

TETHERDOWN PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING
19th March 2013– 7.30pm at the School

Representative Governors (3)	Staff Governor (2)	Parent Governors (5)
Vacancy	Vacancy	*Keren Darmon 15.06.14 (Vice Chair)
*Jill Boswell 08.09.16	*Marie Barber 4.10.15	*Luke Collier 04.02.14 (Chair)
*Joseph Ejiofor 31.05.14	Also Present	*Jane Garrard 04.02.14
Community Governors (3)	Mike Woods (clerk)	*Daniel Lewis 04.10.16
* Rupert Lancaster 17.01.15	Richard Evans	*Matthew Robb 15.06.14
*Nick Cooke 23.11.15	Philippa Gordon	Associate Member
Vacant		*Annie Ashraf 23.11.15
Head Teacher Governor (1)	<i>+denotes apologies accepted</i>	
*Evelyn Pittman	<i>*denotes governor present</i>	

Part 1

1 Apologies for absence and consent for apologies received

1.1 All governors were present (Matt Robb arrived later).

2 Membership

2.1 Governors welcomed Philippa Gordon who is due to be appointed as the new LA Governor. Philippa lives locally (Fortis Green Avenue). Her children went to St James' and are now at Fortismere. She is a cancer nurse by profession.

2.2 Action to fill Community governor vacancies

2.2.1 Consideration of a shortlist of nominations for Community Governor was deferred to the next meeting.

2.3 It was noted that Richard Evans' term of office has come to an end. For this meeting he will act as an observer. The school will advertise the vacancy shortly.

3 Declarations of interest in agenda items

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

4 Minutes of the meeting held on 15th January 2013 for agreement

4.1 Minutes were agreed as an accurate record, signed by the Chair and returned to the Headteacher for filing.

5 Matters arising from the minutes of the meeting held on 15th January 2013

5.1 There were no matters arising.

6 Headteacher's report

6.1 The Headteacher's report and supporting papers were circulated in advance; the Headteacher highlighted the main points.

6.2 She noted the change in reporting SATs as English is now split into writing and reading. Maths is still reported. The floor target is now a combination of all three.

6.3 Children are sitting a separate spelling and grammar test this year. (Noted the DfE have only produced one sample test).

6.4 This is the cohort with the largest number of SEN pupils.

6.5 Governors and the school need to look at how many will make 2 levels of progress, representing four year's progress. (A child reaching expected levels should progress from 2b to 4b) and 3 levels of progress.

6.6 Detailed data was circulated by the Headteacher.

6.7 Losing children at the end of year 5 has a major impact on KS2 results as those replacing leavers have less experience in the school and sometimes have had a poor experience of the education system. Governors asked that the school set a target that 100% of those that stay with the school from beginning to end will get at least 2 levels of progress and report against this.

Action: Headteacher

- 6.8 It was noted that nationally reading tends to be better than writing throughout primary school.
- 6.9 *Report on SEN provision*
- 6.9.1 A letter, signed by 24 families, many of whose children are amongst the 42 children on the SEN register, expressed concerns over SEN provision and asked for a review of provision and an explanation of the funding issues. Kirstie Watkins has undertaken a review and produced a report. The report will be published to parents. A lot of the concern surrounded what the school can/ is allowed/ is required to provide. There will be a response to the parents; it is being finalised by Keren.
- 6.9.2 Kirstie has offered to meet with all parents to explain the arrangements around SEN and the situation; all parents will be invited and given good notice.
- 6.9.3 Governors considered whether it would be beneficial to have a governor with SEN responsibilities. However, the Education Committee felt it was more informative to have a member of staff reporting to them once a term, which is currently happening. Discussions are then reported in the Committee minutes with the Chair of the Committee highlighting key discussions/ issues at the full GB.
- 6.10 The Good to Outstanding Project (paired observations to recognise and raise a professional dialogue) has proved very successful. This should lever up the quality of teacher understanding re learning and this should also lessen the anxiety about being observed. By the end of this week all will have observed twice and been observed once. In the longer term this should develop pupils as effective independent learners.
- 6.11 Governors agreed that the Head should be allowed to extend her secondment beyond Easter.

