

Children and Young People's Service
ALEXANDRA PRIMARY SCHOOL
Minutes of the Governing Body Meeting
Wednesday 26 February 2020 at 6.00pm

MEMBERSHIP	
Local Authority Governor (1): Caroline Schloss (CS), (090723) CHAIR Headteacher: (1) Manjit Dulay (MD), Headteacher (<i>ex officio</i>) (080223) Staff Governor (1): Gemma Seymour (GS) (GS), (051123)	Co-opted Governors (7): Sally Lask (SL), (090623) Margaret Luchman (ML), (201121) *Vanessa Stansall (VS), (051123) Elina Nupponen (250224) Dorina Calin (DC), (090623) Amrit Bangard (AB), (090723) Katie Tucker (KT), (090723) Vice-Chair Parent Governors (2): Ahlisha Donovan (AD), (211122) Iftikhar Khan (IK), (211122)
Governing Body Clerk: Andreas Adamides (AA) Haringey Education Partnership *Denotes Absence	Also invited: John Coggin (JC), Deputy Headteacher Heather Johnston (HJ), Assistant Headteacher and Inclusion Leader Megan Conway (MC), Assistant Headteacher

PART I

1. WELCOME AND OPENING REMARKS AND APOLOGIES

- 1.1 The Chair (Caroline Schloss (CS), opened the meeting and welcomed everyone, and introductions were made.
- 1.2 Apologies for absence were received and **accepted** from Vanessa Stansall.
- 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. GOVERNING BODY ADMINISTRATION

- 3.1 **Governors noted that all committee terms of reference will be approved at the next meeting.**
- 3.2 Governors noted that Shaun Reeve has resigned from the GB from today and thanked him for his work.
- 3.3 Governors nominated and elected Elina Nupponen as a Co-opted Governor for 4 years.

- 3.4 Katie Tucker agreed to be the Pupil Premium Link Governor and will visit on or 16 June.
- 3.5 Caroline Schloss and Katie Tucker agreed to both be Parental Engagement Link Governors.
- 3.6 Katie Tucker was elected the new Chair of the Curriculum Committee.
- 3.7 Caroline Schloss agreed to circulate the Chair approved FGB minutes.

4 MINUTES OF THE GOVERNING BODY MEETING HELD ON 6 NOVEMBER 2019 AND MATTERS ARISING

- 4.1 The minutes of 6 November 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 6 November 2019 minutes were noted as follows-
 - 3.14 The terms of reference will be ratified by the various committees and brought back to the FGB for approval. Outstanding.
 - 4.2 School will suggest dates for Governor visits. Completed
 - 5.4 SEF will be presented to GB next term, Completed
 - 5.9 School Vision Working Party. Completed.
 - 5.12 Meet the SENCO and report back to GB. **Two Governors met with the SENCO and will report back at the next meeting.**
 - 5.15 KT to work with the Assistant Head on objectives for parental engagement. Completed. Parents were recruited for the winter fair, and **KT will now review the parent questionnaire and issue a draft by 6 March.** The aim is to establish a “friends of the School” to support events, a small group to start with. Parents attended a gardening event at a weekend.
 - 7.3 SDP to be amended to be approved at the next FGB with costs. Completed.
 - 13.2 Governor link visits to be arranged including SEND. Completed.
 - 8.12 A local school that applied to extend its roll is not going ahead with this.

Q= What are the issues with local pupil numbers?

A= The decline in pupils locally is higher than previously predicted.

5 CHAIR’S CORRESPONDENCE

- 5.1 CS reported about Ofsted preparation and training, and that Governors should be ready for an inspection by September. MD reported that the new framework has more expectations of subject leaders including the Foundation stage. The School will have another deep dive with the School Improvement Partner. The GB could look at other schools Ofsted reports. **CS to contact HEP about arranging in-house Ofsted training.**

Q= Are Ofsted talking to children?

A= Yes and they are looking at Oracy skills and are expecting a deep level of subject specialism from teachers. The breadth and depth of the School's curriculum is good, but more time is needed to embed the accountability measures.

5.2 CS reported that all Governors completed the skills self-evaluation forms. Governors were advised that if they wish to acquire skills they can go on HEP courses. The areas that Governors felt less confident about were HR, purchasing and procurement, change management, external oversight and inspection, basing funding decisions on organisational priorities. These skills will be looked for in new Governors and Associate Members. A Governor reported having attended a HEP course about understanding finance and reported that the course included aspects of how to prioritise funding decisions.

5.3 CS requested that Governors let her know about any wellbeing issues or if they felt they wanted to increase their level of involvement.

5.4 CS highlighted the issue of the new Corona Virus. In response to questions HT confirmed that the School has advisory posters on display and will put this information on the website and will write to parents about the Corona Virus following DfE information. The School has talked to children about hand washing and needs to reassure parents that the School is following advice. The School will continue to reassure parents, that it has acted on official advice, and will send a letter and give updates.

Q= Have they advised us about how to act about a suspected case?

