



Governing Board Meeting
Tuesday 15th October 2019 at 6.30 pm

DRAFT MINUTES

Name	Role	Present	Name	Role	Present
Chris Ampofo	Foundation	√	Will Leaf (Co-Chair)	Foundation	√
Dan Brandt*	Foundation	√	Rachael Newberry	Foundation	√
Ralph Cator	Foundation	X	Anthony Richards	Ex officio	√
Kwamena Duker*	Staff	√	Cristiana Silves	Parent	√
Victoria Heald-	LA	√	de Melo*		
Barraclough*			Peter Southwood	Foundation	√
Marianne Jenkins (Co-Chair)	Foundation	√	Joel Wolchover	Parent	√

* Present for part of the meeting

Also present:

Nicola Christopher* Deputy Head (advising)
 Katie Kilgallon Appointed as an Associate Member (T&L committee) during item 4
 Janet Gordon Clerk

1. Opening Prayer, welcome and introductions

Governors had attended a staff-social before the meeting, which included a presentation to outgoing governor, Rachael Newberry. Will Leaf (Co-Chair and Chair for this meeting) welcomed and thanked them, acknowledging that they are all volunteers. He led an opening prayer. No introductions were needed.

Documents:

- 2020-21 School Dates.docx
- Abusive Parents Carers and Visitors Policy.docx
- Code of Conduct for Employees Upd Sept 2019.docx
- Disciplinary Procedure Upd Sept 2019.docx
- Exclusions Policy.docx
- Grievance Procedure Upd Sept 2019.docx
- Pay Policy for non-teaching staff 19-20 Upd Sept 2019.docx
- PF FGB Draft Minutes 2019-07-10.doc
- PF Governor Attendance 2018-19 for info.pdf
- Princess Frederica Pay Policy 2019-20.docx
- Safeguarding and Child Protection Policy.docx
- SIP 2018-21 v9 Oct 2019.docx
- Sports Premium Report 2019-20.docx
- Whistleblowing Policy.docx

2. Apologies for Absence

Dan Brandt had sent apologies for late arrival.

3. Declaration of Interests and eligibility 2019-20

The annual declaration forms had been collected by the Clerk, who explained the types of declaration that should be made and what would happen to the information. There were no declarations of interest for items on this agenda.

4. Governing Board matters

i) Election of Chair and Vice Chair

The Clerk asked for nominations for Chair for 2019-20. Marianne Jenkins and Will Leaf were re-elected as Co-Chairs.

[6.35 pm Kwamena Duker joined the meeting]

Will resumed as meeting Chair. He explained the way in which succession planning had been designed in recent years and the need to find a Vice Chair who would be happy to stand as Chair eventually.

Joel was re-elected as Vice Chair, but ideally a Co-Vice Chair will be elected at a future Board meeting.

ii) Membership

The Clerk was asked to update governors with the current situation:

Rachael's term of office as a Foundation governor (Deanery Synod, St Martin's) was due to end towards the end of November. She had served two terms of office and did not intend to stand for reappointment.

There is a Foundation governor vacancy (LDBS). Joel Wolchover was applying for this role, although the LDBS would prefer a non-parent candidate. His term of office as a Parent governor ends in December.

Ralph Cator had given advance notice that he would be resigning from his Foundation governor (PCC, St Martin's) post at the end of the term. This leaves an urgent need for a Chair of the Resources committee.

There is also a one year Co-opted governor vacancy.

Governors discussed the timeline for a parent governor election, which could be run in advance of the vacancy.

Marianne explained that there is a current parent with finance skills who may be interested in joining the Board in one of the St Martin's Church positions. She and the Headteacher were planning to meet him.

A current parent with previous experience as a Primary school governor has also emailed expressing an interest in joining the Board.

A governor raised the need to remain mindful of the balance between parents and non-parents when appointing new governors.

iii) Committee structure and Terms of Reference

The Chair reminded governors that the committee structure is decided by the Board and that at this time of year this structure is reviewed. Governors discussed the remit and frequency of meetings of the two main committees - Teaching & Learning and Resources – and those which meet less often – Pay and Admissions.

