

MINUTES OF THE FULL GOVERNING BODY MEETING ON 21 MARCH 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 Moffat	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	

*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 and noted from KP and RE.
- 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.
The Terms of reference from the LCC were received and ratified by the Full GB.

4. MINUTES OF THE PREVIOUS MEETING/MATTERS ARISING

- 4.1 The minutes of the full GB meeting held on 5 February 2025 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 3.2 Full GB to receive the LCC Terms of Reference at the next meeting

Action completed see item 3.2.

- 4.2.2 Item 4.2.3 Governors to forward potential co-opted candidate applications to the Chair.

Action was noted as ongoing.

- 4.2.3 Item 4.2.7 Governors to contact MM if they required a new ihasco training link.

MM to confirm which governors still had to undertake the required ihasco training and email those governors.

- 4.2.4 Item 4.2.8 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.
- Action was noted as ongoing.
- 4.2.5 Item 5.3 Governors to follow Tetherdown on Instagram.
- Governors noted that there was an Instagram account for Tetherdown that had not been set up or managed by the school; which has created confusion within the local community. Noted that the school was currently creating content for the school's account.
- ACTION** RG to review the Instagram account currently set up and review possible actions to bring the account under the school's control.
- 4.2.6 Item 5.5 Governors to undertake a partnership audit which could support the school.
- The school confirmed that this was for governors to identify which organisations they had associations with that could potentially support the school in any area. Action was noted as ongoing.
- 4.2.7 Item 5.6 School to review the marketing plan and highlight how Governors can support the school.
- AA informed Governors that the creation of the marketing plan was ongoing and will be circulated once ready. Action was noted as ongoing.
- 4.2.8 Item 8.4 KP to discuss the SEND review with a focus on group information with TM at the Governors Day.
- Action had been completed.
- 4.2.9 Item 8.5.3 School to circulate the catering survey and contract award to the parent community.
- Action had been completed.
- 4.2.10 Item 9.1 School to provide an update on the ability to provide ad hoc after school place provision.
- Action had been completed.
- 4.2.11 Item 9.5.1 a) DJ to re-circulate the link governor pack.
- b) DJ to compile a timetable for Governors to feedback link governor visits.
- See item 5. Action was completed

5. DISCUSSION ON LINK GOVERNOR APPROACH

- 5.1 DJ invited GB discussion on link governor visits and work, noting the Tetherdown Link Governor Role and activities document had been uploaded onto share point. The following was noted:
- 5 Link governors are responsible for taking on oversight of a particular area of school life.
- Governors to ask the big questions during their visit:
 - what does the curriculum look like,
 - what is the impact,
 - what is working well,
 - what could work better.
 - Ask to see evidence for the information you're told by staff, or ask what evidence they've used to make a judgement.
 - For Governors to understand how, within their strategic capacity as governors, can support and help subject leads; by passing on any concerns/requests they have raised with the relevant people.
 - Make pre-arranged visits to the school, with a clear focus on a particular area of school life. agreed in advance of the meeting, to allow staff to prepare.
 - Governors to stay observational.
 - Subject leads to share their subject action plans with the link governor.
 - Share visit reports with subject lead prior to wider circulation with GB.
- 5.2 Overall staff noted that subject leads felt positive about link Governor visits and enjoyed talking through actions points, receiving an outside perspective and effective communication. Staff felt it provided Governors with a more grounded understanding of their subject area and understanding of the whole school curriculum mapping.
- 5.3 Governors discussed comportment during the visit noting that it was not the job of link governors to:
- Write school policies.
 - Undertake audits.
 - Work directly with children, (unless in an additional voluntary role within the school).
 - Undertake classroom observations to make judgements on the quality of teaching.
 - Interfere with the day-to-day running of the school / do the job of the school staff.
 - Be mindful of staff's work commitments and priorities; noting that classroom release may be required for teaching staff.
- 5.4 Noted that Ofsted will want to see that governors are undertaking their link visits, writing visit up and reporting back to the GB. Further noted that for a subject area, to help manage teacher workload alongside the expectations of safeguarding and SEND, the maximum number of visits for one area [in a year?] should be 2.

ACTIONS

- a) Subject Leads to share subject action plans with their Link Governor.
- b) Link Governors to outline the focus of the visit and where possible provide a set of questions to their staff link.
- c) link Governors to share their visit report with their subject leads.

6. CHAIR'S ITEMS

- 6.1 DJ had attended the recent Governors' conference. The notes and slides had been circulated.
- 6.2 At the recent Chairs forum there had been discussion about the best methods of communicating with staff and parents on the following topics:
- Schools' finances
 - EHCP and SEND issues.
 - Smart phones.

- Catering.
- 6.3 With support from Barnet Council all Barnet schools had become smart phone free. AA noted that the number of safeguarding issues relating to phones and social media outside of school was increasing. Governors discussed the Smartphone Free Childhood movement. AA informed Governors that the school will be undertaking workshops for children and families on smart phones and social media.

7. HEADTEACHER'S REPORT

- 7.1 AA took the Headteachers report as read and provided the following highlights:
- The school has appointed a new assistant sports coach.
 - The SLT have undertaken a team coaching session.
 - Opal is beginning to have an impact with improved behaviours at lunch and playtime. All SMSAs are having an hour of training a week which is also making a difference.
 - The school has moved over to Arbor. The school continues to cleanse the data and review the software applications. The school will be rolling Arbor out to the parent body once Beta checks have been completed.
 - GDPR and Health & Safety Audits have been completed. The school received a 94% compliance rating for the H&S audit.
 - Attendance stood at 95.4% compared to 96.1% national.

