

**TETHERDOWN PRIMARY SCHOOL**  
**MINUTES OF THE FULL GOVERNING BODY MEETING**  
**Held on 20<sup>th</sup> November 2013 – 7.30pm at the School**

<b>Representative Governors (3)</b>	<b>Staff Governor (2)</b>	<b>Parent Governors (5)</b>
*Philippa Connor 14.04.17	*Richard Evans 13.05.17	*Keren Darmon 15.06.14 ( <b>Vice Chair</b> )
*Jill Boswell 08.09.16	*Marie Barber 04.10.15	*Luke Collier 04.02.14
*Joseph Ejiofor 31.05.14 ( <b>Chair</b> )	<b>Head Teacher Governor (1)</b>	*Jane Garrard 04.02.14
<b>Community Governors (3)</b>	*Tony Woodward	+Daniel Lewis 04.10.16
+Rupert Lancaster 17.01.15	<b>Also Present</b>	* Matthew Robb 15.06.14
*Nick Cooke 23.11.15	Martina Coen (Clerk)	<b>Associate Member</b>
Vacant		*Annie Ashraf 23.11.15
<i>*denotes governor present</i>	<i>+denotes apologies accepted</i>	

**PART 1**

**1 Welcome and Apologies for Absence.**

- 1.1 The Chair welcomed everyone to the meeting and introduced Martina Coen, the new Clerk.
- 1.2 Apologies were received and accepted from Rupert Lancaster and Daniel Lewis.

**2 Declarations of Interest, Pecuniary, or otherwise in respect of items on the agenda**

- 2.1 Matthew Robb declared his involvement in The Parthenon Group which relates to Item 17.
- 2.2 There were no other declarations of interest in respect of items on the agenda.

**3 Annual Declarations of Interest**

- 3.1 Governors confirmed they had completed their Annual Declarations of Interest, however it is believed that the previous Clerk may have retained the forms in error.
- 3.2 It was agreed to add the item to the agenda for the next Governing Body meeting to ensure all Governors complete the forms. **Action: Clerk**

**4 Minutes of Previous meeting held on 26<sup>th</sup> September**

- 4.1 The minutes were reviewed and the following points were raised in terms of accuracy of the minutes of meeting held on 26<sup>th</sup> September:
  - 4.1.1 Item 7: Nick Cooke has joined the Education Committee.
  - 4.1.2 Item 7: Both Matt Robb and Rupert Lancaster remain on the Personnel Committee.
  - 4.1.3 Item 9: The Parent Pay system will be introduced in the Spring Term of 2014.
  - 4.1.4 Item 10: Staff attendance/punctuality is an ongoing issue, not “was an issue” as was minuted.
  - 4.1.5 Item 11: The item should read that the “Education Welfare Officer and Administration staff to implement the policy” not Business Manager as was minuted.
  - 4.1.6 Item 17: Afterschool club membership: numbers have fallen slightly, not “dropped” as was minuted.
- 4.2 The minutes were **agreed** as a true record, and the Chair duly signed them.

**4.3 Matters Arising**

- 4.3.1 Item 8.1: Haringey Catering Service – the Business Manager informed Governors that she has spoken with Schools HR and they have confirmed that the school is contractually obliged to recruit the current catering staff if the school cancels the Catering contract. Governors agreed there is a need to establish the legality of the contract of employment

for catering staff. The Headteacher reported that he is meeting with Paul Smith, Head of Schools' HR on 25 November and will raise the issue.

