

**TETHERDOWN PRIMARY SCHOOL  
MINUTES OF THE FULL GOVERNING BODY MEETING  
Held at 6.30pm on Thursday 12<sup>th</sup> July 2018 at the School**

LA Governors (1)	Staff Governor (1)	Parent Governors (4)
*Philippa Connor 16.05.21	*Richard Evans 13.05.20	*Gary Robson 21.09.20
Co-Opted Governors (4)	Head Teacher Governor (1)	*Keren Darmon 26.06.18 ( <b>Vice Chair</b> )
*Jane Garrard 30.06.19	*Tony Woodward	*Gail Miflin 26.06.18 ( <b>Chair</b> )
*Carl Spitzer 21.09.20	<b>Also Present</b>	*Stephanie Camilleri 14.12.21
^Andrew Underwood 14.11.21	*Helen Holloway (Snr Clerk)	*Louise Burt 26.06.22
		*Mariana Ortiz-Joffre 26.06.22
<b>1 x vacancy</b>		<b>Associate Member</b>
		*Annie Ashraf (Asst HT) 25.09.18
*denotes governor present ^denotes apologies noted		^Marie Barber (SBM) 25.09.18
		*Keren Darmon 26.06.22

## PART 1

The GB meeting commenced with an end of term social with light refreshments brought along by Governors. The meeting commenced at 7.15pm

### 1. WELCOME AND APOLOGIES FOR ABSENCE.

1.1 The Chair welcomed everyone to the meeting and introduced two new parent governors Louise Burt and Mariana Ortiz-Joffre. Apologies for absence received and noted from AU. The meeting was quorate.

### 2. DECLARATIONS OF INTEREST, PECUNIARY, OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

2.1 There were no declarations of interest in respect of items on the agenda.

### 3. MINUTES OF THE PREVIOUS MEETING / MATTERS ARISING

3.1 The Minutes of the previous meeting dated 16<sup>th</sup> May 2018, were **AGREED** and signed by the Chair with amendments to

- 8.3.1 Should read "Compliant"
- 8.5.9 Swimming postponed
- 8.5.2 Remove '?' after is costed

3.2 The matters arising from the previous meeting (16<sup>th</sup> May 2018) were reviewed:

#### List of agreed Actions 16<sup>th</sup> May 2018 List of agreed Actions

ITEM	ACTION	BY WHOM
12.3 Matters Arising 16.05.18	PC has spoken with the planning officers and informed the GB a set number of parking permits will be allocated to the school in the CPZ. The CPZ has been extended and consultation is ongoing. Agreed the HT will email concerns to the parking officers emphasising the need for more parking permits to include both teachers and support staff.	Headteacher

	Individual members of staff can also send emails via the consultation process to express their objections. A notice will be published in the school newsletter to advise parents of the CPZ implications for teaching staff and other staff.	
6.2 Matters Arising	PC to take responsibility for organising the governors' surgeries, compiling a rota, and reviewing how frequently to meet.	C/F to next meeting
4.4 Matters Arising 16/5/18	All Committees to appoint Vice Chair	Committees (Autumn Term)
6.2 Matters Arising 16/5/18	Solution re: storage of children's coats at lunchtime	HT ongoing
6.3 Matters Arising 16/5/18	Pupil Premium Report GB approval required	Complete
6.4 Matters Arising 16/5/18	Reminder in School Newsletter to parents for voluntary contributions to Building Maintenance Fund	Complete
8.1 Matters Arising 16/5/18	Chair of LCC – email spring term and summer term 1 committee minutes to Clerk to distribute to GB	Summer term - COMPLETE. Spring term minutes to follow
8.5.3 Matters Arising 16/5/18	SBM to review £3k shortfall on contributions to Educational visits	Resources Committee to review
8.5.9 Matters Arising 16/5/18	Swimming review working party – volunteers required. Email HT	Complete. (Working Party JG, TW, Lee)
10.1 Matters Arising 16/5/18	Health and Safety report to be emailed to Clerk to distribute to the GB and recommendations follow up.	RE & Site Manager
12.3 Matters Arising 16/5/18	Diversity Day celebration – follow up	Ongoing and will continue next academic year

3.3 Following a discussion, it was **AGREED** all governors should have a school email address set up for next term. **ACTION: SBM**

3.4 All governor contact details will be reviewed at the first governing body meeting next academic year. The Clerk will follow up with the SBM who currently holds contact details for all governors. **ACTION: SBM / Clerk**

3.5 CS reported his review of the school's utility bills is ongoing using a comparison website for businesses.

#### 4. GOVERNING BODY AND COMMITTEE MEMBERSHIP

4.1 The GB were informed Jon Cohen has resigned as Associate Member with immediate effect.

4.2 Louise Burt and Mariana Ortiz-Joffre have been elected as parent governors. It was agreed Mariana would join the Finance Committee and Louise join the LCC.