7 Chair's items

- 7.1 Update on Sport – Nick, Jane and Rupert have been looking to improve sport provision, linking with governors, staff and the PSA. There was a positive meeting this week, with discussion of a paper prepared by Jane. There will be a report back to the next meeting.
- 7.2 It was noted that Primary schools are expecting to get some ring fenced funds, around £10,000 per year for 3 years.
- 7.3 Governors sampled School lunches on the day of the interviews and they were not impressed with the quality and the arrangements that are made. Recycling was poor and supervision of eating does not appear to happen (SMSA sickness is high). Governors wonder about a review of the current provision being run by Haringey Council. The numbers of children using the facilities is reducing. **This will be considered at the next Finance Committee.**

Action Chair of Finance Committee

8 Committee reports (if appropriate)

- 8.1 The Chair felt that all Committees need to tighten up on minutes, producing them in a timely manner sending them to the Clerk in advance of the deadline for circulation and then reporting back.
- 8.2 *Education:* Keren (Chair), Richard/ Annie, Nick, Jill (minutes) – main items already covered earlier. Noted Music Policy was approved.
- 8.3 *Personnel:* Keren (Chair), vacant (minutes), Luke, Rupert – The Group has not met this half term.
- 8.4 *Finance:* Jane (Chair), Luke, Joe (minutes – just this year), Marie, Nick
- 8.4.1 There have been 3 meetings. **Minutes will be provided by Joe as soon as possible.**

Action: Joe Ejiofor

- 8.4.2 There have been some movements in income and expenditure but nothing significant. The Committee signed off £12,000 to draft proof the old building.
- 8.4.3 The School is expecting to be on budget.
- 8.4.4 The final budget will come to the next GB meeting.

- 8.4.5 The SFVS needs to be signed off – this has been reviewed by the Finance Committee and they are happy with it. Governors **agreed** the document which was signed off by the Chair.
- 8.5 *Premises*: Matt (Chair), Rupert (minutes), Luke – there has not been a meeting this term.
- 8.6 *Curriculum Working Party* – the group took a report on the co-ordinators role, strengthening subject leadership, how this fits in the school development plan and the maintaining of high standards.
- 9 Link Governors Review of responsibilities and reports if appropriate**
- 9.1 Training Link – Luke – there has not been a meeting this term.
- 9.2 Health and Safety – Luke – there has not been a meeting this term.
- 9.3 Senco – Chair of Education – Ms McMeakin to report to the Education Committee.
- 9.4 Child Protection – Daniel Lewis is willing to take this on.
- 9.5 Planning Link Governor – Rupert Lancaster – The Planning Committee meets on 8th April to consider the plans. St Luke’s – Rupert considers that the developers are not clearly putting their point across and he is trying to get them together with the residents that are unhappy. The outcome will ultimately have an impact on the school. The infrastructure impact on the community has not really been considered.
- 10 Any other business**
- 10.1 Governors **agreed** to invite the new Headteacher to the final GB meeting of the year.
- 11 Future meetings**
- | <i>Meeting</i> | <i>Agenda despatch</i> | <i>Papers received by Clerk</i> |
|--------------------------------------|------------------------|---------------------------------|
| Thursday 02/05/2013 | Thursday 25/04/2013 | Friday 19/04/2013 |
| Wednesday 26/06/2013 @ 6.30pm | Wednesday 9/06/2013 | Friday 14/06/2013 |
- 12 Assessment for Learning- presentation**
- 12.1 Discussion was deferred to the next meeting.

Parts 1 and 2 of the meeting ended at 9.50pm

Signed: Chair _____ **Dated:** 2nd May 2013