



Children and Young People's Service  
**ALEXANDRA PRIMARY SCHOOL**  
 Minutes of the Governing Body Meeting  
 Tuesday 10 July 2018 at 5.45pm

<b>MEMBERSHIP</b>	
<p><b>Local Authority Governor (1):</b>            Caroline Schloss (CS), (110519) CHAIR</p> <p><b>Headteacher: (1)</b>            Manjit Dulay (MD), Headteacher (<i>ex officio</i>)            (080219)</p> <p><b>Staff Governor (1):</b>            Joseph Croall (JCr), (210220)</p>	<p><b>Co-opted Governors (7):</b>            Sally Lask (SL), (120519)            Margaret Luchman (ML), (071021)            Sarah Mackey (SM), (251121)            Vanessa Stansall (VS), (280919)            Din Mustaffa (DM), (201121)            Shaun Reeve (SR), (201121)  <i>Vacancy</i></p> <p><b>Parent Governors (2):</b>            Ahlisha Donovan (AD), (080219) *Denotes Absence            Katie Tucker (KT), (080918) VICE CHAIR</p>
<p><b>Governing Body Clerk:</b>            Nike Siffre (NS), Haringey, London Governor            Services</p>	<p><b>Also invited:</b>            Kamaljit Kaur, Haringey Schools Finance            John Coggin (JCo), Deputy Headteacher            Heather Johnston (HJ), Assistant Headteacher            and Inclusion Leader            Heidi Bennett, (HB), SBM *Denotes Absence</p>

**Clerk's note:** The meeting began with Agenda item 3, with no Clerk present. Kamaljit Kaur of Haringey Schools Finance left immediately following her presentation. A short break followed and the meeting continued, with the Clerk present, at 6.40pm. Minutes follow agenda item order.

## PART I

### 1. WELCOME AND OPENING REMARKS

1.1 The Chair opened the meeting, and welcomed everyone.

### 2. APOLOGIES FOR ABSENCE

- 2.1 Apologies for absence were received and **accepted** from governor AD.  
 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 SCHOOLS FINANCIAL TRAINING PRESENTATION**

- 4.1 A presentation on Schools Financial Training was given by Kamaljit Kaur, Haringey Schools Finance.

#### **5 GOVERNING BODY ADMINISTRATION**

- 5.1 From September 2018, there would be one parent governor vacancy. The election process would begin during the Autumn term.
- 5.2 There was one co-opted governor vacancy.
- 5.3 Governors were mindful that the vacancies should ideally bring additional, appropriate skills to the Governing Body. Business and grant writing skills were discussed as examples.
- 5.4 The Chair asked governors to consider the role of Vice Chair, from September 2018.
- 5.5 The Chair asked governors to consider the role of Curriculum Committee Chair, from September 2018.
- 5.6 To ensure that it would always be quorate, the Management Committee required an additional governor. JCr agreed to join the Committee from September 2018.

#### **6 MINUTES OF THE GOVERNING BODY MEETING HELD ON 22 MAY 2018 AND MATTERS ARISING**

- 6.1 The minutes of 22 May 2018, were **agreed** as a true and accurate record; signed off by the Chair; duly returned to the Headteacher for safekeeping.
- 6.2 The following matters arising were reviewed to monitor progress:
- 6.3 Item 3.2: the slides relating to the Integrated Gangs Unit presentation had been circulated.
- 6.4 Item 6.5: the BME conference would be addressed in agenda item 12.
- 6.5 Item 6.9: presentation had been delivered – see Minute no.4.
- 6.6 Item 9.1: the SDP would be addressed in agenda item 9.
- 6.7 Item 11.8: Governor SR and the SBM were working together on bid writing.
- 6.8 **QUESTION:** Are there listings of what grants and additional funding opportunities are available to schools? **RESPONSE:** The school has access to this information and there are a number of opportunities available, especially in relation to enrichment,
- 6.9 **QUESTION:** Have any bids been submitted recently? **RESPONSE:** A bid to the Tottenham Foundation was recently submitted.
- 6.10 Item 18.3: the proposed reinstatement of the school car park had been approved by the Local Authority and was in progress. Markings would be completed over the



summer, along with some new markings in the school playground. Progress would be reported back to the next Management Committee Meeting.

**Action: SBM**

- 6.11 Item 18.7: there was no update so this action would be rolled over to the next meeting.

**Action:**

**AD**

## **7 CHAIR'S CORRESPONDENCE**

### **7.1 Summary of the year / view to next year**

- (a) Thanks were extended to the Governing Body, who had worked as an engaged and cohesive team throughout the year.
- (b) Link Governor visits had been particularly successful and would continue to develop during the next year.
- (c) FGB meetings would be termly during 2018/19, with an additional informal meeting at the beginning of the year and two meetings during the summer term.
- (d) Committee meetings would be timed with the availability of key data.