4.3 The Chair of Governors has agreed to continue as a co-opted governor and serving as Chair until the first GB meeting of the autumn term. A new Chair of Governors will be elected at the first meeting of the autumn term.

4.4 The GB discussed their preference for someone with skills in Health and Safety / Premises management who could join the GB as an associate member or co-opted governor. The GB also discussed that KD may like to be considered for the co-opted governor vacancy.

4.5 The link governor roles were reviewed and the following responsibilities agreed:

- SEND & Mental Health - SC
- Science - KD
- English – LB
- Sport – JG (JG agreed to continue in this role until December 2018)
- Maths - CS
- Premises – GR shadowed by MOJ

4.5 CS has agreed to take up the role of Chair of Finance with effect from September 2018.

## 5. MEETING DATES 2018-19

The Meeting dates for 2018-19, circulated to the GB ahead of the meeting for review were agreed. (See Appendix A)

## 6. CHAIR'S ITEMS

6.1 The Chair reported a letter had been received expressing concerns about removing swimming. The Headteacher sent a response thanking the parent for their comments and advising that various options are being considered; the Headteacher expressed he is happy to take any suggestions from parents in relation to swimming and meeting the DfE requirements. It was agreed to develop a working party including parents to discuss the issues of swimming.

**ACTION: HT**

6.2 The Chair proposed the Governing Body conducts a self-evaluation of their performance over the last year. It was proposed to do this as a discussion looking at what went well and how to improve in the future. The results of the discussion are recorded in GB part 2 minutes.

6.3 A proposal was made about developing an annual planner and possibly looking at other ways the GB could work. The Clerk informed the GB some governing bodies have organised their work by removing committees and creating lead persons to take responsibilities, and only have GB meetings during the academic year. The Clerk agreed to share a model annual planner with the GB.

**ACTION: Clerk**

6.4 A recommendation was also made to review a Welcome Pack for new Governors which would be compiled by the school and provide information about the school.

6.5 A discussion took place about the benefits of a GB Risk register. The Clerk agreed to try to source an example of a GB risk register for the GB to review.

**ACTION: Clerk**

## 7. HEADTEACHER'S REPORT

7.1 The Headteacher's report was circulated to the GB ahead of the meeting

7.2 The Headteacher reported the School Development Plan has been reviewed against progress and rag-rated (colour coded).

7.3 It was reported the SENDCo is working with support staff to produce handbook guidance and this is an ongoing project.

7.4 The Headteacher flagged up there will be more greens in the document by the end of the academic year when all the summer term information has been transferred to the document.

7.5 The results in Early Years, Phonics, KS1 and KS2 have all improved on last year.

Phonics Screening: 95%

### KS2 RESULTS

	EXPECTED LEVEL	GREATER DEPTH
Reading	92%	58%
Writing (teacher assessment and moderated by Haringey)	85%	53%
SPAG	81%	61%
MATHS	83%	53%

7.6 The Chair, on behalf of the Governing Body, congratulated the headteacher and all staff on the results and having such a great year.

**QUESTION:** Why do you think the results have improved?

**R:** There is a greater understanding of the assessment processes involved; particularly around writing and teacher assessment. Teachers have a deeper understanding of how to teach to reach the new levels whilst maintaining a creative and inspiring learning experience. There has been additional staffing in KS1. The Maths mastery training for all staff and governors was excellent and the benefits of this training will be more evident when the current year 5 children move to year 6.

**QUESTION:** When will the IT strategy be complete?

**R:** The final decision on IT will be reached by January 2019. Research is ongoing and different projects are being trialled.

## **8. POLICY REVIEWS**

8.1 It was reported the SEND Report had been reviewed by the school. However, building on the good work of the Tetherdown SEND Support Group, there would be a further review before December 2018. The GB were reminded the SEND Report needs to be published on the school website annually.

The SEND Report will be presented to the GB in the autumn term 2 meeting.

**ACTION: Clerk / agenda item**

## **9. REPORTS FROM COMMITTEES, BUSINESS MANAGER AND LINK GOVERNORS**

### **9.1 Learning and Community Committee (LCC)**

The minutes from the recent meeting in May were circulated to the Governing Body.

GR reported the Committee discussed the following issues:

- KS1 and KS2 target setting
- Additional teaching support in KS1 which has proved to be very successful
- EAL and how to improve the provision for EAL
- Monitoring reading and writing through learning walks
- Mastery in Maths training
- Discussion with the SENDCo reviewing interventions used and their impact

### **9.2 Resources Committee**

9.2.1 JG reported. There were no minutes to circulate. The following items were highlighted from the recent Resources Committee meeting:

9.2.2 A meeting took place with parents to discuss Charging for Sports Clubs. The interim Finance report was reviewed and it was noted the financial management system is sound.

