

**MINUTES OF THE MEETING OF THE GOVERNING BODY  
HELD ONLINE THURSDAY 9<sup>TH</sup> DECEMBER 2021 at 6.45PM**

<b>LA Governors (1)</b> *Philippa Connor 08.12.25	<b>Staff Governor (1)</b> *Fiona Moffatt 20.07.25	<b>Parent Governors (4)</b> *Mark Hilton 01.12.23 *Juliet Natali 22.10.24 *Andrea Ledward 22.10.24 *Kelly Flitterman 08.12.25
<b>Co-opted Governors (4)</b> *Jane Garrard 29.01.24 *Carl Spitzer 29.09.24 *Gary Robson 18.09.23 <b>(CHAIR)</b> ^Genevieve Hughes 19.11.23	<b>Headteacher (1)</b> *Tony Woodward Ex-officio  <b>Also Present</b> *Sarah Hargreaves (Senior Clerk, HEP)	<b>Associate Members</b> *Annie Ashraf (DHT) 28.09.22 ^Michelle Moss (SBM) 28.09.22 ^Michael Belle 06.05.22
*denotes governor present ^denotes apologies noted		

## **PART I**

### **1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE**

1.1 The Chair welcomed everyone to the meeting.

1.2 Apologies were received from Michael Belle, Michelle Moss and Genevieve Hughes. The meeting was quorate.

### **2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

No matters were declared

### **3. GOVERNING BODY AND COMMITTEE MEMBERSHIP**

3.1 Kelly Flitterman was welcomed to her first meeting as a parent governor. She introduced herself; she is a teacher at an independent secondary school. She has already met with the Chair to discuss being on the GB.

3.2 Philippa Connor's renewed term of office as the LA governor was confirmed.

3.3 It was confirmed that Michael Belle's term of office is annually renewed. It is anticipated that he will only attend meetings when the agenda items require it.

### **4. COMMITTEE TERMS OF REFERENCE**

4.1 These need to be confirmed for the Funding Application sub-committee. All governors were invited to make a response to the Chair.

4.2 Learning and Community Committee: Agreed

4.3 Resources – the quorum needs to be checked and the membership clarified.

4.4 Funding Opportunities. **AGREED** that 3 members would be sufficient.

## **5. MINUTES OF THE PREVIOUS MEETING AND MATTER ARISING**

5.1 Pt 6.1 has been completed. All Terms of Reference of sub-committees have been agreed by the relevant committee.

5.2 Item 7.1 All present confirmed that they have completed and returned their Governor's Code of Conduct to Helen Holloway.

5.3 Item 8.1 All present confirmed that they had returned their KCSiE declarations to the Clerk.

5.4 Items 9.1, 9.2 and 9.3 (minutes, matters arising and Governor training) have been completed. Governors were recommended to listen to the recording of the Self Assessment training session run by HEP. Annie Ashraf offered to help convert the session from Zoom to Teams. **Action AA**

5.5 Item 14.4 The Health and Safety report will be considered under the Resources Committee item.

5.6 The GB **AGREED** the Part 1 GB minutes of 28<sup>th</sup> September 2021.

## **6. CHAIR'S ITEMS**

6.1 No items.

## **7. HEADTEACHER'S REPORT**

7.1 Much work has been put into starting to prepare for an Ofsted inspection, which could occur next year. One outstanding item is the need to appoint a Governor who will undertake Safer Recruitment training so that they can sit on recruitment panels.

7.1.1 An Ofsted preparation file is being pulled together, containing the various strategies, mission statements and values statements, with assistance from the admin. team.

7.2 Rhodes Avenue School has recently achieved an Outstanding Ofsted. The Head and DHT went to meet the school to discuss tactics; it was a useful meeting.

7.3 The school's funding is affected by the need to pay the first £6,000 towards pupil's support when they have an EHCP. Whilst the school has few children with EHCPs there are many who require support below the EHCP threshold. Some are not making expected levels of progress.

7.4 In addition the school only has 3 full-time equivalent TAs to provide support and so it can be a challenge to prove that sufficient support has been given to the pupils before outside financial support is requested. Governors noted that the school can't get additional funding because it doesn't have the funding to pay for the base staff needed. Funding does not have to be used for TA support, it can be spent on outside agency support, such as CAMHS. It



was noted that Tetherdown isn't the only school in this position. LBH is going to be looking at introducing a banding system of support, similar to other authorities.

7.5 Attendance levels have been affected, largely due to Covid and colds. It is a national issue. Current attendance stands at 91.4%. Punctuality is also an issue with some families and has caused tension at the gates. Twenty lateness letters have been sent out since September. The Attendance Policy requires to be updated.

