

**MINUTES OF THE MEETING OF THE GOVERNING BODY
HELD ONLINE WEDNESDAY 12TH OCTOBER 2022 at 6.45PM**

LA Governors (1) VACANCY	Staff Governor (1) *Fiona Moffatt 20.07.25	Parent Governors (4) *Mark Hilton 01.12.23 *Juliet Natali 22.10.24 *Kelly Flitterman 08.12.25 1 VACANCY
Co-opted Governors (4) *Carl Spitzer 29.09.24 *Gary Robson 18.09.23 (CHAIR) *Genevieve Hughes 19.11.23 1 VACANCY	Headteacher (1) *Tony Woodward Ex-officio	
	Also Present *Helen Holloway (Senior Clerk HEP)	
*denotes governor present ^denotes apologies noted		

PART I

1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed everyone to the online meeting. There were no apologies. The meeting was quorate.

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

2.1 No matters were declared

3. ANNUAL SIGNING OF REGISTER OF INTERESTS

3.1 All governors were reminded to sign the Register of Interest form and return to the Clerk by MONDAY 17th OCTOBER.

Action: GB

4. ELECTION OF CHAIR AND VICE CHAIR

4.1 **Gary Robson** was nominated and seconded and elected as **Chair of Governors** for a term of 1 year.

4.2 There were no nominations for Vice Chair. Governors were invited to email their expression of interest for the role of vice chair to the CoG.

ACTION: GB / agenda item

5. GOVERNING BODY AND COMMITTEE MEMBERSHIP

5.1 The following GB vacancies were noted: 1 x LA governor; 1 x co-opted governor; 1 x parent governor.

5.2 The Chair of Governors reported the parent elections are ongoing and a parent governor appointment will be made for the next GB meeting.

5.3 A discussion took place about the skills the GB would ideally be seeking in looking to appoint a co-opted governor. All governors were invited to consider the skill set that would benefit the GB and email their thoughts to the CoG.

ACTION: GB

5.4 The Headteacher reported he has registered on a Governors recruitment website and is seeking potential governors.

5.5 The GB approved the **Committee Membership** for 202-2023.

➤ See appendix A – *Committee Membership list*

5.6 The GB **AGREED** the appointment of Annie Ashraf (Deputy Headteacher) and Michelle Moss (SBM) as **Associate Members** for a term of one year:

5.7 The GB discussed the allocation of link governor roles and it was **AGREED** the CoG and the HT would review the link governor lead roles in line with the school development plan objectives and report back on at the next GB meeting.

ACTION: CoG / HT

6. COMMITTEE TERMS OF REFERENCE

6.1 Committee Chairs were reminded to review and approve their Committee Terms of Reference at the first committee meeting. All Chairs to present their Committee Terms of Reference to the GB for ratification at next GB meeting.

ACTION: Committee Chairs / agenda item

7. GOVERNORS' CODE OF CONDUCT 2022-2023

7.1 The Governors' Code of Conduct for 2022-2023 was circulated to the GB on Teams ahead of the meeting. All governors **AGREED** to adopt and abide by the Code of Conduct 2022-2023.

8. KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)

8.1 The KCSIE policy was circulated to the GB ahead of the meeting. All governors **CONFIRMED** they have read and understood KCSIE policy.

9. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

9.1 The GB **AGREED** the Part 1 GB minutes of the meeting held on 13th July 2022 as an accurate record. The minutes will be signed in due course by the Chair.

ACTION: CoG

10. CHAIR'S ITEMS

10.1 The Chair reported the Ofsted inspection took place in September 2022 and a number of governors were present to meet with the inspectors. The feedback has been positive.

11. HEADTEACHER'S REPORT

11.1 The Headteacher's report was circulated to the GB ahead of the meeting. The highlights are:

11.2 Attendance: The figures for the autumn term are good and it was noted there is a national focus on improving school attendance.

11.3 Behaviour: It was reported there have been some incidences of children playing inappropriately on the playground. All staff have received the appropriate training to manage this behaviour and the situation is being monitored carefully.

11.4 Quality of Teaching: In the summer term there was a very small percentage of teaching identified as unsatisfactory; monitoring of teaching has been a focus this autumn term.

