

MINUTES OF THE FULL GOVERNING BODY MEETING ON 4th DECEMBER 2024, 6:45pm AT SCHOOL

NAME	INITIAL	Governor category	Term Start date	Term Expiry date
Denzil Jenkins (Chair)	DJ	Co-opted Governor	07/12/2023	06/12/2027
Juliet Natali	JN	Co-opted Governor	23/05/2024	22/05/2028
Richard Evans	RE	Co-opted Governor	20/03/2024	19/03/2028
Vacancy		Co-opted Governor		
Amir Gold	AG	Parent Governor	03/07/2023	02/07/2027
Kate Prentice	KP	Parent Governor	20/02/2024	19/02/2028
Katie Malczyk	KM	Parent Governor	30/11/2023	29/11/2027
Kate Towers	KT	Parent Governor	15/07/2024	14/07/2028
Annie Ashraf	AA	Headteacher	<i>Ex-officio</i>	
Fiona Moffatt	FM	Staff Governor	21/07/2021	20/07/2025
Dawn Barnes	DB	LA Governor	23/02/2023	22/02/2027
Michelle Moss (SBM)	MM	Associate Governor	25/09/2024	24/09/2025
Rachel Gillingham (DHT)	RG	Associate Governor	25/09/2024	24/09/2025
Genevieve Hughes	GH	Associate Governor	25/09/2024	24/09/2025
Also, Present				
Corinne David	CD	Clerk, HEP	N/A	

1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting. Noted that AG joined the meeting virtually.
- 1.2 No apologies for absence were received.
- 1.3 The Clerk confirmed the meeting was quorate.

2. DECLARATIONS OF INTEREST

- 2.1 Register of Interests Forms
All governors present were reminded to complete the annual Register of Interest through Governor Hub.
- 2.2 No declarations of interests were made in respect of any of the agenda items.

3. GOVERNING BODY AND COMMITTEE MEMBERSHIP, TERMS OF REFERENCE

3.1 The GB received and RATIFIED the following Terms of Reference:

- **Resource Committee, including Scheme of Delegation.**

ACTION Full GB to receive the LCC Terms of Reference at the next meeting

- 3.2 Governors discussed the requirement for additional link governor roles in particular for science and computing. JN offered to be EAL link Governor.

ACTION AA and JN to discuss EAL link Governor role outside of the meeting.

4. MINUTES OF THE PREVIOUS MEETING/MATTERS ARISING

- 4.1 The minutes of the full GB meeting held on 23 September 2024 were **AGREED** and **RATIFIED** as a correct record; subject to the following amendments:
 - RE was on both the Fundraising and LLC Committees.

4.2 Matters arising

- 4.2.1 Item 3.1 Governors to forward potential co-opted candidate applications to the Chair.
Ongoing item.
- 4.2.2 Item 3.2 Vice Chair and succession planning to be reviewed at each Committee
Action completed.
- 4.2.3 Item 3.4 Governors to complete the code of conduct declaration via Governor Hub.
Action completed.
- 4.2.4 Item 5.2 Governors to reading KCSIE 2024 and sign the waver on Governor Hub.
Action completed.
- 4.2.5 Item 6.1 Approval of 2024-2027 SDP to be an agenda item at the next Full GB meeting.
Noted that progress had been made on the KPI which will be brought back to the Full GB.
- ACTION** AA, MM and AG to meet and review KPIS before the next Full GB meeting.
- 4.2.6 Item 7.5.1 How to increase income from donations and marketing of school to potential new reception parents to be discussed at Marketing and Fundraising Sub Committee.
Ongoing action for the Committee.
- 4.2.7 Item 8.1 Marketing and Fundraising Sub Committee to devise a strategy for promoting the school's end of year outcomes.
Ongoing action for the Committee.
- 4.2.8 Item 11.3 Resource Committee to receive an update on afterschool club expenditure and income.
Action completed.
- 4.2.9 Item 11.5 KM to arrange the next meeting of the sub-committee; before the half term if possible.
Action completed.
- 4.2.10 Item 12.2.1 All Governors to undertake safeguarding training; through ihasco.
Those Governors yet to do so were reminded to complete their online safeguarding training.
- ACTION** Governors to contact MM if they required a new training link.

