

**MINUTES OF THE FULL GOVERNING BODY MEETING
OF WEDNESDAY SEPTEMBER 27TH 2023 at 6.45PM ON TEAMS**

<u>NAME</u>	<u>INITIAL</u>	<u>Governor category</u>	<u>Term Start date</u>	<u>Term Expiry date</u>
Gary Robson (Co-Chair)	GR	Co-Opted (1)	19/09/2019	18/09/2023
Genevieve Hughes	GH	Co-Opted (1)	20/11/2019	19/11/2023
Carl Spitzer	CS	Co-Opted (1)	28/09/2020	27/09/2024
Amir Gould	AG	Co-Opted (1)	27/09/2023	26/09/2027
Fiona Moffatt	FM	Staff Governor (1)	21/07/2021	20/07/2025
Mark Hilton	MH	Parent (1)	02/12/2019	01/12/2023
Juliet Natali	JN	Parent (1)	23/10/2020	22/10/2024
Kelly Flitterman	KF	Parent (1)	17/11/2021	16/11/2025
Denzil Jenkins (Co-Chair)	DJ	Parent (1)	1/11/2022	31/10/2026
Annie Ashraf	AA	Headteacher	<i>Ex-officio</i>	
Michelle Moss (SBM)	MM	Associate	27/09/2023	26/09/2024
Rachel Gillingham	RG	Associate	27/09/2023	26/09/2024
Dawn Barnes	DB	LA Governor	23/02/2023	22/02/2027
Felicity Baird	FB	Clerk, HEP	22/03/2023	14/06/2023

PART 1

1. WELCOME, APOLOGIES FOR ABSENCE

1.1 GR welcomed all to the meeting and introduced AG to his first Governing Body (GB) meeting. A welcome was also extended to Rachel Gillingham for her first meeting as an Associate Staff Governor.

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

2.1 None were made.

3. GOVERNANCE: ELECTION OF VICE CHAIR; GOVERNING BODY AND COMMITTEE MEMBERSHIP

3.1 GR reminded all that the Vice Chair role remained vacant and asked again if any Governors were able to put themselves forward for the role. There were no volunteers for the role of Vice Chair and the item would remain on the agenda until such time as the role was filled.

3.2 GR reminded all that he was planning to step down as Chair after Christmas and informed the GB that DJ had expressed an interest in stepping into the Chair position. The GB AGREED that DJ and GR would co-Chair the GB until GR stepped down.

3.3 The GB discussed its remaining vacancies (x3 co-opted vacancies) and what skills it required.

3.4 The Associate Governor roles were both one-year term roles. RG and MM were both nominated/seconded for their Assoc. Governor roles and were unanimously voted in for a further term by the GB.

ACTION: CIRCULATE UPDATED GOVERNOR CODE OF CONDUCT AND DECLARATION OF INTEREST FORMS (CLERK)

4. COMMITTEE TERMS OF REFERENCE

- 4.1 It was confirmed that the Committee Terms of Reference would be presented to the GB for ratification at the next ordinary meeting.

ACTION: ALL COMMITTEES AND FUNDING GROUP TO REVIEW THEIR TERMS OF REFERENCE AND RECOMMEND THEM TO THE GB AT THE NEXT ORDINARY MEETING.

5. MINUTES OF THE PREVIOUS MEETING (JULY 2023), MEETINGS OF MARCH AND MAY 2023; MATTERS ARISING

- 5.1 The draft Minutes of the March, May and July GB meetings were APPROVED as accurate records.
- 5.2 The Headteacher (HT) referred to action 7.3 of the July meeting and confirmed she would share benchmarking data with the Resources Committee and thereafter to the GB for information purposes.
- 5.3 DJ confirmed that he was the GB's Safeguarding Link Governor.
- 5.4 It was reported that the school had received no response from the Council regarding repayment for PVC panels.
- 5.5 It was noted that the procurement process action was now complete.
- 5.6 The School Business Manager (SBM) confirmed that information regarding Free School Meals (FSM) would come to the Resources Committee.

ACTION: PRESENT ALL 2022-23 ACTIONS ONTO ONE LIST (CLERK)

ACTION: ASSIGN AG TO HEP NEW GOVERNOR TRAINING (SBM)

6. CHAIR'S ITEMS

- 6.1 GR raised the issue of allergies at the school and informed the GB of an incident which had taken place the previous year, where a teacher had handed out a snack to pupils that later was pointed out by some parents had labelling which stated the snack 'may contain nuts'. It was understood this had been a genuine oversight on the teacher's part and conversations had taken place with the previous and new Headteacher about how to address this going forward. It was confirmed that some amendments the rewards policy. The HT assured the GB that staff training had taken place on how to properly read food labels. The HT explained that the new behaviour policy would include a move away from edible treats/rewards. The GB supported the move towards taking preventative steps to mitigate against someone having an allergic reaction to nuts/seeds.

