



Children and Young People's Service
ALEXANDRA PRIMARY SCHOOL
 Minutes of the Governing Body Meeting
 Tuesday, 23rd May, 2017 at 6.00 pm

MEMBERSHIP	
<p><u>Local Authority Governor (1):</u> Joel Brookfield (JB), (050718)</p> <p><u>Headteacher: (1)</u> Manjit Dulay (MD), Headteacher (ex officio) (080219)</p> <p><u>Staff Governor (1):</u> Joseph Croall (JC), (210220)</p>	<p><u>Co-opted Governors (5):</u> Sally Lask (SL), (120519) Margaret Luchman (ML), (071017) Sarah Mackey (SM), (251117) Caroline Schloss (CS), (110519) Chair Vanessa Stansall (VS), (280919)</p> <p><u>Parent Governors (2):</u> Ahlisha Donovan (AD), (080219) Katie Tucker (KT), (080918) Vice Chair</p>
<p><u>Governing Body Clerk:</u> Jennifer Ude (JU), Haringey, London Governor Services</p>	<p><u>Also invited:</u> Megan Conway, (MC), Assistant Headteacher and Literacy Lead Michelle Ginty, (MG), Deputy Headteacher Heather Johnston, (HJ), Inclusion Leader</p> <p><u>Observers:</u> Dilek Aslan, (DA) ^{Part 1 Only} Din Mustaffa, (DM) Shaun Reeve, (SR)</p>

PART I

1. WELCOME AND OPENING REMARKS

1.1 The Chair opened the meeting, welcomed everyone, and especially welcomed the observers, DA, DM and SR to the meeting.

2. APOLOGIES FOR ABSENCE

2.1 The Chair said that governors AD and JB would arrive slightly late to the meeting.
 2.2 The meeting was quorate.

3. DECLARATIONS OF BUSINESS INTERESTS, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

3.1 None.

4. MINUTES OF THE GOVERNING BODY MEETING HELD ON 21st FEBRUARY, 2017 AND MATTERS ARISING

4.1 **Agreed** as a true and accurate record; signed by the Chair, and duly returned to the Headteacher for safekeeping.
 4.2 The following matters arising were reviewed to monitor progress:
 4.3 Item 4.7: future link governor dates would be explained by the Deputy Headteacher at item 15.2 below.



- 4.4 Item 6.7: the Clerk and Headteacher would present the governor skills analysis for 2016/17 at item 7.1 below.
- 4.5 Item 6.6: the Deputy Headteacher updated that the comments box was now in place at the school and was being used; parents would be reminded of this in future Newsletters. She advised that the display board near the Job Centre Plus exit, would be replaced at the end of the Summer Term; that there had been no email communication received to the governors' email account.
- 4.6 Item 6.8: the governing body composition would be discussed at item 6.1 below.
- 4.7 Item 7.1: the Chair said that the Headteacher had passed on her Ofsted congratulations letter to all members of staff.
- 4.8 Item 7.5: for information, governor SM said that she would pass on the Science link to the Deputy Headteacher.

Action: SM

- 4.9 Item 9.15: the safeguarding lead, HJ updated that the school's safeguarding calendar was now in place and that set items would be picked up and actioned accordingly.
- 4.10 Item 10.1: the governors' Newsletter would be discussed at item 13.1 below.
- 4.11 Item 11.1: the Chair would update at item 12.7 below, on the future of School Improvement.

5 GOVERNING BODY ADMINISTRATION

6 Governing Body Composition

- 6.1 It was discussed and **agreed** that the governing body composition would increase in size from **10** to **12**. The Clerk would liaise with the local authority around a new Instrument of Government, the ('IOG') to effect this change.

Action: Clerk

6.2 LA Governor

- 6.3 The Chair, CS, was **nominated** and **seconded** to be the new local authority governor with effect from September, 2017. The Clerk would liaise with Governor Services, so that the nomination was approved by the local authority, democratic services.

Action: Clerk

6.4 Governor Appointments – September, 2017

- 6.5 The Chair explained that the observers, during the course of the meeting, would be asked by her to consider the appointment of Co-opted governor, with effect from the 1st September, 2017. See item 16.5 below.