The Resources committee requires a new Chair to replace Ralph. There has been hard work on budgetary control put in by staff and governors.

Victoria **joined** the Resources committee.

The Teaching and Learning committee will be important with the new Ofsted framework and focus on curriculum.

Katie was **appointed** as an Associate Member of the T&L committee.

The Admissions committee meets twice a year – in the autumn governors look at admissions criteria and whether these meet the requirements of the Admissions Code and fit with where governors want the school to be. In the spring, governors scrutinise the applications for Nursery and Reception.

The Clerk was asked to convene an Admissions committee meeting in November.

Action: Clerk

Victoria **joined** the Pay committee.

The Headteacher's Performance Review panel were due to schedule a meeting before Rachael's term of office ended.

iv) Committee Membership and nominated roles

Committee membership was covered above. Governors discussed succession planning of nominated roles.

Rachael is link governor for English, including Reading. The Headteacher stressed the importance of this role, which could be taken on by Katie in the future.

Joel will remain link for Maths, Computing and Science. A new governor may take on one of these roles.

Will will continue as link for RE, PSHCE, SMSC, Wellbeing, British values and community cohesion, which all link together.

Dan agreed to become Humanities link governor and will continue as Assessment link.

Cristiana will continue as Art & DT governor and volunteered to be Outdoor Learning link.

Chris will continue as PE, Health & Safety and Black Caribbean Achievement link, Kwamena will stay with Music and Peter with Safeguarding.

Governors will consider who will take on Modern Foreign Languages and take over Philosophy for Children from Rachael and EYFS from Ralph.

There was also a need to succession plan SEND and Looked After Children. Victoria will take this over when Rachael's term of office ends and will continue as GDP link.

Governors discussed the need for a governor to take responsibility for ensuring that what ought to be published on the website is there. Marianne agreed to take on website compliance.

The Clerk was asked to send a website checklist to Marianne and Rachael.

Action: Clerk

Governors discussed the forthcoming Governor focus weeks. The Headteacher has informed teachers to expect governors with a link responsibility to arrange to visit. They will meet the subject lead and gain an overview of the subject for the whole school and an understanding of what the children do from Nursery to Year 6. The Headteacher will provide a synopsis of what is expected. The Chair explained that governors should keep their link subject in mind during discussions and when reading reports, representing the subject at meetings and becoming more equipped for visits to the school, where they can get to know the subject and school better and see the School Improvement Plan in progress and subject action plans and strengths.

A reminder and guide for governors about link roles and school visits will be an annual agenda item.

Action: Clerk

Governors asked whether governors have a way to interact with the Headteacher about how the staff are developed and whether this should be a link role. There may be a place for a wider understanding of pay and appraisal outside the Pay committee. Governors discussed how training and development is linked to retention and Wellbeing. Overseeing the system of staff appraisal and development falls under the terms of reference for the Resources

committee. Governors agreed for Will to pick this up as part of his Wellbeing link role and report to Resources.

[7.15 pm Dan joined the meeting during this item]

v) NGA Code of Conduct 2019 – for re-adoption

The Chair explained that this code of conduct for governors describes the role of the Board and the areas of accountabilities, roles and responsibilities and is a succinct and well-written document, which includes the Nolan Principles of public life. The code also covers governors' behaviour and how they should prioritise working as a team and form healthy relationships with the staff team, leadership of the school and each other.

Governors **agreed** to re-adopt the NGA Code of Conduct.

vi) Dates for the year

Governors discussed term dates for the coming school year. The Headteacher proposed four Inset days instead of five, as there will be 2 hour twilight Inset sessions at least four times during the year, which means that the term can finish on a Friday, rather than a Monday, which is positive in terms of staff wellbeing. The school generally follows the Brent suggested term dates, with the children in school for 190 days.

The Headteacher explained that one Inset day will be because of polling. Governors asked what will happen if there is an election in the current school year. If there is enough notice, an Inset day can be arranged and parents can be given notice.