7.5.1 Staff absence has increased, although largely not due to Covid.

7.6 Pupil transience has increased. Seven leavers and 27 starters since the start of term. The Roll is now at 411, so gradually increasing. Reception class numbers are reducing; this is both a local and national issue.

7.7 Attainment is moving towards pre-Covid levels and is currently in line or above national averages. Teaching across the school remains largely Good or better. Staff are being asked to focus on Intent, Implementation and Impact in their areas within their subject areas. This is also an Ofsted focus.

7.8 Personal development, relationships and sex education, British Values, potential careers paths and a wide range of interests to explore are all areas which will be updated in the SEF demonstrating our intention that they add to pupil's learning experiences. It was noted that explaining British Values to pupils can be difficult. The Head will circulate a crib sheet from HEP for governors facing an Ofsted inspection.

#### **Action Head**

7.9 The lack of funding for items such as laptops, projectors, photocopiers, printers and trolleys is affecting the running of the school. A Financial Strategy Plan is beginning to be drawn up.

7.10 *Governors asked if there was going to be a need to ask parents for money again for the building maintenance works.* The Head replied that there will be no immediate need for this.

7.11 It has been decided to remain with PGL for the Year 6 residential trip. This will be discussed further under Part 2.

7.12 The focus of the SDP will change from humanities to the arts in the spring term.

7.13 *Governors asked how the Forest School development money could be used to link into the curriculum.* It was **AGREED** to discuss this further at the Learning and Community Committee.

#### **Action L&C Committee**

It should be possible to use this as a way to work with other local schools, such as Coldfall and Muswell Hill who are undertaking similar work.

7.14 *Governors asked if there had been any feedback from LBH on the budget proposals.* This will be covered in the Resources Committee report.

7.15 **Governors asked how any incidents of mental health issues were manifesting themselves.** This is being overseen by the safeguarding lead, the school's counsellor and CAMHS. Some pupils are exhibiting unusual behaviour. Some of the younger children are having problems separating from their parents.

7.16 **Governors asked if there was an overlap between those exhibiting challenging mental health behaviours and those with EHCPs?** This is being monitored as there have been some concerns. The schools in the West are attempting to obtain a fairer spread of funding as currently most of it goes to schools in the East. The proposals will be discussed at Scrutiny Panel.

7.16.1 **Governors asked if it would be possible to join with other schools to employ support workers.** There is a pressure of the availability of suitable staff. This issue is discussed at the monthly NLC meetings and Anthony Parker is leading on it.

7.17 **Governors asked if the SENDCO had responded to the LBH SEND Review.** Head to follow up on and report back. **Action Head**

7.18 **Governors asked if pupil progress was being benchmarked against previous years?** This is hard to do accurately when the children were not in school. They were assessed when they returned in the summer. There are scheduled pupil progress review meetings next week. **Governors said they would be interested to see the impact on educational achievement of the period of home learning.**

7.19 The Head noted that parents can support the school with their time, skills, contacts and resources, it doesn't have to be a financial contribution. Parents have been very generous with the refugee families.

- **Sports Premium Report**  
£19,600 is received a year. The school continues to pay for the coach, which is working well. Swimming sessions will continue although it is to be decided which year group will attend; it is likely to be younger children than previously. Archery is a possibility as there is the field on the doorstep. Cross country running may be considered in the spring, although it could mean Bubbles will need to be crossed. Ballet and dance are also popular. **Governors asked for a more detailed report in future, especially on plans to draw more girls into sport. Action Head**  
Pupils often have other activities which clash with those the school is organising. It would be interesting to know how many are making an on-going commitment to learning a sport.
- **Safeguarding Report**  
Andrea Ledward confirmed that she is not the Safeguarding Governor. Pupils with less than 90% attendance are monitored for persistent absence.



Mental health issues are a new category of concern. There are systems in place to monitor it.

Overall the amount of time spent on safeguarding work has increased.

There are two children with Child Protection Plans.

Gary Robson checks the Single Central Record.

There is a 1 day safer recruitment on-line training session offered by HEP. It is recommended that at least 3 governors undertake this so that they can be on interview panels.

There will be training on 4<sup>th</sup> January from 10-12 with the SIP. Anyone interested to contact the school.

**Action All**

**Governors asked if there were any particular concerns or challenges.**

The school has a strong team in place, although managing the cases and deadlines can be a challenge. LBH can be very slow in responding to cases.

- School Development Plan (to be ratified)

The final version of the Recruitment and Selection Policy is awaited from LB Islington.

The Head reminded governors that the school is strong and this should be recorded and celebrated.

