

TETHERDOWN PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY MEETING
Held at 7.30pm on 29th January 2014 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	Martina Coen (Clerk)	Associate Member
Vacant		*Annie Ashraf 23.11.15
*denotes governor present +denotes apologies accepted		

PART 1

1 Welcome and Apologies for Absence.

- 1.1 The Vice Chair welcomed everyone to the meeting. The Chair had advised that he will be late joining the meeting.
- 1.2 Apologies were received and accepted from Rupert Lancaster.

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 Annual Declarations of Interest

- 3.1 Governors completed Declarations of Interest forms. The forms will be retained by the school. Absent Governors will be asked to complete a form. **Action: Clerk**

4 Membership of the Governing Body

- 4.1 Governors were advised that Jane Garrard's term as Parent Governor expires on 4 February 2014. Governors voted unanimously to appoint Jane Garrard to the vacant post of Community Governor.
- 4.2 Governors noted that Luke Collier's term as Parent Governor ends on 4th February 2014. The School Business Manager provided feedback on the current process to elect two Parent Governors. Six expressions of interest and four supporting statements have been received so far. Governors asked the closing date for submitting the statements; Marie advised that midnight that day was the closing date for supporting statements. Governors discussed the next steps of the election process.

5 Minutes of Previous meeting held on 20th November 2013

- 5.1 The minutes were reviewed and Governors requested the amendment of three items. The minutes of the meeting were agreed as correct, subject to the amendments being made.
- 5.2 The amended version will be presented at the next Governing Body meeting for signing.

6 Matters Arising

- 6.1 Item 7.4: Annie informed Governors that she has delegated the action to Andrew Paterson. Andrew will attend the meeting in March to provide an update. **Action Andrew Paterson**

6.2 Item 6.1.7 Action: Safeguarding Link Governor to liaise with Headteacher to arrange visit to the school.

7 Performance Related Pay

- 7.1 The Vice Chair reported that the Personnel Committee has discussed the matter at their recent meeting and confirmed the policy needs to be in place from September 2014.
- 7.2 The Headteacher reported that he had attended a meeting at the local authority on 24th January and was advised that the Haringey versions of the policy and appraisal documents are still being drafted by the HR department.
- 7.3 The Headteacher met with Matt to discuss the anonymous data that may be used to assess pupil progress and teacher performance.
- 7.4 Governors agreed to compare the policy drafted by Matt and the policy drafted by the local authority to consider which policy was most appropriate for use in Tetherdown. It was noted that the school must meet its obligations and ensure teachers are treated fairly.
- 7.5 A Governor reported that she has a copy of a DfE document relating to Performance Related Pay and will circulate to Governors. **Action: Jill to circulate document**
- 7.6 A Governor asked if Staff will have the opportunity to comment on the policy. The Headteacher confirmed they will.

(Joseph Ejiofor arrived at 8pm and took over as Chair of the meeting)

8 Headteacher's report

- 8.1 The Headteacher introduced his report and explained that it reflects the work of the school in relation to the Ofsted framework. The targets for end of Key Stage 2 2014 have been included.
- 8.2 Quality of Teaching - The Headteacher has graded the Quality of Teaching as "Outstanding". This is based on the observations he has carried out since September, the sample of teaching was across 14 teachers. The Headteacher explained that a peer coaching system for teachers has been introduced; teachers are paired and observe each other's teaching providing feedback facilitated by the Headteacher to identify strengths and areas for improvement. There has been positive feedback from staff on this new system.
- 8.3 Governors asked about the process of observations. The Headteacher explained that he has carried out a complete round of observations to help develop his understanding of the quality of teaching. The next round of observations will be carried out by the Senior Leadership Team (SLT).
- 8.4 Behaviour and Safety – Attendance is currently just under 96%. Governors asked about the reference to 'security embedding in'. The Headteacher explained that there had been some hardware issues with the new security system but these have all been resolved. Visitors to the school will be issued with a numbered security pass. A red lanyard is issued to visitors who must be escorted at all times, a blue lanyard is issued to visitors who have DBS clearance and a purple lanyard is issued to parents.
- 8.5 Leadership & Management – Governors asked for a further explanation of some of the points and to include examples of actions taken. **Action: Headteacher to include actions**
- 8.6 Governors thanked the Headteacher for the report and noted the helpful layout of the information.

