

## MINUTES OF THE FULL GOVERNING BODY MEETING ON 5<sup>th</sup> FEBRUARY 2025, 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	
Anna Donnelly	AD	Uniquely Education		

\*denotes absent

### 1. Welcome/Introductions and apologies for absence

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies for absence were received from RG, MM and GH.
- 1.3 The Clerk confirmed the meeting was quorate.

### 2. Declarations of interest, pecuniary or otherwise in respect of items on the agenda

- 2.1 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. Governors noted that there had not been any change in GB membership or structure.
- 3.2 Learning and Community Committee Terms of Reference.

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

### 4. Minutes of the previous meeting/matters arising

- 4.1 The minutes of the full GB meeting held on 5 December 2024 were **AGREED** and **RATIFIED** as a correct record; subject the amendments as noted on the Teams copy.

#### 4.2 Matters arising

- 4.2.1 Item 3.1     Full GB to receive the LCC Terms of Reference at the next meeting.  
Action rolled over to the next Full GB meeting – see item 3.2
- 4.2.2 Item 3.2     AA and JN to discuss EAL link Governor role outside of the meeting.  
Noted that the link role also included oracy.

- 4.2.3 Item 4.2.1 Governors to forward potential co-opted candidate applications to the Chair.  
Action was noted as ongoing.
- 4.2.4 Item 4.2.5 AA, MM and AG to meet and review KPIs before the next Full GB meeting.  
Progress had been made on determining the KPIs. The KPIs will be presented to Governors during the Governors Day on 14 February.
- 4.2.5 Item 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.  
Action completed.
- 4.2.6 Item 4.2.7 Marketing and Fundraising Sub Committee to devise a strategy for promoting the school's end of year outcomes.  
Action completed – see item 5.
- 4.2.7 Item 4.2.10 Governors to contact MM if they required a new ihasco training link.  
Those Governors yet to complete the training were strongly reminded to complete it ASAP. On going action.
- 4.2.8 Item 7.3 AA to review a SNAG composition and a food policy to address ongoing issues raised regarding the lunch menu.  
  
Noted that the contract for continuing with Olive Dining from April 2025 was signed on 4 February 2025.
- ACTION** a) School to provide Governors with a crib sheet detailing why Olive Dining was awarded the contract, what will be different, how they will be held to account etc. Action completed.  
b) Recruit Olive Dining support in producing a Food/Catering Policy.

## **5. Marketing and Communication**

- 5.1 Anna Donnelly provided the GB with a presentation on the Marketing and Communications research report. The research was commissioned to identify the school's strengths, opportunities, challenges and provide a targeted marketing strategy. The report provided an overview of the school's current position and identified short to medium term actions and priorities.
- 5.2 Appendix A noted that there was significant amount of local primary school choice, with parents more willing to travel; meaning the target area for marketing should also be expanded. Postcode analyse was shared with Governors; noted that there will be a reduction of 60 reception places at local schools from September 2025. The following recommendations were noted:
- The reception transition programme to start in April once families received their offer. Including a welcome phone call from a member of the SLT.
  - SLT to review potential geographical gaps and target nurseries and preschools for reception 2026. Gaining the relationships with current 2 year olds' families.

5.3 Appendix B provided detail of Tetherdown's public profile from the stance of a potential parent and competitors' brand audit. Governors discussed possible opportunities to work with local businesses. The following recommendations were noted:

- Promote the school's USP.
- Capture the pupils experience and promote positive stories internally and externally.
- Create an internal comms strategy.
- Create an effective recruitment and liaison strategy.
- Develop a transition programme for children and families joining the school.
- Upskill front of house staff to actively promote the school.
- Review and update the school's website.
- Strategically promote positive content through Instagram

**ACTION** Governors to follow Tetherdown on Instagram.

5.4 Appendix C provided the outcome of internal focus group meetings with parents from reception through to Year 6, teaching staff and support staff.

5.5 *Q: What support can Governors provide in promoting the school?*

A: Governors could promote the school within their sphere of influence with an agreed shared method.

**ACTION** Governors to undertake a partnership audit which could support the school.

5.6 *Q: How important is it for new parents to know the Governors?*

A: Ideally there should be a Governors presence at the first meeting with new parents. Governors could have a short bio and skill sets on the website.

**ACTION** School to review the marketing plan and highlight how Governors can support the school.

5.7 AA noted that the action plan will be a strand base approach, with all staff/governors being allocated roles. Governors recommended that the action plan was prioritised into categories similar to: quick wins, must haves, nice to have and not going to happen.

