



HANOVER PRIMARY SCHOOL

Minutes of the meeting held in the school, Noel Road, N1 8BD on Wednesday 4 May 2016 at 6.30pm.

Present:

Rachel Thomas	Chair	Holly Hill
Amanda Reese	Headteacher	Mirjam James
Sophie Bessemer		Luciana O'Flaherty
Sonia Ferguson		Graham Pinnock
Tobias Govert		Howard Revill
Linh Gregory		Eleanor Riley
Markus Grindle-Parente		

Also present:

Jack Sloan	Deputy Headteacher, Observer
Matt Lake	Clerk to the Governors

		<u>ACTION</u>
1.	<p><u>BRIEFING BY WILL KNOCK FROM DIVERSITY ROLE MODELS</u></p> <p>Governors received a presentation from Will Knock, Diversity Role Models on homophobic, biphobic and transphobic bullying and the Governing Body's role in tackling these issues.</p> <p>RECEIVED</p>	
2.	<p><u>APOLOGIES/CONSENT FOR ABSENCE</u></p> <p>a) <u>Apologies Received</u></p> <p>Apologies were received from Ross Neilson in his capacity as a governor and from Nicky Tricks and Graham Burns as associate members of the governing body.</p> <p>b) <u>Consent to Absence</u></p> <p>RESOLVED: to consent to the absence of all governors that had sent apologies</p>	
3.	<p><u>COMPOSITION OF THE GOVERNING BODY, COMMITTEES AND LINK/LEAD GOVERNORS</u></p> <p>A list of governors' names and addresses had been circulated to governors prior to the meeting.</p> <p>Governors were noted the requirement for the school to enter all Governor details on Edubase from September 2016 to create the new national database of governors.</p> <p>a) <u>Composition</u></p> <p>i) <u>Composition Changes</u></p> <p>The resignation of Holly Hill as a co-opted staff governor with effect</p>	

		<u>ACTION</u>
	<p>from 27 May 2016 was formally reported.</p> <p>ii) <u>Appointment of Co-opted Governor</u></p> <p>Governors considered the appointment of Nicky Tricks as a co-opted governor for a four-year period ending 27 May 2020. After discussion, governors were of the opinion that Nicky possessed the skills required to contribute to the effective governance and success of the school.</p> <p>RESOLVED: to appoint Nicky Tricks as a co-opted governor for a four-year period ending 27 May 2020.</p> <p>Nicky Tricks would hold the same committee memberships and link governor positions as previously held as an associate member.</p> <p>b) <u>Committees</u></p> <p>The following changes were made:</p> <ul style="list-style-type: none"> • Rachel Thomas should be added to the recorded membership of the Headteacher Performance Management Panel. <p>c) <u>Link/Lead governors</u></p> <p>There were no changes made at the meeting to link governor responsibilities. The Chair reminded governors to inform Sophie Bessemer of activities undertaken in their capacity as a governor including training attended, link governor visits completed or attendance at particular meetings.</p>	Clerk
4.	<p><u>REGISTER OF BUSINESS INTERESTS FORM (ANNUAL UPDATE)</u></p> <p>Declarations of interest forms were circulated to governors prior to the meeting with governors asked to complete these and return to the clerk to allow for the annual update of the Register of Business Interests.</p> <p>Governors were reminded that they have a continuing duty to declare any changes to their interests in the period between the annual updates.</p> <p>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>	
5.	<p><u>MINUTES AND MATTERS ARISING FROM THE MINUTES</u></p> <p>Minutes of the meeting held on 16 March 2016 had been circulated to governors prior to the meeting.</p> <p>a) <u>Accuracy</u></p> <p>The following amendments were agreed:</p> <p>i) <u>Page 888, Attendance</u> – To add apologies from Sonia Ferguson and Tobias Goevert and to record that Linh Gregory was absent from the meeting.</p> <p>RESOLVED: that the minutes, as amended, be signed as an accurate record of the meeting.</p> <p>b) <u>Matters Arising</u></p> <p>The following matters arising items were raised:</p> <p>i) <u>Page 889, Item 3, Minutes of 25 November 2015</u> – The Behaviour and</p>	Clerk

