



## Virtual Full Governing Body Meeting Wednesday 6<sup>th</sup> October 2021 at 6.00pm

### Minutes

**KEY:** Governor Challenge Governor Approval

#### **Present**

S. Levy (Headteacher), M. Sargent (Chair), P. Wilson, S. Bussey, F. Rumball, S. Nicholson, L. Holmes and R. Whitehouse-Jones

#### **Also Present**

O. Brook (Associate Member) and J. Harris (Clerk)

No	Agenda Item
1	<b>Welcome and Apologies</b> The Clerk welcomed everyone and explained that she would lead the meeting until a Chair of Governors had been elected. Apologies were received and accepted from A. White A. Mortell and J. Mayo
2	<b>Elect Chair and Agree Term of Office</b> M. Sargent was elected as Chair for 2021/22 and took over for the remainder of the meeting.
3	<b>Elect Vice Chair and Agree Term of Office</b> A. White was elected as Vice Chair for 2021/22.
4	<b>Declarations of Interest</b> O. Brooks reminded governors that his wife was employed as a teacher at the school.
5	<b>Agree Minutes of the last meeting held on the 14<sup>th</sup> of July 2021</b> A copy of the minutes had been shared prior to the meeting. <span style="background-color: lightgreen;">The minutes were agreed as a true record.</span>
6	<b>Matters arising from the minutes of the last meeting</b> <ul style="list-style-type: none"> <li>A date for data training for governors was to be decided at the next meeting. Governors were encouraged to book relevant training provided by the Governor Development Team.</li> <li>The Self-Evaluation Form was being updated in-line with feedback from Ofsted.</li> <li>The Chair had sent a card to staff on behalf of governors to thank them following the recent Ofsted inspection.</li> <li>The annual governance statement had been shared with all governors.</li> <li>Committee meetings in the autumn term would be virtual in-line with Local Authority guidance.</li> <li>The Chair advised that M. Bradshaw had resigned as an associate member and she had been thanked for her support.</li> <li>The Chair made governors aware that the Deputy Headteacher had been off work since September on compassionate leave. The Chair was to write a letter confirming that governors were happy for this leave to be paid. <span style="background-color: lightgreen;">Governors confirmed their approval of this.</span></li> </ul>

**Signed by**.....

**Chair of Governors**

**Agreed at Meeting 19.01.22**

	<p>Governors recognised the challenges faced by the Headteacher with the Deputy Headteacher, Safeguarding and Family Engagement Officer and Cook being off. The Headteacher thanked staff and explained that they supported each other like family members. Governors also recognised the support staff gave to pupils.</p>
7	<p><b>Headteacher's Updates</b>  A report from the Headteacher and briefing paper relating to GDPR, safeguarding and behaviour had been shared prior to the meeting.</p> <p><b>Recent Ofsted Report</b>  The Headteacher explained that the report was brief, which had been a surprise as staff had been questioned in depth. She felt that it gave a 'positive flavour'. Points for improvement were for the school to continue developing and monitor impact. Governors agreed that it was positive report. The Headteacher explained that data was no longer the main focus. Governors expressed concern about an ambulance being called to the school at the end of term. The Headteacher explained that a staff member had experienced chest pains. The Headteacher advised that she was very proud and happy following the inspection.</p> <p><b>School Development Plan</b>  A copy of the school development plan had been shared prior to the meeting. The Headteacher explained that the plan was condensed and priorities included the points picked up by Ofsted. The format of the plan had changed and was based upon Education Endowment Fund training which had been completed by the Headteacher.</p> <p>Governors asked about Mathematics and were told that the subject lead had completed 'mastery' training and other changes were being made. Governors asked if attainment in reasoning in Mathematics was a national issue and this was confirmed. Governors asked if parents had noticed the different way of teaching and this was confirmed. Governors suggested that Mathematics be a focus for a Governor Monitoring Day.</p> <p>Governors asked if the school would be continuing with the Haringey curriculum and this was confirmed. The Chair advised that she had recently visited the school and looked at Religious Education resources to support the Haringey curriculum.</p> <p><b>Staffing</b>  The staffing structure had been shared prior to the meeting. The Headteacher advised that the school had advertised for two mid-day supervisors and there had been lots of interest. Governors were happy to approve the appointment of two permanent mid-day supervisors and one fixed term mid-day supervisor to provide cover.</p> <p>Governors were made aware of the challenges due to staff being off work sick. Governors asked if the school might consider fixed term appointment for other roles. The Headteacher explained that it was not appropriate to do this. The Chair advised that governors were happy for the school to appoint additional staff if required and if there was the budget for this in order to ensure that pupils were safe and quality first teaching. The Headteacher's wellbeing was important to governors.</p> <p>Governors were made aware that the school was experiencing some issues with the tender process for the modular building. The Local Authority was not communicating with the school regarding the process and another company had been suggested. This was to be challenged by the school and governors were made aware that due to a shortage of materials there may be an increase in the cost. Governors asked if the school would be able to reject the company who had been suggested. The Headteacher explained that the company preferred by the school had not submitted a tender so they may</p>

