

**MINUTES OF THE MEETING OF THE GOVERNING BODY
HELD ONLINE TUESDAY 28TH SEPTEMBER 2021 at 6.45PM**

LA Governors (1) *Philippa Connor (<i>term of office expired 16.05.2021</i>)	Staff Governor (1) *Fiona Moffatt 20.07.2025	Parent Governors (4) *Mark Hilton 01.12.23 *Juliet Natali 22.10.24 *Andrea Ledward 22.10.24 VACANCY
Co-opted Governors (4) *Jane Garrard 29.01.24 *Carl Spitzer 29.09.24 *Gary Robson 18.09.23 (CHAIR) *Genevieve Hughes 19.11.23	Headteacher (1) *Tony Woodward Ex-officio	
	Also Present *Helen Holloway (Senior Clerk, HEP)	Associate Members *Annie Ashraf (DHT) 28.09.21 *Michelle Moss (SBM) 28.09.21 *Michael Belle 06.05.25
*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. The meeting was quorate.

1.3 The GB **agreed** to take one late item under Chairs Items – item 10
Review of Terms of Reference for Funding Application sub-committee.

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

No matters were declared

3. REGISTER OF INTERESTS

All governors were reminded to sign the ROI and return to the Clerk by Friday 1st October 2021. The Clerk will forward the signed ROI to the SBM for filing at the school.

ACTION: GB / Clerk

4. ELECTION OF CHAIR / VICE CHAIR

4.1 Gary Robson was nominated and seconded to continue as Chair of Governors for a term of one year.

4.2 The vice Chair role is vacant. The Chair invited Governors to forward any expressions of interest to stand as vice chair.

5. GOVERNING BODY AND COMMITTEE MEMBERSHIP

5.1 The Chair welcomed the new staff governor Fiona Moffatt.

5.2 The LA Governor term of office expired 16.05.2021 and the GB agreed they would like to extend the LA term of office and PC has agreed. The Chair of Governors will make a written request to HEP Governor Services for the reappointment of PC as LA Governor. **ACTION: CoG**

5.3 Louise Burt, parent governor resigned from the GB with immediate effect. Parent elections will commence and be managed by the school office.

5.4 Jane Garrard, co-opted governor, informed the GB of her intention to step down from the GB later in the year once a replacement governor is in post.

5.5 Annie Ashraf and Michelle Moss were elected by the GB as associate members for a term of one year.

5.6 The GB **AGREED** the Committee Membership and link governor roles for 2021-2022. See Appendix A.

6. COMMITTEE TERMS OF REFERENCE

6.1 All Chair of Committees were reminded to review and approve their terms of reference at the first committee meeting ready for the GB to ratify at the next GB meeting in December. **ACTION: Chairs of Committees**

7. GOVERNORS' CODE OF CONDUCT

7.1 The Governors' Code of Conduct was shared with the GB on Teams ahead of the meeting and all Governors were invited to sign the document and return to the Clerk. **ACTION: GB**

8. KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)

8.1 All Governors to declare they have read KSCIE and return their signed statement to the Clerk. **ACTION: GB**

9. MINUTES OF THE PREVIOUS MEETING/MATTERS ARISING

9.1 The part 1 minutes of the previous meeting held on 24th June 2021 were **APPROVED** as an accurate record and will be signed by the Chair of Governors. **ACTION: CoG**

Matters arising not on the agenda:

9.2 (Minute ref: 3.1) The LA Governor term of office expired 16.05.2021. The CoG will forward a request to HEP Governor Services for reappointment of PC as LA Governor. **ACTION: COG**

9.3 (Minute ref: 4) Effectiveness of GB – Governor Training session from HEP **ACTION: C/f to autumn term**

9.4 (Minute ref: 12.2) The Clerk will liaise with the HT and CoG to agree the future GB meeting dates. **COMPLETE**

10. CHAIRS ITEMS

10.1 A **discussion** took place about Health and Safety Concerns on the private side road next to the school and ongoing building works with vehicles accessing the road when young children are leaving the school premises. In conclusion it was proposed to contact the H&S Executive about the risks to the children from the work site.

10.2 TERMS OF REFERENCE – FUNDING APPLICATION SUB COMMITTEE

10.2.1 The Terms of Reference for the Funding Application sub-committee were circulated to the GB on Teams ahead of the meeting. The Funding Application sub-committee will complement the Friends of Tetherdown School fundraising work and report directly to the LCC. A **discussion** took place about the role of the committee and in conclusion it was agreed the committee's work is to seek additional funding streams to support the curriculum. It was agreed marketing is a separate activity and should be managed outside of this committee.

10.2.2 The GB **APPROVED** the TOR for the Funding Application sub-committee.

10.2.3 The GB **AGREED** the Members of the subcommittee are: Juliet Natali; Tony Woodward; Michelle Moss. An invitation will also be extended to a parent representative to join the committee.

11. HEADTEACHER REPORT

11.1 The Head Teacher's report was shared with the GB on Teams ahead of the meeting.

11.2 The school's three year Strategy Plan was shared with the GB ahead of the meeting via Teams. It was noted the three themes for the curriculum focus this academic year are: autumn term - humanities; spring term – arts, and summer term – STEM.

11.3 There are ongoing staffing challenges with COVID management and staff absences.

11.4 The SIA from HEP will be visiting the school next week. The schools vision and aims have been published on the school website.

