



## BENTHAL PRIMARY SCHOOL

### MEETING OF THE FULL GOVERNING BODY (FGB)

Date: Wednesday, 11 July 2018  
Time: 17:00  
Location: Benthal Primary School, Benthal Road, N16 7AU

### MINUTES

<b>Present:</b>	Jo Carter	Chair	Chair
	Susannah Barker	Parent Governor	SB
	Louise Drew	Head Teacher	LD
	Henry Greenwood	Community Governor	HG
	Fatima Haffeji	Staff Governor	FH
	Shabnum Hassan	Parent Governor	SH
	Stella Sandford	Community Governor	SS
<b>In attendance:</b>	Tracey Williams	Deputy Headteacher	TW
	Mandy Ayres		MA
<b>Clerk:</b>	Kathleen Formosa		Clerk

#### 1. Welcome & Apologies

- 1.1 The Chair opened the meeting at 17:00, welcoming the governors and others in attendance.
- 1.2 Apologies were **received** and **accepted** from Nick Harvey-Jones (NHJ) and Nathan Waddington (NW).
- 1.2.1 It was **noted** that Matilda Astle and Sem Moema were not present at the meeting and that neither had sent apologies in advance. It was **agreed** that the Chair would follow up on the matter, advising each of the requirements for attendance.
- ACTION: Chair to follow up with Matilda Astle and Sem Moema and report back.**
- 1.2.2 The meeting was **confirmed** as quorate and accordingly proceeded to business.

#### 2. Managing Sickness Absence Training for Governors from HLT

- 2.1 The business of the meeting was paused so that members of the Board could receive training in managing sickness absence from an HLT HR advisor.
- 2.1.1 The following topics were covered as part of the training:
- Policy principles
  - Key stages of the absence procedure
  - Reporting absence
  - Common errors and misconceptions
  - Return to work interviews
  - Conducting review meetings
  - Working with Occupational Health
  - HR's role in managing sickness absence
  - Line manager's role in managing sickness absence

2.2 It was **agreed** that a sickness absences log should be shared at FGB meetings as a regular item of business.

2.2 The managing sickness absence training concluded at 17:59.

### **3. Election of New Governor**

3.1 The Chair introduced Mandy Ayres to the meeting as a prospective community governor.

3.1.1 MA stated her interest in joining the governing body, and her skills and experience were **reviewed**.

3.1.2 It was **noted** that MA has professional expertise in marketing, and experience in fundraising and charity formation. LD stated that these are all areas where the school needs support.

3.1.3 The governors **confirmed** MA's appointment to the governing body.

### **4. Minutes of the Previous Meeting & Matters Arising**

4.1 The minutes of the previous meeting of the Board of Governors, held on 20 March 2018, were **reviewed** and approved, subject to the following corrections:

- In the list of those present at the meeting, Tracey Williams should be noted as in attendance as Deputy Headteacher. She is not a staff governor; and
- At item 5.5.4, "in the near term" should be changed to read "in the new term."

4.1.1 The corrections to the minutes were made in manuscript, and **signed** by the Chair.

4.2 It was **noted** that all matters arising from the minutes of the previous meeting were complete or would be addressed as part of the agenda for the meeting.

4.3 The Chair **confirmed** there were no urgent actions taken since the last meeting.

### **5. Head Teacher's Report**

5.1 The Head Teacher's report was circulated at the table.

5.1.1 It was **noted** that mobility figures would be presented at the next meeting of the FGB.

5.2 LD reported that new enrolment for Reception year group at the school stands currently at 36 for a total of 60 places.

5.2.1 LD reported that nursery has 23 children looking at mornings only enrolment for 25 spaces. Six children will require full-time places from January. Plans are to recruit a nursery teacher to take up post from January 2019.

5.3 LD reported that from September 2018 the school will offer separate extended services for EYFS children in the morning and afternoon. The care will extend from 8:00 – 18:00, and parents will pay for the provision. The provision will count against the 30 hours of child care parents are entitled to as a benefit.

5.3.1 It was **noted** that the school's insurance cover would need to be changed to provide cover for under 5s, and also for the extended hours, and this may have an impact on premiums.

5.3.2 LD reported that the school's nursery nurses would have their hours adjusted to schedules that would meet the needs of the school. No reduction in hours is anticipated, but nursery nurses will have their hours staggered to cover the period from 8:00 – 18:00.

5.4 LD reported that the school improvement advisor has advised that school leadership and governance should be reaching toward outstanding in the year ahead.

5.4.1 LD reported that all governor posts have now been recruited for, and that steps will continue to be taken to strengthen the school's leadership and governance.

5.4.2 It was **noted** that an annual schedule of business would be discussed later in the meeting.

- 5.4.3 The single action plan was **confirmed**. It was **noted** that the plan includes priorities for the year ahead.
- 5.4.4 A list of staff training and CPD for the summer term was **noted**.
- 5.4.5 The instrument of government was **noted**.
  
