



**BENTHAL PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BOARD (FGB)**

**Date:** Tuesday, 9 July 2019  
**Time:** 18:30  
**Location:** Benthal Primary School, Benthal Road, N16 7AU

**MINUTES**

<b>Present:</b>	Jo Carter	Chair of Governor	Chair
	Henry Greenwood	Co-Opted Governor	HG
	Louise Drew	Head Teacher	Headteacher
	Nathan Waddington	Co-Opted Governor	NW
	Shabnum Hassan	Parent Governor	SH
	Stella Sandford	Co-Opted Governor	SS
	Susannah Barker	Parent Governor	SB
	Thomas Hindson	Co-Opted Governor	TH
<b>Apologies:</b>	Fatima Haffeji	Staff Governor	FH
	Mandy Ayres	Co-Opted Governor	AS
<b>In attendance:</b>	Anna Jassim	School Business Manager	AJ
	Michael Simpson	Prospective Governor /Observer	MS
<b>Absent:</b>	Sem Moema	LA Governor	SM
<b>Clerk:</b>	Chenelle Blake		Clerk

**1. Welcome & Apologies**

- 1.1. The Chair opened the meeting at 18:35, welcoming the governors and others in attendance.
- 1.2. It was **noted** that Anna Jassim, School Business Manager and Michael Simpson, Prospective Governor were in attendance to observe and contribute to the meeting.
- 1.3. Apologies were **received** and **accepted** from Fatima Hafejji and Mandy Ayres.
- 1.4. The meeting was **confirmed** as quorate and accordingly proceeded to business.
- 1.5. Governors introduced themselves to the prospective governor and provided brief introductions on their link areas and experience/skills which they contribute to the FGB.

**2. Election of new governor and brief presentation**

- 2.1. The prospective governor provided a brief presentation, informing governors of his skills/experience to contribute to the Benthal Primary School Governing Board.

2.2. It was **agreed** to Co-opt Michael Simpson on the Full Governing Board.

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

3.1. The minutes of the previous meeting of the Board of Governors, held on 2 April 2019, was **reviewed** and **approved** as an accurate reflection of the meeting.

3.2. Matters arising:

3.2.1. It was **noted** that there was no interest from governors re HSG Board representation.

3.2.2. It was **noted** that there was no urgent action taken since the last meeting.

### **4. Policies for ratification**

#### **4.1. School Complaint's Policy & Procedures**

4.1.1. It was **noted** that this policy was recommended from Hackney Learning Trust, which has been amended to include the process with handling complaints relating to the Governing Body.

4.1.2. LD noted that the DfE's guidance on Managing Serial and Unreasonable Complaints policy, has been followed to run alongside the School's Complaints Policy and Procedures.

4.1.3. It was noted that challenge re contact details (paragraph 1.6 and 6.2) requires consistency and clarity with specific details about the method of contact i.e. a letter addressed to the CoG via the school office

4.1.4. It was suggested to reword paragraph 8.2 for clarity regarding contacting 'the department'. It was agreed to amend this to specify the 'Department of Education'.

4.1.5. It was suggested to reword paragraph 9.1 to provide more clarity.

4.1.6. It was suggested to insert a closing paragraph at the end of the policy stating that Benthall welcomes constructive criticism, however there is an expectation for complainants to conduct themselves in a non-threatening manner when on the school premises.

4.1.7. It was **agreed** to ratify the policy, subject to the noted amendments and be publicised on the school website.

4.1.7.1. It was **agreed** that Susannah and Michael review and finalise the policy with the Headteacher before publication on the school website.

#### **4.2. Managing Serial and Unreasonable Complaints Policy**

4.2.1. Governors advised that the Managing Serial and Unreasonable Complaints policy has a negative tone with intimidating language, in comparison to the School Complaint's Policy and Procedures, which is open and honest with the complainant.

4.2.1.1. It was **agreed** that the Managing Serial and Unreasonable Complaints policy will not be publicised on the school website.

### **5. Core Business, Headteacher's report – this was tabled to governors with time allocated to read the report.**

5.1. It was **noted** that governors would like to receive the Headteacher's report in advance of the meeting, to allow time to digest the contents; however, the Headteacher advised that compiling the report ahead of the meeting is not always feasible.

#### **5.2. Single Action Plan 18/19– Evaluation of the year & initial priorities for next year**

5.2.1. It was **noted** that the Headteacher has reviewed the evaluations for the summer term, to establish what is required to be carried over to the 2019/20 autumn term.

5.2.1.1. The priorities for 2019/20 were highlighted in yellow for the governor's attention.

5.2.2. It was **noted** that Benthall will be fully staffed from September 2019.

5.3. The Headteacher shared the unvalidated SAT's results with the FGB. It was **noted** that this information is subject to change, however confidential and not to be shared. The validated data will be published and shared with the school in November 2019.

