NETLEY PRIMARY SCHOOL
MINUTES OF GOVERNING BOARD
MEETING HELD ON WEDNESDAY 29.11.17 AT 5.30PM

NETLEY PRIMARY SCHOOL AND CENTRE FOR AUTISM

ATTENDEES:

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

OTHERS PRESENT:

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

	ITEM	ACTION
1	**Welcome and apologies for absence**	
1.1	Anthony (AS) welcomed everyone and opened the meeting at 5.50.	
1.2	AS noted that the meeting was not quorate with only 5 Governors in attendance and at least 8 needed (i.e. half the Board, rounded up). Governors agreed to discuss the agenda where appropriate, and make recommendations to the next quorate FGB.	
1.3	Governors discussed the low attendance at the meeting and agreed that: • **AS would contact all absent Governors to emphasise the importance of attending meetings and sending apologies if unable to do so** • The absence of parent Governors at the meeting and	**AS**

	low parent Governor attendance at previous meetings (less than 50% during 2016-17, and no attendance in 2017-18) raised the question of whether it would be in the school's best interest to reduce the number of parent Governors. • **Governors would discuss the GB structure at the next meeting, with the aim of reducing the overall number of Governors for greater effectiveness and efficiency.**	
2	**Election of Chair and Vice Chair**	
2.1	AS and Dorothea (DH) agreed to continue as Chair and Vice Chair until the next quorate FGB meeting, when a vote could be taken.	
3	**Declarations of Interest**	
3.1	There were of declarations of interest for items on the agenda	
3.2	Pete (PM) circulated the Annual Declaration of Interest for signing. **PM to circulate the Annual Declaration at the next meeting and scan / circulate when complete.**	**PM**
4	**Terms of Reference and Code of Conduct**	
4.1	**Governors agreed to recommend to the next quorate FGB to approve the previously circulated Terms of Reference and Code of Conduct.**	
5	**Minutes of previous meeting and matters arising**	
5.1	**Governors agreed to recommend to the next quorate FGB to approve the previously circulated minutes from 5.7.17**	
5.2	Governors noted that actions agreed at the previous meeting had been taken, including: • Updating the Register of Interests • Previous minutes scanned and circulated • Gareth (GM) in consultation with DH, had presented year on year pupil progress data and June Haddock's scrutiny of teaching and learning, to the Curriculum Committee Other actions were agenda items for the meeting, including: • the impact of poor attendance on progress and achievement • the Accessibility Plan	

6	**Executive Headteacher's Report Annual Progress Report**	
6.1	Governors discussed the previously circulated Headteacher's report and through questioning, highlighted some key issues, including: • the importance of all Governors knowing and understanding the key information for the school, including its strengths and weaknesses, e.g. curriculum provision, the impact of interventions and how children were selected, the staffing structure and the value of the highly-qualified staff team • that asthma and pupil inhalers had increased **BN agreed to** • **provide and regularly up-date Governors with a summary of key school information** • **report to Governors at the next FGB on asthma in the school**	**BN**
7	**Attendance**	
7.1	Governors considered the previously circulated Attendance document and through questioning, highlighted that: • from the school's data, there was a *correlation* between attendance and achievement, although it was more difficult to establish a *causal* link – e.g. that although low-attending children tended to do less well than their better-attending peers, their attendance could be a reflection of their general approach to education, rather than doing less well because of low attendance • as far as possible, the school set term dates to avoid clashes with religious festivals and likely travel wishes of parents with family in other countries • BN's refusal to authorise pupil absence in term time, e.g for holidays or long family visits, discouraged absence, but only to a limited extent	
8	**School Self Evaluation (SEF)**	
8.1	BN presented the previously circulated Annual Workplan, School Improvement and Governors Workplan, and through questioning, Governors highlighted that: • GM would be leading a work-scrutiny benchmarking programme, that would help the school be more consistent and accurate in its judgements of pupil achievement related to National Expectation • the information gleaned from the work-scrutiny would be used to drive pupil progress meetings with teachers	

	• when looking at comparative school data, it was important to take into account the inclusion of Woodlands pupil data, which could skew the comparisons negatively.	
9	**Curriculum: 2017 outcomes**	
9.1	GM presented the previously circulated Inspection Data Summary Report, which provided nationally compiled data for the progress and attainment of the school in 2017. Governors noted the summary on page 1 of the document, including: • Areas to be investigated', particularly the strengths in KS2 and the challenges in KS1 • That the school had been above floor standards and was not a 'coasting school' in 2016	
9.2	Through questioning and discussion, Governors highlighted that: • Staff had awareness of the data, mainly through the tracking grids that are used to ○ track progress at Pupil Progress meetings ○ set support groups ○ inform levels of staff support and other resources ○ track identified pupil groups, e.g. disadvantaged, SEND, summer-born, girls and boys • All permanent staff were working very well to challenge and support their pupils and progress was being made to improve the performance of some agency staff	
10	**Finances**	
10.1	Corinne Irving (CI) presented the previously circulated finance papers, including the: • Finance Committee meeting minutes • mid year 2017-18 budget figures and commentary • 2017-20 (3 year) budget projection and commentary Through close questioning, Governors established that: • Spending in the 2017-18 budget was on target, with lower than predicted cost for agency staff – Governors noted that the winter period was yet to come and would likely necessitate increased spending on cover • The Woodlands budget did not yet include the expected increase of £1k per pupil • The 2017-20 projection was still positive, with a reducing surplus, but leading to a predicted surplus of c. £92k in 2020 • CI recommended that the Finance Committee meets	**PM**

	before the FGB on 28.03.18 to allow Governors time to scrutinise the budget.	
11	**Policies and reports**	
11.1	**Governors agreed to recommend to the next quorate FGB to approve the following previously circulated reports or policies:** • **Annual Workplan** • **School Improvement Plan** • **Governors' Workplan** • **Pay policy** • **Appraisal Policy for teachers and Support Staff** • **Accessibility Plan** • **Midyear 2017-18 budget report** • **3 year 2017-2020 budget projection** • **Child Protection and Safeguarding** • **SEND Information report**	
11.2	**Governors received and noted the committee reports from:** • **Finance and Personnel** • **Premises and Campus** • **Curriculum and School Improvement**	
12	**Governance**	
12.1	Governors discussed the Governing Board's terms of office, noting that there was lack of clarity for some Governors and **agreed to search past minutes for details of appointments and forward to PM to update GovernorHub (GH).**	**PM**
12.2	Governors noted the resignation of Nazma Karim and agreed to discuss electing a replacement at the next FGB, in light of a possible reduction in the size of the Board.	
12.2	Julian (JR) reminded Governors to copy any records of training to him for the school record, and to update their individual profile on GH.	
12.3	AS agreed to remind all Governors about GH and to contact PM in the event of any problem.	**AS**
13	**Any Other Business**	
13.1	Governors discussed whether it was necessary or desirable to have a defibrillator located in the school, bearing in mind the cost of the equipment and training, and the need to maintain both. **BN agreed to research the need and viability of installing a defibrillator with Gill Morris at Camden and report to the**	**BN**

	next FGB	
13.2	BN reminded Governors of the School Exhibition and presentation the following evening, and encouraged them to attend.	
18	**Dates of the next meetings**	
18.1	Governors noted the dates of the next meetings: • 07.02.18 Finance Committee • 28.03.18 FGB • 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 7.15 p.m.

Signed: _____Date: _____

Anthony Stoll, Chair of Netley Primary School Governing Body