		ACTION
	<p>Exclusion policies had been updated and uploaded to Governorhub and the school website.</p> <p>ii) <u>Page 891, Item 6, Report back from Committees</u> – Graham Burns would give a presentation on academy school structures at the next full Governing Body meeting.</p> <p>iii) <u>Page 892, Item 9b, Music Teacher Position</u> – the vacant Music teacher position had been advertised and progress with this would be reviewed at the next meeting of the Finance & Personnel Committee.</p> <p>iv) <u>Page 892, Item 9c, Headteacher’s Report</u> – the March 2016 report from the external adviser was now available to view on GovernorHub.</p> <p>v) <u>Page 893, Item 10, Mid Year Review of Strategic Priorities</u> – the Chair informed governors that an update on progress on agreed strategic priorities would take place at the next full governing body meeting.</p> <p>vi) <u>Page 894, Item 13f, Policy & Guidance Trackers</u> – the Vice Chair queried whether the Extended Schools Policy should be removed from the policy tracker in the light of additional responsibilities related to responding to the newly introduced parental right to request consideration of extended schools provision. Governors agreed to retain the Extended Schools Policy and review its content prior to the next full governing body meeting.</p> <p>c) <u>Action Points from Last Meeting</u></p> <p>The actions from the previous meeting were circulated to governors prior to the meeting.</p> <p>i) <u>School Community Committee</u> – the membership of the committee including parental observers would be reviewed in September 2016 with a view to ensuring the widest possible parental representation.</p> <p>ii) <u>Website Working Group</u></p> <p>A summary report on progress made on updating the school website would be presented at the next full governing body meeting. In addition the School Community and Finance & Personnel committees would review proposals for the updating of the website in respect of both content and cost.</p> <p>iii) <u>Guidance Tracker</u></p> <p>Governors noted that the tracker needed to also include Humanities Guidance and dates for reviews of guidance for all subject areas. Governors agreed to review subject guidance every two years in line with the school’s two-year curriculum cycle.</p> <p>A copy of the current Humanities Guidance would also be uploaded to GovernorHub following the meeting.</p> <p>iv) <u>Equalities Statement</u></p> <p>Governors noted the need for a statement reflecting back on achievement against objectives in the previous year and the need to look forward to objectives for the year ahead. Governors were informed that the Headteacher and the link governor for Equalities would review the school’s Equality Statement before the end of the current academic year prior to this being published on the school website.</p>	<p>Graham Burns</p> <p>Chair</p> <p>School Community Cttee</p> <p>Markus Grindel</p> <p>Committees</p> <p>Howard Revill</p> <p>Holly Hill</p> <p>Headteacher / Sonia Ferguson</p>

		ACTION
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>Premises Committee – 24 February 2016</u></p> <p>The committee chair reported that good progress had been made in setting out a five-year plan for addressing premises work needing to be undertaken across the school. Governors noted that no response had yet been received to the request in a recent parent newsletter article for support with surveyor skills and that a follow-up email would be sent to all parents to attempt to identify this additional support for the committee.</p> <p>The committee chair informed governors that the next meeting of the committee would be held in the week commencing 9 May 2016.</p> <p>RECEIVED</p> <p>b) <u>Curriculum Committee – 1 March 2016</u></p> <p>The minutes of the above meeting of the committee had been circulated prior to the meeting.</p> <p>A governor asked whether any children at the school had been withdrawn from the recent Key Stage 1 SATs tests by their parents as part of the recent protests about these. The Headteacher informed governors that only one child had been withdrawn by their parents.</p> <p>A governor asked whether the Key Stage 2 SATs paper that had been accidentally published online had been used within the school. Governors were informed that the school had used the spelling test that had been published and had continued with its use following advice received from the local authority.</p> <p>A governor asked whether in the light of the recent decision by the Department for Education (DfE) not to continue with Baseline Assessments for children on entry to Reception the school would be continuing to use the Durham Excellence model for these assessments. The Headteacher informed governors that the school had decided to use the Early Excellence assessment tests in future years.</p> <p>RECEIVED</p> <p>c) <u>Deputy Headteacher Recruitment Panel – 26 April 2016</u></p> <p>Governors were advised that interviews for a new Deputy Headteacher would take place on 6 May 2016. There had been 11 applications for the post, none of which were from internal candidates.</p> <p>RECEIVED</p> <p>d) <u>Finance & Personnel Committee – 23 March 2016</u></p> <p>The minutes of the above meeting of the committee had been circulated prior to the meeting.</p> <p>RECEIVED</p>	
7.	<p><u>BUDGET 2016/17</u></p> <p>Detail of the forecast outturn for the school budget for the end of the 2015/16 financial year and the draft proposed budget for the 216/17 financial year had</p>	