- 5.5 LD reported that recruitment for all teaching posts for the new academic year has been completed. Recruitment was for four new teachers to replace four leavers.
  - 5.5.1 LD reported that there are no sickness absences at the moment.
  - 5.5.2 LD reported that there is one disciplinary matter in process at the moment. A report will be made to governors in due course.
  
- 5.6 LD reported that outcomes for pupils have been confirmed as good.
  - 5.6.1 LD reported that the school's combined score for SATs was 61%. The national average is 64%. LD stated that she is generally pleased with the school's results, but acknowledged that there is more work to be done.
  - 5.6.2 It was **noted** that reading scores (68%) have dipped slightly from last year. LD stated that seven children missed a passing score in reading by 1-2 marks, and these have been resubmitted for scrutiny.
  - 5.6.3 It was **noted** that in comparison with the previous year there are more pupils working to a higher standard.
  - 5.6.4 Comparisons of the school's scores with its predictions were **reviewed**.
  - 5.6.5 Results for Year 2 and Year 6 were **reviewed** in particular, along with comparisons with the national picture. It was **noted** that the school's results in maths are higher than the national average across the school.
  
- 5.7 Key issues in the school improvement plan were **reviewed**.
  - 5.7.1 LD reported that the quality of teaching and learning assessments, and pupils' personal development, behavior and welfare have been rated as 2.
  - 5.7.2 LD reported that attendance will be an area of focus in the year ahead. She reported that the school improvement advisor has advised that if attendance can be improved, the school can go for an outstanding rating. It was **noted** that attendance is currently at 95.8%.
  - 5.7.3 The continuing issue of a family having three siblings in the school who do not regularly attend was **noted**. Approaches to dealing with the matter were briefly **discussed**.
  - 5.7.4 LD reported that the school continues to make available a learning mentor for pupils. Any pupil may approach the learning mentor with any issue or concern. The learning mentor also covers some behavior management and pastoral support matters for the school.
  
- 5.8 With regard to SEND pupils, LD reported that the final round of IEP meetings has happened and end of year reports have gone out to parents.
  
- 5.9 Results for PPG pupils were **noted**.
  
- 5.10 LD reported that there has been a one-day exclusion of a student who exhibited violent behaviour toward two members of staff and damaged school property. A robust pupil support plan is in place for the pupil, in the interest of improving behaviour. However, the school is working to get the pupil an EHC plan, as the pupil needs greater support.
  - 5.11 LD reported that office staff have completed their safeguarding training.
    - 5.11.1 Child protection matters addressed by staff were **noted**.

- 5.12 LD reported that there were no health and safety incidents or accidents to report for pupils or staff.
- 5.13 LD reported that the school was burgled again over the Easter holidays. This is in addition to the two burglaries previously reported to governors. She reported that the burglar has been caught and will go to trial in July. The individual has also been charged with burglaries of schools elsewhere in Hackney and Essex.
- 5.14 LD reported that a fire drill has been undertaken recently. The school was evacuated in just under two minutes.
- 5.14.1 LD reported that in order to test the current system of posting class registers on the back of classroom doors, LD “stole” a child from the queue during the fire drill to test how long it would take for a teacher to notice the missing child. LD reported that the missing child was noticed within a matter of seconds.
- 5.14.2 LD reported that there was a fire at the garage on Maury Road last week. Smoke came over the school playground during outdoor play time. Children were brought inside, away from the smoke, and put in nursery and in the large hall.
- 5.14.3 LD stated that a full-scale, off-site evacuation would be undertaken in the autumn term, possibly in collaboration with the Nightingale School next door.
- 5.15 The governors thanked LD for her report. There were no questions.

## **6. Finance & Premises Feedback Matters**

- 6.1 The Chair reported on the recent meeting of the Finance & Premises Committee in the absence of NHJ.
- 6.1.1 The Chair confirmed that the school’s expenditure is as per the budget. A detailed plan for use of the carry-forward was discussed, and will be reported to governors in the new year.
- 6.1.2 The Committee noted the annual update on asbestos.
- 6.1.3 Policies under the supervision of the Finance & Premises Committee have been reviewed and updated. Revised policies are available on the school’s website.

## **7. Curriculum & Standards Feedback Matters**

- 7.1 SB reported in her capacity as Chair of the Curriculum & Standards Committee. She reported that the Committee had received at its last meeting a presentation from the Benthall Creative Curriculum Lead.
- 7.1.1 The Committee confirmed that links between subjects continue to be worked on in the interest of enhancing the creative curriculum.
- 7.1.2 SB reported that the Committee has received reports on the school’s efforts to build strong links with other schools to share expertise and best practice.
- 7.1.3 SB reported that the Committee had reviewed attendance at the school. It was **noted** that attendance problems are limited to a few specific pupils, and that there are no widespread problems with attendance across the school.
- 7.1.4 It was **noted** that teaching and learning issues reviewed by the Committee had been covered in the Head Teacher’s report.
- 7.2 LD reported that an Assistant Head for Safeguarding and Inclusion is now in post.
- 7.3 Mobility issues in the school were briefly **discussed**. It was **noted** that these issues would be monitored by the Committee going forward, with regular reports to be made to the FGB.

