



Children and Young People's Service ALEXANDRA PRIMARY SCHOOL Minutes of the Governing Body Meeting Tuesday 24 May 2022 at 6.00 pm

MEMBERSHIP	
<p>Local Authority Governor (1): Caroline Schloss (CS), (090723) CHAIR</p> <p>Headteacher: (1) Manjit Dulay (HT), Headteacher (<i>ex officio</i>) (080223)</p> <p>Staff Governor (1): Kate Birch (KB) (151125)</p> <p>Parent Governors (2): Simone Brooks (SB) (151125) *Iftikhar Khan (IK), (211122)</p> <p>Associate Member *Ruth Tanner (RT), (200223)</p>	<p>Co-opted Governors (7): *Margaret Luchman (ML), (151125) Vanessa Stansall (VS), (051123) Elina Nupponen (EN), (250224) Dorina Calin (DC), (090623) Katie Tucker (KT), (090723) Vice-Chair *Mark Greaves (MG), (220625) Jackie Ferdinand (JF), (220625)</p> <p>*Denotes Absence.</p>
<p>Governing Body Clerk: Andreas Adamides (AA) Haringey Education Partnership</p>	<p>Also invited: John Coggin (JC), Deputy Headteacher Katie Wetherill (KW), School Business Manager. Kate Birch (KB), SENCO.</p>

PART I

1 WELCOME, OPENING REMARKS, APOLOGIES AND MEMBERSHIP

- 1.1 The Chair (Caroline Schloss (CS)) welcomed everyone, and introductions were made.
- 1.2 Apologies were received from Margaret Luchman, Mark Greaves, Ruth Tanner and Iftikhar Khan.

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

- 2.1 None.

3 MINUTES OF THE GOVERNING BODY MEETING HELD ON 22 FEBRUARY 2022 AND MATTERS ARISING

- 3.1 The minutes of the meetings held on 22 February 2022 were agreed as a true and accurate records; to be signed off by the Chair and duly returned to the school for safekeeping.
- 3.2 The actions from the minutes were noted as follows:
 - 4.2 Governors to email SBM by 25 February 2022 to confirm that they have read Keeping Children Safe in Education. Completed.
 - 5.5 Ofsted training is booked for 15 March at 12.30 pm. Completed.

- 5.6 HT will arrange a briefing about the understanding of how the school's curriculum meets the needs for all pupils. A group of Governors to explore how the GB engages with stakeholders CS will email HEP about other general governance skills. **CS will look at governor training in future including about the understanding of how the curriculum meets all children's needs.**
- 10.3 JF to advise about a crisis management plan. Completed.
- **11.2 The idea of having an inclusion policy in future. Ongoing.**
- 11.3 JF will share a template for a shorter public facing CP and Safeguarding document. Completed.
- 11.4 The Pay Policy will be on the next agenda. Completed.
- 12.3 STEM school visit. Completed. **STEM visit report will be sent to the GB**

4 CHAIR'S CORRESPONDENCE

- 4.1** CS advised that Ofsted inspected in March, governors were trained in advance, and the inspectors met with 2 governors.
- 4.2** KT advised that the Ofsted inspector had not asked overly challenging questions eg she had asked about the GB's key responsibilities.
- 4.3** CS thanked all governors who attended the Ofsted feedback meeting and thanked all the staff and leadership team for all their work that contributed to the inspection.
- 4.4** CS advised about the Education White Paper, and that it refers to school structures, and the target for 90% of children to achieve age expected levels for Writing, Reading and Maths. **GB to discuss the Education White Paper at the next meeting.**

5 2022/23 BUDGET FOR APPROVAL

- 5.1** SBM sent the draft 2022/23 budget in advance of the meeting. The management Committee previously discussed the budget and noted that there will be an in-year deficit of £72k, and a carry forward surplus of £43k to 2023/24.
- 5.2** SBM advised that Turn-It-On IT have provided a detailed ICT report about the school's ICT requirements. 30 new laptops are needed for KS2, and the current laptops will be moved to KS1. Plus 4 or 6 smart boards need replacing and staff laptops. Overall, an additional £26k of the budget is needed for ICT, which will be funded by £16k of the capital surplus and an additional £10k expenditure which will reduce the predicted 2023/24 surplus.
- 5.3** HT advised that it is essential that the school has good ICT for pupils needs, and it is part of the curriculum offer.
Q= All children will need ICT skills for their futures, and it is important to spend the funding on the children that are in school. For future requirements can we look to grant funding and/or building a relationship with local computer companies to donate to us?
A= We are looking for funding grants for IT equipment, which are limited after COVID.

- 5.4** CS advised that the school had a major restructure of staffing last year which has impacted on the school. Energy costs have doubled since last year and are included in the budget.

Q= Are the energy costs the same for the next 3 years?

A= We have applied a 100% increase.

Q= What is the LA funding based on?

A= It is based on the pupil numbers from the last census, plus the nursery numbers.