- 5.3.1. The Headteacher expressed disappointment with some areas of year 6 outcomes, however, noted previous discussions about the predicted outcomes.
- 5.3.1.1. Overall, the year 6 cohort has done well, taking into consideration some of the challenges, such as high mobility within the year group.
- 5.3.2. The Headteacher advised that a Reading Provision review will take place in the new academic year; this will be focused on KS2.
- 5.3.2.1. The Headteacher will undertake an in-depth review before making any radical changes.
- 5.3.3. The Headteacher advised that she has spoken to the year 6 teachers since receiving the data.
- 5.3.4. The Headteacher advised of being more realistic when setting new targets in September/October 2019, rather than following the requirements of the Fisher Family Trust (FFT); it is important not to set the children up to fail.
- 5.3.5. The Headteacher is happy with the attainment in year 2.
- 5.3.6. The Headteacher is very pleased with Early Years, which is above expected.
- 5.3.7. Overall, phonics outcomes were very good, with high achievement.
- 5.3.8. The Quality of Teaching and Learning 100% target has been met.
- 5.3.9. The Overall target for September has also been met.
- 5.3.10. **Governor Question:** Are the 5 Looked After Children contained within child protection figures?
- 5.3.10.1. **Answer:** No, they are an additional category.
- 5.3.11. **Governor Question:** Ethnicity of excluded children was previously tracked, but not included in this report. Was this omitted for a reason?
- 5.3.11.1. **Answer:** No. The Headteacher advised this was an error and provided the FGB with the ethnicity related to each exclusion.
- 5.3.12. The Chair advised of the recent Annual Governors Conference, which focused on the importance of inclusion and advised of the importance to track and monitor pupils who are excluded and offer the required extra support and resources.
- 5.3.13. It was **noted** that the Headteacher excluded these children as an absolute last resort; however, further noted that there are good relations with the parents and support is in place.
- 5.3.13.1. It was confirmed that both ethnicity and SEND pupils are tracked in relation to exclusions.
- 5.3.14. The Headteacher advised there are 2 reception classes for September 2019, with 41 enrolled. It was **noted** that admissions is issue on governors' agenda which is being raised with HLT as a concern.

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

- 6.1. Committee Feedback:
- 6.1.1. Benthall has begun a policy of assigning a value to goods and voluntary services. There has been almost £8,500 received, which will be shared in a newsletter to say thank you to the school community and as evidence of the schools additional funding.
- 6.1.2. Play centre fees are being increased from September 2019 by £2 across the board, with the exception of PPG pupils. It was noted that this increase is necessary for the provision of the service.
- 6.1.3. The committee reviewed and discussed the draft restructure consultation paper.
- 6.1.4. It was informally brought to the Headteacher's attention that Benthall has a waiting list of 11 pupils to join reception, rather than a shortage. This confirmed justification to reopen a reception class. As a result, there will be 2 classes potentially having 20 and 21 pupils.
- 6.1.4.1. The budget for the year does not reflect these recent changes, in addition to having 1 more teacher added on to payroll. It was noted that the budget currently does not include the restructure and 1 less class.

- 6.1.5. JC suggested to formally write to HLT to request information on what is the planned strategy to address the falling roll across Hackney.
- 6.1.6. TH advised of attending a training session, which highlighted concern around the variation across each ward, including a significant decline in the Benthall ward. TH noted that the Local Authority is unable to forward plan for this issue and are managing it year to year.
- 6.1.7. TH noted that the school is legally bound to not set a deficit budget, however HLT is not keeping the school informed of admission requests and is not providing adequate support with setting the budget.
- 6.1.8. **Action 1: Governors to write to Hackney Learning Trust in September 2019, to advise that Benthall has been placed in a position to set an illegal deficit budget, due to a number of factors.**

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

- 7.1. Committee Feedback following meeting held on 18 June 2019.
  - 7.1.1. The new Benthall vision statement and the curriculum offer statement was reviewed; Governors provided feedback to the Headteacher.
  - 7.1.2. The Headteacher reviewed the staff training programme and the impact this year.
  - 7.1.3. The proposed priorities for the new academic year were reviewed.
  - 7.1.4. Attendance
  - 7.1.5. A subject leader update was provided from Tracey, with discussion on new programmes in place and the impact.
  - 7.1.6. Governors reviewed plans of the Library redevelopment which will be funded by Friends of Benthall.