## **8. Link Governor Feedback**

- 8.1 FH reported in her capacity as link governor for health and safety.
  - 8.1.1 FH reported that she and LD had undertaken a health and safety walk and noted a number of significant issues needing to be addressed throughout the premises. Some issues were noted as maintenance issues; and others were noted as more complex.
  - 8.1.2 It was **agreed** that health and safety issues should be separated from building maintenance matters, with health and safety matters to be addressed as a matter of priority.
  
- 8.2 SS reported in her capacity as link governor for pupil outcomes.
  - 8.2.1 SS reported that she has met with the Deputy Head Teacher to review the school's outcomes figures. Once data is available for the ends of key stages, a follow-up meeting will be arranged.
  - 8.2.2 It was **agreed** that gender, EAL, SEND, and PPG outcomes would be looked at closely and gaps identified. Benchmarking data would also be reviewed.
  
- 8.3 SH reported in her capacity as link governor for SEND.
  - 8.3.1 SH reported that she has met with Jill Joseph whose remit seems to be quite wide. She stated that some of her responsibilities would shift to the learning mentor in the year ahead.
  - 8.3.2 SH stated that she was impressed with the way that high needs pupils are encouraged to be independent, and has discussed ideas with the school for increasing parent engagement (e.g., through coffee mornings).
  
- 8.4 The Chair reported in her capacity as link governor for personnel.
  - 8.4.1 The Chair reported that support staff would be moved onto the same Performance Management Cycle as teaching staff.
  - 8.4.2 She reported that an overall office restructure is in process, including the creation of two new roles now the School Business Manager has returned from maternity leave.
  - 8.4.3 The Chair reported that the senior management team will be enhanced by the addition of the science lead who will join the two maths leads (EYFS/KS1 and KS2) on the SMT.
  - 8.4.4 It was **noted** that sickness absences have improved significantly. Last year there were 1,410 sickness absences. This year there have been 610 absences.
  - 8.4.5 TW reported that she has led on the staff well-being survey. Good feedback was received, some of which has resulted in action points currently being followed up.
  
- 8.5 It was **noted** that not all link governors had undertaken visits to the school. Link governors were reminded of their duty to undertake school visits and to report their observations to the governors.
  - 8.5.1 LD stated that increasing the number of link governor visits to the school would be a matter for discussion next year.
  - 8.5.2 It was **discussed** that a key priority for the next academic year would be to engage with parents and the community to determine why parents may be choosing other schools over Benthall.

## **9. Governance Matters**

- 9.1 The annual work schedule for the 2018/19 FGB was **reviewed** and **agreed**. It was **noted** this should be considered a working document that may be adjusted to meet the needs of the school as the year progresses.
  - 9.1.1 It was **noted** that the first meeting of the new academic year would include one hour of business combined with a social hour to enable governors to get to know each other.

- 9.2 A list of the committees of the governing body and membership of the committees was circulated at the table and **reviewed**.
- 9.2.1 It was **noted** that NW would oversee CPD for all of the governors.
- 9.2.2 LD reported that a governor services subscription would be purchased from HLT for next year, and that this would include CPD for governors. It was **noted** that the subscription benefits would be reviewed again in September.
- 9.3 Governor CPD undertaken since the last meeting of the FGB was **noted**.
- 9.3.1 SB and SH reported that they have attended child protection training. Key takeaways from the training were **discussed**, including rising trends which should be included as part of safeguarding. It was **noted** that there is a designated safeguarding lead forum that the Benthall designated safeguarding lead attends.
- 9.3.2 It was **confirmed** that all governors have now had HR/sickness management training.
- 9.3.3 The Chair reported that she has attended some serious case review meetings.
- 9.3.4 SH reported that she has attended training for SEND. A pamphlet from the training was shared at the table. It was suggested that the pamphlet would be useful for the school to have translated into different languages and made available to parents.
- 10. Any Other Business**
- 10.1 It was **noted** that a report from the Personnel Committee report should be a regular agenda item.
- 10.1.1 The Chair reported on recent topics addressed by the Personnel Committee and confirmed that there were no matters needing to be addressed by the FGB at this time.
- 10.2 LD reported that parents and governors will be invited to see a destination reader session. A date for the session is still to be confirmed, but efforts will be made to combine this with school lunch visit.
- 11. Confidential Business**
- 11.1 There was no confidential business discussed.

The business of the meeting concluded at 19:00.