Q= Is this a conservative budget?

A= It is a realistic budget; we are hoping for a more stable situation in future.

- 5.5** Governors noted that the school has a history of good budget management and is looking for the budget to be sustainable. The budget assumed the same pupil numbers, and 2% inflation.

Q= Where did the 2% figure come from?

A= The 2% increase is from the LA; we have projected a 2.5% teacher salary increase.

- 5.6** Governors **approved** the budget and noted the additional £26 planned ICT spend.

6 REPORT FROM COMMITTEE CHAIRS (SAFEGUARDING AND MANAGEMENT)

- 6.1** KB reported that the Safeguarding Committee looked at vulnerable children and referrals to social care, the new wellbeing mentor, and staff training (which will include training about neglect in future). The KCSIE update will be included in training session.

- 6.2** **Governors noted KT will carry out the SCR governor check and will name governors who will do this in future.**

Q= Is there any safeguarding category which is increasing more than others?

A= There are more referrals for parenting and domestic abuse.

- 6.3** HT advised that she spoke to HEP about the type of additional support that can be given to parents and communities. Staff are signposting parents to organisations for parenting support.

- 6.4** **The Management Committee will report at the next meeting.**

7 SAFEGUARDING QUESTION

- 7.1** Governors noted the Safeguarding Question: How do we distinguish between one off concern that do not necessarily mean a child is being neglected, and multiple signs which could be causing significant unseen harm?

- 7.2** Governors discussed the need to see if there are any safeguarding patterns. Staff log all small incidents in the central system. which can highlight if there are patterns, and any concerns. Neglect can be demonstrated by a series of incidents, and one-off events often do not meet social care thresholds. If schools have records, they can inform any referrals. Logging concerns can raise any patterns, especially for neglect which is harder to identify. Telling staff to log all concerns and one-off incident can build a bigger picture of concerns.

Q= Is this discussed in staff meetings?

A= Yes, staff have had training about neglect, and safeguarding work is ongoing, signs include, for example, missing breakfast and the state of clothes. Staff are vigilant and record concerns on the online system.

Q= Are all of the issues being picked up, can they be highlighted in teachers' planners so that this is kept to the forefront of everyone's minds at all times?

A= Every time we have training, we look at the importance of logging concerns, a log sheet for the beginning of the day and real-life examples could be helpful.

- 7.3** HT advised that staff at the school gates do pick up any issues, this has made a difference to identifying concerns. Children talk about issues at different times of the day.

Q= At what point do you discuss concerns with parents?

A= We often talk to parents about concerns. Social care wants to know what the parents' responses are to concerns and advise us about how to structure questions to parents.

Q= Who has the conversations with the parents?

A= It depends on the concerns; it can be the teacher and the SENCO can also talk to parents. At the weekly safeguarding meeting we discuss individual cases and how to support children. We look for signs of concerns including neglect which often can involve having a dialogue about supporting families, who often have financial issues.

- 7.4** Governors commented that they were confident that the school is dealing with safeguarding issues well.

8 HEADTEACHER'S REPORT

- 8.1** HT advised that Ofsted inspected, and the school is waiting for the report, and staff are worked well. SATS are ongoing, with Year 2 SATS, then the Year 4 Maths and Phonics tests. Staff are time pressured, and children are being supported well.



- 8.2** Premises capital works have started, and scaffolding is being put up over half term, but staff continue to focus on teaching and learning and the curriculum.
- 8.3** Staff attended the BAME conference, which they found useful.
- 8.4** HT advised that the school was awarded a Paul Hamlyn grant of £145k working with Haringey Create and Collage Art, to have an artist in residence for 2 years, starting in September with Year 3. The funding is also for teacher development and the project will be called named Voices for the Future. They are looking at publicising the project

9 POLICY REVIEW:

- 9.1** Governors **approved** the Pay Policy, (after being recommended by the Management Committee).

10 GOVERNORS' SCHOOL VISITS /LINK VISITS

- 10.1** Governors noted the HEP new governor induction training on 11 June.
- 10.2** **CS will email a list about end of year performances for governors to attend.**

11 2021/22 GOVERNING BODY DATES

- 11.1** 12 July 2022 at 6 pm. (invite new HT)
- 11.2** Governors noted that the Curriculum Committee meeting is on 8th June

Meeting ended at 7.10 pm.

Signed..... Dated.....
Caroline Schloss – Chair - Alexandra Primary School

List of agreed Actions

Item	Action	By whom
3.2	CS will look at governor training in future including about the understanding of how the curriculum meets all children's needs.	CS
3.2	The idea of having an inclusion policy in future	GB
3.2	STEM visit report	IK
4.4	GB to discuss the Education White Paper at the next meeting.	GB
6.2	KW will carry out the SCR governor check and will name governors who will do this in future.	KW
6.4	The Management Committee will be report at the next meeting	GB
10.2	CS will email a list about end of year performances for governors to attend.	CS