A= We will follow the advice we are given, by Public Health England and the LA. It is important to get the information out.

Q= Are children worried?

A= A couple have mentioned it, we advised them about taking care of themselves.

5.5 Governors discussed the advice about children not practising heading footballs. **The School will check what the football club is doing about heading balls.**

5.6 Governors noted that Ahlisha Donovan and Iftikhar Khan are attending the HEP BAME conference on 10 March. Plus, there will be a BAME Link Governor visit arranged.

5.7 **Governors asked if the Phoenix Project, can give out food during the holidays. MD to speak to the Phoenix Project,** plus the School gives out vouchers for a food bank.

5.8 Governors discussed all committee meetings starting at 4.00 pm.

5.9 Governors noted the benchmarking report, prepared by Judicium. This included comparing the School's management data, with other schools. Overall the School

was in line or better compared to the others. The higher spend on office admin, was due to how the spend was coded.

- 5.10** MD advised that the benchmarking report was a paper exercise and schools code spend differently. If the exercise is repeated, the School will look for a like for like template. Other schools get funding from Tottenham football parking. The School will look at the company that they use for parking hire. Teaching costs were lower because supply teaching is in another budget.

Q= How did this exercise happen?

A= It was via the SBMs, and based on more recent data, than DfE benchmarking.

Q= Are there any recommendations?

A= We already do some collective procurement via HEP. We are looking at the photocopier company that another school uses.

Q= Do local schools use the same agencies?

A= Not necessary, they use the agencies that best meet their needs

- 5.11 The benchmarking report will be looked at in more detail at the Management Committee.**

6 HEADTEACHER'S REPORT

- 6.1** Governors **received** the 'Headteacher's Report to Governors – February 2020. 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 the format changed with information that the GB may find useful. The CPD and Leadership training table was valuable to show the School priorities. The website information shows how many hits it has had.

Q= Why did 7 pupils in year 2 leave the School? This was higher than in other year groups and governors want to ensure it was not because there was a specific problem in that year group.

A= They mainly left because of moving to other parts or out of borough. We have details of why each child left. We know the destinations of all children to ensure that they are all in education when they leave us.

Q= Year 4 have a high proportion of children working towards in the main subjects?

Q= It is not because they are not making the progress and attainment, but because it was not captured on Target Tracker, this will change by Spring 2. Years 2 and 6 appear lower because teachers were more cautious about teacher assessments and what was put on Target Tracker.

Q= Will the targets for greater depth be achieved in Year 6?

A= We are confident that by the end of the year this group will get to greater depth.

- 6.3** MD presented the BAME and Pupil Premium Grant (PPG) School data. Overall PPG and BAME data are in line with the rest of the cohort, but BAME greater depth is lower than the wider cohort, this is an area to look at. PPG and BAME pupils are identified in planning and are the first to be marked and assessed.

Q= Year 1 PPG are higher in Reading?

A= In Year 1 it is 92% compared to 72%, which is a small number of children.

- 6.4 The Curriculum Committee will look at the BAME and Pupil Premium Grant (PPG) School data in more detail.**

Q= Are we working with the HEP curriculum map?

A= They are developing it gradually. Gemma Seymour as the curriculum lead is going to HEP. We had a local school inspector who looked at our curriculum maps and could see that it is well imbedded. There is an issue about staff turnover for the expertise needed for deep dives, we must manage this.

Q= You are taking part in the HEP curriculum?

A= They have devised a curriculum map, but we have tailored a curriculum map for our children, we are taking the pedagogy of teaching about how to use subject skills to ensure that we have covered areas such as History and Geography.

We began the curriculum review process 18 months ago by mapping the curriculum for key areas of learning and how it relates to the children and the school community.

Q= Are you satisfied that by not fully accepting the HEP Curriculum map you are not making more work for yourselves?

A= HEP do not have a curriculum map available for all subjects as they are rolling it out over time and we want to ensure that what we teach is specifically suited for our school

Q= Could we give reasons why we are teaching topics?

A= Last year we had an INSET and looked at the connected curriculum, which is sequential over years to build on prior learning. But with high mobility if pupils start later in the School, we have to plan to give children the prior learning they may have missed.

- 6.5** MD presented the Supported Review carried out by Hilary Ryan, who also looked at Science in the School.

- 6.6** Governors noted School attendance and that Pupil Premium attendance is good.

- 6.7** MD presented the School Vision Statement, which relates to the curriculum, and was drafted by staff, with a child's version of the Statement. The headlines are to remain Aspire, Achieve and Enjoy.

6.8 MD presented the Assessment Headlines data for Summer 2019, the Strategic Calendar for Spring 2 and the LA Targets (submitted to the LA).

Q= Staff wellbeing, how was the no meeting week?

A= It made a difference to staff. We arranged parents' evenings to finish by 7 pm, which had an over 90% turnout.

6.9 MD presented the Primary Inspection Data Summary report (previously circulated).

Q= Are we below the national average for EHCP plans?