**Action: Business Manager to invite Governors to attend the meeting**

- 4.3.1.1 Haringey has recruited a new Head of Service and he is tasked with improving the service provided by Schools Catering.
- 4.3.1.2 The Chair questioned the quality of the meals provided. The Headteacher and staff Governors replied that there has been an improvement in service and in the quality of the meals. The Chair invited Governors to attend lunchtime in order to sample the meals provided for pupils. **Action: All to note**
- 4.3.1.3 Governors queried the number of pupils receiving school meals. It was confirmed that 63% of all pupils currently receive school meals.
- 4.3.1.4 The Chair asked the Business Manager to ensure that all cheques and monies submitted for school meals are banked in a timely fashion. The Business Manager confirmed that that all cheques have been banked and improvements are being made to the administration process.
- 4.3.2 Item 8.3: The Headteacher reported that the PSA have agreed to donate £15,000 to the school for large scale projects including developing the junior playground, ICT replacement and improvements to the garden area.
- 4.3.3 Item 10: The Headteacher reported that he has received two resignations from Support staff and he has initiated the recruitment process. He will raise this issue when he meets with Paul Smith on 25 November 2013.
- 4.3.4 Item 10: Governors were informed of the farewell breakfast held for Jean (SMSA) on her last day. She was presented with a hydrangea as a thank you gift from Governors.
- 4.3.5 Item 11: The Headteacher informed Governors that the attendance level used in monitoring has increased to 90%. A Governor questioned the ability of the Full Governing Body to ensure compliance with the Absence Management policy. Governors discussed the impact of absence on pupil's learning, teaching plans and classmates. The Headteacher confirmed that OFSTED attendance target is 95.3% (above average) and this includes absence due to illness. Governors agreed that it is their responsibility to encourage attendance and adherence to the Authorised Absence policy.
- 4.3.6 Item 14: The Headteacher confirmed that there is a requirement to publish details of the expenditure of the Sports Premium on the school's website by 2014.

## 5 Chair's Items

- 5.1 The Chair raised the issue of school uniform with Governors and asked for their opinions on the current policy of no school uniform.
- 5.2 Governors **agreed** that there was no need to revisit the current uniform policy at this time.
- 5.3 Governors **agreed** that informal guidance would be helpful to ensure appropriate items, such as footwear or jewellery are worn to school. It was suggested that a regular item in the Topic Letter may be appropriate. **Action: Headteacher to monitor**

## 6 Headteacher's report

- 6.1 The Headteacher introduced his report and explained how it links to the OFSTED framework. He outlined some key points of his report:
  - 6.1.1 RAISEonline data analysis: The Headteacher gave a brief outline of the analysis.
  - 6.1.2 PE teaching assistant: The PE teaching assistant has been working with class teachers and is involved in lesson planning. He is also involved with the swimming lessons attended by Year 5 pupils and is a qualified swimming instructor. Governors asked how many classes the teaching assistant is involved with. The Headteacher replied that he has classes in every year in the school and that he leads some classes while observing other classes. The girls' football club has started and there are plans for additional afterschool sports clubs. The Headteacher reported that there is an athletics event being held and pupils are currently being involved in 'trials'. Governors discussed the involvement of all pupils with a range of sporting abilities.
  - 6.1.3 Moderation of assessment: The Headteacher has met with Reception staff and moderated the baseline information of pupils in Early Years.

- 6.1.4 Quality of Teaching: The full round of observations will begin next week. Teachers are aware of the process which will give the Headteacher an overview of teaching. The teachers will receive feedback after the observations.
- 6.1.5 Learning and Achievement: The middle managers are developing their skills to enhance management and leadership.
- 6.1.6 Behaviour & Safety: The current attendance level is 97.1% and there are no issues to report. The Chair asked if there will be termly updates reporting any incidents. The Headteacher confirmed that all issues will be reported to Governors as part of the Headteacher's Report.
- 6.1.7 Single Central Record: The Headteacher confirmed that Daniel Lewis is the Safeguarding Link Governor and that there should be a monitoring check of the information as soon as possible.
- 6.1.8 Senior Leadership Team: The Senior Leadership Team is developing its priorities. Joint working is being undertaken with South Haringey and Rokesly Junior schools and this includes moderation of writing and benchmarking.
- 6.1.9 Communication: Governors asked if the current processes ensure a good level of communication between staff and parents. The Headteacher replied that parents are encouraged to contact their class teacher initially and if the matter is not resolved, then the matter can then be escalated to the Year Leader and then Deputy Headteacher. Governors agreed that the current process of parents approaching governors to raise issues works well. Governors suggested using an online survey via the school website to gain parents' opinions on issues. Governors also recognised the PSA Annual General Meeting as a useful method of engagement with parents.