### **7.2 Governor newsletter**

- (a) Plans to publish a newsletter during the first term of the new academic year were discussed. This would use the school newsletter template as a template.

**Action: Chair/SL/SR**

- (b) The following were discussed as ideas for the first edition:

- Summary of 2017/18
- SATs results
- Highlights of the Link Governor visits
- Parental engagement
- Opportunities to join the Governing Body – vacant positions
- Names and photo of the Governing Body.

## **8 HEADTEACHER'S REPORT SUMMER 1 - VERBAL UPDATE**

- 8.1 **Received** the 'Headteacher's Report to Governors – July 2018'. A copy is included in the Minute Book. Following discussion and questions, the following were noted:

- (a) The report gave highlights on progress and achievement across the school and curriculum. More detail was available from subject leaders if requested.



- (b) The hub school for DSR/DR continued to support schools in Haringey, Newham and Brent. This support secured some financial benefit for the school. Details would continue to be reported at Management Committee meetings ongoing.
- (c) **Reading** journals designed by the school were being marketed by the Hackney Learning trust. In return, the school would receive journals at no cost.
- (d) **Reading and Writing** continued to be key areas of focus
- (e) **Maths** was progressing well, with no issues to report. The school continued to work with an Outstanding teaching school in Newham, supporting staff to maintain a clear and consistent approach around outcomes teaching and marking. Success and learning would be rolled out across the school.
- (f) **STEM/Science** continued to be a core focus. A science and computing lead had been appointed to the school earlier in the year, to this end. As an example of the enrichment opportunities available in this area, Y4 children had recently taken part in an InterSTEM competition, coming second.
- (g) **PE & Healthy Schools** continued to be key focus, with sports coaches providing guidance and support to teachers during the afternoons and after school
- (h) **QUESTION:** How many coaches are there and how do they work? **RESPONSE:** There are two coaches who support school staff to ensure that a high level of PE is being delivered across the school. The focus is on developing the skills of teachers in order to achieve this.
- (i) **Humanities** was discussed as a creative, varied and exiting area for teaching. The emphasis was on skills rather than knowledge -based curriculum.
- (j) **QUESTION:** Are History, Geography and R.E. given equal focus? **RESPONSE:** There has been a particular focus on History to date, though there are plans in progress to extend this to Geography, with a whole school History and Geography day from Y1-6. R.E. remains an ongoing element within the curriculum, providing opportunities for children to express themselves in a variety of ways, including reflective, talking based activities.
- (k) **Music** continues to play a significant part in the curriculum. The school has an orchestra, choir and steel band. There are music showcases half-termly as well as end of year celebration assemblies. The budget includes a teacher for two days per week.
- (l) A recent **INSET** day focused on enhancing the curriculum further. There were a number of ideas, especially from the SLT. These included a children's parliament.
- (m) **QUESTION:** How has the School Council gone this year and what initiatives have they been involved in? **RESPONSE:** The School Council comprises a mix of children from Y2 upwards. The emphasis is on encouraging student voice, as well as



collaboration/mixing across year groups. Children lead discussion, and respectful debate is encouraged. This year the playground has been a big focus.

- (n) **QUESTION:** Have there any other initiatives that encourage student voice?  
**RESPONSE:** A survey is currently being conducted with SEN children. It was discussed that this would be a good method to gain insight across the school.
- (o) The newsletter and other parent engagement were discussed as being useful to create a picture of parent/pupil feedback and engagement. It was noted that these should ideally have a measurable impact.
- (p) **EYFS SAT's** results were noted as a very positive achievement, in light of a cohort with complex needs.
- (q) **Y1 Phonics Screening** results were noted. It was clarified that children who did not pass would retake. This year's retake results in Y2 were the most successful to date.
- (r) **QUESTION:** When children come into the school with achievement data how useful is this? **RESPONSE:** While it is a useful indicator children are reassessed to ensure that the school has a clear baseline from which to track progress.
- (s) **KS1 Reading** results were discussed. While actual results for children achieving Expected Standard were 10% lower than target, achievement at Greater Depth was 3% higher. Staff were meeting bi-weekly to review pupil progress, assess teaching and agree relevant interventions. These results reflected the diverse starting points of children, where as many as 75% of children are below expected standard when first entering the school. It was noted that these figures were significantly improved from last year (76% at Expected Standard; 24% at Greater Depth).
- (t) **KS1 Maths** achievement at Greater Depth was noted (38% Actual – higher than Target by 5%). This had been achieved within a challenging year, with a new curriculum. This trend of achievement was reflected across the school.
- (u) **KS2** results had only been received on the day of the meeting. There had been insufficient time for analysis. It was noted that of the 60 children in Y6, 13 had joined in Y5. 9 had joined with limited/no English. 5 had been discounted from the results. A preliminary review of the results indicated that:
- **Reading:** Early data indicated that Reading results were in line with the National Average, with an upward trend in those achieving at Greater Depth.
  - **Maths:** results had also shown an increase at Greater Depth, although children achieving Expected Standard had declined. A detailed analysis would be done to understand this data in more detail, however it was considered to be cohort specific rather than a trend within the school. Significant numbers of new joiners in Y5, as well as poor attendance, were noted as contributing factors.