ACTION AA to include persistent absence rate within future Headteacher reports.

- 7.2 AA shared a short clip of the children participating in the Haringey Music Festival event at the Royal Albert Hall.

7.3 Marketing plan

AA informed the GB that a marketing plan for the whole year has been created and work has begun. Plans for new marketing materials are underway. AA will be working with FM to ensure those families that have been offered a reception place turn up in September; including, phone calls to new families, stay and plays, earlier family meetings and free Tetherdown stationary. On 29 April the school will be hosting a new reception parents meeting. **AGREED for KM and KT to attend.**

- 7.3.1 AA highlighted that there will be a focus on 28 local nurseries within which to promote the school; with expectation of yielding reception children for September 2026. There will be continuous marketing undertaking via numerous avenues to promote the school. This will be a priority for April to January.

ACTION AA to provide the Marketing & Funding Applications sub-committee With an update on the marketing action plan.

8. COMMITTEE, SBM AND LINK GOVERNORS REPORTS

8.1 SBM report

MM informed Governors that work was ongoing on the ICFP (Integrated Curriculum and Financial Planning) process which will support the profiling of 2025/26 budget and conversations with Haringey. MM noted that work on closing the 2024/25 budget, profiling the 2025/26, and deficit recovery plan was ongoing. The work will be shared with the Resource Committee at the next meeting.

8.2 Resources Committee

JN provided an overview of the last meeting (14 March 2025) noting that there was detailed discussion on the current budget position, first draft review of the indicative 2025/26 budget and three-year budget forecast. A meeting with the LA will be held to review the current and future budget forecasts. GM had undertaken a H&S meeting and was very impressed with the premises managers record keeping and knowledge. Tetherdown has commissioned a fire door audit which is occurring in June. The Full GB discussed the condition of the fire doors and operational compliance. **AGREED to wait for the outcome of the audit to be received;**

pending the outcome, the matter to be escalated both internally with Haringey and outside agencies.

ACTION MM to share GDPR and H&S audits with the GB

8.2.1 SFVS (Schools Financial Value Standard)

Governors noted receipt of the SFVS which had been scrutinised at the Resource Committee. The SBM took Governors through the form.

Governors APPROVED the SFVS for submission to the LA.

8.3 Learning and Community Committee

DB provided an overview of the last meeting (10 March 2025) noting that there was detailed discussion on the outcome of the recent staff survey, review of current summer predictions and policy review.

8.4 Marketing & Funding Applications sub-committee

KM noted that the minutes from the last meeting (10 February 2025) had been uploaded onto share point for Governors' review. Governors provided their thanks for AA presentation provided at the meeting.

8.5 Link Governor Reports

Governors noted the English link visit report from KM.

9. POLICY RATIFICATION/REVIEWS

9.1 The GB received the following policies noting that the policies have been reviewed, approved and recommended for ratification by the LCC and Resources Committees. **The following policies were RATIFIED for use by the school:**

- Finance Policy.
- OPAL Play Policy.
- EAL Policy.
- Prevent Plan Risk Assessment.
- RSHE Policy.
- Behaviour and Antibullying Policy.
- ECT Policy.
- Low level safeguarding concerns Policy.

10. GOVERNORS' TRAINING

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

10.2 AG was attending the complete suite of Finance training.

10.3 JN had attended training on how to prepare for a licence deficit

11. DATES OF FUTURE GB MEETINGS

11.1 The dates for the summer term 2025 were noted as:

- Full GB: 14 May and 10 July at 6:45pm. (face to face)
- Resources: 25 April and 9 May (virtual) at 8:15am.
- Learning and Community Committee: 28 April and 9 June (virtual) at 8:15am.
- Governors summer social 10 July

12. ANY OTHER BUSINESS

12.1 No AOB items were received.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 8:10pm, all staff members (except the Headteacher) were invited to leave the meeting.



Sign:
Denzil Jenkins Chair of Governors

... Date:24 June 2025.....

Item	Action	Lead
4.2.2	Governors to forward potential co-opted candidate applications to the Chair.	All
4.2.3	MM to confirm which governors still had to undertake the required ihasco training and email those governors.	MM
4.2.4b	Recruit Olive Dining support in producing a Food/Catering Policy.	School
4.2.5	<u>Tetherdown on Instagram</u> RG to review the Instagram account currently set up and review possible actions to bring the account under the school's control.	RG
4.2.6	Governors to undertake a partnership audit which could support the school.	All
4.2.7	School to review the marketing plan and highlight how Governors can support the school.	School
5.4	<u>Link Governors</u> a) Subject Leads to share subject action plans with their Link Governor. b) Link Governors to outline the focus of the visit and where possible provide a set of questions to their staff link. c) Link Governors to share their visit report with their subject leads.	Link governor/subject leads Link governor Link governor
7.1	AA to include persistent absence rate within future Headteacher reports.	AA
7.3.1	AA to provide the Marketing & Funding Applications sub-committee With an update on the marketing action plan.	AA
8.2	MM to share GDPR and H&S audits with the GB	MM