		<u>ACTION</u>
	<p>been circulated prior to the meeting as appendices to the minutes of the Finance & Personnel Committee meeting held on 23 March 2016. Governors noted that final detail needed to be confirmed on capital budget figures prior to finalising the end of year budget figures.</p> <p>Governors were reminded of the likely negative impact on the school budget in future years should proposals for the introduction of the National Funding Formula for schools be introduced in line with expectations. Governors noted that the second stage of the consultation including more specific information on actual budgetary impact would be opened later in the year following the conclusion of the referendum on the UK's membership of the European Union.</p> <p>RESOLVED to delegate responsibility for finalising the school budget for the 2016/17 financial year to the Finance & Personnel Committee.</p>	
8.	<p><u>POLICY REVIEW</u></p> <p>a) <u>Complaints Policy</u></p> <p>Governors were asked to consider and adopt the revised Complaints Policy which had been circulated prior to the meeting. The Headteacher confirmed that the school will check with third party users of the school site that they have formal complaints procedures in place.</p> <p>RESOLVED: to approve and adopt the revised Complaints Policy as presented at the meeting.</p> <p>b) <u>Policy Tracker</u></p> <p>Governors noted the content of the Policy Tracker which had been circulated prior to the meeting and in particular the division created between statutory policies and others.</p> <p>Governors noted that review of the Lettings Policy, the Sustainability Policy and the Teaching & Learning Policy are all under review at present. Governors agreed that the Extended Schools Policy be reviewed by the Chair, the Vice Chair and the Chair of the School Community Committee prior to recommendations on revisions being presented to the full governing body.</p> <p>A governor asked whether it was necessary to retain Uniform Policy in the policy tracker as the school does not have a school uniform. The Vice Chair reminded governors that it had been retained in the policy tracker to ensure that the school's approach to school uniform was formally considered and reviewed on a regular basis. Governors agreed to formally consider the school's Uniform Policy at the next full governing body meeting.</p> <p>Governors were informed that the Sex & Relationships Education Policy would be reviewed at the next meeting of the Curriculum Committee.</p> <p>RESOLVED</p>	<p>Chair / Vice Chair / Ross Neilson</p> <p>Next FGB Meeting</p> <p>Curriculum Committee</p>
9.	<p><u>GOVERNORS' VISITS</u></p> <p>Governors were provided with the opportunity to report on any visits made to the school.</p> <p>a) <u>Attendance</u></p> <p>A report from Sophie Bessemer in her capacity as link governor for attendance had been circulated prior to the meeting following her visit to</p>	