Governors **approved** the term dates proposed for 2020-21.

vii) Skills Audit

The Clerk explained that the last time governors completed a skills audit was in 2017-18, with the summary shared in autumn 2018. With some changes on the Board, governors agreed that it would be worth completing the updated version of the audit. It would be helpful, when recruiting new governors and planning training, to have a clear picture of the current make up of the Board.

The Clerk was asked to circulate the 2019 NGA Skills Audit for governors to complete and return.

Action: Clerk, Governors

**5. School Improvement priorities 2019-20
(second year of three year plan)**

The Headteacher reminded governors that the School Improvement Plan is a three year plan. Its purpose is to give all stakeholders, including governors and staff, a really clear idea about what the school is working on.

The first year of the plan has been reviewed and some priorities have been incorporated into year two. The new Ofsted inspection framework has also had an impact on priorities, particularly focus 6 – there is an increased focus on the development and training of subject leaders, so that they have more ownership of their subject areas.

The plan works similarly to the previous year – the middle column covers Year 2. Year 1 is still included so that governors can see what has been achieved. There is a key to explain that italics indicate progress and underlined text shows that the target has been achieved and consolidated.

The Headteacher invited governors to make suggestions or to challenge leaders to consider additional priorities. Subject leaders have clear action plans which are linked to the School Improvement Plan. Governors can discuss this further on link visits.

Governors asked why nothing appears for narrowing the gap between the progress and attainment of disadvantaged children and Black Caribbean boys for Years 1 and 3 (on page 8). The Headteacher explained that last year there wasn't a specific target on the plan and it is difficult to say whether this will need to be a target next year, depending on whether the gap closes, in which case the target would be to consolidate this.

Governors asked whether there had always been a focus on closing these gaps. The groups are small in the school and so would not be considered statistically significant. The Black Caribbean project has prompted the focus for the current year. High prior attainers need to be challenged so that they make sufficient progress.

Governors asked whether anything has been removed, because it is no longer a priority. The Headteacher explained that nothing has been removed. Additional priorities were added for Year 2.

Governors asked how the document will be summarised for staff. The Headteacher drew governors' attention to the outline School Improvement Plan on the Noticeboard for staff, which shows just a single (current) year. The Headteacher has spoken about the plan at a staff meeting and will also share it with LSAs.

Governors asked whether it was well received. The Headteacher felt that it was generally well received during a meeting about the new Ofsted framework and School Improvement Plan. There was recognition included at the start of the document about the things that the school is doing well. However, the new inspection framework is quite demanding on the broader staff and is very different from the previous cycle, which focused more on leadership. Consequently, wellbeing will be important through the year. If more effort is needed for certain areas, such as the curriculum, work will be put in to alleviate stress in other areas. All members of staff need to feel comfortable talking about Phonics and the EYFS. The focus is on providing the best possible education for all children in the school.

Governors asked whether the Headteacher feels that the staff are using the School Improvement Plan as a reference. The staff are aware that they need to have a good idea of

the whole plan, but there are key areas that apply to individual leaders or staff members. The staff will be supported and training and development will be available.

Governors discussed how the new framework takes a more holistic approach than assessing individual lessons. The staff know that to monitor teaching and learning, there will not be just single lesson observations, but leaders will also talk to the children about what they are learning and why as well as looking at books and how the environment supports learning.

Governors asked whether there has been an improvement since last year. The Headteacher explained that it was too early, but the change is being managed professionally and carefully, so that subject leaders are involved in this process, talking about how their subject is being taught in different year groups by different teachers.

The Co-Chair commended governors to look at the School Improvement Plan with reference to their link areas in preparation for visits and conversations with the staff as well as scrutinising the plan for progress over time at Board meetings.

A governor commented that the Safeguarding section was set out clearly and helpfully.

The Co-Chair thanked the Headteacher.

[Will Leaf stepped out of meeting for 3 minutes during this item]

6. Updates

i) Staffing

The Headteacher reported that there has been no change in teachers and LSAs. A 1:1 agency LSA will be recruited to work with a child with SEND. An EHCP will be applied for, but the child's needs must be met from the school budget initially.