11.5 SCHOOL DEVELOPMENT PLAN (SDP)

The SDP priorities for 2022-2023 are:

- Behaviour strategy is being introduced and the SLT are working with HEP with a focus on PSHE.
- Focus on Arts to raise the quality of education and increase funding for resources (grants from external organisation and donations from the Friends of Tetherdown).
- **Spring term:** The quality of leadership for STEM subjects (Science, Maths and IT) will be focus
- **Summer term:** Art and STEM subjects will be reviewed again to reflect on the impact made and where to take the SDP subject objectives moving forward
- Coaching training as part of CPD will be made available for Senior Leaders.
- Forest school: continue development of the outdoor learning and play for KS1. The HT reported there is a considerable amount of work ongoing to identify resources, establish a programme of learning and seeking advice from external forest school practitioners.
- Two main projects for the lower playground were shared with the GB. The plans will be presented at the Resources Committee for consideration.

Governors' questions:

Q1: A query was presented about the internal referral system as detailed on the SDP.
R: The HT confirmed the internal referral system is for pupils struggling with mental health and wellbeing.

Q2: Will the school be providing new equipment for the playground eg; skipping ropes; balls?

R: It was reported that small playground equipment is easily lost e.g. balls go over fences; items left outdoors and become damaged and consequently there is a high turnover and cost implications for continuous replacement. It was reported the school has employed a lunchtime sports coordinator who supervises and encourages pupils to play in teams at lunch time and this has been a very positive addition to lunchtime play.

Q3: What arrangements are there for storage of outdoor equipment?

R: Each class has own set of outdoor play equipment which is brought back indoors to their classroom after use. Other larger equipment is designed to remain outdoors all year round.

Q4: The table tennis table outdoors has been removed as it was in very poor condition and no longer fit for purpose. A governor expressed concern about the Year 5 and year 6 children who are anticipating taking part in a table tennis tournament this year and are now extremely disappointed the table tennis equipment is gone. The Headteacher **AGREED** to look into this matter.

ACTION: HEADTEACHER

Q5: A query was presented about the 15% target figure with regards to areas of improvement under behaviour strategy and whether there were any other numbers to support the measurement of this success criteria?

R: It was explained the % figure is a whole school target – all staff are encouraged to increase standards by 15% in a class which equate to 5 or 6 pupils. The GB will also continue to receive data figures in autumn 2.

The SDP 2022-2023 was **AGREED** by the GB.

12. POLICY REVIEWS

12.1 The following policies were reviewed in Committee and **APPROVED** by the GB:

- 13 FGB scheme of delegation to be reviewed
- 14 Safeguarding and Child Protection Policy 2022-23
- 15 Safer recruitment (Model Islington HR) policy
- 16 Accessibility Policy
- 17 Relationships and Sex Education Policy

13. COMMITTEE REPORTS / LINK GOVERNOR REPORTS / SBM REPORT

13.1 Learning and Community Committee

L&C Committee meeting date to be arranged.

13.2 Resources Committee

Resources committee meeting scheduled to take place on Friday 14th October.

13.3 The Funding Applications sub-committee

The Funding Applications sub-committee due to meet after October half term.

13.4 SBM Report

13.4.1 Concerns have been flagged about internal damp on the blue floor and the situation is being monitored continually.

13.4.2 The boiler tank in the new building has been replaced and all costs paid for by the local authority.

13.4.3 The telephone systems is to be replaced and the Resources committee will be reviewing options at the next committee meeting on Friday 14th October.

13.4.4 £1,600 extra funding has been received for Ukrainian refugees.

13.4.5 Noted 13 children on roll are on FSM.

13.4.6 The caterers, Olive Dining, hosted a parents coffee morning and there were 50-60 parents in attendance. The pupil take up for hot meals this term has increased.

13.4.7 £16,640 income received by the school for lettings.

13.4.8 The number of pupils attending the school breakfast club has doubled this term.

13.4.9 Attendance at the Friday after school club has increased and has a maximum capacity for 60 pupils. There currently is a waiting list for the after school club and parents have been signposted to alternative local provision.

Q6: Can you tell us about the sports club and how girls are being encouraged to participate?

R: The school offers a sports club every day after school and all sport clubs require a minimum number to run. The activities change each term to increase the offer of sports to children. The school newsletter informs parents of the number of girls taking part in these clubs to encourage more take up.

Q7: There are lots of lights left on in the building early evening – is this being monitored to manage the energy costs?

R: The school lighting system is automated and timed. The school closes at 7pm and some lights will remain on after this time as a security measure. Smart energy meters are being installed at the school over the half-term break.

13.5 LINK GOVERNOR REPORTS

There were no link governor reports.

14. HEALTH AND SAFETY

14.1 The window works are completed on the front and side elevation.

14.2 The H&S Link governor, GH, has a site visit planned and meeting with the SBM on 15th November 2022, and a report will follow at the next GB meeting.