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	need to do this. The Chair suggested that the Headteacher contacted the Local Authority regarding the school's preferred company and concerns relating to the company they had suggested, which had no photos of completed buildings on its website.
8	<p><b>Governance</b></p> <p><b>Attendance for Governors 2020/21</b> The Clerk had collated governor attendance information, for meetings held in 2020/21, and this had been shared prior to the meeting. Governors were thanked by the Chair for continuing to join meetings throughout the lockdowns. The Clerk was to forward the attendance information to the school for putting on the website as this was a statutory requirement.</p> <p><b>Committee Membership</b></p> <p><b>Resources (FRESH)</b> A. White, S. Bussey, R. Whitehouse-Jones, S. Nicolson and F. Rumball.</p> <p><b>Standards (STAR)</b> M. Sargent, P. Wilson, J. Mayo and O. Brook</p> <p><b>Link Roles</b></p> <p><b>Safeguarding</b> – M. Sargent</p> <p><b>Headteacher's Mental Health and Wellbeing/Staff Welfare</b> – M. Sargent</p> <p><b>Health and Safety</b> – S. Bussey</p> <p><b>Pupil Premium</b> – P. Wilson</p> <p><b>Mathematics</b> – A. White</p> <p><b>English/Phonics</b> – L. Holmes and R. Whitehouse-Jones</p> <p><b>School Lunches</b> – S. Bussey</p> <p><b>Breakfast Club</b> – J. Mayo</p> <p><b>Special Educational Needs and Disabilities</b> – M. Sargent and O. Brook</p> <p><b>Early Years Foundation Stage</b> – S. Nicolson</p> <p><b>Delegation Planner</b> The delegation planner had been shared prior to the meeting. This had been reviewed and recommended for approval by the FRESH committee. <b>Governors were happy to approve the delegation planner.</b></p> <p><b>Governor Code of Practice and Standing Orders</b> The code of practice and standing orders had been shared prior to the meeting. Governors were happy to approve these. The Chair was to compare the code of practice against the National Governance Association's latest model code of conduct for governors to see if any changes were required. Code of practice and standing orders to be put on the agenda for the next meeting.</p> <p><b>Headteacher's Appraisal</b> The Headteacher's appraisal had been arranged for the 8<sup>th</sup> of November.</p> <p><b>Teachers Pay Recommendations</b> Recommendations had been reviewed and approved by the pay review committee on the 6<sup>th</sup> of October.</p> <p><b>Keeping Children Safe in Education</b> The latest guidance had been shared prior to the meeting and governors were asked to confirm when they had read Section 1 and Annexe B. Confirmation could be done through Governor Hub or by emailing the Clerk.</p> <p><b>Declaration Forms for 2021/22</b> Governors were asked to either complete the declaration form that had been shared prior to the meeting or through Governor Hub.</p> <p><b>Training</b> The training programme from the Governor Development Team had been shared prior to the meeting.</p> <p><b>Visits/Monitoring Days</b></p>

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	<p>It was hoped that a governor monitoring day could be arranged in January. There would be a focus on the curriculum and Mathematics.</p> <p><b>Re-Appoint Associate Member</b></p> <p>Governors were happy to re-appoint O. Brook as an Associate Member for a further year.</p>
9	<p><b>Feedback from Fresh Committee</b></p> <p>The committee had met on the 29<sup>th</sup> of September and A. White had been elected Chair for the committee for 2021/22.</p> <p>S. Bussey advised that the committee had discussed challenges relating to staffing in detail. There had been no concerns relating to the budget and no health and safety issues. S. Bussey had completed health and safety training and was to arrange a visit when it was appropriate. As the Cook was off it had been suggested that the school revert to simpler menus.</p>
10	<p><b>Policy Review</b></p> <p>Copies of all policies and notes detailing any changes had been shared prior to the meeting.</p> <p><b>Governor Allowances</b></p> <p>Governors were happy to approve the governor allowances policy.</p> <p><b>Governor Virtual Attendance and Voting</b></p> <p>Governors were happy to approve the governor virtual attendance and voting policy.</p> <p><b>Governor Visits</b></p> <p>Governors were happy to approve the governor visits policy. The Chair reminded governors to complete a report after every visit to evidence these. New governors were to ask an experienced for support with visits.</p> <p><b>Looked After Children</b></p> <p>Governors were happy to approve the looked after children policy.</p> <p><b>Safeguarding and Child Protection</b></p> <p>Changes in-line with the latest keeping children safe in education guidance had been put in blue. Governors were happy to approve the safeguarding and child protection policy.</p> <p><b>Early Career Teacher</b></p> <p>Governors were happy to approve the early career teacher policy.</p>
11	<p><b>Any Other Business</b></p> <p>The Chair encouraged governors to email her or the Clerk if they had any issues.</p> <p>Governors were advised that they were able to visit the school but visits should be arranged through the Headteacher.</p> <p>Governors asked the Headteacher to pass on their support to the Deputy Headteacher.</p>
12	<p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>Wednesday 10<sup>th</sup> November at 2.00pm – Standards (STAR) Committee</li> <li>Wednesday 19<sup>th</sup> January 2021 at 6.00pm – Full Governing Body</li> </ul>
The meeting ended at 7.22pm.	

## Summary of Actions

Agenda Item	Action
6	A date for data training for governors was to be decided at the next meeting.
8	The Clerk was to forward the attendance information to the school for putting on the website as this was a statutory requirement.

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	Chair to compare the code of practice against the National Governance Association's latest model code of conduct for governors to see if any changes were required.
	Code of practice and standing orders to be put on the agenda for the next meeting.
	Governors were asked to confirm when they had read Section 1 and Annexe B of keeping children safe in education guidance.
	Governors were asked to either complete the declaration form that had been shared prior to the meeting or through Governor Hub.
9	S. Bussey was to arrange a health and safety visit.

**Signed by.....**

**Chair of Governors**

**Agreed at Meeting 19.01.22**