Governors asked what the current picture is for recruitment, as they were aware that teacher recruitment had been difficult in the past. Recruitment for a trainee teacher was more problematic, but there is a good candidate working in Year 5.

Governors asked whether Schools Direct will continue. The future of the programme is unclear. It is now possible to train as an apprentice and the NQT year lasts for two years, to allow new teachers longer to develop with support, which should help with retention. This has financial implications, because the NQT needs additional time out of class.

Governors asked what the ratio of agency to permanent staff is currently. There are no teachers through agency. The Headteacher explained that one member of staff will move to a fixed term contract from agency at Christmas. Two LSAs are through agency but the aim is to move them to permanent contracts.

Governors discussed the negotiations the Headteacher has to do with agencies and recruitment for 1:1 members of staff funded through a child's EHCP. The kitchen team and SMSAs are all permanent members of staff apart from one person.

ii) Safeguarding

Link Governor Peter Southwood reported that at the last GB meeting, he had mentioned a plan to hold small group discussion with pupils about Safeguarding issues. Peter had been in contact with the LDBS consultant who carried out a Safeguarding review earlier in the year for advice and questions to use. The Headteacher had set up an initial meeting on Friday 22 November. This meeting will include a review of the Single Central Record, a discussion about Safeguarding issues, a walkabout with the DSL and Headteacher, to see how the children are being kept safe, then a meeting with a small group of Year 5 and 6 pupils. Peter planned to report back on this visit at the next Board meeting in December.

The Headteacher is in discussion with the LDBS about a further visit in December. This will be a full day Safeguarding Review.

Peter and Chris Ampofo will meet about the overlap and any gaps between the Health & Safety and Safeguarding governor link roles.

The Headteacher reported that two children had broken bones in the first half-term. He is trying to gain clarification about reporting of these injuries, which used to be submitted to Brent. Brent will no longer accept serious injury reports and the LDBS say that this is the governors' responsibility. He is trying to commission an external Health & Safety review. The Headteacher produces a risk assessment and the annual Condition Survey provides prioritised actions for the school.

Governors asked what the Board needs to do. The report which would usually have been sent to Brent has been completed and logged at school. The Safeguarding report recommended a risk assessment register, which is now held in the school office.

Governors asked whether there is a process to analyse the circumstances of accidents. They discussed reporting serious injuries under RIDDOR. The Headteacher has a template for termly Health & Safety walkabouts. The Headteacher's report will include accident reporting and actions.

The Co-Chair will write to the Director of GROW (LDBS) as clear guidelines have not been provided. The Clerk suggested that the NGA Gold Helpline may also be able to provide the Chairs with advice.

The Headteacher has looked at the circumstances of the recent injuries to consider whether the astroturf can continue to be used. If there are further incidents, such as an increase in grazed knees, there may be a point when the pitch needs to be closed. Governors felt that they also need clarity over how to escalate issues, report them responsibly and investigate how risk assessment are working in conjunction with the actions taken in response to incidents.

Governors asked what the timeline is for astroturf replacement. Quotes have been obtained

iii) GDPR

The Headteacher reported that there have been no breaches. There was one request under Freedom of Information which the school complied with.

Governors asked whether this request was from a private company. It was from one of the unions.

The Link Governor, Victoria, will meet the DPO with the Headteacher. Work is need on signage for the CCTV cameras.

iv) ABC Fund update

In the absence of the Chair of Resources, Marianne reported that the ABC Fund is on course to hit the target set in the budget.

Governors will speak to parents at Christmas events to promote the fund, particularly with parent in the lower years. The school have offered to send a reminder to parents.

Governors discussed an annual meeting to tell parents how the fund is spent. They were still hoping to recruit a governor with publicity experience who can advise on how to promote the fund to parents.

7. SEND Information Report (for information)

The Headteacher reported that there are two children with an EHC Plan.

Governors agreed that the SEND Information Report will be an agenda item for the next T&L committee meeting.

