



HANOVER PRIMARY SCHOOL

Minutes of the meeting held in the school, Noel Road, Islington, London N1 8BD on Wednesday 16 March 2016 at 6.30pm.

Present:

Markus Grindel-Parente **Chair of Meeting**
 Amanda Reese **Headteacher**
 Sophie Bessemer
 Linh Gregory
 Holly Hill

Mirjam James
 Ross Neilson
 Luciana O’Flaherty
 Graham Pinnock
 Eleanor Riley

Also present:

Graham Burns **Associate Member**
 Jack Sloan **Deputy Headteacher, Observer**
 Nicky Tricks **Associate Member**
 Matt Lake **Clerk to the Governing Body**

		<u>ACTION</u>
1.	<p><u>APOLOGIES/CONSENT FOR ABSENCE</u></p> <p>a) <u>Apologies Received</u> Apologies were received from Linh Gregory, Howard Revill and Rachel Thomas.</p> <p>b) <u>Consent to Absence</u> RESOLVED: to consent to the absence of all governors that were not present. .</p>	
2.	<p><u>COMPOSITION OF THE GOVERNING BODY, COMMITTEES AND LINK/LEAD GOVERNORS</u></p> <p>A list of the membership of the governing body accompanied by detail of committee membership and link governor responsibilities had been circulated to governors prior to the meeting.</p> <p>a) <u>Composition</u> There were no changes in the composition of the governing body to report since the last full governing body meeting.</p> <p>b) <u>Committees / Link Governors</u> There were no changes made in the membership of committees or in link governor responsibilities. Governors noted that a number of entries related to membership of committees and link governor responsibilities remained in need of updating in the membership records of the governing body.</p> <p>c) <u>Conflicts of Interest</u> Governors were reminded of the need to declare any change to their</p>	Clerk

		<u>ACTION</u>
	<p>interests since the last time that they completed an annual Register of Interests Form. Governors were also reminded of their obligation to declare conflicts of interest for any agenda items and to leave the meeting for the item.</p>	
<p>3.</p>	<p><u>MINUTES AND MATTERS ARISING FROM THE MINUTES</u></p> <p>Minutes of the meeting held on 25 November 2015 had been circulated to governors prior to the meeting.</p> <p>a) <u>Accuracy</u></p> <p>There were no amendments.</p> <p>RESOLVED: that the minutes be signed as an accurate record of the meeting.</p> <p>b) <u>Matters Arising</u></p> <p>The following items were raised:</p> <p>i) <u>Page 879, Item 4c – School Community Committee</u></p> <p>Governors were informed that a reminder of the opportunity to attend future meetings of the committee be issued to parents of children in the Foundation Stage.</p> <p>ii) <u>Page 881, Item 6b – School Improvement Plans</u></p> <p>c) <u>Action Points</u></p> <p>Governors noted the action point list circulated prior to the meeting arising from the last full governing body meeting and that the majority of these had been completed or were in the process of being addressed. Governors noted the following in respect of the relevant action points.</p> <p>6: Strategic Direction (School Website) – A date for the school website working group would be set following the meeting with parents to have involvement in shaping decisions on design changes;</p> <p>7: Policy Review (Exclusion & Behaviour Policies) – that the Exclusion Policy be removed from the policy tracker with the Behaviour Policy to be revised to include reference to adhering to statutory guidance in relation to decisions to exclude children from the school.</p> <p>10: Governor Training (FutureZone) – an initial discussion had taken place between schools in the FutureZone network over the possibility of developing provision for governor training across the network but that no proposals for moving this forward had yet been discussed.</p> <p>RECEIVED</p>	<p>Markus Grindel-Parente</p> <p>Vice Chair Headteacher</p>
<p>4.</p>	<p><u>SENIOR LEADERSHIP TEAM UPDATE</u></p> <p>The minutes of the full governing body meeting held on 8 February 2016 to consider the recommendation of the Headteacher Recruitment Panel had been circulated prior to the meeting.</p> <p>Governors noted that following the appointment decision ratified at that meeting the process for the recruitment of a new substantive Deputy Headteacher had commenced with the intention of making an appointment for the start of the 2016/17 academic year. Governors were informed that Islington Schools HR had provided a quote for supporting the Deputy Headteacher recruitment process of £1950 which the Headteacher Recruitment Panel recommended be</p>	

