

## MINUTES Of the FULL GOVERNING BODY MEETING

Held on Tuesday 7 February 2023 at 6.45pm via Teams

### Membership

NAME	INITIAL	Governor category	Term Expiry date
Gary Robson (Chair)	GR	Co-Opted (1)	18.09.2023
Genevieve Hughes	GH	Co-Opted (1)	19.11.2023
Carl Spitzer	CS	Co-Opted (1)	05.05.2023
Vacancy			
Fiona Moffatt	FM	Staff Governor (1)	20.07.2025
Mark Hilton	MH	Parent (1)	01.12.2023
Juliet Natali	JN	Parent (1)	22.10.2024
Kelly Flitterman	KF	Parent (1)	16.11.2025
Denzil Jenkins	DJ	Parent (1)	06.02.2027
Tony Woodward	TW	Headteacher	Ex-officio
Michelle Moss (SBM)	MM	Associate	
Annie Ashraf (DHT)	AA	Associate	
Dawn Barnes	DB	Visitor and prospective LA Governor	TBC
Chris Lambert	CL	Interim Clerk, HEP	
Anne White	AW	Observer, HEP Clerk	

### PART 1 – PUBLIC MATTERS

#### 1. Welcome and Apologies for Absence

- 1.1 GR welcomed all to the meeting, which was quorate with full attendance. It was noted and agreed that AW as an Observer prior to becoming the substantive GB clerk could record Pt 1 of the meeting to enable her to become better acquainted with the governors and issues.
- 1.2 DJ was welcomed to his first FGB meeting as a new parent governor.

#### 2. Declarations of Interest

There were no declarations made.

#### 3. Governing Body and Committee Membership

- 3.1 This was DJ's first FGB meeting; DB is to join the GB in due course.
- 3.2 The role of Vice Chair remains vacant, pending expressions of interest.
- 3.3 DJ is to join the Resources Committee at its next meeting and DB will join the Learning and Community Committee once appointed as governor.

#### 4. Minutes of the Meeting of 8 December 2022 and Matters Arising

- 4.1 The Minutes were accepted as an accurate record and **Approved**.

#### 4.2 Matters Arising:

- 4.3 MM to check on receipt of all signed copies of the Register of Interests form (Sept 2022) – **Action MM**
- 4.3 TW /MM to check who has signed the Code of Conduct (Sept 2022) – **Action TW/MM**
- 4.3 Clerk to send MM a model Code of Conduct **Action CL**
- 7.1 GR would be pleased to receive expressions of interest for the Link Safeguarding role
- 7.2 KF and DJ completed the Safer Recruitment training on 7 February; other governors were encouraged to complete their training
- 7.4 GR to engage with the GB on which subjects and topics to cover in a deep dive review **Action GR**
- 8.7 Completed
- 9.0 The Sport Policy is being updated; the new version will go back to the L&C Committee in Spring 2 for ratification, with delegated authority. **Action LC&C**
- 10.4.1 Completed – GH
- 10.4.7 Completed – MM
- 12.0 GR still to check governance training data **Action GR**

## 5. Committee, SBM and Link Governor Reports

### 5.1 Learning and Community Committee (MH)

MH reported on the previous Committee meeting point of focus:

**Governors noted** that the curriculum has been reviewed and where appropriate reduced in scale to focus on the key topics and vocabulary in line with the national curriculum. The aim was to reduce risk to pupils of cognitive overload, improve their knowledge retention and provide more space and time for teachers to engage with pupils through pastoral activity on issues of wellbeing and personal development. It was reported that the Early Reading Lead was making good progress in raising standards of reading and achieving a more consistent standard of phonics teaching across the school. **Governors were reassured** that the higher achievers would continue to be provided work in class that both challenged and supported their sustained development.

### 5.2 Resources Committee (GH)

GH reported on the meeting of 13 January 2023. An Asset Review led by GH with MM had been completed; the new on-line register is a significant improvement on the paper-based system. The playground project now has LBH approval and phase 1 work starts on 27 February. Qtr 3 financial report and accounts were reviewed and approved. H&S issues were noted – none of which have concerning safety implications but are being monitored. The annual SFVS will be circulated by email to committee governors for approval prior to submission to FGB on 22 March and to LBH by 31 March.

**Governors questioned the process of application** for a Licensed Deficit Loan (from LBH) and were satisfied by MM's detailed explanation of both process and of the persons involved in the review. **Governors were pleased** that the LD Plan will come to FGB for approval having been reviewed by the Committee. It was noted that most schools in the Borough and beyond were financially challenged this year having had to meet the additional salary costs due to the unfunded pay increases awarded to teachers and support staff.

### 5.3 Funding Applications Sub Committee (JN)

JN described the activity of the sub-committee in seeking funding through grants and sponsorship for school equipment, trips and IT resources. The team - TW, MM, JN and two parents with fundraising experience last met in November 2022 and another meeting is scheduled for Spring term. JN suggested the group could benefit from additional input from those with experience and asked for volunteers among the governors.

**Governors noted** that larger applications for funds would be informed by the SDP priorities such as the outdoor learning project and arts-based projects. When successful parents and the wider community would be informed. **Governors were pleased** that small grants from Tottenham Grammar have been secured and were grateful to the funders.

### 5.4 SBM Report (MM)

**Governors noted** the key points from the SBM report:

- Roll : 418 pupils (school almost full to capacity)

- Applications: over 250 applications received – most 1<sup>st</sup> or 2<sup>nd</sup> choice. Final confirmations would be released in mid February
- The playground project (funded entirely by Friends of Tetherdown) starts in February
- Qtr 3 finances submitted; lettings income is encouraging; pre and after school clubs both full.
- Additional income has been generated by some staff being contracted to other schools for specific projects (MM, AA and TW in particular)
- Expenditure is higher to date as SLA costs from some suppliers are 20% higher in the current year.
- It is pleasing to note that more children are now taking the daily school meals as a result of changes in the menu but the issue of queuing remains an obstacle for some children who are reluctant to lose midday playtime.
- The GDPR audit is due to take place in late February
- The LBH H&S Audit due to take place in March
- Cybersecurity for the school is being managed by LGfL and Turn it On (IT consultancy).