5. UPDATE ON PRIORITY 5.

5.1 MM provided Governors with a verbal update on progress against the 3-Year Deficit Recovery Plan. The school has a meeting with Ali Muhammad, Finance Manager on Monday afternoon to discuss the process and application form. Information was shared with Governors in the Resource folder. Have to show cash flow and recovery plan over 3-year period, which shows an increasing positive picture with robust guilds in place. Have to review the Integrated Curriculum Finance Planning (ICFP) against income coming in, pupil numbers and staffing structure; specifically, for SLT and support staff. On average the school should have around 75% to 80% of spending on staff. Noted that the school currently stood at 74% on staff spend. The school will be reviewing options for potential limited staffing restructures based on the ICFP. Further noted that the school had moved over to Haringey payroll; who guarantee payment.

5.1.1 *Q: Those staffing positions currently being covered by supply staff; is this more cost effective?*

A: For supply staff there are benefits to the school, if the person goes sick then they can be easy covered, don't pay holiday wages and there is no notice period. Supply staff wages are equivalent to those on a permanent contract. Noted that the school does experience difficulty recruiting for afterschool clubs and lunch time supervisors' positions; due to the hours and times persons are required to be in the school.

5.2 The School will be undertaking a deep dive into SEND fund and measuring that against expenditure for children with high needs and EHCPs. Noted that the school had lost £25k in income as the solar panels weren't working; these have now been fixed by the Council.

5.3 Governors discussed reasons why the school was facing the current financial position. Pay raises for teachers and pension costs were not fully funded, resulting in a shortfall of 2.5% from the profiled budget. Noted that support staff pay increases were not funded. Further reasons were noted as: higher inflation costs, reduced funding from the DfE and increase SEND needs of children at the school. Noted that by the end of third quarter the school will have a clearer understanding of financials until close of budgets. Further noted that the Council has stopped providing schools with cash flow advances.

5.4 Governors discussed possible other areas of revenue income including, but not limited to:

- Further afterschool clubs where premises/staffing allows.
- 3-year-old nursery provision.
- Lettings of premises.
- Grant applications.
- Fund raising.

At 7:30pm MM left the meeting.

6. UPDATE ON PRIORITY 3

6.1 AA shared the presentation and work undertaken by the Headteacher at Lancasterian Primary School around agreeing, sharing and embedding the vision and values within their school community. The presentation was uploaded onto the shared drive for governor review.

6.2 Tetherdown Values:

- Resilience
- Inclusion
- Kindness
- Creativity
- Respect
- Ambition

6.3 AA shared Tetherdown's updated vision with Governors. Noted that the vision was in the form of short story detailing a child's journey through the school. A flyer embodying the schools vision and values was shared with Governors.

6.3.1 The short vision was noted as:

'For our Children and Staff to be seen, celebrated and inspired throughout their school adventures'

6.3.2 Mission

'To nurture, bolster and inspire our children and staff to be the best they can be'

6.4 Governors discussed how to measure impact and potential KPIs were noted as:

- Has the new vision and values implementation been completed.
- Do children and families know them; can be measured through surveys.
- Has there been an impact in behaviour.

6.5 Governors discussed ways to disseminate the new values; noting that a member of staff was willing to work with children to create animals that represent the values. Governors suggested a set of named stuffed animals in every class that relate to each value.

7. SCHOOL LUNCHES

7.1 AA informed Governors that a group of parents continued to raising concerns relating to school meals. Both MM and AA had met with the groups the concerned raised were:

- Are children getting balanced plate.
- The sugar content of the food.
- How processed was the food.
- Food provision for wrap around care.

7.2 The school has responded back and introduced them to Olive dinning and the nutritionist. Noted that the school continues to undertake food education and address what a balanced plate looks like. AA provided an overview of actions taken by the school to address concerns including:

- Rotation of jacket potato and pasta.
- Salad bar more accessible.
- Replaced Jelly as a dessert.

7.3 AA noted that the school will be circulating a food survey to the parent body. Governors raised concerns that significant change had been effected by a small group of very active parents who may not be representing the views of the wider parent community. Governors further noted that if parents were unhappy with the walm meal offer they could bring in a pack lunch. AA noted that the school had a clear vision regarding school lunches and will be moving forward. AA proposed that a consultative group (SNAG Group) with membership from the student body, Olive dinning, SLT and Parent representative was formed to take forward school menu reviews. Governors suggested the use of one parent class champions from each year group. Governors further discussed and recommended the use of a food policy.

ACTION AA to review a SNAG composition and a food policy to address ongoing issues raised regarding the lunch menu.