		<u>ACTION</u>
	<p>approved by the full governing body.</p> <p>RESOLVED: that the minutes of the meeting be signed as an accurate record of the meeting.</p> <p>RESOLVED: to approve the recommendation of the Headteacher Recruitment Panel to engage Islington Schools HR in support of the Deputy Headteacher recruitment process at a cost of £1950.</p>	
5.	<p><u>ONE YEAR REVIEW OF RECONSTITUTION OF GOVERNING BODY</u></p> <p>Governors noted that the governing body had formally reconstituted its composition and revised its committee structures in March 2015.</p> <p>A copy of the post-reconstitution committee structure had been circulated prior to the meeting along with links to papers held on GovernorHub detailing the terms of reference of each committee, link governor responsibilities and committee action plans.</p> <p>Governors commented that they remained content with the current structure which they felt was working well and provided for effective and appropriate sharing of information across the governing body.</p> <p>RECEIVED</p>	
6.	<p><u>REPORT BACK FROM COMMITTEES</u></p> <p>Governors were reminded that each committee is required to produce formal minutes for approval by the governing body.</p> <p>a) <u>Finance & Personnel Committee – 30 November 2015</u></p> <p>Minutes of the meeting of the committee held on 30 November 2015 had been circulated prior to the meeting and governors noted that the next meeting of the committee is scheduled for 23 March 2016.</p> <p>A governor asked whether in the light of the increased pressure on the school budget in the immediate years ahead whether plans were in place to identify additional income streams and to further reduce costs. In reply, the Headteacher commented that income generation had proved very challenging in recent years and that the associated additional administrative work involved often meant that it had not been a very cost effective activity.</p> <p>Another governor asked whether there were other schools with successful income generation programmes whose experience could benefit the school. The Headteacher commented that all such income generation strategies are heavily reliant on local circumstances and informed governors that the Business Manager had done lots of work on the possibilities including evaluating additional Business Manager and premises costs that would be incurred by undertaking such work. In addition, the Headteacher reminded governors that the Business Manager would shortly be finalising the process of drafting a revised Lettings Policy.</p> <p>Governors noted that the financial pressures on the school will increase in the years ahead with the proposed introduction of a National Funding Formula for schools coupled with increasing pressure on the local authority's budget and its ability to support local schools as well as a reduction in the amount of Pupil Premium funding to be received.</p>	

		<u>ACTION</u>
	<p>Governors expressed concern over the potential impact of these pressures on the school budget and the proposal announced in the Budget by the Chancellor of the Exchequer that all maintained schools will be required to convert to academy status by 2022. Governors agreed to discuss potential conversion to academy status and the possibility of joining or forming a Multi Academy Trust at the full governing body meetings in May and July and requested a presentation on academy school structures from Graham Burns at the next full governing body meeting.</p> <p>RECEIVED</p> <p>b) <u>School Community Committee – 28 January 2016</u></p> <p>The minutes of the meeting of the committee held on 28 January 2016 had been circulated prior to the meeting. The committee chair highlighted that the committee had reviewed in detail the revised draft Behaviour Policy.</p> <p>RECEIVED</p> <p>c) <u>Curriculum Committee – 8 December 2015 & 1 March 2016</u></p> <p>Minutes of the meetings of the committee held in December 2015 and March 2016 had been circulated prior to the meeting. Mirjam James informed governors that subsequent to the last meeting of the committee in her capacity as link governor for Early Years she had met with the Early Years lead staff member.</p> <p>RECEIVED</p>	<p>Graham Burns</p>
7.	<p><u>MID YEAR REVIEW OF OF PUPIL DATA</u></p> <p>The Deputy Headteacher (DH) presented an update pupil progress data report based on information drawn from Target Tracker and including comparative data between children for whom the school receives additional funding through the Pupil Premium and others.</p> <p>The DH informed governors that pupil progress meetings for the spring term 2016 had been completed with all teachers and reminded governors that the new assessment systems following the removal of National Curriculum Levels for all year groups. Governors were informed that pupil progress was good although attainment rates were not as good as had been hoped but that no national or local comparative data is yet available following the changes in the national assessment systems.</p> <p>The Headteacher informed governors that information on attainment measures and expected levels that pupils should reach published by the DfE have been constantly changing with a lack of clarity on what elements of the curriculum will be included in the final assessment tests. The Headteacher commented that test scores this year are likely to effectively be treated as an interim year and noted that there will be no RaiseOnline data analysis reports produced for schools in 2016.</p> <p>The Chair of the Curriculum Committee noted that in every year group save for Year 6 children eligible for Pupil Premium funding support were making as good progress as other children.</p> <p>A governor asked whether the proportion of children eligible for additional funding through the Pupil Premium is falling in younger age year groups. The Headteacher noted that this is the case and is partially resulting from changes that have narrowed the definition of Pupil Premium eligibility.</p>	

