

**MINUTES OF THE FULL GOVERNING BODY MEETING
OF WEDNESDAY 17th MAY 2023 at 6.45PM ON TEAMS**

Membership **Term Ending in 2023**

<u>NAME</u>	<u>INITIAL</u>	<u>Governor category</u>	<u>Term Start date</u>	<u>Term Expiry date</u>
Gary Robson (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
Vacancy		Co-Opted (1)		
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	DJ	Parent (1)	1/11/2022	31/10/2026
Tony Woodward	TW	Headteacher		Ex-officio
Michelle Moss (SBM)	MM	Associate	12/10/2022	11/10/2023
Annie Ashraf (DHT)	AA	Associate	12/10/2022	11/10/2023
Dawn Barnes	DB	LA Governor	23/02/2023	22/02/2027
Anne White	AW	Clerk, HEP		

PART 1 – PUBLIC

Approved

Challenges

Decisions

Actions

1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed everyone to the meeting. The meeting was **quorate**. Apologies had been received from AA and DB. AW requested and the Governing Body (GB) **AGREED** without objection that the Part 1 session could be recorded, to enable AW to become better acquainted with the Governors and learn about the school.

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

2.1 None were declared.

3. REGISTER OF INTERESTS

3.1 All governors to sign the Register of Interests form for 2022-2023 and return to the SBM. It is a statutory requirement for the Register of Interests to be published on the school website. Awaiting one form. DB to liaise with SBM.

Action: DB/SBM

4. PRESENTATION BY THE R.E. SUBJECT LEAD

4.1 The Subject Leader for RE, presented an introduction to the Governing Body. The Head thanked her and the Governors joined him in expressing their interest and appreciation for her insight and time.

5. GOVERNING BODY AND COMMITTEE MEMBERSHIP

5.1 Code of Conduct: Governors to have signed and returned a copy to SBM. AW will contact SBM regarding any outstanding forms. SBM agreed to create a new template so that (4) Governors can comply.

Action: AW/SBM

- 5.2 Review any change in GB membership and succession planning: It was reported that the LA Governor had been **nominated** to the **Learning and Community Committee**. This will be discussed at the next FGB in July 2023 and formally recorded. **MH to invite DB and appraise her of their meeting dates.**

Action: MH/DB/LCC

- 5.3 DJ joined the **Resources Committee**.

- 5.4 The Chair has contacted a Parent Governor [KF] about her stepping down by the end of the Summer Term. GB to consider recruitment process for the **vacancy**.

Action: GB/Chair

- 5.5 Succession planning: Head Teacher. **AA has been appointed as the next Head Teacher.** GR to meet with AA.

Action: GR/AA

- 5.6 Succession planning: Chair. GR's Term **ends in September**. **He is stepping down but will support the new HT and Governors for a period of 3 months** until the end of the year. **GR intends to stand down by the end of the Summer Term.** GR stated that he would like to see some of the Governors stepping up for the role of Chair. No Governors put themselves forward for the role. However, there was interest in this role that GR was aware of, and he requested that interested parties contact him. He suggested suitable candidates that have already led Committees as Chairs and that they would be considered, and he welcomed them **to put themselves forward for the next FGB** in July 2023. There were some questions and discussions from the Governors about how he could assist, in the 3-month extension period, this included some suggestions that the Chair role could be shared by more than one Governor, and shared for periods of time, perhaps even for a year, that may be considered. There is flexibility with how this could be implemented, and this might help to encourage Governors to come forward. It was noted that having a Vice Chair would also help, this role is vacant. But it could be a first step to Chair that the Governors could consider.

- 5.7 **Several Governors are coming to the end of their terms and GR stated that if any of the other Governors were not going to continue that they inform the GB so that they could plan more effectively.** Ideally this would be communicated in the next few weeks. **Any Governor intending to leave was recommended to put their notice in writing,** and to consider whether they would be willing to extend their leaving date in order to support the new HT as there were a lot of impending changes for the Autumn Term.

- 5.8 Parent Governor: This post will be available from September 2023. TW recommended that Parent Governor Elections will be needed and that the School could notify the parents of the upcoming vacancy. It can take around 6-7 weeks for the election process. The Governors and School could consider potential candidates in a timely way.

Co-Opted Governor vacancy: TW discussed the vacancy for a co-opted Governor and the school should continue with identifying and looking for suitable candidates. Skills needed for this role are marketing and finance ability as identified by the school. TW has approached independent schools in the past for advice and has successfully recruited Governors using this approach.

- 5.9 Vacancies: The role of Vice Chair is vacant. The Chair offered the role of Safeguarding Link Governor to any interested member of the GB. GR and DJ will be meeting up about potential roles. A vacancy exists for a Co-opted Governor.