8. CHAIR'S ITEMS

8.1 The Chair provided an overview of the recent staff social event and the positive experiences staff had relayed.

9. HEADTEACHER'S REPORT

9.1 Governors noted receipt of the Headteacher's report; the highlights were noted as:

- Appointed a Phase Leader and HLTA SEND (6 hours).
- Forest Friday Lead.
- Oracy Champions.
- Voice 21 programme will start in January.
- There are two apprentices: one supporting the delivering sports, the other within the premises team. Noted that the apprentices require significant mentoring and support.
- The internal timetable has been adapted to manage staff wellbeing.
- Tours for perspective new families have been popular.
- There have been assemblies with a Rabi and Imam. Other topics include Reading and play, Health living and Olive Dining
- Once of the NLC priorities was teaching of writing for Year 3.
- The school will become a smart phone free school.
- The school is working with Fortismere; who are increasing provision for SEMH.

9.2 An update on safeguarding matters were provided.

9.3 Governors discussed ways they could interact with families. AA suggested that Governors could attend coffee mornings and new parents welcomes.

10. COMMITTEE, SBM AND LINK GOVERNORS' REPORTS

Governors noted receipt of the SBM report, prior to the meeting.

10.1 Marketing & Funding Applications sub-committee

The Committee had reviewed and changed the terms of reference. A marketing consultant had been appointed to formulate a marketing strategy and support a marketing campaign. The Friends of Tetherdown had provided the funds.

10.2 Resource Committee

JN provided an overview of discussions which focused predominantly on the deficit budget position and premises matters.

10.3 Learning & Community Committee

DB and KM provided an overview of discussions which focused on data analysis, vision & values, behaviour, ISDR, Early Reading and EAL.

10.4 Link Governor Reports

Noted that KP would be undertaking a Pupil Premium visit prior to the end of term.

11. POLICY RATIFICATION/REVIEWS

11.1 The GB received and approved the following policies for use by the school:

- Equality Information and Objectives.
- Haringey Model Guidance - Managing Allegations made against staff.
- Haringey Model Policy - Appraisal for Support Staff.
- Haringey Model Policy - Disciplinary PLUS Practice Notes.
- Haringey Model Policy - Menopause and the Workplace.
- Haringey Model Policy - Pay Policy for Teachers with UPS adapted Tetherdown Sept 2024.
- Haringey Model Policy - Support Staff Probation.
- Business Continuity Plan.
- Whistle Blowing Policy.
- Charging and Remission Policy.

12. GOVERNORS' TRAINING

- 12.1 Governors' were reminded to update Governor Hub on any training completed and review and attend HEP training.
- 12.2 Governors were reminded to review the Online Exclusions and Suspension Training provided by Stone King.

13. DATES OF FUTURE GB MEETINGS

- 13.1 The dates for the spring term 2025 were noted as:
- Full GB: 5 February and 20 March at 6:45pm. (face to face)
 - Resources: 17 January and 14 March (virtual) at 8:15am.
 - Learning and Community Committee: 20 January and 10 March (virtual) at 8:15am.
 - Governors Day 14 February
- 13.2 Agenda items for the next Full GB
- Licence deficit application and recovery plan.
 - Feedback on the OPEL launch.
- 13.3 Items for Governors Day
- Review potential for a nursery
 - portacabin visibility,
 - vision and values,
 - deep dive into marketing strategy
 - School Council to present to the Governors.

14. Any other business

No AOB was received.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 8:15pm, all staff members (except the Headteacher) were invited to leave the meeting.



Sign: Date: February 2025.....
Denzil Jenkins Chair of Governors

Item	Action	Lead
3.1	Full GB to receive the LCC Terms of Reference at the next meeting	Clerk/AA
3.2	AA and JN to discuss EAL link Governor role outside of the meeting.	AA & JN
4.2.1	Governors to forward potential co-opted candidate applications to the Chair.	All
4.2.5	AA, MM and AG to meet and review KPIS before the next Full GB meeting.	AA,MM &AG
4.2.6	How to increase income from donations and marketing of school to potential new reception parents to be discussed at Marketing and Fundraising Sub Committee.	KM
4.2.7	Marketing and Fundraising Sub Committee to devise a strategy for promoting the school's end of year outcomes.	KM
4.2.10	Governors to contact MM if they required a new ihasco training link.	All
7.3	AA to review a SNAG composition and a food policy to address ongoing issues raised regarding the lunch menu.	AA