Action: Clerk

8. Sports Premium (for information)

The Deputy Head had worked on the report with the PE teacher.

Indicator 1 (engaging children in more physical activity, in keeping with guidance from the Chief Medical Officer) involved more playground equipment, introduction of the daily mile and encouraging a more active lifestyle. A cycle shelter may be installed, as also included in the School Travel Plan.

Indicator 2 (offering a broader experience of a range of sports) will involve different lunchtime sports clubs, purchase of equipment and continuing with the Capital City partnership.

For indicator 3 (competitive sport) a schedule of competitions entered is being compiled so that success can be tracked from year to year to see improvement. Funding will be used on

the minibus and sports day. A trophy cabinet for the reception area may be bought in conjunction with the PSA.

Indicator 4 (increase the confidence, knowledge and skills of staff in teaching PE) is related to the PE teacher's TLR. The Outdoor Learning teacher will complete Forest School training.

Governors asked whether the Sports Premium is used to support after school clubs. The Headteacher explained that there is work with Kenzalia on after school clubs and also the development of sports teams. Governors discussed clarity for parents about the rationale for how children are selected for clubs. Kenzalia is open to all, regardless of ability, but there needs to be clarity between the purpose of the different clubs. There is a system where the staff can earn some extra money for supporting clubs outside Kenzalia and some staff employed to run clubs in Kenzalia.

The Headteacher added that it is important to be clear how the after school provision is used and whether disadvantaged children are accessing the clubs. The PE Link governor will speak to the PE subject lead about this. The school is investing in lunchtime clubs and further investment can be considered. The SLT can consider the key indicators and reflect on how to make the commitment of running a club more attractive for members of staff.

[8.33 pm Nicola Christopher left the meeting]

9. Policies

Governors had received and reviewed copies of these policies in advance of the meeting.

i) Abusive Parents Carers and Visitors (new, for approval)

The Headteacher explained that this policy had not been introduced because of an immediate need, but to provide reassurance for the staff that a policy is in place.

Governors felt that the policy was detailed and helpful and that it instructs the staff on how to deal with a situation and report it well. They agreed that it is helpful for staff to know what to do if they feel threatened.

Governors **approved** this policy.

ii) Exclusion (new, for approval)

Governors asked whether there was a previous policy. Governors had been following the DfE Exclusions guidance, but Exclusion is listed under the new list of statutory policies.

Governors asked whether this policy had been written by the Headteacher. He had spoken to the LDBS, who don't have a model policy, but they sent an example from a Diocesan Board of School academy

Governors discussed the fact that they need to be aware that they may be called upon to sit on a pupil discipline committee and may need to appoint an Independent Review Panel through Brent. The committee would be convened calling together three governors who have no conflict of interest depending on availability within the correct timescale.

The Clerk was asked to add information about ad hoc committees to the membership list.

Action: Clerk

Governors **approved** this policy, which they felt was detailed and robust.

iii) Child Protection and Safeguarding (updated, for approval)

The Headteacher reminded governors how important it is for them to have read and understood this policy and to have read Keeping Children Safe in Education 2019.

Governors had been invited to Level 1 Safeguarding training for all staff, but unfortunately the trainer had cancelled the session.

Governors asked whether the policy had been updated to reflect the current KCSIE guidance. The policy has additions from KCSIE 2019 such as upskirting and takes into account the comments made on last year's policy in the report following the Safeguarding Review. The changes have been discussed with the staff.

The Safeguarding link governor informed governors that Brent provided a helpful summary of the key changes to KCSIE in their half-termly updated. He is satisfied with the updated policy.

Governors **approved** this policy.

iv) Health & Safety (updated, for approval)

The Headteacher took the previous school policy and incorporated changes based on recommended policies from the LDBS and to mirror current practice. This could be sent to the LDBS for review.

The Headteacher informed governors that this policy was shared shortly before the meeting and so governors were asked to provide feedback on the updated Health & Safety policy by the Monday after half-term.

Action: Governors

The Headteacher was asked to publish the current and draft updated policy on the school website.