ACTION: H&S link governor

15. GOVERNORS' TRAINING

15.1 All Governors were reminded of their commitment to attend governor training, and record their training on the governors training record on Teams.

16. DATE OF FUTURE GB MEETINGS

Next GB Meeting: Thursday 8th December 2022 @ 6.45pm

17. ANY OTHER BUSINESS

No other items to report.

*Clerk's Note: Part 1 meeting ended at 20.12hrs
Part 2 follows*

Signed... Gary Robson
Chair of Governors

Date 15/12/22

APPENDIX A

COMMITTEE MEMBERSHIP & LINK GOVERNOR ROLES FOR 2022-2023

RESOURCES COMMITTEE

Genevieve Hughes – Chair
Carl Spitzer
Michelle Moss
Juliet Natali
Tony Woodward

LEARNING AND COMMUNITY COMMITTEE

Annie Ashraf
Mark Hilton - Chair
Kelly Flitterman
Tony Woodward

PAY COMMITTEE

Carl Spitzer
Genevieve Hughes
Mark Hilton

HEAD TEACHER'S PERFORMANCE MANAGEMENT COMMITTEE

Gary Robson
Mark Hilton
Genevieve Hughes

LINK GOVERNORS

NOTE: The GB Agreed to review the link governor roles and will revisit Autumn 2 GB meeting.

Premises, Health & Safety	Genevieve Hughes
Safeguarding	Gary Robson
SEND	Mark Hilton
Science	Juliet Natali
English	Carl Spitzer
Maths	Kelly Flitterman
Governor Training	Gary Robson

APPENDIX B

Tetherdown Primary School Governing Body Meeting Dates 2022-23

Meeting	Date	Time
Autumn Term 1		
Full Governing Body	Wednesday 28 th September 2022 L&C Meeting 20.9.22 (8:15am) Resources Meeting 14.10.22 (8:15am)	6:45pm
Autumn Term 2		
Full Governing Body	Thursday 8 th December 2022 L&C Meeting 8.11.22 (8:15am) Resources Meeting 18.11.22 (8:15am)	6:45pm
Spring Term 1		
Full Governing Body	Tuesday 7 th February 2023 L&C Meeting 10.1.23 (8:15am) Resources Meeting 13.1.23 (8:15am)	6:45pm
Spring Term 2		
Full Governing Body	Wednesday 22 nd March 2023 L&C Meeting 28.2.23 (8:15am) No Resources Meeting	6:45pm
Summer Term 1		
Full Governing Body	Wednesday 17 th May 2023 L&C Meeting 20.4.23 (8.15am) Resources Meeting 21.4.23 (8:15am) AND 28.4.23 (8:15am)	6:45pm
Summer Term 2		
Full Governing Body	Wednesday 12 th July 2023 L&C Meeting 13.6.23 (8:15am) Resources Meeting 7.7.23 (8:15am)	6.30pm
Autumn Term 1 2022		
Full Governing Body	Wednesday 27 th September 2023 Committee Meetings t.b.c.	6:45pm

MATTERS ARISING FROM GB MEETING HELD ON 12TH OCTOBER 2022

Min. ref.	ACTION	BY WHOM
3.1	All governors were reminded to sign the Register of Interest form and return to the Clerk by <u>MONDAY 17th OCTOBER</u> .	GB
4.2	Governors were invited to email their expression of interest for the role of vice chair to the CoG.	GB / agenda item
5.3	All governors were invited to consider the skill set that would benefit the GB and email their thoughts to the CoG.	GB
5.7	The GB discussed the allocation of link governor roles and it was AGREED the CoG and the HT would review the link governor lead roles in line with the school development plan objectives and report back on at the next GB meeting.	CoG / HT
6.1	All Chairs to present their Committee Terms of Reference to the GB for ratification at next GB meeting.	Committee Chairs / Agenda item
9.1	The GB AGREED the Part 1 GB minutes of the meeting held on 13 th July 2022 as an accurate record. The minutes will be signed in due course by the Chair.	CoG
14.2	The H&S Link governor, GH, has a site visit planned and meeting with the SBM on 15 th November 2002, and a report will follow at the next GB meeting.	H&S Link governor
Q4	The table tennis table outdoors has been removed as it was in very poor condition and no longer fit for purpose. A governor expressed concern about the Year 5 and year 6 children who are anticipating taking part in a table tennis tournament this year and are now extremely disappointed the table tennis equipment is gone. The Headteacher AGREED to look into this matter.	HT