

**MINUTES OF THE FULL GOVERNING BODY MEETING
OF WEDNESDAY 20TH MARCH 2024, 6:45pm AT SCHOOL**

NAME	INITIAL	Governor category	Term Start date	Term Expiry date
Denzil Jenkins (Chair)	DJ	Co-Opted	1/11/2022	31/10/2026
Amir Gould	AG	Parent	27/09/2023	26/09/2027
Fiona Moffatt	FM	Staff Governor	21/07/2021	20/07/2025
Mark Hilton	MH	Co-opted	02/12/2019	01/12/2023
Juliet Natali	JN	Parent	23/10/2020	22/10/2024
Kate Prentice	KP	Parent	20/03/2024	19/03/2028
Annie Ashraf	AA	Headteacher	<i>Ex-officio</i>	
Michelle Moss (SBM)	MM	Associate	27/09/2023	26/09/2024
Rachel Gillingham	RG	Associate	27/09/2023	26/09/2024
Dawn Barnes	DB	LA Governor	23/02/2023	22/02/2027
Katie Malczyk	KM	Co-Opted	20/03/2024	19/03/2028
Richard Evans	RE	Co-Opted	20/03/2024	19/03/2028
Felicity Baird	FB	Clerk, HEP	N/A	

PART 1

1. WELCOME, APOLOGIES FOR ABSENCE

1.1 There being a quorum, DJ took the Chair and welcomed all to the meeting. The GB approved the introduction of two new members and welcomed Kate and Richard to their first meeting.

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

2.1 None were made.

3. GOVERNING BODY & COMMITTEE MEMBERSHIP, TERMS OF REFERENCE

3.1 The Chair reported that Genevieve Hughes (GH) had stood down with immediate effect. GH would become an Associate Member assisting on premises/Health & Safety issues. The Chair thanked GH for her tremendous contribution as a Governor, including Chairing the Resources Committee. MH indicated that he wished to step down as Chair of LCC but would remain as a governor till the end of summer term. The GB discussed how Governors could share responsibilities.

3.2 AG and RE agreed to join the Resources Committee. JN agreed and was approved to become Chair of the Resources Committee.

3.3 DB agreed and was approved to become Chair of the LCC.

3.4

3.5 The GB discussed statutory and additional Link Governor roles it could have. The Chair advised Governors to begin to have succession planning conversations within their Committees.

ACTION: COMMITTEE CHAIRS

- 3.6 It was agreed to look at combining the Fundraising Committee with the Marketing Working group. The funding committee is currently Chaired by JN and interest was sought to take on this role. The Committee worked on grant applications on behalf of the school and worked alongside the PTA. All Governors were invited to join the next meeting of the Funding Committee. JN was asked to circulate a Terms of Reference for the Committee to the Governing Body.

ACTION: JN

4. MINUTE OF THE PREVIOUS MEETING; MATTERS ARISING

- 4.1 The Minutes of the previous meeting were approved.
- 4.2 The Chair informed the GB he was working on a draft forward calendar with the Headteacher (HT) which should be ready for circulation by the next GB meeting.
- 4.3 The Chair reminded Governors to complete their self-assessment form if they had not already done so.

ACTION: All.

- 4.4 It was agreed that the additional summary of the Allergies policy being drafted by the HT should be added to the top of the policy (previously approved) and then added to the school website.
- 4.5 **Governors asked** how parents could view policies and were informed they could access them via the website. It was not possible to share policies via the Parent Pay app.

SCHOOL IMPROVEMENT

5. DEEP DIVE – PRESENTATION ON PROGRESS IN WRITING

- 5.1 The HT said the school was focused on improving the quality of Reading/Writing across all year groups. Progress of Writing had stagnated since Covid, and therefore was an area of focus as part of performance management. Each teacher was to work with specific six children to show progress. It was hoped that by Spring 2, movement in Writing progress would be apparent. **Governors asked** if the six children included those with SEND and were informed that there were some SEND children included. The groups of six included Pupil Premium children.
- 5.2 The HT informed the GB she sat on a steering committee for a national writing research base that looked at transforming Writing. The school chose to go with four principles: Teaching the Writing Process; Setting Goals; Conferencing; Writing Projects. In EYFS, children are using a writing intervention called Drawing Club by Greg Bottrill. At Key Stage 1 have incorporated elements of Talk for Writing, Pie Corbett to help students make progress.
- 5.3 The HT explained that teachers met regularly for Pupil Progress review meetings. Analysis was starting to take place to determine the effectiveness of strategies in place. A whole-school writing project on migration and refugees took place in January. An external audit of the school with the school's Improvement Partner, who was impressed by the strategies that were being embedded.

5.4 Internal benchmarking had taken place. In the Spring term a migration whole school project was planned to take place. External benchmarking was due to take place with the NLC groups. The HT said that teachers were to look in more depth at Writing and what could be done to have consistent higher attainment. **The GB** discussed how the six children were chosen and that the work they carried out had a positive impact on other children in the classroom.

5.5 **Governors asked** if Writing would be included in the SDP when the SDP was revised. The HT confirmed it would be included.

5.6 **Governors asked** why the school chose not to purchase a scheme of work for Writing. The HT explained that schemes dictated to staff what, when and how subjects were covered, which in some subjects could be useful, but in English could create ceilings which the pupils could not progress beyond. Schemes may also prevent teachers from linking subjects with others. The GB was encouraged by the work taking place to progress Writing amongst pupils.

