024 and sign the declaration on Governor Hub.

6. APPROVAL OF 2024-2027 SCHOOL DEVELOPMENT PLAN

- 6.1 Governors noted receipt of the 3-year SDP, which provided an overview of the school's direction of travel and ambition. Governors sought KPIs for Year 1, Year 2 and Year 3 which provided an indication of what success in each year would look like. The targets and KPIs would be distributed between committees for review and scrutiny.

ACTION The targets and KPIs to be proposed and reviewed in committee for ratification at the next Full GB meeting.

7. DISCUSSION ON SDP FOR 2024-25 KPI

The Headteacher took the GB through the 2024/25 SDP, which had been received prior to the meeting. 6 Key priorities for the forthcoming academic year had been identified.

- 7.1 *Priority 1: Raise standards for groups: EAL, SEND and Greater Depth using Oracy and Technology. Focus on raising writing standards for EAL (Code C-E)*
- 7.1.1 Noted that there was a focus on writing and EAL children for this year. Currently 53% of the students had EAL; with 22 working at level A or B. The school had appointed an EAL/oracy lead at TLR2a. An HLTA has been appointed to support children with EAL or those that have very early English acquisition. The school will be joining Voice 21 from spring 2025 to support

children with oral communication. The school has 12% of children working below ARE with an aim to move 5% to ARE for writing.

7.2 Priority 2: *Embed a cohesive curriculum and ensure consistency of lesson implementation including careful choosing of activities, effective checking of understanding and consistent teaching of key vocabulary.*

7.2.1 Subjects are monitored by subject leads, every term. Noted that there would be a positive impact with the use of technology. Governors discussed the upgrade to windows 11. Noted that the school was predominately android; but there would be an impact to laptops. The cost of the action was noted as a potential risk.

7.3 Priority 3: *Introducing and embedding a new vision and set of values, to guide a positive school culture.*

7.3.1 The SLT will be focusing on embedding the new vision and values; including a staff survey on the impact on vision and values and termly assemblies with children.

7.4 Priority 4: *Enhancing social & emotional support (for children and staff) through play.*

7.4.1 The Friends of Tetherdown have provided funding; with match funding available. The school will be surveying staff, parents and staff and children. The overall aim is to increase meaningful and quality play and promote positive behaviour. The aim is to teach the children what good play is not just stop bad play. In the interim period the school was ensuring there is sufficient supervision in the playground. Training with lunchtime and wraparound staff starts in November 2024. There will be a procurement exercise with potential contractors to undertake playground works/enhancements; which will be reviewed by Governors.

7.5 Priority 5: *Ensure progress against the 5-Year Deficit Recovery Plan is systematically tracked and innovative corrective action is taken when necessary.*

7.5.1 Governors discussed possible income streams to the school, including Friends of Tetherdown, Keep the Lights On, and various grant applications. The Headteacher noted that as staff leave where possible less experienced staff are recruited; a strength of the school is the experience of the staff providing quality first teaching. Noted that the school's main budget is driven predominantly by pupil numbers on roll at the October PLASC. An issue for the school is the current cost of living and the location of the school (difficult to get to by public transport and very expensive local housing stock) makes it prohibitive for a significant amount of families and young people.

ACTION How to increase income from donations and marketing of school to potential new reception parents to be discussed at Marketing and Fundraising Sub Committee.

7.6 Priority 6: *Improve both our outdoor and indoor learning (staffroom, bathrooms) environments.*

Governors commended and approved the 2024/25 SDP (subject to final KPIs)

8. STUDENT OUTCOMES FOR THE 2023-24 YEAR

8.1 The strong summer term outcomes were noted by Governors. Governors discussed how best to promote the outcomes within the local community.

ACTION Marketing and Fundraising Sub Committee to devise a strategy for promoting the school's end of year outcomes.

9. CHAIR'S ITEMS

No Chair's items were received.

10. HEADTEACHER'S REPORT

- 10.1 Governors noted receipt of the Headteacher's written report, prior to the meeting. The following highlights were noted:
- a) Children and staff had settled in well to the start of term.
 - b) The field day was successful.
 - c) Staff had two days of INSET at the beginning of term covering: expectations, calendar of events, and handbook.
 - d) Staff aware of financial issues and keen to support the school.
 - e) Staff received training from Maria Goldsmiths on how to manage concerns.
 - f) Current attendance stood at 98.6%.
 - g) Mobility stood at 38%. See item 7.5.1 for potential underlying reasons for mobility.

11. COMMITTEE, SBM AND LINK GOVERNORS' REPORTS

Governors noted receipt of the SBM report, prior to the meeting.

11.1 Finance update

To date the school had a total of 35 vacancies; which represented a potential shortfall in funding of £157k. Governors discussed potential strategies to encourage parents to apply for the school: noted that wrap around care and outdoor play space were a previous barrier but have been mitigated to some extent (see also 11.3). Governors discussed potential areas to target resources: see item 7.5.1 and associated action.