## 7 School Performance

- 7.1 The Headteacher introduced his RAISEonline report and explained the data analysis.
  - 7.1.1 Action to improve writing results will be added to the revised School Development Plan.
  - 7.1.2 There is a continuing issue with math's and the current item in the School Development Plan remains valid.
  - 7.1.3 The Headteacher confirmed that work to seek improvement is ongoing.
- 7.2 Governors discussed why the school was previously performing above the national average (attainment) but is now assessed as performing below or at expected levels of progress. It was suggested that some of the assessment criteria has altered and this may explain the change. **Action: Headteacher to investigate**
- 7.3 The Chair questioned the "significantly weaker" assessment of some aspects of writing. The Headteacher explained the term. Governors asked if there is a possibility of working together with Coldfall primary school to discover if they have processes or methods that could be introduced at Tetherdown. **Action: Headteacher to investigate**
- 7.4 Governors discussed the phonics assessment results. Staff Governors agreed that the results are a concern and explained that this is a new assessment. They also reported that the cohort included a high number of Summer births which may affect results. **Action: Annie to investigate the results and report back to Governors**

## 8 Terms of Reference for Committees

- 8.1 Finance Committee – The Terms of Reference for the Finance Committee were ratified by the Governing Body.
- 8.2 Personnel Committee - The Terms of Reference for the Personnel Committee were ratified by the Governing Body.
- 8.3 Education Committee - The Terms of Reference for the Education Committee were ratified by the Governing Body.
- 8.4 Premises Committee - The Terms of Reference for the Premises Committee were ratified by the Governing Body.

## 9 Reports from Committee Chairs

- 9.1 Finance Committee – The membership of the Finance Committee was confirmed as; Jane, Joe, Marie, Nick Tony and Luke.
- 9.1.1 The minutes of the Finance Committee meeting held on 16<sup>th</sup> October 2013 were **agreed**.
- 9.1.2 The Committee Chair outlined the Quarter 2 Budget which currently shows a £41, 000 overspend, the main variances were explained. The Committee is confident that the end of year position will not increase from the current position of a £15,000 overspend.
- 9.1.3 The Headteacher asked for it to be noted that £11,000 of the current overspend relates to premises issues from the Summer term in 2013.
- 9.1.4 The Scheme of Financial Delegation was **agreed**.
- 9.2 Personnel Committee – The membership of the Personnel Committee was confirmed as; Tony, Matt, Rupert, Dan, Keren and Pippa who will act as secretary.
- 9.2.1 The minutes of the Personnel Committee meeting held on 21<sup>st</sup> October 2013 were **agreed**.
- 9.2.2 Discussions have been held regarding the development of a new Performance Related Pay policy. A proposal will be submitted to the Full Governing Body meeting on 29<sup>th</sup> January 2013. **Action: Clerk to add this item to the Part 2 agenda for the meeting on 29 January**
- 9.2.3 The Chair commented that he had received an email from Governors' Support on the procedure for Headteacher's Performance Management. **Action: Chair to forward email**
- 9.3 Education Committee – The membership of the Education Committee was confirmed as Tony, Annie, Keren, Nick, Jill and Pippa.
- 9.3.1 The minutes of the Education Committee meeting held on 24<sup>th</sup> October 2013 were **agreed**.
- 9.3.2 The Committee Chair explained that the Link Governors for Math's and Science were currently vacant. Joe agreed to become Link Governor for Math's and Nick agreed to become Link Governor for Science.
- 9.3.3 Teachers have requested attending Governing Body meetings to provide a 10-15 minute presentation to Governors on key subjects such as literacy and numeracy. Governors agreed this would be useful and agreed that a presentation could be provided to the second meeting of each term at the start of the meeting. **Action: Clerk to add to agenda**
- 9.3.4 Governors were advised that Mr Woodward's School Development Plan will be agreed at the Education Committee meeting on 9<sup>th</sup> January and will be brought to the Full Governing Body meeting on 29<sup>th</sup> January for ratification.
- 9.3.5 Governors asked about the music provision and strategy. **Action: Headteacher to provide an update on the current music provision and future strategy**
- 9.3.6 Governors asked how work was progressing on reviewing school policies. The Headteacher confirmed work is in progress.
- 9.4 Premises Committee – The membership of the Premises Committee was confirmed as; Rupert, Richard, Luke, Nick and Matt.
- 9.4.1 The minutes of the Premises Committee meeting held on 6<sup>th</sup> November were **agreed**.
- 9.4.2 Governors were advised that the Health & Safety tour of the school has been scheduled for 10<sup>th</sup> December 2013.
- 9.4.3 Nick is liaising with Haringey regarding the damaged traffic barrier outside the school.  
**Action: Nick to email details to the Chair**
- 9.4.4 Governors questioned the progress of the works being carried out on 60 Grand Avenue. Richard confirmed he has been in contact with the contractors to discuss the work. A one metre perimeter will be required along the current boundary to allow work. The current proposal is to begin the work over the Christmas period and continue at weekends during the Spring term. Haringey, as the landlord, are negotiating the agreement. Governors expressed their concern as cordoning off a one metre strip of the playground and possible security implications.
- 9.4.5 Governors have a position that opposition should be lodged to any work on the boundary commencing before the Summer holiday.
- 9.4.6 The Chair asked if the boundary line has been confirmed as correct. **Action: Richard to contact Haringey to confirm the current boundary position is correct**