The Chair, on behalf of Governors thanked Anna Donnelly for her work and presentation. AD leaves the meeting at 7:30pm.

## **6. Peer to Peer Review Update on Greater Depth**

6.1 AA provided Governors with an overview of the peer to peer review into what Greater Depth currently looks like at Tetherdown for foundation subjects. The review team consisted of professionals from Rhodes Avenue and Highgate primary. An overview of what school peer reviews were and how they are undertaken was provided.

6.2 The following was noted from the review report:

- a) All children are being taught to Age Related Expectation (ARE) within foundation subjects.
- b) Teaching foundation subject to a Greater Depth (GD) level was limited, for the following reasons:
  - focus after covid to get all children to ARE.
  - No GD schemes for foundation subjects.
  - Ofsted framework focus and guidelines is on children's knowledge and understanding.
  - GD in foundation subjects hasn't been analysed.

- 6.3 The next steps were shared with Governors and included, but not limited to:
- a) Regular phase meetings
  - b) Subject leaders reviewing books.
  - c) Promoting GD with aim high day.
  - d) Setting a baseline/target for children reaching of GD in foundation subjects by 2026 of between 8 to 10%.
  - e) CPD on what GD is in each foundation subject
  - f) Improvement Champion.

6.4 *Q: What does GD in foundation subjects look like?*

A: During the review a pedagogy survey was undertaken. Teachers were very confident in core subjects and teaching children with a range of abilities from ARE to GD. This was not the same for foundation subjects. What GD looks like in each subject and across each year group will be different and needs to be mapped out.

6.5 *Q: Are there challenges for the teacher to support a range of children with different abilities including those with more specific needs?*

A: Teachers are able to do this in core subjects. Teachers need to adapt their planning according to the children in their class; to also include GD questions and tasks weaved through foundation lesson, as they do in core subjects. Staff have received CPD on how to bring GD teaching and learning into Humanity subjects. Teachers now understand what GD looks like and can evidence this.

6.6 *Q: How will the school evidence GD in foundation subjects?*

A: Foundation subject leaders will finalise what GD looks like in their subject with associated targets. There will be walk thrus, book moderations, recommendations from subject associations, work with the NLC, use of solos taxonomy.

6.7 *Q: Can the school use after school clubs to support GD in foundations areas?*

A: No because any club has to be equitable for all parents and there isn't space for all children in ASC. Also, that club has to be led by someone that can teach to GD.

- 6.8 Governors suggested that there could be a roll out programme with a focus on targeted subjects, when GD practice is embedded learning and GD curriculum can be rolled out in other foundation subjects. AA noted that the roll out of GD curriculum, teaching and practice in History, Geography and RE had already started. The subject leads in both Music and PE were strong and able to drive through the required measures. Governors recognised that GD in foundation subjects was an important work stream and focus area to take forward. However, governors further recognised the risks and the ambitious targets allocated to each foundation subject.

## **7. Chair's items**

- 7.1 No Chair's items were received.

## **8. Headteacher's report**

- 8.1 Governors noted receipt of the Headteacher's report; which had been circulated prior to the meeting. The report was taken as read; the Chair invited questions.

8.2 *Q: How did the vision and values launch with staff go?*

A: Staff were very positive and on board with the direction of the new vision and values.

8.3 Q: *Why is there a dip in attendance for spring 1 2024?*

A: Last year there was a very bad bug resulting in children and staff being off. There are regular meetings with teachers regarding the children in their class and every half term the school reviews pupil attendance and lateness, working with the Education Welfare team where appropriate. The schools within the NLC are undertaking a join piece of work to ensure there is a consistency in messaging regarding attendance.

8.4 Governors noted the SEND review

**ACTION** KP to discuss the SEND review with a focus on group information with Teresa McMeakin at the Governors Day.

8.5 Catering contract

AA reminded governors that the catering re-tendering has been completed with the contract being awarded to Olive Dining. Representatives from the school attended a catering panel day on 14 January 2025 along with Devonshire Hill, Rhodes Avenue and Lea Valley. Support was provided by a catering contract tendering team. Tetherdown, Lea Valley and Devonshire Hill have agreed to award the contract to Olive Dining.

8.5.1 During the previous contract tenure Olive Dining was able to manage some difficult staff situations; worked closely with the school in terms of lunch provision and continued to working with the school regarding parents requesting enhanced food provision.