Governors were concerned about the potential of a cyber-attack on the school's IT systems and sought reassurance at the level of security embedded in the system. MM described how the external agencies provided the necessary cover but some governors asked for more detail and proposed this as an agenda item for the Resources Committee

**Action: Governors asked that the Resources Committee review the school's management approach to cyber security at the next Committee meeting**

#### 5.5 Link Governor Reports

None to report

#### 6. Chair's Items

**Governors acknowledged** the receipt of TW's resignation in January (to leave at end of the academic year - 31 August 2023). GR set out a recruitment timeline for a new headteacher which had been developed by GR with input from LBI HR Services. Governors were informed that on her reflection Deputy HT, AA, had decided that if she decides to apply for the post it would be for the Headship role, not as a Co-Head. Governors discussed both the draft timeline and of the need for a communication strategy with parents. It was noted that timeline was inappropriate as it would fail to secure a standing Headteacher based on deadlines for resignations. GR agreed to take the plan back to Schools HR for advice. It was noted that a current Head, if successful, would have to resign by 30 April to be able to take up post in September. A current DHT could resign by 31 May.

**Action: GR and Schools HR to revise the recruitment timeline and circulate it to GB**

TW confirmed that he would be communicating with teachers and parents by Friday 10 February.

**Action: On 8 February GR and TW to discuss how to inform parents of TW's resignation**

#### 7. Headteachers's Report

**Governors had received** a written report and TW highlighted:

- Update of the SDP including work being done on the Behaviour management strategy
- Governors visit day on 17 March to include walkabout, lunch with pupils and then training sessions to be led by HEP
- Governor training on Safer Recruitment encouraged
- EYFS training completed with the NLC; English subject network learning completed
- Parental helpers have returned to the school and are working across the year groups.
- Incidents of intolerable pupil behaviour has been evident post-Covid and the school is working with the Haringey Learning Partnership, LBH and CAMHS to identify causes and solutions. In some exceptional cases pupil suspension has been required which is a new situation for the school. Discussions are taking place with parents defining the school's expectations and reinforcing boundaries.
- Pupil trips and external visits are again taking place
- Fire drill completed in under 2 minutes
- The quality of education in both Maths and History are the focus subjects for the Spring term
- The list of activities encouraging personal development and curriculum enhancement were in the report. Swimming has resumed

**Governors thanked TW** for his report and acknowledged the excellent work being done to encourage children to achieve to their full potential.

**Governors questioned the reported rise in unacceptable pupil behaviour.** TW reported that 5 pupil suspensions had occurred since the last GB. The school was having to reinforce the promotion of its values, standards and expectations in both the classroom and playground to ensure that the school remained a safe, happy and secure environment for the entire community. A zero tolerance approach was being adopted in those few cases of intolerable behaviour. **Governors noted and supported** the school in its approach. It was being responsive and decisive in addressing this new situation using agencies (HLP, Educational psychologist and Behaviour consultants), policies, the staff and guidance to inform its strategies and proactively manage poor behaviour. It was noted that this behaviour trend was unfortunately evident in schools across the Borough and each school was having to learn to manage this new situation. The school was in discussion with others in the NLC on the issue and to seek common ground in terms of measured and appropriate response.

## 8. Policy Reviews

8.1 **Admissions procedure** – no questions asked: model LBH Policy: **Approved**

8.2 **GDPR suite of policies** - a model suite of policies drafted by Judicium and contextualised for the school. (Judicium provides advice, support and is the Data Protection Officer). **Approved**

8.3 **Exclusions policy** – a new policy based on the LBH model and contextualised for Tetherdown school. The policy matches DfE expectations and is very similar that adopted by other local primary schools. There was a clear explanation on the purpose of the policy and the school's required approach when informing parents about suspensions and the appeal process. **Approved**

## 9. Governors' Training

Governors were reminded to upload details of all completed training to the Tracker on Teams.

**Action: TW to check the link to the training record is stable and functioning**

It was noted that HEP provide a comprehensive range of courses for governors and all were encouraged to make the best use of the programme.

## 10. Date of next GB Meeting:

**Wednesday 22 March 2023** at 6.45pm: On Zoom or in person to be determined

## 11. Any Other Business

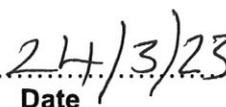
There were no additional items for discussion.

The Chair thanked all Governors for attending and closed Part 1 of the meeting at 20:40.



Signed

G Robson,  
Chair of Governors



Date

## 4.2 (Matters Arising)

(4.3) **MM** to check on receipt of all signed copies of the Register of Interests form (Sept 2022)

(4.3) **TW /MM** to check who has signed the Code of Conduct (Sept 2022)

(4.3) **CL**, Clerk. to send MM a model Code of Conduct

(7.4) **GR** to engage with the GB on which subjects and topics to cover in a deep dive review.

(9.0) **Learning and Community Committee** to ratify the revised version of the Sport Policy

(12.0) **GR** still to check governance training data.

**5.4** Governors asked that the Resources Committee review the school's management approach to cyber security at the next Committee meeting.

**6.0** GR and Schools HR to revise the recruitment timeline and circulate it to GB.

**6.0** On 8 February GR and TW to discuss the approach to informing parents of TW's resignation.

**9.0** TW to check the link to the training record is stable and functioning.