A= We now have 5 children with EHCPs and another 4 in process and will have 4 others by the end of the year.

Q= Does it take long to get an EHCP?

A= Yes, we need to provide 2 cycles of support before they will consider an EHCP and it varies considerably how long it will take to get a plan.

Q= Does a full diagnosis need to be in place before applying?

A= It depends on the condition and often in which each year group they are in.

7 SCHOOL DEVELOPMENT PLAN (SDP) & SEF

7.1 Governors noted the SDP including the core actions with costings. The funding is as follows

- Learning £62.2k
- Professional excellence £70.2K (including coaching and mentoring)
- Wellbeing £2.6K (including educational support assistance)
- Outreach is about income generation.

Q= Does the improvement in progress cover prior higher or middle attainers?

A= It is both higher and middle, it can be different groups depending on subjects.

7.2 Governors **ratified** the SDP with costings.

8 COMMITTEE REPORTS

8.1 Management Committee. Governors noted the minutes of the 10 December and 14 January. The Committee looked at the budget, an in-year surplus is planned. The School spent and received extra funding. There was a high level of staff sickness this year, with higher supply costs. The capital budget was overspent because of necessary IT, including computers. The School will encourage new lettings.

8.2 School Vision Working Party. Katie Tucker reported that a small group met in December and concluded that the vision is ambitious and did not suggest any amendments. The WP discussed ideas for Governors to implement the vision and measure the impact of it. Governors will be visiting an outstanding school next week. Governors want to ensure that teachers are confident about subject

knowledge and that there are more opportunities for sports across the borough, within staffing resources. The WP discussed the Global Citizens concept and will encourage the School to be a green school. The WP discussed observing the School Council and the idea of giving Years 5 and 6 the opportunity to take responsibility. The WP discussed broadening the speakers who come into the School. Plus, how to share the vision with the wider school community.

8.3 MD advised that she wants the children's vision displayed next to school vision, showcasing the vision in assemblies. Plus, the School is going for the Arts Mark and a STEAM award. Enabling Enterprise children worked on projects to form a small business to develop teamwork skills.

8.4 The GB ratified the School Vision for it to be added to the website.

9 POLICY REVIEW:

9.1 Governors **ratified** the following:

- Staff discipline
- Staff Grievance
- Data protection (all looked at Mang Comm)
- Health and Safety Policy.

9.2 Governors **ratified** the SFVS, which was looked at by a group of Governors. The areas that need improvement are that ideally there should be an accountant on the Management Committee, this could be an Associate Member. Plus predicting the budget income which is difficult to predict and which is discussed regularly.

10 SAFEGUARDING

10.1 Governors noted that Chair will send KCSIE part 2 to be read by Governors.

10.2 Margaret Luchman presented a safeguarding report, which Governors noted.

10.3 The next meeting will have a safeguarding question.

11 HEALTH AND SAFETY

11.1 The LA carried out a health and safety audit, the School was outstanding, with only a couple of minor issues, to follow up on.

12 HARINGEY GOVERNOR TRAINING/EXTERNAL TRAINING/MODERN GOVERNOR 2019/20

12.1 Governors noted the HEP training programme.

12.2 Ahlisha Donovan reported that she is attending the following courses, unconscious bias (18 March), healthy schools (30 March) and BAME achievement (8 June).

12.3 Governors continue to access The KEY.



- 12.4** Governors have a diary for link visits, which shows the outline of the visits and what the School will be doing on the day and the Governor visit form to be completed.

13 2019/20 GOVERNING BODY DATES

13.1 The following dates were noted:

- Tuesday 19 May (budget)
- Wednesday 8 July.

14 ANY OTHER BUSINESS

14.1 Governors noted that there is an issue about a factory at the back of the School having a right of way for a fire exit via the playground. This could be a safeguarding issue. The School has locked the gate, but the factory will be in occupation in April. It is being discussing with Haringey, the corporate landlord, and with legal. Haringey have not resolved the issue.

Meeting ended at 8.10 pm.

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

Caroline Schloss – Chair - Alexandra Primary School

List of agreed Actions

Item	Action	By whom
3.1	All committee terms of reference will be approved at the next meeting.	GB
4.1	Two Governors met with the SENCO and will report back at the next meeting.	GB
4.1	Review the parent questionnaire, issue a draft by 6 March.	KT
5.1	Contact HEP about arranging in-house Ofsted training.	CS
5.3	Governors to let SC know about any wellbeing issues.	CS
5.5	School to check what the football club is doing about heading balls.	MD
5.7	Speak to the Phoenix Project about food during the holidays	MD
5.11	Benchmarking report will be looked at in more detail at the Management Committee.	GB
6.4	The Curriculum Committee will look at the BAME and Pupil Premium Grant (PPG) School data in more detail.	GB

8.4	School Vision to be added to the website.	MD
10.1	Send KCSIE part 2 to be read by Governors.	CS
10.3	Next meeting will have a safeguarding question.	GB