9 Reports from Committee Chairs

- 9.1 Education Committee – The Committee Chair reported that the School Development Plan (SDP) had been presented at the recent committee meeting. Areas for action include the Phonics assessment, improvement in writing and the Reception Baseline Assessment. The SLT and Middle Management are more structured and have provided feedback on the SDP. The SEN section is not yet complete.
- 9.1.1 Middle Management have been asked to liaise with the Link Governors and provide some background information and data. **Action: Headteacher to arrange initial meetings for Link Governors and their school counterpart**

- 9.1.2 The Headteacher explained that the SDP has been developed by the SLT and includes data gathered since September 2013. The SDP will be regularly reviewed and updated with actions developed. The Vision statement and Aims of the School have been revised with input from the SLT.
- 9.1.3 The Education Committee has agreed the SDP. **Action: Governors to note**
- 9.1.4 Governors asked that the SDP is presented directly to the Governing Board, rather than the Education Committee, in future. The Headteacher agreed to present the new SDP to the September Governing Body meeting. **Action: Headteacher**
- 9.1.5 A Governor asked about the term 'learning focused dialogue'. The Headteacher explained that the dialogue is a balance of verbal/written comments from teacher to pupil regarding the outcome(s) of a piece of work and the verbal/written response from pupil to teacher.
- 9.1.6 A Governor asked about the Phonics Assessment in Reception and the Headteacher explained the process.
- 9.1.7 Governors asked how often the SLT meet. The Headteacher confirmed that he meets with the SLT weekly.
- 9.1.8 The Headteacher reported that policy relating to children's medical needs should be updated. **Action: Headteacher**
- 9.1.9 The Headteacher reported that there are changes to the SEN process as of September 2014. Preparation work is underway and a new SEN Policy will be in place for September.
- 9.1.10 Governors noted the minutes of the Education Committee meeting held on 9 January 2014.
- 9.2 Personnel Committee – Governors noted the minutes of the Personnel Committee meeting held on 10 January 2014.
- 9.2.1 The date of the next Personnel Committee meeting was confirmed as 25 April 2014.
- 9.3 Finance Committee – The Chair of the committee distributed the Quarter 3 Budget update. The committee is confident that the current Quarter 3 position should not change significantly by year end. Governors reviewed the variances listed and were advised that the black items have been reported to previous Governing Body meetings, the red items are new and include a £16k payroll adjustment and £5k fee for swimming which should have been invoiced last year.
- 9.3.1 Governors noted the carry over figure has continually decreased over the past three years.
- 9.3.2 Governors discussed the costs for the Year 5 swimming classes. The committee has discussed the matter and proposed amending the provision for each Year 5 class from three terms to one and a half terms. Governors discussed the option and noted the school's obligation to provide children with the opportunity to ably swim 25 metres by the time they leave the school. Governors agreed that the exercise is beneficial to pupils but questioned the logistics of travelling to the off site swimming pool. Governors voted unanimously to amend the swimming programme to one and a half term per Year 5 class.
- 9.3.3 The Headteacher reported that the swimming pool will be closed for the Summer term for refurbishment works. Due to the absence of another suitable pool in the local area, there will be no Year 5 swimming classes in the Summer term. Governors agreed the need to ensure parents are informed. Alternative sports will be offered; options such as ice skating and archery are being investigated.
- 9.3.4 Governors noted the minutes of the Finance Committee meeting held on 17 January 2014.
- 9.4 Premises Committee – Governors noted the minutes of the Premises Committee meeting held on 21 January 2014.
- 9.4.1 All staff have been reminded of the importance of challenging visitors that are not wearing their security pass. The boundary at Woodside has been identified as vulnerable and action is being taken to ensure the exit doors close automatically after people have exited.
- 9.4.2 Work on the boundary with 60 Grand Avenue is scheduled to begin in the February half term break, although there has been no contact since before Christmas. The local authority has advised that the school cannot stop or hinder the work being done. The temporary fencing that will be erected will be opaque. The owners of 60 Grand Avenue will incur the costs of staff attending out of hours to allow the building work to continue.