Middle and subject leader development is a priority in the SDP.

The priorities will be arts, DT, music, English (on-going). DT is a weakness. Later on STEM, personal development (in the spring) and behaviour (in the summer) will be considered. Work has already been undertaken in the humanities. Gaps will then be assessed ready for Autumn term 2022.

**Governors asked about the Reception pupil baseline assessment and how it is used.** This will be compared across the NLC area.

It is very hard to identify the costs of many projects when the majority of costs are accounted for with salaries. The SLT and subject leads have worked hard on drawing the SDP together. *Governors thanked the Head and leadership team for their work.*

**Governors asked the extent to which the plans are shared between schools.** The priorities are shared but not the details.

**The SDP was ratified.**

- Governor's Ofsted crib sheet

This will be developed from the HEP one and circulated. **Action Head**

## **8. POLICY REVIEWS**

8.1 Support Staff and Capability (2014) LA. **Agreed**

8.2 Teacher Capability (2014) LA. **Agreed**

8.3 Behaviour and anti-bullying. This has been updated around informing parents. **Agreed**

8.4 Code of Conduct (2011) LA. **Agreed**

8.5 Grievance Policy (2011) LA. **Agreed**

8.6 Relationships and Sex Education Policy (RSE) The draft has been updated to take account of how parental complaints would be dealt with after a

parent made a complaint, which was investigated and reported back on to the parent and the school. **Agreed**

8.7 Disciplinary Policy. **Agreed**

8.8 SEND Policy Information Report. **Agreed**

8.9 PSHE Policy. **Agreed**

8.10 Governor Visits Policy. **Agreed**

8.11 Business Continuity Plan. *Governors commented that this was very detailed and closed the actions from the Health and Safety issue.* **Agreed**

8.12 Resources Committee Terms of Reference. **Agreed**

8.13 Lettings Policy. **Agreed**

8.14 Charging and Remissions Policy. To remove "not sure what this means" under the visits section. **Agreed**

## **9. LINK GOVERNORS**

### **9.1 Learning and Community Committee**

The assessment data was considered. The priorities are writing in Year 2 and writing and maths in Year 5. These are being reviewed and will be refreshed in the spring. In 2019 reading and writing were significantly above the national average and maths was above the national average. It was noted that in Year 5, 5 children are new to the school and 1 has not been in any school for 2 years. Staff have noticed a rise in mental health issues and staff are working on using consistently positive language; referral times for CAMHS support is very slow as they are overwhelmed.

### **9.2 Resources Committee**

Met on 15<sup>th</sup> October and 19<sup>th</sup> November. The school is projected to have a deficit budget; similar to several other schools. Due to some recent savings the out turn could be £15,000 in credit, but these are not long term savings.

The costs of supplies, ICT and agency staff (needed due to staff sicknesses) have increased. There is a vacancy in Reception which is helping short-term. Catering income has decreased. It is hoped that when this contract is re-tendered the food will be better and this will encourage a higher rate of take-up.

SEND costs are on-going.

Overall the budget is tight.

**Governors asked if the building maintenance funds were ring-fenced?** Yes; they can't be used for teaching costs. But if money is provided for building works then other money can be released for teachers and class based staff. Due to Covid some works have been delayed but they will re-start in the spring. It is important to be able to demonstrate what money is being used for which projects.

**Governors asked if grant applications could be made, for example for the Forest School?** Yes, they can but they are very time consuming and there is no guarantee of receiving the money.

### **9.3 Funding Opportunities Working Party**

It is early days; there has only been one meeting so far. It was a useful meeting where priorities were discussed. How the group would work with the Friends of Tetherdown (FOT) is important to clarify. It may be possible to obtain match funding or corporate sponsorship using the 2 groups together. It



was **AGREED** that any funds sought should be used to further the priorities of the school. FOT gain funding through the Smile programme. FOT have rules about how they will spend their money so the two groups need to be complementary.

#### 9.4 SBM Report

Noted and accepted. Governors thanked the SBM for the report.

#### 9.5 Link Governor Reports

The Head encouraged all governors to liaise with their link teacher; this can be done virtually. Science will report in late January.

