NETLEY PRIMARY SCHOOL
MINUTES OF GOVERNING BOARD
MEETING HELD ON WEDNESDAY 28.3.18 AT 5.30PM

ATTENDEES:

Anthony Stoll (Chair)	✓
Bavaani Nanthabalan (Executive Headteacher)	✓
Deepak Kuriyan	✓
Dorothea Hackman (Joint Vice Chair)	✓
David Auger	✓
Salique Mohammed	✓
Sheba Khanom	✓
David Auger	✓
Susan Wright	APOLOGIES
Alyson Dermody Palmer (Deputy Head Robson House)	APOLOGIES
Rujina Begum	APOLOGIES
Ifra Mahamoud	APOLOGIES
David Brown	APOLOGIES
Khadra Ali	
Ridouan Bakalla	

OTHERS PRESENT:

Corinne Irving (Bursar)	✓
Julian Race (Campus Business Manager)	✓
Gareth Morris (Assistant Headteacher)	✓
Sally Greener (Assistant Headteacher)	✓
Pete McGuigan (Clerk)	✓

	ITEM	ACTION
1	**Welcome and apologies for absence**	
1.1	Anthony (AS) welcomed everyone, opened the meeting at 5.50 and apologised for the late running of the preceding Finance Committee meeting.	
1.2	Governors co-opted Salique Mohammed for another term of office. **Pete (PM) to update GovernorHub.**	**PM**
1.3	Governors had received and accepted apologies from • Susan Wright • Alyson Dermody Palmer (Deputy Head Robson House) • Rujina Begum • Ifra Mahamoud • David Brown Governors noted the absence of • Khadra Ali	

	• Ridouan Bakalla	
2	**Declarations of interest**	
2.1	There were no declarations of interest for the meeting.	
3	**Notification of AOB**	
3.1	There were no AOB items to be discussed	
4	**Minutes of the previous meeting (29.11.17)**	
4.1	Governors agreed the accuracy of the previous minutes. **PM to scan and upload to GovernorHub.**	**PM**
5	**Matters arising from previous minutes (29.11.17)**	
5.1	Governors agreed that all actions identified at the previous meeting had been taken or were agenda items for the current meeting.	
6	**Ratification of recommendations from previous meeting**	
6.1	Governors agreed and ratified all reports and recommendations from the previous (inquorate) meeting.	
7	**Chair's Action and report**	
7.1	AS reported that there had been a short Fixed Term Exclusion since the last meeting and the child had since returned to school.	
8	**Headteacher's report**	
8.1	BN presented the previously-circulated report (shorter to aid accessibility for Governors) and highlighted: • **Self-Evaluation**, (detailed in the SEF) - supported by the school's Camden Professional Partner, assessed the school as being 'Good' against the key Ofsted judgement areas (Pupil Outcomes, Teaching, Learning and Assessment, Behaviour, Safeguarding and Pupil Well-Being, Early Years Provision, Woodlands, Leadership and Management including Governance, Overall Effectiveness)	
8.2	• **Attendance** – Persistent Absence (PA) had reduced and, with Woodlands and Nursery taken out of the data, the current attendance rate was 95.7% (94.3% with them included). BN reported that Camden had indicated approval of this rate, and it was important to keep it	

	under review since it would likely be a Key Line of Enquiry (KLOE) in an Ofsted inspection	
8.3	• **Improvement areas in Teaching and Learning** (detailed in the SIP) were ○ To ensure all children make accelerated progress through high quality teaching feedback and marking ○ To improve children's reading comprehension, oral and written communication through targeted opportunities for language acquisition	
8.4	• **The value of** ○ Pupil Progress meetings ○ SLT and CPP work scrutiny ○ External monitoring of teaching and learning by Stephen Fisher to moderate judgements - reported as an ambitious school with Good to Outstanding teaching (with room for improvement) and a need to challenge High Achieving children even more ○ Joint Professional Development (JPD) based on Education Endowment Fund meta-research into effective strategies to raise standards, including peer marking and instantaneous feedback.	
8.5	• **Quality of teaching,** with challenge and support being provided particularly for two teachers. BN assured Governors that with the support in place, the quality of teaching was sufficient for all children to make progress by the end of the school year. Governors accepted that there would always be a range of teaching standards. They emphasized the need to keep the best interests of the children to the fore, when considering staff deployment. This included ensuring that individual classes or children, who may have had a less effective teacher one year, did not repeat the experience the next.	
8.6	• **Safeguarding** – Sally (SG) reported that a substantial audit, done with Rhian Swain and Martin Cresswell, had highlighted many strengths in the school including: ○ Pupils feeling safe in a safe environment, both internally and externally ○ Good school and individual staff awareness of risks – e.g. the flats above the school, sliding doors and the danger of tailgating, ○ An exemplary Single Central Record and good staff knowledge of pupil vulnerabilities ○ Effective monitoring of lateness and encouragement of good timekeeping ○ Vigilance and checking of the playground ○ Effective office staff, with good procedures in place ○ Good school awareness of potential weaknesses,	

