

Children and Young People's Service
ALEXANDRA PRIMARY SCHOOL
Minutes of the Governing Body Meeting
Wednesday 10 July 2019 at 6.00pm

MEMBERSHIP	
<p><u>Local Authority Governor (1):</u> Caroline Schloss (CS), (090723) CHAIR</p> <p><u>Headteacher: (1)</u> Manjit Dulay (MD), Headteacher (<i>ex officio</i>) (080223)</p> <p><u>Staff Governor (1):</u> Joseph Croall (JCr), (310819)</p> <p><u>Associate Member (1):</u> Elina Nupponen (090720)</p>	<p><u>Co-opted Governors (7):</u> Sally Lask (SL), (090623) * Margaret Luchman (ML), (201121) Vanessa Stansall (VS), (280919) Shaun Reeve (SR), (200520) Dorina Calin (DC), (090623) Amrit Bangard (AB), (090723) Katie Tucker (KT), (090723)</p> <p><u>Parent Governors (2):</u> Ahlisha Donovan (AD), (211122) Iftikhar Khan (IK), (211122)</p>
<p><u>Governing Body Clerk:</u> Andreas Adamides (AA) Haringey Education Partnership</p> <p>*Denotes Absence</p>	<p><u>Also invited:</u> John Coggin (JCo), Deputy Headteacher Heather Johnston (HJ), Assistant Headteacher and Inclusion Leader Gemma Seymour (GS), Assistant Headteacher Megan Conway (MC), Assistant Headteacher</p>

PART I

1. **WELCOME AND OPENING REMARKS AND APOLOGIES**

- 1.1 The Chair opened the meeting and welcomed everyone, and introductions were made.
- 1.2 Apologies for absence were received and **accepted** from Sally Lask.
- 1.3 The meeting was quorate.

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

- 2.1 None.

3. **MEMBERSHIP**

- 3.1 Caroline Schloss was nominated and elected as a LA Governor for another 4-year term.
- 3.2 Katie Tucker was nominated and elected as a Co-opted Governor for a 4-year term.



- 3.3 Amrit Bangard was nominated and elected as a Co-opted Governor for a 4-year term.
- 3.4 Elina Nupponen was nominated and elected as an Associate Member for one-year term.
- 3.5 **The new Staff Governor will be elected next term.**

4 MINUTES OF THE GOVERNING BODY MEETING HELD ON 10 JUNE 2019 AND MATTERS ARISING

- 4.1 The minutes of 10 June 2019 were agreed as a true and accurate record; signed off by the Chair, duly returned to the School for safekeeping.
- 4.2 Updated actions from the 28 February 2019 minutes were noted as follows-
 - 3.2 Circulate the updated governor calendar. This will be covered by the GB moving to Governor Hub (CS to attend training hour on 18 July). HEP have negotiated a reduced fee.
 - 4.2 The PSHE and relationship education policies to be considered to the Curriculum Committee and the FGB. Action completed; the PHSE/ relationship policies are being introduced a year early. Parents have had letters and there has been a meeting about this.
 - 5.18 The website needs updating to show what we are doing in school. HT has been looking at redesigning the website to improve the design and speed of it. Plus, to synch it with a new App next term.

Q= Can we ensure that we update the website?

A= We have asked for website updates and want to be clear that stakeholders can access the information they need. We have looked at other schools' websites and the company we are using is basing our website on the best ones.

5 CHAIR'S CORRESPONDENCE

- 5.1 The Chair reported that it has been a successful year. There is a good atmosphere in the School and good visitor feedback. The SATS outcomes are positive.
- 5.2 Governors need to visit more often during the School day, when they can.
- 5.3 The Chair reported that she is going tomorrow to a BAME conference, which is a priority for next year.
- 5.4 Governors will have a strategy meeting on 1 October, to look at vision of the School and parental engagement.
- 5.5 The Chair reported that she met with the Headteacher and Deputy Head about splitting their roles from September.

6 HEADTEACHER'S REPORT

- 6.1 Governors **received** the 'Headteacher's Report to Governors – July 2019. A copy is included in the Minute Book. The written report had been circulated prior to the meeting
- 6.2 Manjit Dulay (MD), reported that pupil mobility is high, with 67 new arrivals and 33 leavers in the year, which has had an impact. Children often need additional support.
- 6.3 The School continues to be a Hub School for Daily Supported Reading and Destination Reader (DR). MD has supported 9 other schools with DR.
- 6.4 Staff wellbeing is a School focus, and a priority for Ofsted. There is an issue with teachers working long days. The School bought in Education Support Partnership (ESP) package, it is a national charity for everyone working in Education, its vision is that everyone working in education is respected, supported and resilient. It has a confidential and free telephone support service which offers financial support and a website with information and advice via a blog and Life Guides.
- 6.5 John Coggin (JCo) commented that teacher attendance has been outstanding.

