

TETHERDOWN PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING
26th September 2013 – 7.30pm at the School

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

Part 1

1. Apologies were received and noted from Matt Robb and Nick Cooke.

Joseph Ejiofor welcomed Tohura Haque, the new Clerk to the governors and introductions were made.

2. Declaration of Interest

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

3. Term of Office for Chair and Vice Chair

It was agreed by the Governors that the term of office for both Chair and Vice Chair would be for the duration of one year.

4. Election of Chair

Joseph Ejiofor was elected unopposed as Chair of the Governing body for the Academic year 2013/14.

5. Election of Vice Chair

Keren Darmon was elected unopposed as Vice Chair of the Governing body for the Academic year 2013/14.

6. Annual Declaration of Interest

Register of Business interest forms were handed to all members of Governing body to complete. These forms were then handed to the clerk to retain in school for record purposes.

Action: Clerk to ensure those governors not present at the meeting complete the forms at the earliest opportunity.

7. Governing Body/Committee Membership

Governors with specific responsibility:

SEN - Jill Boswell

Child Protection and Safeguarding – Daniel Lewis

It was agreed by the Governing Body that the following Governors will Chair the following committees:

Resources/Finance – Jane; Personnel – Keren; Premises – Rupert; Education - Philippa

Agreed Membership of each Committee

Resources/Finance - Jane (Chair), Nick, Joseph, Tony, Luke and Marie (Secretary TBC)
Personnel - Keren (Chair), Dan, Tony, Philippa and to ask Matt if disagrees it will be Rupert (Secretary TBC)
Education - Philippa (Chair), Jill (Secretary), Annie, Keren and Tony
Premises - Rupert (Chair), Matt, Luke, Richard and Nick (Secretary TBC)

(Jane Garrard arrived at 7.55 pm)

It was agreed that there be a review of the Committees to ensure that they met the school's needs. The terms of reference for all committees will be provided by the Head Teacher before the next committee meeting to the committee chairs **(Action HT)**

8. Minutes of the Previous Meeting/Matters Arising - 26 June 2013

The minutes of the meeting held on 26 June 2013 were agreed as an accurate record and duly signed.

Matters Arising

8.1 Haringey School Catering Provision – We need to find a new provider as service is likely to be discontinued and two terms notice is required. Governors agreed , to explore other providers.

Action: Marie/Nick/Jane to look into this and report back in November GB meeting

8.2 Governors terms of office

It was noted that the terms of office of a number of Governors were due to end during the forthcoming academic year;

- Luke Collier and Jane Garrard on 4th February 2014
- Joseph Ejiofor on 31st May 2014
- Mathew Robb and Keren Damon on 15th June 2014

Joseph indicated that he would be seeking a further four year term of office.

Governors suggested that Jane should become a Community governor and it was agreed that this be considered in the first meeting of 2014.

8.3 Summer Fair - PSA Money

Governors queried how the money raised by the PSA at the Summer fair would be spent. It was suggested that further information might be available at the PSA AGM.

(Luke Collier arrived at 8.10 pm)

The Headteacher advised that he would feedback to the Governors at the next meeting. – **(HT Action)**

9. Chair's Items

The Chair apologised for changing GB meeting times from 7.30 to 7 pm without any prior consultation with Governors.

The Chair made Governors aware of 7-10 k debt owed to school for school meals. In response to a query around the school policy for collecting debt it was noted that parents wait for reminder letters before they make payment. Governors noted that the school office was taking longer than usual to bank cheques as they were a bit behind with the workload and will get this done as soon possible. It was noted by the Governors that the School Business Manager (Marie) intends to bring in 'Parent Pay' in January 2014 so parents can pay direct to the school online.

www.10governors.com – The Chair spoke about a new advisory website that Governors can use to get advice on strategic, visionary, DFE or legislative questions that they may have as Governors and also promotes best practice. This is a free website until 20th of October. Joseph asked whether Governors wanted to subscribe after the free trial period.

It was agreed by Governors that they do not wish to subscribe to the website. Any queries will be directed to Haringey's Governors Services.

10. Head Teacher's Report – verbal report

HT took Governors through a brief observational and feedback report of the school. He spoke about the following:

- HT declared the children at the school are a real pleasure and hard working. The staff are also very committed.
- Staff attendance/punctuality was an issue at the school mainly concerning support staff and an attendance management policy is currently being implemented.
- Pupil Absence - HT provided Governors with the revised attendance policy and the explanatory letter that will go out to parents along with the updated request for leave form. The HT is unable to authorise leave unless it falls in the exceptional leave category. All decisions are at the discretion of the HT.
- Governors commented on the possible reasons for unauthorised absence and requested funerals are removed. Also the letter addressed to parents could say more about the fact this is a government lead initiative and not instigated by the school. Governors requested amendments be made for clarity in consultation with Rupert.
- Special Needs and Disability provisions across the school is very much in hand. There were issues raised last term. The provisions, support and interventions have been reviewed and revised to give parents with children with special needs or disability the assurance that their children are getting support and intervention necessary to progress.
- New Maths teaching assistant had been appointed in September 2013 who was working across three designated key areas of Maths. Further interventions are in place to support hand writing and reading.
- Three positions being advertised currently: a Special Needs Assistant (SNA) to support a statemented child in reception and a Special School Meal Supervisory

Assistant (Special SMSA) to support the child in reception plus a Higher Level Teaching Assistant (HLTA) to support the development of sport.