6.6 Governing Body Scheme of Delegation (SoD)

- 6.7 The Chair confirmed that the review of the governing body Scheme of Delegation 2016/17, had been carried out by the Management Committee in accordance with the DfE requirements; this would be reviewed annually.

7 Skills Audit Analysis 2016/17

- 7.1 The Clerk explained that the governing body skills analysis xls. for 2016/17 was now complete. Strengths of the governing body were acknowledged and discussed; gaps were identified and reflected upon; it was felt that further governor training around legal, finance and the Complaints handling Procedure would be undertaken.
- 7.2 The Clerk explained that from September, 2017, the governing body skills analysis would be recorded on the NGA Governor Skills Audit and Matrix template.

8 HEADTEACHER'S SUMMER TERM REPORT - 2017

- 8.1 The Headteacher referred the meeting to her Summer Term Report, 2017; she gave context, and headlined as follows:
- 8.2 Overall, the Headteacher was pleased to state that the school was in a good place, and that teaching was at least good, across the board.
- 8.3 Under the criterion, teaching, learning and assessment, the Headteacher explained that APS was a hub school for the Destination Reader (DR) Programme, and the Daily Supported Reading (Y1) programme. She explained that this meant that the school hosted a number of open morning sessions for other Networked Learning Communities schools, the ('NLC's') to see the design and approach in practice.
- 8.4 She clarified to the question raised, how often do the NLCs schools come in to see the programme in practice, and the Headteacher responded, that set dates were put forward to the NLC's at the outset; a number of schools within the NLCs had already visited APS and had given positive feedback on how APS had delivered the programme.
- 8.5 A governor asked, what was the impact of the Destination Reader Programme, and the Headteacher was pleased to state that, the programme had had a successful impact on overall pupil progress, and attainment. She said that the pupils liked to showcase their knowledge and understanding of topics through Reading; this was evident through the pupils' use of language and confidence. There was discussion and general agreement that the Destination Reader Programme had raised the profile of the school within the NLCs.
- 8.6 The Headteacher reported that the progress toward the end of year outcomes were:
- (a) that the EYFS: that there was a Good Level of Development (GLD); the pupils were on track to meet the 76% target set.
 - (b) that the Phonics Screening Check, the ('PSC') 2017: she stated that 88% of pupils were on track; pupils had done exceptionally well against the expected 82% target. She reminded the meeting that new arrivals to the school in KS1, depending on their start point, would impact on the overall outcome.



(c) that for Y2 and Y6, she explained that meetings had taken place fortnightly, since the start of the Autumn Term, to discuss progress and attainment towards the end of year targets set.

8.7 The Headteacher reported that the SATs process had gone well, and that identified pupils were facilitated throughout the process.

8.8 Governors observed that attendance had dropped; she explained that this was due to an usually high incidence of pupils with chicken pox during the Spring Term; she stated that there were over 35 pupils who were sick, and that some staff had also been affected. However, this notwithstanding, pupils do continue to have a positive attitude towards learning.

8.9 The Headteacher clarified to the question raised around sickness/absence reporting and explained that the expectation from parents was that they provide evidence to the school for any sickness absence. As an action for the Headteacher, the governing body requested that she carry out a sickness/absence analysis for the last academic year.

Action: Headteacher

8.10 Governors thanked the Headteacher for her verbal update.

8.11 **SCHOOL DEVELOPMENT PLAN**

8.12 The Headteacher reported that she had made the recommended adjustments post Ofsted, and that the subject leads, were currently in the process of preparing their subject lead impact statements; she explained that the deadline for this, was the first week in July, 2017. This, as well as the new assessment framework, would be discussed in full, at the next Curriculum meeting.

8.13 She further advised that the next local authority, School Improvement Adviser, the ('SIA') visit, which was visit 3, would take place in June 2017; the focus of that meeting would be on leadership and management; she added that this would also be discussed at the next Curriculum meeting. The Headteacher said that she would share the external SIA report with the governing body, in the Autumn Term.

