NETLEY PRIMARY SCHOOL
MINUTES AND ACTIONS (here) OF GOVERNING BOARD
MEETING HELD ON WEDNESDAY 21.11.18 at 5.30 p.m.

ATTENDEES:

Anthony Stoll (Chair)	✓
Bavaani Nanthabalan (Executive Headteacher)	✓
Deepak Kuriyan	✓
Dorothea Hackman (Vice Chair)	✓
Sheba Khanom	✓
Susan Wright	✓
Alyson Dermody Palmer (Joint Head, Robson House)	✓ until 6.35
Alan Murphy	✓
Eva Perucha	✓
Javed Ahmed	✓
Rujina Begum	Apologies
David Auger	Apologies received later
David Brown	
Mohammed Salique	

OTHERS PRESENT:

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

	ITEM	ACTION
1	**Welcome and apologies for absence**	
1.1	Anthony (AS) welcomed everyone and opened the meeting at 5.30.	
1.2	Governors had received and accepted apologies from • Rujina Begum • David Auger Governors noted the absence of Mohammed Salique and David Brown.	
1.3	AS congratulated Bavaani and the team for their great work and success in remaining 'Good' in the recent Ofsted Inspection, well supported by Netley and Robson House staff. **AS agree to write to staff to thank them for their work.**	**AS**

2	**Election of Chair**	
2.1	**Anthony was unanimously elected as Chair for a further year.**	
3	**Election of Vice Chair**	
3.1	**Dorothea was unanimously elected as Vice Chair for a further year.**	
4	**Declarations of Interest**	
4.1	There were no declarations of interest for the meeting.	
5	**Annual Register of interest**	
5.1	**Governors agreed the Annual Register of Interests, ready for publishing on the school website** (amended later in the meeting).	
6	**Terms of Reference and Code of Conduct**	
6.1	**Governors agreed the previously-circulated ToR and Code of Conduct.**	
7	**Notification of AOB**	
7.1	There was no notification of AOB	
8	**Minutes of the previous meeting (11.7.18)**	
8.1	**Governors agreed the accuracy of the previously-circulated minutes**, with 2 small changes – **PM to scan and upload to GovernorHub.**	**PM**
9	**Matters arising the previous meeting (11.7.18)**	
9.1	Governors agreed that all actions had been taken from the last meeting, or were on the agenda. BN updated Governors on other items, including: • Great Ormond Street Hospital had donated a defibrillator and CPR mannequins, and the school was awaiting delivery. Governors agreed for **Gareth (GM) to organise CPR training for parents** • **Premises committee were yet to consider ways of preventing 'tailgating' at school entrances** • **Bavaani agreed to publish Governor Body minutes on the school website**	**GM** **Premises** **BN**

	• DBS checks were now up to date • Eva and Alan had completed some Governor training	
10	**Chair's actions**	
10.1	There were no actions to report.	
11	**Headteacher's report**	
11.1	BN presented the previously circulated documents:	

11.2	**Ofsted Section 8 Inspection**
	(Section 8 - one day HMI monitoring visit for 'Good' schools)
	BN described the purpose and process of the Inspection, including the HMI's:
	• pre-visit phone call and the solo visit to check whether the school was still 'Good', although a second inspector was present to Quality Assure the work of the HMI
	• approach, being very knowledgeable, (including with experience of provision for pupils with Autism) and thorough, within the constraints of a one-day visit to a complex campus
	• pre-visit research (including the SEF, Pupil Premium strategy and impact, CPP reports, website documents, Camden Learning reviews, and plans to improve Persistent Absence)
	• Key Lines of Enquiry (KLOEs), i.e. Reading, SEND and EYFS
	• process of triangulating information on the KLOEs, including work scrutiny, progress and attainment data, observation of children's learning in class, hearing children read, and discussing provision and learning with them. BN and Governors noted how well children were able to respond, able to describe their learning, the quality of teaching and provision, and the unique nature of the campus
	• view that Netley was a beacon of inclusion
	• focus on
	  ○ Safeguarding, including the Single Central Record
	  ○ Phonics (rather than wider teaching of reading), because it had been a key issue identified at the previous Ofsted
	  ○ Assessment, including baselining	

11.3	Governors reflected on the process, including their informed involvement, considered the previously-circulated Section 8 letter (report) and highlighted: • Persistent Absence had been a concern, but HMI was satisfied with the strategy in place to counter it • Netley staff had been very able to explain the school's strategies for improvement	