(v) **Class context roll** was discussed. Of the 54 children expected to start in Y1, 28 were from the current Nursery cohort. Within the nursery 8 children who had previously been on the waiting list were being offered a place with a total of 38 places. These numbers were noted as positive.

(w) **Attendance** figures of 95.6 % were considered to be a success against the target figure of 96%. Attendance had consistently improved throughout the year

8.2 Governors thanked the Headteacher for her informative update.

## 9 **SCHOOL DEVELOPMENT PLAN (SDP)**

9.1 The future objectives were outlined within the Headteacher's Report. Resolved to review the plan and give feedback in advance of the first formal meeting of 2018/19, to be discussed at the informal Governor meeting at the start of the academic year.

**Action: All Governors**

9.2 **SEF: Received** the 'SEF Summary 2017/18, Leadership and Management revised June 2018. A copy is included in the Minute Book. A resulting discussion around SEN noted the following:

- The school currently had 119 children identified as SEN. Of these 88 required a specific intervention within the school. Two had an Education, Health and Care (HEC) plan in place. A further three applications were in progress.
- An additional team member would be joining to support SEN in the forthcoming academic year.

## 10 **COMMITTEE REPORTS**

10.1 There were no reports from the Curriculum, Management or Safeguarding Committees

10.2 **Received** the 'Q1 Budget Report' for review. A copy is included in the Minute Book. Noted that the school budget remained positive.

## 11 **POLICY REVIEW: GDPR**

11.1 The school was confident that it was compliant with regulations. There had been no issues or concerns from parents.

## 12 **BME**

12.1 Noted that the BME Governor, the Head Teacher and the Deputy Head Teacher had recently attended the Haringey BME Conference. This was reported to be an interesting and positive event that had raised particular discussion around attainment



and disadvantage. It was noted that data for this would be separated out in future reports, to enable further analysis.

12.2 **QUESTION:** Are specific interventions needed for this cohort? **RESPONSE:** The school adopts a personal, child-centred approach that works fully with parents, tackling issues directly as they arise. There is no additional funding, so the school works with existing resources. Quality First teaching makes the biggest impact, enhancing all foundation skills across the curriculum.

### **13. SAFEGUARDING**

13.1 Noted that Safeguarding Training would take place on Tuesday 4 September 2018. An invite was extended to Governors to attend.

### **14. GOVERNOR TRAINING/MODERN GOVERNOR 2017/18**

14.1 There were no training updates to report

### **15. LINK GOVERNOR SCHOOL VISITS 2017/18**

15.1 **Received** the following visit reports. Copies are included in the Minute Book:

- EYFS provision
- Two Governor reports on KS1 & 2 literacy including DR, writing and phonics
- The Broader Curriculum
- Stakeholder Engagement including Families Week
- Maths and implementation of MNP

15.2 Noted that the visits had been informative and constructive. Staff had welcomed Governors and were open to their feedback and suggestions. The visits had been well organised to co-ordinate and link related subject areas.

15.3 Governors praised the school and staff for their openness and engagement. Visits had helped Governors to appreciate the challenges faced by the school and they could see evidence of good progress.

15.4 Governors thanked the school and staff for their time.

### **16. 2018/19 GOVERNING BODY DATES**

16.1 The next meeting of the governing body would take place on **20 September 2018.**

16.2 The Chair would propose a calendar of 2018/19 governing body dates, based on a similar pattern to the current year.

**ACTION: Chair**

### **17 ANY OTHER BUSINESS**

17.2 Car Park plans had been discussed in item 6.10

17.2 There was no other business to report



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

**Caroline Schloss – Chair - Alexandra Primary School  
List of agreed Actions**

<b>Item</b>	<b>Action</b>	<b>By whom</b>
<b>6.10</b>	To report progress on the Staff Car Park to the next Management Committee meeting.	SMB
<b>6.11</b>	Governor to contact the 2012 Olympian who was known to her. To arrange for a visit to the school.	AD
<b>7.2</b>	To publish a Governor newsletter during the first term of the new academic year. This would use the school newsletter as a template.	Chair/SL/SR
<b>9.1</b>	To review the SDP and give feedback in advance of the first formal meeting of 2018/19.	All Governors
<b>16.1</b>	To propose a calendar of Governing Body meetings for 2018/19	Chair