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8.	<p><u>GOVERNORS' VISITS</u></p> <p>Governors were provided with the opportunity to report on any visits made to the school.</p> <p>Sophie Bessemer reported visiting the school on 14 March 2016 to review pupil attendance levels and the ongoing action across the school to ensure that this is at the highest possible level.</p> <p>Governors were reminded of the need to collate information on all training and development activity undertaken in support of their role as a governor as well of all formal visits made to the school in link governor capacities.</p> <p>RECEIVED</p>	
9.	<p><u>HEADTEACHER'S REPORT</u></p> <p>The latest report by the Headteacher to the governing body had been circulated to all governors prior to the meeting with questions raised by governors on the following areas.</p> <p>a) <u>Vacant Places</u></p> <p>A governor asked whether the vacant places detailed in the report also represent additional pressure on the school budget. The Headteacher confirmed that this is the case as the school receives core funding on a per capita basis for those on roll but noted that vacant places in the older year groups as is presently the case are often more difficult to fill.</p> <p>b) <u>Music Teacher Position</u></p> <p>A governor asked whether the music teacher appointment mentioned in the report was a permanent appointment. The Headteacher informed governors that the current appointment had been made through a supply agency until the end of the current school year after no applications had been received to the latest advertisement placed in the Times Educational Supplement and that it is intended that the post be advertised again in September 2016.</p> <p>c) <u>External Adviser</u></p> <p>The Headteacher informed governors that the first formal meeting with the school's new External Adviser had taken place in the week commencing 7 March 2016. The Headteacher reported that the formal report from this meeting will be uploaded to GovernorHub for reference of governors.</p> <p>d) <u>Quality of Teaching</u></p> <p>In response to a question from a governor the Headteacher confirmed that the quality of teaching across the school as assessed through lesson observations and reviews of pupils' work remains good by all teachers.</p> <p>e) <u>Curriculum Information</u></p> <p>Governors requested that the information on individual curriculum and subject areas be presented at future meetings of the Curriculum Committee.</p> <p>f) <u>Attendance</u></p> <p>Governors were informed that a report on the meeting at the school reviewing pupil attendance levels and action taken to address areas of</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Sophie</p>

	<p>concern will be circulated following the meeting. The Headteacher commented that the school's main attendance concerns were focused on a small number of persistent absentees rather than punctuality.</p> <p>A governor asked what sanctions are available to the school in relation to persistent absences. The Headteacher reminded governors that the school can issue financial penalty notices to parents through the local authority although the differential impact of these on families with differing income levels should be noted.</p> <p>The Headteacher informed governors that guidance on attendance and the positive impact on pupil progress and attainment of high levels of attendance would be re-issued to parents.</p> <p>g) <u>Fire Drill</u></p> <p>The Headteacher reported that a fire drill had been completed on 14 March 2016 with the whole school successfully evacuated in less than two minutes.</p> <p>RECEIVED</p>	<p>ACTION Bessemer</p> <p>Headteacher</p>
10.	<p><u>MID YEAR REVIEW OF STRATEGIC PRIORITIES</u></p> <p>A copy of the agreed Strategic Priorities for 2015/16 had been circulated prior to the meeting. Governors noted the progress that has been made in respect of these during the academic year and were content that these were not in need of revision.</p> <p>Governors noted that behaviour and attendance would be discussed at the next meeting of the School Community Committee.</p> <p>RECEIVED</p>	<p>School Community Ctte</p>
11.	<p><u>SCHOOL BUDGET 2016/17</u></p> <p>Governors considered the delegation of consideration of the school budget for the 2016/17 financial year to the Finance & Personnel Committee with final proposals to be reported to the full governing body at its next meeting.</p> <p>RESOLVED: to delegate consideration of the 2016/17 school budget to the Finance & Personnel Committee.</p>	
12.	<p><u>SAFEGUARDING</u></p> <p>The termly safer recruitment report from the Headteacher reporting on the autumn term 2015 had been circulated prior to the meeting.</p> <p>RECEIVED</p>	
13.	<p><u>POLICY REVIEW</u></p> <p>A number of policies were presented for consideration and approval by governors.</p> <p>a) <u>Behaviour Policy</u></p> <p>Governors noted that the policy as presented needed to be amended to include additional information on the processes in operation for the exclusion of children from the school and that a revised copy be circulated to governors following the meeting.</p>	<p>Headteacher</p>