Action: Headteacher

8.14 The Headteacher said that Maths was the main priority for the school, as well as raising the profile of Science and Reading. The SATs results would inform what the September, 2017 priorities would be, for the school to focus on.

8.15 There would also be continued focus on: the more able pupils; pupils working at greater depth, teacher development around subject mastery and pupil attainment at this level.

8.16 Governors were pleased to note that 100% of teaching was now judged as Good; the focus for the senior leadership team, the ('SLT') would be to move towards Outstanding.

9 **COMMITTEE TERMS OF REFERENCE (ToR)**

9.1 The Management Committee Scheme of Delegation (SoD) was **ratified** by the governing body.



- 9.2 The following Committee ToR were **ratified** by the governing body:
- (a) the Management Committee ToR; and
 - (b) the Curriculum Standards Committee ToR; and
 - (c) the Safeguarding Committee ToR.

10 COMMITTEE REPORTS

10.1 Curriculum Committee (CC)

10.2 The Vice Chair, KT stated that the recent CC meeting had met on 18th May, 2017; the focus of that meeting was on pupil progress and attainment, following the analysis of the Spring Term data. She said that there was discussion had around the continuous assessment process; the whole school focus on Maths, and the external visits that had taken place from both the SIA, Hackney, and from the Haringey, SIA; feedback from both was positive. The importance of the pupil voice was also raised and discussed at that meeting.

10.3 Management Committee (MC)

10.4 Non-Financial

10.5 Governor JB advised that the potential income stream around the car parking facilities in the immediate locality would be revisited; the Chair said that she would take this forward with the school business manager.

Action: Chair

10.6 For the Nursery, JB reported that the school would offer a flexible approach on this; he said that the offer would be from 8.00 AM through to 1.00 PM, as opposed to 9.00 AM through to 1.00 PM. He explained that this decision was reached, following the responses given by parents who completed the recent school questionnaire; however, he said that this would be kept under review.

10.7 Governors were pleased to be advised that the sports contract had been awarded to Premier Sports; this was due to the variety of facilities that they had to offer; Premier Sports would offer this service for a period of up to one year.

10.8 There was some general discussion around free access to external clubs and activities for the pupils, and the Headteacher clarified that the only clubs that were free, were the clubs that were run by the staff. She also clarified that those Pupil Premium (PP) pupils who were identified as talented, would be considered at discretion, for any external clubs and activities.

10.9 JB advised that planning permission had now been granted for the works to begin on the site manager's house; the architect was in the process of pulling together the tender documents in order to circulate to potential contractors.

10.10 Financial

10.11 JB reported that the school closed the year with a Carry Forward Surplus position of £927,633; the school was in a healthy financial position. He stated that the MC



governors had raised challenging questions, and had carefully analysed the various income and expenditure lines, which all fed into the 2016/17 budget.

- 10.12 JB explained that the school's three-year medium term financial plan had been forecasted; this still showed an overall surplus position. He explained that income from the capital works programme, as well as some of the Carry Forward Surplus, would be utilised for the site manager's house.
- 10.13 JB gave assurance that maximum flexibility had been built into the 2016/17 budget and future budgets, so that the school was able to cope with any unexpected/unforeseen expenditure. He said that the school was able to utilise its resources efficiently and effectively so as to maintain the consistent running, and the continued success of the school.
- 10.14 There was discussion and general agreement that, given the uncertainty around the future of school funding, that prudent spending and robust budget monitoring would continue to be in place for the foreseeable.
- 10.15 The governing body **approved** the 2017/2018 budget which would be submitted to the local authority by 31st May, 2017, in line with budget reporting requirements.
- 10.16 The governing body **approved** the 2016/17 Schools Financial Value Standards, which was an annual local authority reporting requirement.
- 10.17 **Safeguarding Committee (SC)**
- 10.18 Governor ML said that the SC met once a term and that most of the policies under the SC remit were up to date. She explained that the next policy to be reviewed by the SC members would be the Asthma Policy; this would be picked up in September, 2017 for approval.
- 10.19 The Deputy Headteacher was pleased to announce that the new school website would be fully operational by the Autumn Term; it would be child friendly and interactive and would allow for teachers and leaders to communicate more effectively. For information, she said that she would share with governors the website design draft for any comment or feedback.