Q= Who can access the ESP package?

A= We will start with teaching staff.

- 6.6 The School also provides Wednesday breakfasts for staff, phased meetings, provides time off in lieu for PGL, plus time for report writing and has streamlined planning.
- 6.7 The School looked at changes to start and finish times, which will have a positive impact. The 3.10 pm finish time will enable teachers to leave at about 5 pm. Parents were consulted about the changed hours.

Q= How will we know how many people are using the ESP?

A= Heather Johnston (HJ) replied that if more than 5 people use it, they can give us anonymous data. It covers counselling, housing, coaching and gives grants etc.

- 6.8 MD highlighted the subject leaders end of year reports, which include information about monitoring, CPD and the impact of actions.
- 6.9 MD reported on the 2019 KS2 SATS results. Maths was at 84% (a large increase from 60% last year). The whole school focus on methodology and consistent teaching has had an impact. Maths at greater depth was 16% (was 23% last year).
- 6.10 KS2 Reading was at 67%, greater depth at 19%.
- 6.11 KS2 SPAG was 83%, greater depth at 24%.
- 6.12 The KS2 combined outcome was 60% (a 5% increase from last year).

Q= Will you be able to show EAL data for the SATS?

A= JCo – Yes, we do look at this data. Even with non EAL children it is about their use of words with their subject knowledge and comprehension skills.

- 6.13 Heather Johnston (HS) reported that there were 14 new arrivals with SEND needs. 25 new arrivals were EAL, with English at different stages, many with very limited English.
- 6.14 HJ reported that there were 9 ongoing child protection issues.
- 6.15 Governors noted that of the 33 pupils leaving, 4 left the country, 6 elsewhere in UK, 13 went to other London boroughs and 9 to other Haringey schools. Most moved due to housing issues, including temporary housing.

Q= Is off rolling an issue?

A= We follow up on all the children and keep on going information and we do single agency referrals if needed.

Q= Are do these figures compare?

A= This is the highest year for new admissions; we had 172 new admissions in 4 years.

Q= Is it because we had school places?

A= Even when the School is full, we get movement.

- 6.16 HJ reported that the School has added BAME figures to the SEND report. The White other group is the highest with 37 children.
- 6.17 JCo presented the Age Related Expectation figures for Reading, Writing and Maths attainment which are mostly in the high 70s and are on track. Year 5 had a low starting point

Q= Have we made progress?

A= Yes especially for Maths.

- 6.18 JCo reported that Pupil Progress (PP) data in most year groups is in line with their peers. Year 4 have more issues, but it is the year with fewer PP numbers

Q= Are BAME pupils on track for achievement?

A= Their attainment data is mainly in line; vulnerable groups include Turkish speaking children. Then White UK PPG children are the next group. We will keep evaluating our approach from the data.

Q= Is there an issue of BAME children being excluded?

A= Yes. We do look at exclusion data by groups and look at wider family engagement and prepare children for the challenges of secondary school.

A= We do look at situations that lead to exclusions, which are mostly one-off exclusions. We ask children about their experiences. Many families are working with us, and we are concerned about Year 6 children and their transition to secondary school. We will do a breakdown of outcomes for Year 6 children

Q= Anything specific for their transition?

A= We looked at their needs for transition and talked in depth to receiving schools to ensure support in Year 7. We are working with Heartlands on mentoring for vulnerable children going there. Plus, the learning mentor is doing work on transition.

Q= Do you look at the concept of body language?

A= The learning mentor has been on training about this and conflict resolution.

- 6.19 JCo advised that the SLT have conversations with staff looking at establishing trust and good relationships with vulnerable children, led by the Headteacher and Deputy Head, including challenging the language teachers may use.
- 6.20 MD advised that hearing the child is key to us, which is why most children when excluded once, do not have this happen again. We talk openly to them about local issues and influences that can affect children.
- 6.21 MD advised that overall the curriculum is broad and balanced, including the orchestra, choir etc.

7 STAFFING RESTRUCTURE

- 7.1 Governors noted that the consultation finished today, with only one comment.
- 7.2 Governors noted that since the restructuring proposal was made staff have shown commitment to the School. Governors thanked the staff for their commitment.
- 7.3 Governors **approved** the staff restructuring proposal unanimously.