11.5 Governor Visits are to resume and will be linked to the SDP. The Head teacher will organise link governor visit invites throughout the academic year.

HT REPORT

Leadership and Management:

11.6 New staff have received safeguarding training.

11.7 SEND remains underfunded and the school budget share is being used to cover staff costs to support SEND pupils. It was reported Tetherdown Primary school is involved in an evaluation group for SEND.

Behaviour and Attitudes

11.8 Pupil attendance is a little lower in autumn term 1 as some children are isolating and other families have had extended summer holidays.

Quality of Education

11.9 Remote learning is still in place particularly for children isolating.

Personal Development

11.10 A new online system is in place for safeguarding.

11.11 All after school clubs are up and running for the autumn term.

11.12 The school has a five session timetable per day.

11.13 There are still some COVID restrictions in place; reduced number of pupils in place for assemblies and use of the playground.

11.14 An overview was given of the school events and trips for the autumn term.

11.15 RSE Policy – The school has received two complaints in the summer term in relation to the RSE Policy which will impact on the policy.

Admissions

11.16 The School is conducting real life tours around the school asking adults to wear face masks.

Q: A governor raised a question about the Ofsted inspection.

R: It was confirmed the last Ofsted inspection took place in 2017 and therefore the school is in the current cycle of school inspections in the Borough since March 2021. Link Governor visits at school with subject leaders are encouraged to see the curriculum development; the HT will be organising link governors for school visits.

12. POLICY REVIEWS

The following policies were presented at committees and **APPROVED** by the GB:

- Safeguarding and Child Protection Policy
- Peer on Peer abuse policy
- Handling allegations against staff policy
- Complaints procedure
- Prevent action plan (reviewed 2021) and Prevent Leaflet

13. LINK GOVERNOR REPORTS / SBM REPORT

13.1 There were no link governor reports.

SBM Report

13.2 The SBM report was shared online ahead of the meeting. The SBM reported:

13.2.1 Admissions: 13 vacancies in Reception and 4 vacancies in Year 1 – resulting in a loss of £66k. It was confirmed there are waiting lists for junior class places, but no waiting list for the infants.

13.2.2 A lengthy **discussion** took place during the meeting exploring possible solutions on how the school could increase the number of pupils on roll reviewing the PAN in each year group and proposed pupil numbers across the borough in the future. The school will continue to analyse trends of pupils moving in and out of the school.

13.2.3 The SBM has been invited to join the Place Planning Committee in the local authority.

13.2.4 The School is currently recruiting for a classroom TA and there has been a high number of applications of high calibre for this post.

13.2.5 There are 12 children on the Free School Meals (FSM) register.

13.2.6 The Catering contract is due for renewal and the catering tender process is ongoing; the SBM is in contact with two separate consultants.

13.2 7 The extra-curricular clubs are running again and providing income. It was noted there are vacancies for the breakfast and after-school clubs and these will be advertised in the school newsletter.

14. HEALTH AND SAFETY

The SBM reported:

14.1 The works on the external windows did not go ahead during the summer school holiday.

14.2 Asbestos has been removed from the school premises and the school is awaiting the final report.

14.3 There are ongoing discussions with Haringey regarding the boiler replacement (old building).

14.4 The Health and Safety audit took place in June 2021 and the school has now received the draft report. The draft report will be presented at the Resources Committee meeting. **ACTION: Resources Committee**

14.5 The COVID Risk Assessment has been updated and reviewed on a monthly basis and shared with the GB.

14.6 The building maintenance schedule will be discussed at the next Resources Committee meeting.

15. GOVERNORS' TRAINING

Governors were reminded to sign up for HEP Governor Training and to log any training completed on Teams.

16. DATE OF FUTURE GB MEETINGS

AUTUMN TERM: Thursday 9th December 2021 @ 6.45pm

SPRING TERM: Tuesday 8th February 2022 @ 6.45pm
Thursday 24th March 2022 @ 6.45pm

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

See **Appendix B** for list of GB and Committee meeting dates 2021-2022.

17. **AOB** – No items to report.

Garry Robson
8/3/22

MATTERS ARISING FROM GB MEETING HELD ON 28TH SEPTEMBER 2021

MIN. REF	ACTION	BY WHOM
9.1	Part 1 & 2 GB Minutes (24 th June 2021) to be signed by the Chair of Governors.	CoG
9.2	The LA Governor term of office expired 16.05.2021. The CoG to forward a request to HEP Governor Services for reappointment of PC as LA Governor.	CoG /
9.3	Effectiveness of GB – Governor Training session from HEP c/f to Autumn term	HT / CoG
6.1	All Chair of Committees were reminded to review and approve their terms of reference at the first committee meeting ready for the GB to ratify at the next GB meeting in December	Chairs of Committees
7.1	The Governors' Code of Conduct was shared with the GB on Teams ahead of the meeting and all Governors were invited to sign the document and return to the Clerk.	GB
8.1	All Governors to declare they have read KSCIE and return their signed statement to the Clerk.	GB
14.4	The Health and Safety audit took place in June 2021; the draft report will be presented at the Resources Committee meeting in November.	Resources Committee

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

Premises, Health & Safety

Safeguarding

SEND

Science

English

Sport

Maths

Governor Training

EDI

Philippa Connor

Genevieve Hughes

Gary Robson

Mark Hilton

Juliet Natali

VACANT

Jane Garrard

Carl Spitzer

Gary Robson

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