11.2 Catering update

The contract with Olive Dining is coming to an end. The school is looking to going out to tender to review the contract and costs associated with school meals. The school will be going out in a consortium with four other schools: Devonshire Hill, Welbourne, Lea Valley and Rhodes Ave. The school sought at least 2 Governors to participate in the tendering process.
KP, KM and JN AGREED to participate in the catering tendering process.

- 11.2.1 The Headteacher and SBM met with the parents and Olive Dinning to discuss the menu and levels of added sugar. Discussion are ongoing, but ultimately it was an operational decision guided by government guidance. The school will be undertaking a survey with all parents during Autumn 2 regarding menu options and possibilities.

11.3 After school clubs

The school had increased the amount of wrap around club spaces by a third (1/3). The school received 118 applications for clubs; all were offered a place. Due to low take up of the Thursday games club; this was cancelled. The wrap around provision continues to be in a profitable situation.

ACTION Resource Committee to receive an update on afterschool club expenditure and income.

11.4 Premises

The Council have provided the school with a preliminary start date of October half term to undertake works on the rear elevation windows and solar panel inverter. The school are awaiting confirmation of the exact date; a meeting with the major projects team has been scheduled for 26 September. GH undertook a Health and Safety visit on 5 July 2024.

11.5 Marketing & Funding Applications sub-committee

No meeting had taken place since the previous Full GB meeting. Items to discuss at the next meeting were noted as:

- Marketing budget and different marketing packages.
- Expenditure on literature for new parents.

ACTION KM to arrange the next meeting of the sub-committee; before the half term if possible.

11.6 Learning and Community Committee
No meeting since the previous Full GB meeting.

11.7 Link Governor Reports
No link Governor visit reports were received.

12. POLICY RATIFICATION/REVIEWS

12.1 **The GB AGREED the continued use of Model Haringey HR and Pay policies until further policy updates were received from Haringey HR.**

12.2 **The GB APPROVED the Safeguarding and Child Protection Policy and Procedures 2024 for use by the school.**

12.2.1 The Headteacher informed Governors that all staff had completed safeguarding training. Governors noted receipt of Keeping Children Safe in Education 2024 and were reminded to complete the declaration on Governor Hub; upon reading KCSIE 2024.

ACTION All Governors to undertake safeguarding training; through ihasco.

12.3 **The following policies were APPROVED and RATIFIED by the GB for use by the school:**

- **Children with Health needs who cannot attend school**
- **Computing policy.**
- **Governors visit policy.**
- **Supporting pupils with medical needs.**
- **Social media parents code of conduct.**

12.4 The following statutory guidance was noted by the GB:

- School teachers' pay and conditions document 2022 and guidance on school teachers' pay and conditions – September 2024.
- DfE Model Policy - Suspension and Permanent Exclusion from maintained schools, academies, and pupil referral units in England, including pupil movement – September 2024.

13. GOVERNORS' TRAINING

13.1. Governors were reminded to update Governor Hub on any training completed. The HEP Governor training programme had been circulated and was noted.

14. DATES OF FUTURE GB MEETINGS

14.1 The dates of the autumn term 2024 were agreed as follows:

- Full GB: 4 December at 6:45pm. (face to face)
- Resources: 18 October and 22 November (virtual) at 8:15am.
- Learning and Community Committee: 7 October and 25 November at 8:15am.
- Staff –Governors Happy Hour 4:30pm-5:30pm 8 November.

15. ANY OTHER BUSINESS

15.1 No AOB was received.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 8:30pm, all staff members (except the Headteacher) were invited to leave the meeting.

Sign:



..... Date:4th December 2024.....

Item	Action	Lead
3.1	Governors to forward potential co-opted candidate applications to the Chair.	All
3.2	Vice Chair and succession planning to be reviewed at each Committee	Committee chairs
3.4	Governors to complete the code of conduct declaration via Governor Hub.	All
5.2	Governors to reading KCSIE 2024 and sign the waver on Governor Hub	All
6.1	<u>The targets and KPIs to be proposed and reviewed in committee for ratification at the next Full GB meeting.</u>	Headteacher / Clerk
7.5.1	How to increase income from donations and marketing of school to potential new reception parents to be discussed at Marketing and Fundraising Sub Committee.	KM
8.1	Marketing and Fundraising Sub Committee to devise a strategy for promoting the school's end of year outcomes.	KM
11.3	Resource Committee to receive an update on afterschool club expenditure and income.	Resource Committee/MM
11.5	KM to arrange the next meeting of the sub-committee; before the half term if possible.	KM
12.2.1	All Governors to undertake safeguarding training; through ihasco.	All