- 5.10 Link Governor Safeguarding: The Chair offered the role of safeguarding link governor to any interested member of the GB. DJ to meet with GR.

6. **MINUTES OF THE PREVIOUS MEETING (22 March); MATTERS ARISING**

- 6.1 The Minutes were approved by HT and Chair however were not available to the Governors as a result of the Clerk's oversight which she apologised for. This was subsequently rectified immediately after the FGB. **The minutes will be examined by the Governors in the July 2023 FGB.**

6.2 Matters Arising: **This will be examined by the Governors in the July 2023 FGB.**

7. COMMITTEE, SBM and LINK GOVERNORS' REPORTS

- 7.1 Learning and Community Committee: MH announced that the meeting had been cancelled (as his time was deployed elsewhere for other priorities) and needed to be rescheduled.
- 7.2 Resources Committee: Meeting 21.4.23 and 5 May 2023 at 08.15am. SBM confirmed that **the SFVS was submitted to the LA**. It was noted that the Resources Committee was meeting on 7 July and may need further time to consider budget deficits.
- 7.3 Funding Opportunities Working Party: No meeting since March. They meet once a term and review applications process. They will report in the Summer at the next FGB.
- 7.4 The Resources Chair referred to the budget review for 3 years and budget deficit plan and stated she needed to speak to LA Governor about the Council and obtaining information about it's tariff payback and securing income for the PVC panels which Tetherdown hosts but does not see the benefit for. The SBM must plan/draft the budget (deficit) repayment plan (forward looking). Planning with LA Governor and the School to develop and liaise with Haringey and HEP developing a conversation about the strategic view/impact of underfunded schools, which is a national issue.
- 7.5 **Governors asked SBM about the planning of the deficit/budget repayment plan.** The SBM initially prepares her report liaising with the Head Teacher and Deputy (AA). This is done after the first quarter return. It is then presented to the Governors, then to the Council. The SBM liaises with the Head of Finance of Schools whom she will work with to ensure that it is robust.
- 7.6 **Governors asked the SBM about Haringey's future guidance on the budget.** SBM reported that she was advised that 60-70% of schools in Haringey will be in budget deficit for the next 3 years. Recommendations are a plan or guide for the first year, the Council are very aware that there are significant challenges ahead for the schools. DJ has been liaising with SBM (in July the plan is normally submitted) and identifying that short of making cuts the school will be in a deficit. SBM advised that things can change after the first quarter. Once the Council receive the budget plans they then have the ability to review decisions after the first quarter. DJ announced it was a significant challenge absent of funding. TW announced that the deficit will be a first for Tetherdown, and he is involved up until August.
- 7.7 **The Resources Committee** are meeting on 7 July, and they might need more time to consider the budget situation, a longer meeting might be needed.
- 7.8 SBM Report: **Governors asked if the H&S Audit of 27 March had taken place. The SBM confirmed that it had.**
- 7.9 The climbing frame and audit report outcome. SBM reported that the climbing frame was already in situ and that there would be an official dedication for it in June. Strength and weakness insight report. GH explained that the SWOT analysis will be ready before the next procurement exercise which will be undertaken with SBM and the Staff Governor.
- 7.10 Catering: Resources Cttee agenda: Catering – price of school meals & shortfall. This was covered in a document circulated in advance by SBM, entitled **SBM Report 17 May 2023**.
- 7.11 School Budget: SBM presented several documents that had been shared with the Governors in advance. As a result of the identified financial deficit the school is obliged to investigate how it can generate income to offset anticipated losses referred to above. Price increases (self generated income for the school) will apply from September 2023 and will be presented with a view to being approved by FGB for Summer 2. The recommendations had been proposed to the **Resources Committee** and adjustments were made after lengthy debate. The Finance Committee has agreed and consented to the price increases.