		<u>ACTION</u>
	<p>RESOLVED: to approve the Behaviour Policy as presented at the meeting subject to the inclusion of additional information on the exclusion procedures.</p> <p>b) <u>Physical Intervention Policy</u> Governors noted that this policy had been reviewed by the facilitator of the recently held physical intervention training day.</p> <p>RESOLVED: to approve the Physical Intervention Policy as presented at the meeting.</p> <p>c) <u>Safer Recruitment Policy & Procedures</u> Governors noted the recently published change in Regulations requiring all governors of maintained schools to complete criminal records checks.</p> <p>RESOLVED: to approve the Safer Recruitment Policy & Procedures as presented at the meeting.</p> <p>d) <u>Safeguarding & Child Protection Policy</u> Governors noted that this policy had been revised to reflect updates in the Statutory Guidance, Keeping Children Safe in Education.</p> <p>RESOLVED: to approve the Safeguarding & Child Protection Policy as presented at the meeting.</p> <p>e) <u>Religious Education Policy</u> RESOLVED: to approve the Religious Education Policy as presented at the meeting.</p> <p>f) <u>Policy & Guidance Trackers</u> Governors agreed the following revisions to the policy and guidance tracker spreadsheet:</p> <ul style="list-style-type: none"> • Removal of Exclusion Policy; • Removal of Extended Schools Policy; • School Travel Policy to be subsumed within Sustainability Policy; • Inclusion of Humanities Guidance. <p>Governors also noted the need to separate statutory policies from others within the policy tracker for ease of reference.</p> <p>RECEIVED</p>	<p>Vice Chair</p> <p>Vice Chair</p>
14.	<p><u>CHAIR'S REPORT</u></p> <p>The Chair provided a written report to the governing body in which she reported that she had approved an honorarium payment to a member of staff and noted the need for the publication of an Equality Statement on the school website.</p> <p>RECEIVED</p>	<p>Sonia Ferguson/ Howard Revill</p>
15.	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p>Governors were informed that the following governors had attended the local authority's termly Governor Briefing held in January 2016:</p> <p>Linh Gregory; Markus Grindel-Parente; Mirjam James; Luciana O'Flaherty; Howard Revill; and Rachel Thomas.</p>	

		<u>ACTION</u>
	Governors were reminded that the next Governors' Briefing would take place on Wednesday 27 th April 2016 at 7pm. RECEIVED	
16.	<u>FUTURE MEETING DATES</u> The following schedule of meetings for the remainder of the 2015/16 academic year had been previously agreed. <ul style="list-style-type: none">• Wednesday 4 May 2016 at 6.30pm;• Wednesday 6 July 2016 at 6.30pm.	
17.	<u>OTHER BUSINESS, IF ANY, SINCE THE PREPARATION OF THE AGENDA AND AGENDA ITEMS FOR THE NEXT MEETING</u> a) <u>Other Business</u> There was no other business to discuss. b) <u>Agenda Items for Future Meetings</u> There were no agenda items suggested for future meetings.	
18.	<u>CONFIDENTIAL ITEMS</u> Minutes of confidential items are set out on page 896 and are available to governors only.	

There being no further business, the Chair closed the meeting at 8.40pm.

CHAIR: _____

Matt Lake
Clerk to the Governors
Islington Governor Services

DATE: _____