9.2.3 The PSA accounts will be reviewed in the autumn term September meeting. It was noted the PSA do need to be compliant with GDPR rules in the same way governors are and give their consent for the school to have details of their email addresses. It was agreed the Chair of Governor's and HT will discuss this. **ACTION: CoG / HT**

9.3 SBM Report

No SBM report received.

9.4 Building and Maintenance

9.4.1 A visit took place to Treehouse School to review their school meals. During the visit with the Head of Premises (a former employee of Haringey) MB was advised he would be happy to advise or assist Tetherdown School. A proposal was made to invite him to join the GB as an Associate Member and RE agreed to follow this up.

**ACTION: RE**

**10. LINK GOVERNOR REPORTS**

10.1 KD met with Michelle Science Co-ordinator this term. KD reported an action place was created, and the plan reviewed at each termly meeting and updated; this proved to be an effective way of working as a link governor. KD expressed her gratitude and pleasure working with Michelle. The action plan document will be carried over for next academic year.

**11. GOVERNORS' VISITS AND TRAINING**

11.1 All governors updated their training entries on the log sheet

11.2 The SEND link governor reported meeting with the SENDCo.

**12. GOVERNORS' UPDATE**

12.1 SC reported on two items in the publication 'Governing Matters' relating to *Stakeholder Engagement* and *Governors' Succession planning*. The documents were shared with the GB.

**13. ANY OTHER BUSINESS**

No other items.

**14. DATE AND TIME OF MEETINGS**

Autumn Term 1                      26<sup>th</sup> September 2018 at 7:15pm

**(See APPENDIX A for dates of GB meetings 2018-19)**

*Clerk's Note: Part 1 meeting ended at 9.10pm Part 2 follows*

Signed (Chair)..... Date .....

Please be reminded that you are responsible for the security of all papers that you receive, whether in electronic or paper format. Emails and electronic copies should not be forwarded to anyone and should be stored in a

secure space. Paper copies should likewise be safely secured and if they are no longer required, must be disposed of correctly as confidential waste. If you would like the School to dispose of your papers, please return them to the School and request this.

**List of agreed Actions 12<sup>th</sup> July 2018**

ITEM	ACTION	BY WHOM
3.3	Following a discussion it was AGREED all governors should have a school email address set up for next term.	SBM
3.4	All governor contact details will be reviewed at the first governing body meeting next academic year. The Clerk will follow up with the SBM who currently holds contact details for all governors.	SBM / Clerk
6.1	Form a working party, including parents, to discuss Swimming	HT
6,3	The Clerk agreed to share a model annual planner with the GB.	Clerk
6.5	The Clerk to try and source an example of a GB risk register for the GB to review.	Clerk
8.0	The SEND policy will be presented to the GB in the autumn term 2 meeting.	Clerk / agenda item
9.4	A proposal was made to invite Premises Manager from Treehouse School to join the GB as an Associate Member and RE agreed to follow this up.	RE
9.2.3	It was noted the PSA do need to be compliant with GDPR rules in the same way governors are and give their consent for the school to have details of their email addresses. It was agreed the Chair of Governors and HT will discuss this.	CoG / HT

APPENDIX A

**Tetherdown Primary School Governing Body  
Meeting Dates 2018/19**

<b>Meeting</b>	<b>Date</b>	<b>Time</b>
<b>Autumn Term 1</b> Full Governing Body	Wednesday 26 <sup>th</sup> September 2018	7.15pm
<b>Autumn Term 2</b> Full Governing Body Learning & Community Committee Resources Committee	Thursday 15 <sup>th</sup> November 2018  Committee Meeting Minutes to have been produced, finalised and sent to the clerk by Thursday 8 <sup>th</sup> November	7.15pm
<b>Spring Term 1</b> Full Governing Body Learning & Community Committee Resources Committee	Wednesday 6 <sup>th</sup> February 2019  Committee Meeting Minutes to have been produced, finalised and sent to the clerk by Wednesday 30 <sup>th</sup> January	7.15pm
<b>Spring Term 2</b> Full Governing Body Learning & Community Committee Resources Committee	Thursday 21 <sup>st</sup> March 2019  Committee Meeting Minutes to have been produced, finalised and sent to the clerk by Thursday 14 <sup>th</sup> March	7.15pm
<b>Summer Term 1</b> Full Governing Body Learning & Community Committee Resources Committee	Wednesday 15 <sup>th</sup> May 2019  Committee Meeting Minutes to have been produced, finalised and sent to the clerk by Wednesday 8 <sup>th</sup> May	7.15pm
<b>Summer Term 2</b> Full Governing Body Learning & Community Committee Resources Committee	Thursday 27 <sup>th</sup> June 2019  Committee Meeting Minutes to have been produced, finalised and sent to the clerk by Thursday 20 <sup>th</sup> June	<b>6.30pm</b>
<b>Autumn Term 1 2018</b> Full Governing Body	Wednesday 25 <sup>th</sup> September 2019	7.15pm