### 10. HEALTH AND SAFETY

10.1 Obvious work in managing Covid safety

10.2 There have been 2 fire drills which went well.

10.3 The boiler repairs have been completed.

10.4 The window replacements will commence shortly.

### 11. TRAINING

11.1 Governors were reminder to update the spreadsheet when they have undertaken training.

11.2 Kelly will be attending the New Governor training.

11.3 Governors were encouraged to attend the Preparing for Ofsted training.

### 12. DATE OF FUTURE GB MEETINGS

SPRING TERM: Tuesday 8<sup>th</sup> February 2022 @ 6.45pm  
Thursday 24<sup>th</sup> March 2022 @ 6.45pm

SUMMER TERM: Thursday 19<sup>th</sup> May 2022 @ 6.45pm  
Wednesday 29<sup>th</sup> June 2022 @ earlier time of 6.30pm

### 13. AOB

13.1 *Governors asked if any new Covid guidance had been issued to schools.*

Not specifically for primary schools, mask wearing is still only mandatory for secondary schools although recommended for primaries. The Risk Assessment has been updated. Parents are not required to wear masks as they are dropping off the children outside of the school.

There being no further items the Chair thanked everyone for their attendance and closed the meeting at **8.30pm**.

Jane Garrard left the meeting.

Gary Robson

8/3/22

## MATTERS ARISING FROM GB MEETING HELD ON 9<sup>TH</sup> DECEMBER 2021

MIN. REF	ACTION	BY WHOM
5.4	To convert the training session from Zoom to Teams format	AA
5.6	Part 1 & 2 GB Minutes (28 <sup>TH</sup> September 2021) to be signed by the Chair of Governors	CoG
7.8	To circulate the HEP Ofsted crib sheet for governors	Head
7.13	To consider how the Forest Schools development money could be used to link into the curriculum and to further the work with other local schools	Learning & Curriculum
7.17	To check if the SENDCO responded to the LBH SEND Review and to report back to Governors	Head
Sports Premium	To report back in more detail, in particular about encouraging girls to take part in sport	Head
Safeguarding	To contact the school if interested in attending the training on January 4 <sup>th</sup>	GB
Governor's Ofsted Crib sheet	To adapt the HEP version and circulate	Head



## **APPENDIX A**

### **COMMITTEE MEMBERSHIP & LINK GOVERNOR ROLES 2021-2022**

#### **RESOURCES COMMITTEE**

Genevieve Hughes – Chair  
Jane Garrard  
Carl Spitzer  
Michelle Moss  
Juliet Natali  
Tony Woodward

#### **LEARNING AND COMMUNITY COMMITTEE**

Philippa Connor  
Annie Ashraf  
Mark Hilton – Chair  
Andrea Ledward  
Tony Woodward

#### **PAY COMMITTEE**

Carl Spitzer  
+ 2 governors (To be advised)

#### **HEAD TEACHER'S PERFORMANCE MANAGEMENT COMMITTEE**

Gary Robson  
+ 2 governors (To be advised)

#### **LINK GOVERNORS**

Community	Philippa Connor
Premises, Health & Safety	Genevieve Hughes
Safeguarding	Gary Robson
SEND	Mark Hilton
Science	Juliet Natali
English	VACANT
Sport	Jane Garrard
Maths	Carl Spitzer
Governor Training	Gary Robson
EDI	Michael Belle

#### **FUNDING APPLICATION SUB-COMMITTEE**

Juliet Natali  
Tony Woodward  
Michelle Moss  
+ Parent representative

## APPENDIX B

### Tetherdown Primary School Governing Body AGREED Meeting Dates 2021-22

Meeting	Date	Time
<b>Autumn Term 1</b>		
Full Governing Body	Wednesday 29 <sup>th</sup> September 2021 No committee reports No L&C Meeting Resources Meeting 15.10.21 (8:15am)	6:45pm
<b>Autumn Term 2</b>		
Full Governing Body	Thursday 9 <sup>th</sup> December 2021  L&C Meeting 9.11.21 (8:15am) Resources Meeting 19.11.21 (8:15am)	6:45pm
<b>Spring Term 1</b>		
Full Governing Body	Tuesday 8 <sup>th</sup> February 2022  No L&C Meeting Resources Meeting 14.1.22 (8:15am)	6:45pm
<b>Spring Term 2</b>		
Full Governing Body	Thursday 24 <sup>th</sup> March 2022  L&C Meeting 1.3.22 (1:15pm) No Resources Meeting	6:45pm
<b>Summer Term 1</b>		
Full Governing Body	Thursday 19 <sup>th</sup> May 2022  No L&C Meeting Resources Meeting 22.4.22 (8:15am) <b>AND</b> 29.4.22 (8:15am)	6:45pm
<b>Summer Term 2</b>		
Full Governing Body	Wednesday 29 <sup>th</sup> June 2022  L&C Meeting 14.6.22 (1:15pm) Resources Meeting 8.7.22 (8:15am)	<b>6.30pm</b>
<b>Autumn Term 1 2022</b>		
Full Governing Body	Wednesday 28 <sup>th</sup> September 2022	6:45pm