	e.g. more staff training on their own personal safety outside of school, improvements needed to cover sheets for case files Through questioning and discussion, Governors established that: • SG's caseload (95 children, with 43 at a serious level) required support, including admin support and help with minute-taking at safeguarding meetings. **BN agreed to consider providing more support and possibly adding another designated lead**	**BN**
8.7	• **Asthma** – BN reported that there was an increase in the number of children suffering from asthma when starting school, with 26 children currently needing blue reliever inhalers containing salbutamol Governors discussed the possibility of the rise in asthma being linked to poor air quality outside and inside the building, and the need to conduct air-quality tests. **DH agreed to explore this with UCL and HS2 and whether they could help reduce pollution around the school**	**DH**
8.8	• **Defibrillator update** – BN reported that providing a defibrillator was non-statutory and expensive (c. £1k). **BN agreed to check with other local businesses on their policies.**	**BN**
8.9	• **Mid year review data** – GM presented the previously circulated data and reported that: ○ Boys were underperforming girls and there were more boys with SEND and EHCPs ○ Pupil Premium children data were below non PP in all year groups (bar Y2) and most SEND pupils were PP ○ Netley children tended to acquire writing skills slower than pupils from other schools, but they make good progress by the end of Y6 ○ Maths was being well-taught, with some improvement still needed in applying mathematical knowledge ○ Improving Oracy continued to be a challenge, including for some children with elective mutism Through questioning and discussion, Governors established that: • There was a higher than expected number of summer-born pupils at Netley and it was important to present this to Ofsted. GM reported that the SIMS system should be able to help identify this trend more efficiently. • The potential for influential EAL community members to encourage greater oracy and language use at home. BN reported that there were some cultural challenges, e.g.	

	few fathers being involved in their children's education in some communities and an expectation by some parents that their children will only go up a year if they do well enough, despite comparative data provided by the school – i.e. classes based on achievement, rather than age group • Confidence and fluency in any home language helps children to acquire English at school but in some of our homes there is little talk around learning. Although the school can try to influence the home setting by encouraging more oracy and reading, the prime focus must remain on helping children to learn in school and sharing that work with parents.	
9	**Finances**	
9.1	David (DA) reported on the preceding finance meeting and highlighted that: • There was a reducing income, due to the drop in pupil numbers, leading to large in-year deficits • The in-year deficit was being offset by spending some of the school's reserve, but that could not continue for long (with a £400k deficit over 2 years (2017-2019), being offset by a £500k reserve) • There was a clear and urgent need to plan for reduced spending in 2019-20 to be able to set a balanced budget. DA noted that Netley had a history of setting prudent budgets and most schools in Camden were also having to make significant savings • Most of the budget was spent on staffing and this was needed to meet the often complex needs, of the children on roll • Steps had already been taken to reduce spending, through the recent staff restructure, and not automatically replacing staff as they leave or take maternity leave • Some costs were still unclear but would be clarified before submitting the budget to Camden. **Governors ratified the proposed budget for 2018-19, noting the need to reduce costs for the 2019-10 budget.**	
10	**Policies for ratification**	
10.1	**Governors ratified the previously circulated policies:** • **Pay Policy** • **Data Protection** • **Support Staff probation guidance**	

	Governors noted that • the new Data Protection regulations (GDPR) were complex and time consuming for the school, including appointing staff to newly-created roles (e.g. Data Protection Officer, Senior Information Risk Officer) • Camden was supporting the school well, to become compliant	
11	**Committee reports**	
11.1	Governors agreed that committee reports had been presented and noted at the previous meeting. DH and AS reported that they had conducted a Learning Walk since the previous meeting, scrutinizing pupils' work in class.	
11.2	**Premises** Governors considered Premises matters, including: • Camden taking the BAM contract in-house and TUPEing some staff from BAM, to work on the new contract. Governors noted the need to keep the contract under review, to ensure that there was improved service • premises improvement work was being done, including ○ Improving the heating system ○ **JR and DH drafting a strategy to stop any 'tailgating' at the main entrance** ○ maintenance and improvement work to the ceilings, to give easier access to valves and services Governors noted that the 'retention fund' could be used to hold builders and service providers to account for unsatisfactory or incomplete work.	**JR DH**
12	**Governance**	
12.1	Following the previous inquorate meeting, Governors discussed the constitution of the Governing Board and considered whether it could be more effective with fewer members. Governors discussed • The need for active and proactive Governors, with skills and knowledge that would challenge and develop the school • Reducing the number of parent Governors, given the low parent attendance at meetings (currently 6 places and 5 of them filled) • How a reduction in parent Governor places would be perceived in the community and whether some parents could be more effective as Associate Members of the	

	Board • The Governors' Skills matrix (circulated at the meeting) Governors agreed for: • **the Curriculum committee, advised by BN and DH, to draft a proposal for the next FGB.** • **AS and BN to draft** ○ **a parents' newsletter to garner their views on reducing and reconstituting the FGB** ○ **a report on the work of the Governors for the first Newsletter after Easter** • **BN to consider uploading FGB minutes to the school website (considered good practice but not a requirement)** • **All Governors to check their DBS status and update it if necessary** • **GM to check on his status as a staff Governor and alert PM to update GovernorHub**	**CURR** **AS BN** **BN** **All** **GM**
12.2	AS reported on the previously circulated Chairs' Forum minutes and highlighted that another meeting had been held since, which focused on Attendance, STEAM and the 'Camden Can' pledge.	
13	**Any Other Business**	
13.1	There was no AOB.	
18	**Dates of the next meetings**	
18.1	Governors noted the dates of the next meetings: • 03.05.18 Finance Committee • 11.07.18 FGB	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 7.30 p.m.

Signed: _____ Date: _____

Anthony Stoll, Chair of Netley Primary School Governing Body