Action: Deputy Headteacher

- 10.20 ML advised that a reminder letter would shortly go out to parents regarding the level of disruption and the safeguarding concerns raised around the posting of photos/videos of children during school plays and performances.

Action: ML

- 10.21 ML notified that there would be regular updates on Children Looked After, and that the Safeguarding calendar and audit would be ready at the start of the Autumn Term. She added that Ofsted recognised the good practice within the school.

11 APPOINTMENT OF RESPECTIVE COMMITTEE CHAIRS – AUTUMN, 2017



- 11.1 It was discussed and agreed that the following governors would be the committee Chairs from September, 2017.
- (a) that JB would remain as the Management Committee Chair until the start of the Autumn Term, 2017; and
 - (b) that the Vice Chair, governor KT, would remain as the Curriculum Standards Committee Chair; and
 - (c) that governor ML would remain as the Safeguarding Committee Chair.

12 CHAIR OF GOVERNORS REPORT

12.1 School Funding

- 12.2 There was some discussion and concern expressed around the future of school funding across all schools. The Chair made mention of the parent-led national campaign which was launched by parents in Haringey around the government's proposed funding cuts. Governors recognised that programmes such as the Destination Reader would no longer be able to continue with the level cuts intended. She said that she would circulate an email to governors regarding a national picnic that would take place in Haringey, in support of fairer funding.

Action: Chair

- 12.3 The Chair reminded that a Grandparents lunch would take place on Friday, 26th May, 2017 at the school.

12.4 Future of School Status

- 12.5 The Chair gave assurance that the school was not under any foreseeable threat of forced academisation; however, the general feeling was that single standalone schools may be vulnerable to conversion.

12.6 Local Authority School Improvement Initiative

- 12.7 The Chair explained that the local authority was currently in talks with Headteachers and some governors, for there to be, from September, 2018, a Headteacher led School Improvement scheme, which would be a provider of services to schools (similar to what was currently offered by the local authority) around School Improvement. She clarified that the school, as directed by the local authority, would, in principle, need to make a commitment to their proposal by July, 2017. Governors recognised that the timeframe given was tight; the Chair and Headteacher said that progress around this would be closely monitored; governors would be kept fully informed.

- 12.8 Governors shared, not only their awareness of the new local educational setting that would open in the not too distant future but, the new local housing development and its possible impact on the school.

13 THE GOVERNOR NEWSLETTER

- 13.1 The Chair said that she would do an annual Chair's letter to parents with input from governor SL, and the Deputy Headteacher.



Action: Chair/SL/Deputy Headteacher

14 GOVERNOR TRAINING/MODERN GOVERNOR 2016/17

- 14.1 The following training was undertaken by governors:
- (a) governor VS had undertaken the Kensington and Chelsea Level 3 Safeguarding course; and
 - (b) governor SL had undertaken the Haringey, London, Prevent Awareness training session; and
 - (c) governor JC had carried out the mandatory, Haringey, London, New Governor Induction training; and
 - (d) governor AD would undertake external training on the Impact of Neglect and Emotional Abuse; she said that she would try and circulate any handouts from this session.
- 14.2 The Chair said that she would attend the small group of exclusions training sessions that would be delivered by Haringey, in the Summer Term.

15 GOVERNOR/LINK GOVERNOR SCHOOL VISITS

- 15.1 Governor KT reported that she had carried out her broader Curriculum link governor role; that governor VS had visited the EYFS; she thanked both the staff and pupils for an interesting and enjoyable visit; there was acknowledgement of the Stonewall poster. The Chair, governors SL and ML all said that they would attend the next Maths workshop.
- 15.2 The Vice Chair, on behalf of the governing body, thanked the Deputy Headteacher for arranging the link governor visits; governors commended the Deputy Headteacher for all her efforts on this. The Deputy Headteacher would circulate future dates for 2017/18.