7. HEADTEACHER'S REPORT

- 7.1 AA presented her first report as the new HT for Tetherdown School. A lot of work had taken place during the summer term and break. The HT noted a number of significant achievements that had taken place, including the appointment of a Y4 teacher.
- 7.2 The HT had met with all classes, undertaken assemblies, met with parents at school coffee meetings, and would be meeting with the class reps very soon. A school brochure was being drafted. The HT supported x3 Early Career Teachers (ECTs) and x3 Institute of Education (IoE) students into their posts this term. Work was underway on streamlining processes, and the Assistant Headteacher (AHT) was working on timetabling and incorporating the school calendar of events into a handbook for new staff. Six coaching sessions had been planned for the Head, SBM and DHT. The AHT was leading on Pupil Progress, SEND meetings and Learning Walks, which were all

linked to professional development – further information on this would be taken to the Learning Community Committee meeting.

- 7.3 AA informed the GB she had established productive partnerships with other Heads, joined the local Network Learning Community (NLC). It was noted that Haringey was very strong overall, and as a borough was outperforming many other maintained London schools; Haringey was in the top third of boroughs in the country. Information on pupil attendance would come to the next meeting of the GB.
- 7.4 The HT reported she attended a meeting with Jane Edwards, Director of Education at the Local Authority (LA) regarding school finances and the need to develop operational strategies to make the school financially resilient and sustainable.
- 7.5 There had been a high number of children absent from school with Norovirus. A Health and Safety check took place on the school site, which had awarded the school a five star rating in all areas. It was reported that after following H&S advice on how to deal with an outbreak of Norovirus, the numbers of sickness absence significantly and quickly reduced.
- 7.6 Governors were informed that a number of parents had requested a flexi-school agreement (whereby students would be absent from school one day a week to follow home schooling). After consideration, it had been agreed to not grant a flexi-school agreement, because of the impact on other children who would not be absent regularly from school. It was also noted that although children's absence would have been charted as 'authorised' it would still count negatively towards the school's attendance figures.
- 7.7 The GB was informed that there were ten pupil spaces in Reception. The HT highlighted that if numbers went below 48 in that (or any) year group, the school entered a risk factor area regarding its roll.
- 7.8 **Governors queried** the reason(s) behind the shortfall in Reception. It was explained that the birth rate, which had been falling across the borough (and wider) was beginning to reflect in school numbers; all schools in the borough were reporting a reduction in pupil recruitment numbers by at least ten places. The SBM informed the GB that the LA was aware of the fall in pupil numbers and was monitoring the situation. Work continued at the school to recruit more pupils ahead of the census the following Thursday. GR explained the census deadline and its link with funding for the following academic year, for the benefit of new Governors.
- 7.9 Eighteen new children had been admitted to the school since the start of term. Staff had noticed that many of the new cohort had particular needs/challenges; some were under EAL (English as an Additional Language) Code E (entry level language), and there were some challenging behaviours. The school was developing systems to cope and mitigate, including the use of Teaching Assistants (TAs).
- 7.10 The HT informed Governors that wraparound care before and after school was a subject she was often asked about by parents on school tours. The lack of after school provision was a significant issue for parents, and should be addressed in the long term. **Governors asked** about the constraining factors preventing wraparound care currently in school and were informed these included staff/child ratio limits, space in school. The SBM was working on a business case regarding wraparound care, which would be shared with the GB.