Action: Headteacher

v) Lockdown (updated, for approval)

Two companies will visit the school to provide a quote for emergency call points. Governors asked whether this is a requirement. When the fire alarm system is upgraded, it will provide two contrasting sounds, but this will not be in place until at least summer 2020. The Headteacher explained that a whistle is at a pitch that people are most likely to hear and reaches a greater distance than a megaphone. Whistles are not used indoors, whereas a bell is used for the end of break time.

Governors asked whether it is necessary to practice lockdown procedures. The Headteacher has decided not to, but governors could insist on this. Teachers have annual training about what to do in this situation.

Governors discussed the worst case scenarios and the size of the school. Governors understood that the Headteacher was reluctant to run a drill with the children, but wanted to ensure that the whistle system is effective. The Headteacher has discussed full and partial lockdown with teachers in detail, including difficult decisions that they will need to make.

Governor **approved** this policy with the recommendation to run a trial of the full lockdown without the children and with more than one person having a whistle.

[8.55 pm Cristiana Silveiras de Melo left the meeting]

vi) Pay (teachers, 2.75% increase for approval)

The Headteacher explained that no change was proposed to the policy, but the new figures with a 2.75% increase for all teacher scales have been inserted.

Governors asked whether this is the School Teachers' Pay and Conditions recommendation. It is and has been agreed by the unions. Brent and the LDBS have advised adopting the new scales.

Governors asked whether this increase has been included in the budget. There is a grant to cover the additional increase.

Governors **approved** this policy.

vii) Disciplinary Procedure for Employees (no change, re-adopt)

viii) Grievance (no change, re-adopt)

ix) Non-teaching staff pay (no change, re-adopt)

x) Staff Code of Conduct (no change, re-adopt)

xi) Whistleblowing (no change, re-adopt)

These policies were all **approved** for re-adoption.

10. Minutes from previous meeting (10th July 2019)

i) Accuracy

Governors were asked to send any amendments to the draft minutes of the previous meeting to the Clerk by the Monday after half-term.

Action: Governors

The minutes were **approved** pending any changes.

ii) Matters Arising

Governors felt that it would still be worthwhile having a separate discussion about the vision and ethos for the school, as they were aware that this is one of their key responsibilities. The Co-Chair proposed that this should happen during the next Board meeting, with a pared down agenda. Governors will think about the values at this specific school and how the vision links clearly with the curriculum, informed by the SIAMS framework.

The Clerk was asked to add a link to the Vision for Education document to Google Drive for the next Board meeting.

Action: Clerk

Governors were reminded to read Keeping Children Safe in Education.

The Accessibility Plan went to Brent, who were happy with it.

11. Governor visits and training

Joel attended a Maths Inset Day in September on Power Maths and the Maths Mastery approach. Marianne attended a budget monitoring meeting.

Joel was intending to attend the Black History Month concert the following day.

The Governor focus week was scheduled for the week commencing 4 November.

JW – BHM concert tomorrow

12. Calendar of meeting dates for 2019-20

Meeting dates for the Board and committees were available under Key Documents on Google Drive. The Co-Chair reminded governors about the purpose of governor focus weeks, to increase the sense that governors are present in the school. Governors should arrange a meeting during this week, if possible, or use it as a prompt to schedule a meeting related to their link role. Governors suggested sharing information about when they are visiting, so that they know when other governors will be at school.

The Clerk was asked to add Governor Focus Weeks to the list of meeting dates on Google Drive.

Action: Clerk

13. Any other urgent business

Governors suggested writing to thank the PSA for the time given for free for work on the hall sound. Equipment was also donated by the National Theatre.

Marianne will write to the PSA to thank them for the work on the hall and will also write to the individual responsible for getting the wall work done.

Action: Marianne

The Co-Chair thanked governors and closed the meeting at 9.15 pm.

Next meetings:

Tue 5 Nov T&L committee (5.30 pm)
Wed 13 Nov Pay (5.30 pm)
Wed 13 Nov Resources (6.30 pm)
Tue 3 Dec FGB meeting (6.30 pm)