16 2017/18 GOVERNING BODY DATES

- 16.1 The following governing body dates were set:
- 21st November, 2017 @ 6.00 PM**
 - 27th February, 2018 @ 6.00 PM
 - 22nd May, 2018 @ 6.00 PM
 - 10th July, 2018 @ 6.00 PM
- 16.2 It was discussed and **agreed** that there would be an informal governing body meeting which would be held on **19th September, 2017 @ 6.00 PM.**
- 16.3 It was **agreed** that committee dates would be circulated separately by the respective committee Clerks.

Action: Committee Clerks

16.4 Associate Members

- 16.5 Until their formal appointment to that of Co-opted governors, on 1st September, 2017, both DM and SR **accepted** the offer, from the Chair, to become with immediate effect



associate members to the governing body. Associate member DM would sit on the Management Committee, and associate member SR, would sit on the Curriculum Committee.

16.6 The Chair, on behalf of the governing body, expressly thanked governor Joel Brookfield (JB) for all his hard work and commitment throughout his fifteen-year period with the school, twelve of which, was as the governing body Chair. The school would hold a special presentation for JB on the 29th June, 2017.

17 ANY OTHER BUSINESS

17.1 Year 6 Transition

17.2 The Headteacher said that a number of activities had taken place to prepare the Year 6s for their transition to secondary school; the majority of the Year 6 pupils were going to Heartlands High School.

17.3 Summer Fair

17.4 This was to take place on **Saturday, 29th June, 2017.**

17.5 The Chair closed part I of the meeting at 8.05 pm.

Signed..... Dated.....

Caroline Schloss – Chair - Alexandra Primary School

List of agreed Actions

Item	Action	By whom
4.8	Item 7.5: for information, governor SM said that she would pass on the Science link to the Deputy Headteacher.	SM
6.1	It was discussed and agreed that the governing body composition would increase in size from 10 to 12 . The Clerk would liaise with the local authority around a new Instrument of Government, the ('IOG') to effect this change.	Clerk
6.3	The Chair, CS, was nominated and seconded to be the new local authority governor with effect from September, 2017. The Clerk would liaise with Governor Services, so that the nomination was approved by the local authority, democratic services.	Clerk
8.9	The Headteacher clarified to the question raised around sickness/absence reporting and explained that the expectation from parents was that they provide evidence to the school for any sickness absence. As an action for the Headteacher, the governing body requested that she carry out a sickness/absence analysis for the last academic year.	Headteacher
8.13	She further advised that the next local authority, School Improvement Adviser, the ('SIA') visit, which was visit 3, would take place in June 2017; the focus of that meeting would be on leadership and management; she added that this would also be discussed at the next Curriculum meeting. The Headteacher said that she would share the external SIA report with the governing body, in the Autumn Term.	Headteacher
10.5	Governor JB advised that the potential income stream around the car parking facilities in the immediate locality would be revisited; the Chair said that she would take this forward with the school business manager.	Chair
10.19	The Deputy Headteacher was pleased to announce that the new school website would be fully operational by	Deputy Headteacher

	the Autumn Term; it would be child friendly and interactive and would allow for teachers and leaders to communicate more effectively. For information, she said that she would share with governors the website design draft for any comment or feedback.	
10.20	ML advised that a reminder letter would shortly go out to parents regarding the level of disruption and the safeguarding concerns raised around the posting of photos/videos of children during school plays and performances.	ML
12.2	The Chair made mention of the parent-led national campaign which was launched by parents in Haringey around the government's proposed funding cuts. Governors recognised that programmes such as the Destination Reader would no longer be able to continue with the level cuts intended. She said that she would circulate an email to governors regarding a national picnic that would take place in Haringey, in support of fairer funding.	Chair
13.1	The Chair said that she would do an annual Chair's letter to parents with input from governor SL, and the Deputy Headteacher.	Chair/SL/Deputy Headteacher
16.3	It was agreed that committee dates would be circulated separately by the respective committee Clerks.	Committee Clerks