- 7.11 It was reported that safeguarding training was planned for staff. The NLC was working on an arts programme which would be displayed at Alexandra Palace. A school partnership programme regarding English, Maths and Science networks was being established, with focus on a humanities deep dive.
- 7.12 The GB heard that a successful fire drill had taken place. The school's annual Health & Safety audit would take place in February.
- 7.13 Referring to quality of education, the HT said that when carrying out monitoring of teachers' practice, language would move away from 'outstanding' and 'good' and to phrases such as 'helping learning' or 'hindering learning'. It was noted that the new guidance on the Ofsted framework meant there would be more focus on teaching & learning. The GB discussed that it would be useful to undertake a skills audit and determine where gaps lay. The following Link Governor roles were confirmed:
- Science: JN
 - English: CS
 - Maths: *vacancy*
 - Computing: *vacancy*
 - Safeguarding: DJ
 - SEND: MH.
- It was AGREED that candidates for the vacant Link Governor roles should be sought.
- 7.14 The HT informed the GB that performance management targets included raising standards in Writing. The HT wanted to expand the good work being carried out in the Early Years, and develop 'Brilliant Beginnings'; the transition from EYFS to new KS1. The school had joined NCETM to become an accredited school in Maths mastery.
- 7.15 It was reported that by the end of the academic year, 40% of staff would have completed a course at Masters level or equivalent. The HT had been in contact with a consultant who may be able to assist the school in accessing SEND specialist funding (access to which was increasingly challenging).
- 7.16 **Governors referred** to a section within the HT's report on developing the communications policy and communication with parents and asked about the school's social media policy. The HT said that there was a need to clarify the school's communications policy, noting that the school office was often inundated with communications from parents in addition to there being lots of issues that impacted teachers. Four members of staff had attended communications management training and it was hoped that this could feed into the development of the comms policy into an overarching communication policy.
- 7.17 It was confirmed that the GB would assist the HT with the creation of the new three-year plan, which would come to fruition in the spring. The supported the HT in her refinement of the current SDP.

8. POLICY REVIEWS

- 8.1 The GB APPROVED the following policies:
- Keeping Children Safe in Education (KCSIE) (DfE policy, updated for September 2023)
 - Safeguarding Policy (Haringey LA model policy)

9. COMMITTEE, SBM & LINK GOVERNOR REPORTS

- 9.1 It was confirmed that the GB's subcommittees were yet to meet, and reports would follow at the next GB meeting.

- 9.2 **SBM Report**
The SBM reported that the pupil numbers had changed a little this week and reminded Governors how the funding allocation process worked. The pupil roll currently stood at 408. A final update on the roll would be given to the Resources Committee in October.
- 9.3 Staff vacancies were currently being filled by agency staff; it was noted that some roles were proving difficult to fill.
- 9.4 Health & Safety: Works had been undertaken by the LA during the summer as had been expected to take place had not happened. It was hoped that this and work by Thames Water on the water flowing outside the school on the pavement would be fixed imminently.
- 9.5 The GB heard that the budget was under constant review, and a detailed report would be submitted to the Resources Committee. It was expected that the budget would remain in deficit, although would be slightly better than originally thought.
- 9.6 Currently, there were 13 children (3.2% of the pupil cohort) which were in receipt of Free School Meals (FSM). It was noted that the FSM funding would cease as a result of the Mayor of London's FSM programme giving all primary children a free school meal. A cost analysis of the programme would be submitted to the Resources Committee.
- 9.7 Two grant applications had been successful – to support Y6 families on PGL and for SEND resources. The PE Lead had set up after school clubs to run from Tuesday to Friday and it was hoped that the uptake in girls' football would increase. Breakfast and After School Clubs were both running at capacity from Monday to Thursdays, with limited space on Fridays.
- 9.8 A Subject Access Request (SAR) that was received was dealt with at the end of the summer term and thereafter closed. The school carried out its annual shredding process in line with policy.
- 9.9 ***Governors asked*** if the plan was to continue to maintain flexibility in the staffing numbers to enable movement in future staffing structure; this was confirmed.
- 9.10 ***Governors asked*** about the outside sloped area and who was funding work on it. The SBM reported that this was phase 4 of the outdoor learning plan from the Friends of Tetherdown (FOT) group. The FOT had approved approximately £8k of funding.
- 9.11 ***Governors queried*** if the school was making a profit from school clubs. The SBM said that the school was making some profit from clubs but was constrained by adult/child ratios and space available. The SBM said that she was creating a business plan regarding the expansion of school clubs which would go in the first instance to the Resources Committee. ***Governors asked*** about lettings take up during the holidays and were informed that two companies had rented school space during the summer for three weeks each.
10. **GOVERNORS' TRAINING**
- 10.1 ***A Governor asked*** if the Science Lead could be invited to a future GB meeting to present. The HT confirmed it was her plan for each subject lead to attend future meetings.

11. DATES OF FUTURE GB MEETINGS

11.1 It was confirmed that the next GB meeting would take place on Thursday 7th December 2023 at 6:45pm.

12. ANY OTHER BUSINESS

12.1 None.

There being no further Part 1 business, this section of the meeting closed.

SIGNED:

Gary Robson

CHAIR OF THE GOVERNING BODY

DATE:

12/3/24