8 SCHOOL DEVELOPMENT PLAN (SDP)

- 8.1 Governors noted the SDP priorities



- 8.2 MD reported that she has evaluated SDP linked to outcomes and will report to the next meeting.
- 8.3 MD reported that she is working on the SEF with the SIP, who can do a **session about the SEF with Governors at the next meeting.**

9 COMMITTEE REPORTS

- 9.1 Safeguarding Committee. Governors noted the minutes of the 9 May 2019. The Committee discussed data, external agencies (value for money) advising that the speech therapist and counsellor are both effective. Priorities include medical records updates, exclusions and case updates. The Committee thanked Heather Johnston (HJ) for good data and maintaining it. HJ advised that the School launched My Concern this year and can pass data on to Heartlands and other secondary schools. Training is on-going and very effective. The School has two more DSGLs, which makes five.
- 9.2 Curriculum Committee. Governors noted the minutes of the 18 June 2019, with a focus on data. The Committee approved the SEND policy and information report. Which will both go on the website. The Committee looked at the Pupil Premium data and spend this year and what was achieved, this is reviewed termly. The Pupil Premium plan was approved by the Committee.
- 9.3 Management Committee. Governors noted that the Committee met yesterday. They focussed on the School budget for quarter 1. The Committee **approved** the virtual meeting policy, to be reviewed in a year.

10 POLICY REVIEW:

- 10.1 Governors **ratified** the following:
- SEND policy and information Report
 - Pupil Premium Plan
 - Virtual Meeting policy.

11 SAFEGUARDING

- 11.1 Governors noted that their role is to hold the School to account to ensure systems are robust, to know that the school is dealing with issues and having difficult conversations if needed. To have knowledge about a range of issues for the school. This should be reflected in the policy, e.g. gang issues.
- 11.2 Ahlisha Donovan (AD) offered to support with contextual safeguarding issues. MD advised that the school has focussed on issues that affect our children.

12 HEALTH AND SAFETY



- 12.1 MD advised that the School has carried out a site risk assessment, and fire drill this week. The policy is robust, and systems are re-evaluated if a situation occurs, and information is shared with staff and families. The School does an analysis of accidents in the playgrounds.
- 12.2 MD advised that health and safety is often an issue in exclusions.
- 12.3 MD advised that a Blue Form system is used to identify behaviours to record and share health and safety issues.

Q= Is E Safety included?

A= The School covers this.

Q= Can you tell us about the wasp situation?

A= Last Friday there was a swarm of wasps. They were moving to another nest and moved on. The staff worked together well moving children and understanding risks. The school will look to see if any children have allergies to stings. The response by parents was very good. We sent a text about wasps and most came to collect their children early as requested.

13 HARINGEY GOVERNOR TRAINING/EXTERNAL TRAINING/MODERN GOVERNOR 2018/19

- 13.1 The Chair confirmed that the GB has subscribed for HEP training. New Governor training will be held on 12 October and 22 November, 9.30 to 3.30 pm.
- 13.2 The Chair asked Governors to record training on Governor Hub.
- 13.3 The following online course were highlighted, 18 July Governance Self-evaluation and 17 July on the new Ofsted framework.
- 13.4 Governors were invited to visit celebration assemblies and shows, and the Mayor's visit celebrating a Year 6 child who never missing a day of school.
- 13.5 Link Governor Visits need to happen next year. **JCo School will suggest dates for Governor visits.**
- 13.6 The following Governor Link roles were agreed:
- Iftikhar Khan - Maths and STEM
 - Ahlisha Donovan - BAME and Sport.
 - Vanessa Stansall - Creative Arts, Music and Early Years
 - Katie Tucker- parental engagement
 - Shaun Reeve- Pupil Premium
 - Margaret Luchman- SEND and Literacy
 - Elina to support SEND.
 - Amrit Bangard- Health and Safety and Premises.
 - Sally Lask and Caroline Schloss- Wider Curriculum including SRE.

14 2019/20 GOVERNING BODY DATES

14.1 The following dates were agreed:

- Wednesday 6 November
- Wednesday 26 February
- Tuesday 19 May (budget)
- Wednesday 8 July

14.2 Governors thanked Joseph Croall who is leaving the School, for his immense contribution and professional engagement in the school. He has impacted on the curriculum including History. Plus, his work as a Governor. Joseph thanked Governors and the School and said he very much enjoyed his time.

14.3 MD reported that teachers are leaving to different educational settings or for career reasons. The school has recruited experienced teachers and one new NQT. The School has good systems in place to support new staff. The Assistant Heads have already met new teachers to go through planning and structures.

17 ANY OTHER BUSINESS

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

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

Item	Action	By whom
3.5	The new Staff Governor will be elected next term.	MD
8.3	Sip to do a session about the SEF with Governors.	MD
13.5	School will suggest dates for Governor visits.	JCo