Governors discussed the security of the temporary fence. A Governor asked if the builders should be DBS checked, The Headteacher replied that this was not needed as builders will not be on school premises. The estimated schedule of works is seven weeks and the new boundary fence will be complete before the temporary fence is removed. Governors reviewed the proposed designs for the new fence and surrounding areas.

- 9.4.3 The traffic barrier at the school gates has not been repaired yet. **Action: Chair to contact the local authority**

10 School Business Manager's Report

10.1 School Meals – The Personnel Committee has decided the school will continue to use Haringey Schools Catering.

10.1.1 Governors have attended lunchtime sessions and there has been positive feedback from Governors, staff and pupils.

10.1.2 Special events such as “Meat Free Mondays” are being considered.

10.1.3 A new seating system is being considered as well as staggering lunchtime sessions.

10.1.4 The lunch time team is almost fully staffed.

10.1.5 Haringey has approached Tetherdown to consider if they can assist St James School to provide 120 school meals from September while their kitchen is developed. Governors discussed if this will impact on Tetherdown staff and pupils and if compensation is being offered.

Action: School Business Manager

10.2 Extended Services – The Breakfast and After School clubs are very popular and are doing well.

10.2.1 There have been enquiries from external people about hiring the hall but they have been politely refused.

10.2.2 There are gymnastics and dance classes held on Saturdays. There are currently lengthy waiting lists for music classes as classes can only be held during the day. Governors discussed if an after school class could be arranged by the school, in addition to the classes currently offered by Haringey. **Action: Marie to enquire about an after-school music class and pre-school morning sessions**

10.2.3 Admissions – The school remains at full capacity.

11 Policy Reviews

11.1 The Headteacher informed Governors that the new SEN policy is being developed.

11.2 Governors were advised that the Maths and Science policies will be reviewed at the next meeting of the Education Committee.

12 Chair's Items

12.1 The Chair asked all Governors to attend a lunchtime session before the next Governing Body meeting to sample a school meal. **Action: All to note**

12.2 The Chair and Headteacher met to discuss the option of delegating powers to dismiss from Governors to the Headteacher. This option would be used in cases with capability issues for both teaching and support staff. Governors discussed the matter and voted unanimously to agree to delegate powers to dismiss to the Headteacher.

12.3 The Chair suggested that future Governing Body meetings could be held in a classroom with meeting papers displayed on a white screen; hard copies of meeting papers would no longer be provided. Governors discussed the matter and decided it was preferable to continue with meetings in the staff room and to inform the School Business Manager if they require hard copy of papers. **Action: All to note**

12.4 The Chair requested that Governors restrict sending emails to only those people who are involved in the matter, rather than sending the message to all Governors. **Action: All to note**

13 Governors' visits

13.1 The Chair reported that he had visited the school and ate lunch with the pupils. A report had been submitted reflecting a positive and enjoyable experience. The Chair asked all

Governors to ensure they visit the school at least once before the end of the school year.

Action: All

14 Link Governor's Feedback

- 14.1 Jane Garrard to be added to the list of Link Governors as Link Governor for Sport.
- 14.2 Governors agreed to ask Andrew Paterson to attend the March meeting for a 10 minute presentation on the Phonics Assessment results. **Action: Head Teacher**
- 14.3 Governors agreed to ask Teresa to attend the May meeting for a 10 minutes presentation on the changes being made to the SEN provision. **Action: Head Teacher**
- 14.4 The Clerk informed Governors that she had received a presentation from the local authority's Inclusion team. **Action: Clerk to circulate presentation to Governors**

15 Dates of next meetings

- 15.1 Governors noted the change of the July meeting to 10th July 2014. Governors agreed that the meeting would be held from 6.30pm until 7.30pm. The Chair will organise a training session to follow the meeting. **Action: Chair to confirm training session for 10th July 2014**
- 15.2 Governors agreed to set meeting dates for 2014/15 at the meeting on 10th July 2014.

16 Any other business

- 16.1 The School Business Manager reported that three lunchtime staff have left, new staff have been appointed and join the school shortly.

Parts 1 and 2 of the meeting ended at 9.50pm

Signed.....Date

CLLR JOSEPH EJIOFOR. CHAIR