6. DRAFT ELEMENT OF THE 24-27 SDP FOR DISCUSSION (OUTDOOR LEARNING)

6.1 The HT said that school staff desired more outdoor learning for the pupils. Referring to the current SDP, the HT noted four stages to the previous plan (climbing frame, removal of wooden posts, Y2 outside area, repairs, maintenance) but had been informed that there was not enough funding for stage 2. The SBM added that six quotes had been received for stage 2, which ranged from £25k to £45k. The PTA had agreed to fund part of the project and the school was looking at alternative avenues to sources funding and ways to bring costs down and make the area safe.

6.2 The HT visited Opal School - Outdoor Play and Learning. The school's Sports Lead had previously worked in an OPALI school for ten years and was therefore knowledgeable in its principles. The HT said that she would like to include climate change and sustainability as part of this project, this would also mean that the school would promote gardening knowledge amongst pupils.

6.3 There was a need to invest in longer term outdoor play equipment. More training for staff was also required. Play Pods, a service which would provide resources into school once a term. **Governors asked** if play could address culture and behaviour; the HT said that it could and that year groups could be mixed up, allowing older children to model play to younger pupils. The school had begun to hold play assemblies to address play and risk assessments which had been a powerful tool.

6.4 **Governors asked** what the school did regarding outdoor play when it rained and were informed that Opal principals encouraged all to get outside and play in the rain. The school encouraged parents to dress their children appropriately for the weather so that pupils could take part in outdoor play, regardless of the weather. The HT informed the GB that current partnerships for climate change and sustainability include the institute of education and the Green Classroom. Next steps for the outdoor area included removing old structures, designing the playground and planting trees.

6.5 **Governors suggested** parents could help in the removal of the old equipment, however the Site Manager had advised that this may pose a health and safety risk due to the levels of concrete in the playground. Governors were enthused about the future of outdoor play for the school.

7. SFVS SUBMISSION FOR RATIFICATION

7.1 The Chair informed the GB that the SFVS had been reviewed in full by the Resources Committee. The SBM advised that the SFVS was an annual requirement for completion and that it was important for Governors to understand the finances of the school.

7.2 The GB RATIFIED the SFVS.

REPORTS / POLICIES

8. CHAIR'S ITEMS

8.1 None.

9. HEADTEACHER'S REPORT

9.1 The Chair commended the EYFS work undertaken at the school. The HT remarked that the Haringey EYFS Audit was very impressed with the school and the level of the children's vocabulary, outstanding provision and learning environment. The HT passed her and the GBs thanks to Fiona and the EYFS team.

9.2 **Governors asked** for clarification regarding the safeguarding report. The HT explained the difference between child protection plans and early help and how the report gave an insight into what safeguarding looked like in the school. In comparison with other schools in the borough, a relatively small number of mainly low level matters had taken place but the School was very attentive to this area. **Governors asked** to see this information including trends in future.

9.3 The GB and HT discussed the Haringey Safety Valve Programme and the impact on children with SEND. The SEND banding proposed by Haringey was problematic and insufficient funding was a challenge for the School in common with many other schools. The HT agreed to keep Governors updated. **Governors asked** for a deep dive on SEND in a future meeting.

ACTION: AGENDA ITEM (HT/CLERK)

9.4 **Governors queried** the impact that pupil absence had. The HT noted that improving attendance was a huge priority for government. The national average was 94.8%, and the school's aim was 96%. The HT noted that when children were absent from school, teachers had to spend time on closing the gap in missed education, increasing their levels of work. The HT explained she had spoken with some parents regarding pupil absences and recognises that relationships are important for improving absences and the school worked the local authority's Education Welfare Officer (EWO).

10. COMMITTEE, SBM AND LINK GOVERNOR REPORTS

10.1 SBM Report

Governors asked for an update on trends on class vacancies with reference to the reception intake in Sept 2024. The SBM reported that offers were going out during the Easter break. The school was offering 60 places explained the admissions process and said it was expected for the number of places accepted would fluctuate over the summer period as families made decisions about places. **Governors discussed** advertising the school in the local vicinity and queried the parent survey responses. The SBM reported that 64 families had already responded to the wrap around care survey and a reminder would be sent out to parents. The HT reported that she had met with the one nursery, where staff confirmed the numbers of pre-school children was reducing.

10.2 Resources Committee

Feedback on the recent Committee meeting was provided which had focused on the review of the SFVS and discussed/reviewed certain contracts.

10.3 Funding Applications Sub-Committee

The SBM continued to have success with Tottenham Grammar Foundation. Focus was on further grant applications. Discussions had taken place regarding the establishment of an alumni community.

10.4 The HT said TurnItOn IT provider had presented the school with a report. Staff had been reminded not to use school computers for personal reasons.

10.5 **Governors requested** a focus on STEAM to be an agenda item at a future meeting.

ACTION: AGENDA ITEM (HT/CLERK)

11. POLICY RATIFICATION/REVIEWS

11.1 The Safer Recruitment policy was APPROVED.

11.2 The Low Level Concerns policy was APPROVED.

12. GOVERNORS' TRAINING

12.1

12.2 Governors were encouraged to complete the Keeping Children Safe in Education (if not done already this academic year) and – iHasco courses (it was noted that health and safety, fire awareness training were not mandatory for Governors), if they had not yet.

13. DATES OF FUTURE MEETINGS

13.1 The next meeting was scheduled for Wednesday 15th May 2024 at 6:45pm.

14. ANY OTHER BUSINESS

14.1 None.

There being no further business, this section of the meeting closed.

Signed



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DateMarch 2024.....