- **Senior Leadership Team Expanded** [from Head, Deputy Head and Assistant Head] to also include Business manager and SENCO..
- **Liz Berry** teacher will be going to maternity leave in November 2013
- **Resignation given by Jean (SMSA)** - Governors noted that Jean had worked at the school for 22 years. It was noted that there would be a special farewell to Jean and it was agreed to arrange a gift for her.
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School Data Analysis

Our children are making good progress from reception to KS2. However, HT informed the meeting that he was looking at Yr 1 Phonics and developing reading as part of the school development plan. There was still a challenge around the higher ability children making good progress. Previous concerns around maths were no longer such a concern as 25% of Year 6 pupils had achieved level 6.

Governors noted the report contains a lot of acronyms and requested the report be de- jargonised and key terms were explained. The HT will decode the next set of data pack. **(Action HT)**

Governors also requested that a concise summary in terms of school targets and raw data will be good. Governors found questions asked by HT in his report to be prescient. **(Action HT)**

HT will provide a better picture after the national results are published hopefully by end of October 2013 and be able to feedback in November GB meeting **(Action HT)**

In response to questions from governors around future targets the HT agreed to report further to the next meeting identifying responses to questions raised in the data report. **(Action HT)**

Governors were reminded of the useful Fisher Family Trust data and theRAISEonline Dashboard

Governors asked how the new HT was settling into his new job? HT confirmed that he was enjoying the experience and that he had received positive messages from parents.

11. Attendance Targets

Governors noted that attendance currently stood at 95.3% which was a slight drop and puts the school into the LA category "A". The HT felt that the way forward to improve attendance is the new attendance management policy and also joint working with the Education Welfare Officer and school Business manager to implement the policy and ensure that systems are in place and

roles and responsibilities are defined. Those families with below 85% attendance would be closely monitored.

HT explained that regular absence would be of concern to Ofsted. Governors agreed that there needs to be a cultural change and parents need to be educated about what can be considered as authorised absence and what is not. The amended letter previously presented by HT will go to parents with the school's revised attendance policy.

12. Review of Statutory Policy and Yearly Planner

Many of the school policies need to be reviewed and updated and the HT will work with the Senior Leadership Team (SLT) and Learning & Achievement Group (Middle Leaders) to review these.

Using the yearly plan as a guide the HT will produce a working plan for committees with time frames for approval of policies. The Chair requested that the policies be divided by HT and then allocated to Chairs of individual committees to be worked on (**Action HT**). The clerk was asked to forward a work schedule for the year so that committees could identify specific tasks for each committee during the course of the year.

13. Pay Policy

Governors discussed at some length whether to adopt the LA model policy. It was noted that Haringey's pay policy had been widely consulted with external bodies and professional associations.

The model Pay Policy provides schools with a fair and transparent policy for approving pay in relation to teachers' performance. In the final draft there is more weight given to HT's professional dialogue in determining outcomes when appraising staff performance and supports schools in tackling underperformance appropriately. The HT outlined to governors the key changes from previous policies.

Governors noted Matt's request to defer implementing the policy but decided to implement as performance objectives needed to be set.

It was agreed by Governors to adopt Haringey's pay policy and review if necessary. HT to send the final policy to all Governors (HT Action)

Attendance Management Policy

It was agreed to adopt the Attendance Management Policy.

Governors Visit to School Policy

HT explained how Governors can contribute to the development of the school by playing a part and visiting to see firsthand the work of the school and experience what it is like to be a child at the school. It was recommended by the HT that Governors do at least one visit each per year and that Governors

should be attached to a year group, thereby following children as they go through the school.

Governors adopted the Governors visit to school policy

14. Reports from Committees

The Minutes of Committees had been circulated and there were no questions to the Committee chairs asked

Sports Premium - Governors requested the details of the expenditure be published on the school website. **(Action HT)**

15. Date and Time of GB Meetings for 2013/14

The Chair suggested that that Committee meetings be held at least three weeks before GB meeting to allow time to circulate the minutes.

Governors agreed to all proposed GB dates with the exception of 25 June 2014 changed to 9 July 2014 at 6.30pm on the school terrace.

Clerk to circulate dates with minutes of this meeting (Action Tohura)

16. Governors Training

The Annual Governors Training schedule was circulated. Governors agreed that they would attend at least one training session during the academic year, and that there would be one training session per committee. **(Action all Governors)**

17. AOB

It was reported to Governors that:

- Breakfast Club membership was rising (20 Children)
- After school club membership had dropped
- A few siblings await places on the school waiting list

Governors suggested that any documents attached to agenda be numbered to cross reference with agenda numbering for ease of reference **(Action Tohura)**

Part 1 ended at 9.40 pm