- 9.4.7 The Business Manager informed Governors that Steve Barnes from Haringey had been in contact and she will raise the issue with him.
- 9.4.8 Governors agreed there was a need for a meeting with the Bostocks as owners of 60 Grand Place. **Action: Richard and Nick to meet with the Bostocks and invite a representative from Haringey**
- 9.4.9 The Chair requested an update on this issue at the next Full Governing Body meeting. **Action: Premises Committee**
- 9.4.10 Governors queried the progress of the new Lettings policy. **Action: Premises Committee to develop the Lettings policy and present to Governors for ratification**

## 10 Policy Reviews

- 10.1 The Headteacher informed Governors that he is meeting Paul Smith, who is the Head of Schools HR at Haringey Council. He will discuss the Performance Related Pay policy and report back to Governors. **Action: Headteacher**

## 11 Dates and times for meetings 2013/14

- 11.1 Governors agreed to move the meeting scheduled for 9<sup>th</sup> July 2014. The new date is Thursday 10<sup>th</sup> July 2014 at 6.30pm. **Action: All to note**

## 12 Governors' visits

- 12.1 Governors discussed the schedule of visits to the school. **Action: Headteacher to liaise with Governors who have not yet confirmed the date of their visit.**

## 13 Governors' training

- 13.1 The Chair requested that Committee Chairs produce a training plan for each committee. **Action: Committee Chairs**
- 13.2 In addition, the Chair would like each Governor to attend at least one training session within the year. **Action: All Governors**
- 13.3 The Chair also requested suggestions for a session which will be attended by the Full Governing Body. **Action: All Governors**
- 13.4 Governors discussed the introduction of a Link Governor for Training. Luke Collier accepted this role.

## 14 Any other business

- 14.1 Governors queried the status of the Safety & Safeguarding policy. **Action: Headteacher to report back**
- 14.2 The Business Manager reported that as of 2<sup>nd</sup> December 2013, the school will reach its full admission level. There are currently 6 siblings awaiting places.
- 14.3 The Business Manager reported that providers of extra curricular clubs have been requesting additional lunch time and after school sessions however it is not currently possible to allow further sessions.
- 14.4 Governors discussed the forthcoming expiry of some Parent Governors' terms, with two scheduled to end in February and a further two scheduled to end in May. Governors agreed the need to schedule Parent Governor elections in a timely manner to ensure that people were elected and able to attend the Governing Body meeting schedule for 5<sup>th</sup> March 2014. **Action: Business Manager**

Part 1 of the meeting ended at 9.45pm

Signed.....Date .....

**CLLR JOSEPH EJIOFOR. CHAIR**