- 7.12 Price increases will be Incorporated into the **Charging and Remissions policy** due to be **ratified** by Summer 2.
- 7.13 Lettings will be increased for hall hire for birthday parties (an increase of 20%) and there will be an administration fee increase of £5 per booking application as well. The price has not increased for over ten years for hall hire for birthdays. The administration fees have not seen an increase for a lengthy period. The new cost will be £15 and next year £20.
- 7.14 Administrative Costs will also increase for external adverts (non school related) of an extra £20, this was because the school has a large mailing list (over 300 families) and the school consulted marketing firms for expertise and advice and the cost is reasonable and viable. Letters and other legal documents required by parents will cost an extra £5 per letter (it will cost £15 and for next year it will cost £20).
- 7.15 All Internally run clubs will also see a price increase ranging from 14.5% to 50%
- 7.16 **Governors asked the SBM if externally ran clubs would see a price increase.** The SBM replied that last year a 20% increase was added and this year the recommendations were to keep the price the same. There is no increase as the school prices would not be competitive. Last year there was a significant consultation exercise conducted.
- 7.17 **Governors asked the SBM if there was an administration impact or costs for lettings.** The school staff spend a significant time for all lettings drawing up SLA agreements, conducting risk assessments, agreeing dates and many other tasks eg sending invoices and chasing up payments, and up to 6 staff are involved.
- 7.18 TW advised that these plans had already been passed to the Resources Committee and reminded the Governors that on an operational level that the school needs to move forward.
- 7.19 MH accepted TW's viewpoints and added that there is a context and value to price increases. SBM commented that the prices had been benchmarked against local prices, offers and schools.
- 7.20 **The Governors APPROVED the price increases.**
- 7.21 **Budget:** The budget was recommended by the Resources Committee and APPROVED by the GB.
- 7.22 **The Proposal for the 3-year budget:** A brief overview from 2023 to 2026, it does not include any government increases or government funding as it is not guaranteed. This covers 91% of the school income. So, the school is obliged to examine how it can increase self-generated income. Numbers anticipate that the school has full capacity which needs to be monitored. Staffing costs could reach 90% to 92% of the budget(income) by 2025, the government advice is that staffing costs should be no more than 75%. This is not tenable.
- 7.23 TW commented in the past the schools were funded appropriately, that now staffing cost increases are not included and energy price increases puts the school under enormous pressure. Many cuts have already been implemented and very few other cuts can be identified without the operation of the school being affected. There is little to clawback, but the school is looking into this. The school needs more staff and cannot make further staffing cuts without impacting on it's quality of education and safeguarding.
- 7.24 DJ commented that on this plan the deficit would increase. This would severely impact on the school. A repayment plan with a Deficit licence and the cost reduction would affect the value of teaching that the school provides. There appears to be no other way to put forward a Deficit reduction plan.
- 7.25 **Governors asked the SBM if a critical point was reached would the school push the Government at all?** TW replied that the school has never been in this position before, the national birth rate has reduced, some schools have struggled and been shut due to low admission numbers

- over 78 years. All other local authorities are in the same situation and there are uncertainties about the future of schools over the next 5 years. The local authority does not appear to be driving this in any way to address the problem schools face. We do not know about tipping points and whether Haringey are able to support or come up with a plan for local schools. Near the end of quarter 1 the budget will be reviewed/examined.
- 7.26 The school can take the budget back from the school and Governing board and manage the school in the worst scenario.
- 7.27 SBM commented that 60 to 70% of schools are already affected in Haringey and we might not see a local authority response for some time.
- 7.28 JN added that the resources committee are keeping an eye on costs under the school's control. It would be helpful to stay close to what other schools are doing without impacting on safeguarding and quality. It is best to be prudent and manage costs well, to maintain a good relationship with other schools is important.
- 7.29 TW commented that Teaching support is important, but Tetherdown has already made cuts to teaching assistants, several years ago, but the school has a skeleton staff and there is a need for them for the school to perform effectively.
- 7.30 **Governors asked about the deficit licence application and the repayment plan and what Haringey would expect and the information that they would provide the school with.** The SBM replied that the deficit licence information would be sent to the EFSA - the financial branch of DFE. TW added that a lot of the additional and rising costs for the last two years, was due to providing SEN children with the adult support that they need, and this is organised in advance, prior to an agreed EHCP. However, Haringey does not cover all of the costs and the school is obliged to cover the shortfall, and the LA response is poor. Sometimes just the minimum amount of funding is received.
- 7.31 GR praised SBM for her expertise and effectiveness, and she was credited with steering a very good course for the school.
- 7.32 GH advised that on her visit of 2 May, she created a list of energy savings cost measures, and proffered that the school is not responsible for the fabric of the building, and that energy wastage is high. Costs could be saved on energy bills, lofts are not insulated, thermal insulation of the building could help, and other items were referenced. It is an old building and that does pose some problems. DJ emphasised the need to obtain feedback and guidance from the local authority and understanding what other schools and peers are doing would help.
- 7.33 SBM stated that there are half termly NLC (Network Learning Community) meetings with other schools and Head teachers and SBMs and are in regular contact. The timeline is quite fluid based on the forecasting. The timeline for submission could be after the first or second quarter, it is up to the school to decide. The process can take up to a year from when it has been submitted. In this time a debt can accrue, and the local authority and the school will go through the plan with the Head Teacher and SBM, the licence deficit request is also reviewed by the EFSA .
- 7.34 **Governors AGREED to approve and sign off the SBM Business Plan The Proposal for the 3-year budget.**
- 7.35 Link Governor Report: Chair offered the role of safeguarding link governor to any interested member of the GB. GR and DJ will be meeting up about potential roles. This may be as a Link Governor. The Science Link Governor observed STEM is going to be the focus next year [Ofsted]. Combined Arts link, and Link Governor role. GH and TW.
- 8. CHAIR'S ITEMS**
- 8.1 AA had been appointed as the new Head Teacher.