## **8. Personnel Committee**

- 8.1. Committee Feedback from meeting held on 14 June 2019.
- 8.2. A report was provided on the Head Teacher's Mid-Year Performance Management Review.
  - 8.2.1. It was noted that the Headteacher is making good progress across all targets.
  - 8.2.2. The committee was advised that the Headteacher will have new priorities on board for 2019-20, which will require more of the Headteachers time.

## **9. Link Governor Feedback**

- 9.1. **SEND – Shabnum**
  - 9.1.1. It was noted that the FGB is strongly in favour of key at risk pupils having access to on-going support.
  - 9.1.2. SH advised of meeting with the Learning Support Assistant (LSA) team; they were all able to share good experiences and knowledge with each other. However, it was noted that there was limited basic knowledge of understanding in some areas.
  - 9.1.3. It was noted that Teaching Assistants are line managed by Tracey Williams, rather than Gill; this results in a loss of communication between both teams, as they are missing an opportunity to share knowledge and experiences.
  - 9.1.4. SH advised that the recent governor's conference raised the issue of unconscious bias, which is an element to be explored further at Benthall Primary.
- 9.2. **Stake Holder voice - Susannah**
  - 9.2.1. SB advised of being involved in the library redevelopment consultation.
  - 9.2.2. A meeting has been held with Louise and other parents about setting up a parent council in September 2019.
- 9.3. **Teaching and Learning - Henry**

- 9.3.1. HG visited the school yesterday, with focus on maths which included a meeting with the Maths Leader. It was noted that Benthall has moved to the White Rose programme, which commenced in September 2018. Staff have been trained and has seen some improvement. There is also a focus across the school on reasoning and problem solving.
- 9.3.1.1. It is a priority for Benthall to embed the programme and address the gaps.
- 9.3.2. The book look was good and conversations with children was insightful.
- 9.3.3. HG is interested to explore outdoor learning and creative curriculum for the new academic year.
- 9.3.3.1. It was noted that both will be priorities carried forward for 2019-20.
- 9.4. **Pupil Outcomes - Stella**
- 9.4.1. SS observed the first day of year 6 SATs, which went well.
- 9.4.2. Priorities for next term include diversity in curriculum, which is linked to pupil outcomes and the library changes, which is linked to reading outcomes.
- 9.5. **Marketing - Mandy**
- 9.5.1. MA suggested a subgroup committee to be established to focus on communication.
- 9.5.2. It was **agreed** that a Communications Subgroup will be established, with representation from governors and staff. Nathan and Michael expressed interest in being on the subgroup, which will meet in the autumn term.
- 9.5.3. It was noted that feedback from this subgroup will be added as an agenda item for meetings going forward.
- 9.6. **Health and Safety - Fatima**
- 9.6.1. There has been significant improvement since the last Health and Safety Walk.
- 9.6.2. FH has completed the fire Marshall Training.

## 10. Governance Matters

- 10.1. **Review governance work plan and agree reports required for the next FGB meeting**
- 10.1.1. The clerk reminded the FGB of the importance for governors to complete a self-evaluation to review the effectiveness of the work of the Governing Board.
- 10.1.2. **Action 2: Clerk to enquire with Governors Services about a template for governors to self-evaluate the effectiveness of the Governing Board.**
- 10.1.3. The Headteacher advised that the FGB is currently up to date.
- 10.2. **Feedback from Governors participating in CPD - Governor overseeing CPD**
- 10.2.1. NW advised that the Training record is looking good, with no blank areas.
- 10.2.2. The FGB was reminded that NW will continue to keep a record of the governing board training.

## 11. Any Other Business

- 11.1. It was noted that no urgent action has been taken since the last meeting.
- 11.2. To note the dates of future meetings of the governing board for 2019-2020
- 11.2.1. It was noted that the next FGB meeting is scheduled on **Tuesday 17 September 2019, 6pm**; dates for the rest of the year will be shared at the first FGB.
- 11.3. It was noted that Shabnum, Henry, Stella and Susannah were present at the SIP 3 visit with Jason Marantz.
- 11.4. The Chair signed the Single Central Register for the Summer Term 2018/19.

- 11.5. **Governor Visit Proforma**
- 11.5.1. Jason Marantz, School Improvement Partner, HLT (SIP) enquired about recording visits and suggested governors evidence their visits, as it helpful during inspections.
- 11.5.2. Governors **agreed** to implement the suggested Governor Visit proforma, which will be, subject to the following amendments:
- Include Areas for praise / Areas for improvement
  - Remove comment from Headteacher
  - Rename to Purpose/objective of visit
  - Include points for discussion/to be raised with governors
- 11.5.3. It was **agreed** that the proforma will be filed centrally by the SBM and governors will share with each other via email.

**Part 2: Confidential Business**

12. It was noted that there is one item of confidential business, which will be recorded in confidential minutes.