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	<p>the school on 14 March 2016.</p> <p>The Headteacher commented that pupil attendance had improved in the early part of the summer term 2016 with attendance in the week commencing 25 April 2016 having reached 97%. Governors noted that the next meeting of the School Community Committee would contain a focus on attendance and were informed that the new Deputy Headteacher would take the lead on attendance for the senior leadership team (SLT).</p> <p>b) <u>Literacy</u></p> <p>A report from Luciana O’Flaherty in her capacity as link governor for literacy had been circulated prior to the meeting.</p> <p>Governors noted that the school is seeking additional quality reading volunteers who are able to commit to attending the school at regular times and it was agreed that this would be raised at a future meeting of the School Community Committee.</p> <p>RECEIVED</p>	<p>School Community Committee</p>						
10.	<p><u>CHAIR’S REPORT</u></p> <p>a) <u>Headteacher Designate Mentor</u></p> <p>The Chair reported with the support of the local authority, the Headteacher of Pakeman Primary School had agreed to act as mentor to the Deputy Headteacher as he takes on the role of Headteacher from the start of the 2016/17 academic year.</p> <p>b) <u>National Funding Formula</u></p> <p>The Chair informed governors that a formal submission to the initial consultation on the proposals for the introduction of a National Funding Formula for schools in England had been submitted.</p> <p>c) <u>Breakfast Club</u></p> <p>The Chair informed governors that she had responded to a request for the school’s Breakfast Club to open at an earlier time to say that this would not be possible due to staffing constraints.</p> <p>RECEIVED</p>							
11.	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p>The following training provided through Islington Governor Services attended by governors was formally reported:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Governor</th> <th>Training Session</th> </tr> </thead> <tbody> <tr> <td>27 April 2016</td> <td>Mirjam James</td> <td>Governors’ Briefing</td> </tr> </tbody> </table> <p>Governors were informed of the emphasis given at the Governors’ Briefing on the likely impact of the National Funding Formula proposals on school funding in Islington. The Chair noted that a similar message had been conveyed at the briefing held on 11 April 2016 at Highbury Grove School led by other Chairs on the subject of academisation and the proposed National Funding Formula.</p> <p>The Clerk was requested to upload copies of the presentations from the local authority briefing to GovernorHub and governors were reminded to provide</p>	Date	Governor	Training Session	27 April 2016	Mirjam James	Governors’ Briefing	<p>Clerk</p> <p>All</p>
Date	Governor	Training Session						
27 April 2016	Mirjam James	Governors’ Briefing						

	information on training courses attended to Sophie Bessemer for collation. RECEIVED	<u>ACTION</u> Governors
12.	<p><u>FUTURE MEETING DATES</u></p> <p>Governors noted the following schedule of meetings for the remainder of the 2015/16 academic year.</p> <ul style="list-style-type: none"> • Premises Committee – Friday 20 May 2016; • Curriculum Committee – Tuesday 21 June 2016; • Full Governing Body – Wednesday 29 June 2016. 	
13.	<p><u>OTHER BUSINESS, IF ANY, SINCE THE PREPARATION OF THE AGENDA AND AGENDA ITEMS FOR THE NEXT MEETING</u></p> <p>a) <u>Other Business</u></p> <p>i) <u>Cycle Parking</u></p> <p>Governors were informed that a parent of a pupil attending the school was exploring the possibility of accessing funding to support the installation of fixed cycle parking outside the school entrance. Governors agreed to request the Premises Committee to consider how it may be able to assist with this proposal in conjunction with liaising with local ward Councillors.</p> <p>ii) <u>Away Day</u></p> <p>The Chair of the School Community Committee raised the possibility of holding a Governing Body / SLT Away Day early in the 2016/17 academic year to assist in agreeing priorities for the school early in the tenure of the new Headteacher. Governors agreed to consider this further at the next full governing body meeting.</p> <p>b) <u>Agenda Items for the Next Meeting</u></p> <p>i) <u>Reviewing Policy Implementation</u></p> <p>A governor requested that consideration be given at a future meeting to how governors could effectively monitor that policies that have been agreed were being implemented and that actions taken were in compliance with these.</p>	
14.	<p><u>CONFIDENTIAL ITEMS</u></p> <p>There were no confidential items.</p>	

There being no further business, the Chair closed the meeting at 8.30pm.

Matt Lake
Clerk to the Governors
Islington Governor Services

CHAIR: _____

DATE: _____