8.5.2 The catering contract tendering consultant will support the school to ensure Olive Dining meets the agreed KPIs. One of Olive Dining's strengths is HR and staff management. The next priority will be engagement with parents. Olive Dining will be undertaking the following:

- Meeting parents in a coffee morning.
- Joining assemblies.
- Supporting the school in the health eating agenda.
- Having regular feedback from children.
- Having a feedback box in the lunch hall.
- Playing smoothing music.
- New chef to raise standards.

8.5.3 Governors suggested that the range of views received and results of the recent of the catering survey was circulated to the parent community, along with the announcement of Olive Dining being awarded the contact.

**ACTION** School to circulate the catering survey and contract award to the parent community.

**9. Committee, SBM and Link Governors Reports**

9.1. SBM report including update on finances

Governors noted receipt of MM report.

- For September 2025 the school received 42 first place preference, an increase from the previous year.
- The cost to the school for meals had increased to £2.62; whilst the school is in receipt of both universal free school meals and the Lord Mayor's funding there is still a shortfall in funding. Following a letter to parents £4880 has been received.
- The school will be migrating over to Arbor over the February half term.
- Currently 55 children are accessing breakfast club and 103 accessing after school club.

**ACTION** School to provide an update on the ability to provide ad hoc after school place provision.

9.2. Resources Committee

The Committee received an update on the budget position. Noted that the school continues to have regular meetings with the LA to review and discuss the budget. An update on the audits undertaken was provided. A suite of GDPR policies were received and reviewed.

9.3. Learning and Community Committee

The Committee received a Maths presentation, an update on pupil progress review analysis for autumn 2024, the 2025 targets and a number of policies. Noted that the Behaviour Policy would be coming back to LCC for further review.

9.4. Marketing & Funding Applications sub-committee

Noted that the Friends of Tetherdown were open to covering the cost of memberships to improve the curriculum experience for the children.

9.5. Link Governor Reports

RE had undertaken a Maths link Governor visit.

- 9.5.1 Governors discussed the most effective way to report back link Governor visits to the wider GB. **AGREED that one Governor will report back at each Full GB meeting.**

**ACTION** a) DJ to re-circulate the link governor pack

b) DJ to compile a timetable for Governors to feedback link governor visits.

**10. Policy ratification/reviews**

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

- Drugs, Alcohol and Substance Misuse Policy.
- EYFS Policy.
- Freedom of information Policy and Publication.
- GDPR suite of Policies.
- SEND Code of Practice.
- Haringey Model Policy – Safer Recruitment Policy for Schools.
- Haringey Model Policy – School Flexible working Policy.

**11. Governors' training**

- 11.1 Governors were reminded to undertake HEP training and to update Governor Hub upon completion.

- 11.2 DJ and KM were going to attend the HEP governors' conference.

**12. Dates of future GB meetings**

- 12.1 The dates for the spring 2 term 2025 were noted as:

- Full GB: 20 March at 6:45pm. (face to face)
- Resources: 14 March (virtual) at 8:15am.
- Learning and Community Committee: 10 March (virtual) at 8:15am.
- Governors Day 14 February

**13. Any other business**

- 13.1 No AOB items were received.

13.2 Potential agenda items for the next Full GB  
Afterschool club marketing and capacity.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 8:30pm, all staff members (except the Headteacher) were invited to leave the meeting.



Sign: ..... Date: .....16 April 2025.....  
Denzil Jenkins Chair of Governors

Item	Action	Lead
3.2	Full GB to receive the LCC Terms of Reference at the next meeting	Clerk/AA/DB
4.2.3	Governors to forward potential co-opted candidate applications to the Chair.	All
4.2.7	Governors to contact MM if they required a new ihasco training link.	All
4.2.8	a) School to provide Governors with a crib sheet detailing why Olive Dinning was awarded the contract, what will be different, how they will be held to account etc.	AA/MM
	b) Recruit Olive Dining support in producing a Food/Catering Policy.	School
5.3	Governors to follow Tetherdown on Instagram.	All
5.5	Governors to undertake a partnership audit which could support the school.	All
5.6	School to review the marketing plan and highlight how Governors can support the school.	AA
8.4	KP to discuss the SEND review with a focus on group information with TM at the Governors Day.	KP & TM
8.5.3	School to circulate the catering survey and contract award to the parent community.	AA
9.1	School to provide an update on the ability to provide ad hoc after school place provision.	AA
9.5.1	a) DJ to re-circulate the link governor pack.	DJ
	b) DJ to compile a timetable for Governors to feedback link governor visits.	DJ