9. HEADTEACHER'S REPORT

- 9.1 Numbers of children arriving and leaving the school is being tracked. It was noted that "This is a phenomenal change to our context and has significant impact on pupil progress overall". A significant amount of termly change is noted. Some refugee children can stay for a short time, but there is a significant time cost managing the admissions. Post COVID there have been large increases. Sometimes there are language also issues. It affects the social aspects of the class, the social make up of the class and social opportunities as well as workload for teachers.
- 9.2 SDP the focus is on Arts this year.
- 9.3 Behaviour strategy, a significant amount of work is planned and ongoing. A new policy will be launched in September using a relational approach to behaviour management. This is with the Anchor Project who have provided training and support, consequently teachers are more skilled and knowledgeable in guiding and supporting the children.
- 9.4 Outdoor strategy policy. The climbing frame is in place. The removal of the old trim trail and old wooden structures is proving costly, the Resources Committee are looking at this closely.
Governor's visit day will be Friday 16 June and the school looks forward to welcoming the Governors.
- 9.5 The school has a new School Nurse.
- 9.6 All Year Group teachers have attended standardisation/ moderation activities (by Year Group) as part of the English Network Meetings. May 31 is the deadline is for teachers to resign, and there will be some change or movement. There is recruitment in place which AA is managing. Governors will be briefed after half term.
- 9.7 Quality of education, AA is involved in curriculum lead and subject leaders. Tetherdown is part of Haringey Trail Blazers, and the NHS will be involved in an intervention fashion to support individual or small groups of children and it is hoped that the school could bid for more time next year as this time only 2 dates have been provided so far.
- 9.8 A lot of CPD takes place normally in Spring and Summer, but there is ongoing of raising awareness for teachers, subject development, and training. An Early Reading Leader was appointed in January 2023 which has proven to be very successful and significant. The results will be available at the end of this academic year.
- 9.9 **Governors asked about the Communications Search. The need for a Co-opted Governor role and marketing.** TW replied that AA was leading this, the student who captured the data and conducted the research will be providing feedback. This will be addressed at the next FGB.

10. POLICY REVIEWS

- 10.1 Staff Code of Conduct. TW liaised with DJ and clarified his previous query. **The Governors approved the Staff Code of Conduct**

11. HEALTH AND SAFETY

- 11.1 A H & S audit of Monday the 27th of March took place as earlier reported. SBM arranged a visit and GH visited on 2 May 2023. She observed that despite the underfunding the minimum acceptable standard was that the school be clean and safe.
- 11.2 Leak repaired by Thames Water and the hole filled.
- 11.3 **Governors raised the Building Maintenance Fund and Parent contribution query.** TW replied that this was replaced in September with the "School fund". Take up has increased. It is a more general fund. SBM concurred, £200 to £300 was the average per month collected in July 2022 but it has now increased to £800-£900 per month. The school decides how the money is spent and this is communicated to parents.

11.4 **Governors asked will it be in the information pack?** SBM confirmed that it will be provided in the School Information Pack provided to new parents.

11.5 **Governors asked about the increased amount of contributions asked of families – how many families contributed, and if the number increased.** SBM confirmed the highest sum is £50, and 26 families are contributing now. SBM shared that some families are in difficult financial circumstances, and this is increasing. There are significant families who are not in this situation though. TW mentioned that he ventured the thought of an Alumni Society for people that attended Tetherdown. This could generate funds or mentoring possibly, as DJ remarked. DJ ventured that people need to be aware of how difficult the situation is for Tetherdown financially. SBM replied that it is a delicate and sensitive matter to address given the financial challenges that some parents are facing. There might be GDPR issues with Alumni Societies though charities could be a bridge that avoids GDPR issues. There was a discussion as to how this could or should be managed and avoiding embarrassment.

12. GOVERNORS' TRAINING

12.1 GR reminded Governors to update the training matrix. DJ signed up for a course (New Governor), but it was cancelled. GR highly recommended the course.

13. DATES OF FUTURE GB MEETINGS

13.1 The minutes from 22 March 2023 will be reviewed in the next FGB. Next FGB will be on Wednesday 12th July 2023 at **6.30pm** and is likely to be face to face. This will be confirmed nearer the time.

14. ANY OTHER BUSINESS

14.1 Nothing to report.

15. CLOSE

15.1 The Chair thanked everyone for attending. The meeting closed at 20.45 pm.

Signed

G Robson, Chair of Governors



Date

12/3/24