	• The success of Bavaani and the whole team, (including Governors) not just in a good Ofsted result, but also in the ongoing high-quality provision at the school and across the campus Governors thanked and congratulated the school on its success.	
11.4	**Annual Progress Report** **Considering the recent Ofsted visit, Governors agreed to note and accept the Annual Progress Report.** **BN agreed to ensure that the school has up to date addresses and contact details from Governors**, for sending of reports (Governors invited to collect papers copies from school or alert Grace to the need for papers being sent by post)	**BN**
12	**School Self Evaluation (SEF) Priorities (discussed in committees)**	
12.1	**Governors noted and agreed the previously circulated Annual Work Plan, School Improvement Plan , Governors' Work Plan and Standards Review,** noting that **Learning Walks, currently conducted by the Curriculum Committee should also be conducted by other committees, and Link Governors should meet with lead teachers.**	**Committees and Link Governors**
13	**Policies for ratification (discussed in committees)**	
13.1	**Governors noted and approved the previously-circulated policies for:** • **Safeguarding and child Protection** • **Pay** *Alyson left the meeting at this point (6.35)*	
14	**Finance update**	
14.1	Corinne (CI) presented the previously-circulated 2018-19 budget report and notes, and highlighted • although the current year's finances were secure (with a predicted surplus for revenue (£128k) and capital (£16k), (with a significant increase of the predicted in-year deficit, rising from £221k agreed during the summer term, to £515k at the end of September) future years would be even more challenging with a falling roll. • There had been some positive influences on the budget, e.g. energy bills from the previous year being lower than accruals, increased funding for Nursery, Pupil Premium, the Government teachers' pay grant and a grant from HS2 (not yet shown in the budget) • There had also been some negative influences on the budget, e.g. Universal Infants Free School Meals had	

	been reduced, some teacher costs were higher and there was more money to be spent on Agency staff • Some surplus from 17-18 had been allocated for planned environmental improvements	
15	**Minutes of previous committee meetings**	
15.1	Governors considered the previously-circulated committee minutes.	

15.2	**Finance**
	BN reported that
	• the current Reception intake was only half of previous intakes, (1 form rather than 2) and if the trend continued, it would reduce budget and capacity significantly. Although Nursery numbers had increased, a 1 form intake was still looking likely for September 2019
	• other local schools were experiencing similar pupil reductions and were considering combining year groups to make viable classes
	• a Camden working group had been established to consider the issues and possible solutions
	
	Governors noted that there were some negative factors in Camden, including
	• the new Kings Cross Academy, that was attractive to parents,
	• movement of children out of Camden due to
	  ○ HS2 development,
	  ○ a policy of rehousing larger families out of borough
	  ○ the impact of the bedroom tax
	• poor planning and prediction of pupil numbers at borough level and London wide	

15.3	**Curriculum** Governors accepted and noted the minutes.	
15.4	**Premises** Julian (JR) reported that snagging from the previous BAM contract was nearly complete and the **school was monitoring the current Buildings and Maintenance service from Camden** - at present, there were areas for improvement. Governors • considered whether the costing of the new contract by Camden had been too low (BAM + 2%), and were therefore finding it difficult to meet the needs across the borough's schools. • established that a new company had been contracted to	**JR**

	ensure lift safety • noted the need for closer monitoring of safety, following an attack on a member of staff, outside school. This had been discussed by Dorothea (DH) at a recent Safer Neighbourhoods meeting. **DH asked that concerns be reported to her to take to future meetings**. There had been an increase in several factors in the local area, which reduced safety, including ○ increased drug, alcohol and begging problems ○ fewer police officers on duty ○ scaffolding surrounding building work that blocked CCTV sightlines • considered the poor air quality in the area and the school, (well below the World Health Organisation's recommendations) and noted that 7 air purifiers had been donated to the school, with more needed (currently at a 35% discount). Alan (AM) also reported that the school had submitted a bid for £10k from Green Cites. **BN agreed to ensure staff were made aware of the safety concerns in the local area.**	**BN** **BN**
16	**Governance**	
16.1	Governors discussed the previously circulated Instrument of Government (IoG) and the current Governing Body. After discussion, Governors agreed that • the IoG was inaccurate – showing 7 co-opted Governors instead of 5 **(PM to rectify)** • Sue Wright and Alyson Dermody-Palmer agreed to change their status and become Associate members • Ridouan Bakalla had resigned as a Parent Governor • with these changes, the GB matched the IoG, i.e. 4 Parent, 1 LA, 1 Headteacher, 1 Staff and 5 co-opted Governors **PM to update the Register of Interest and GovernorHub.**	**PM** **PM**
16.2	Governors • expressed their satisfaction with GovernorHub • asked that all documents be converted to pdfs for uploading to GH **(PM to action)** • were asked to contact Grace to request hard-copies of Governance papers • congratulated Eva on her attendance at Governor training	**PM**
16.3	PM presented a previously-circulated analysis of Governor strengths and potential areas of weakness (from NGA self-audits).	

	After discussion, Governors noted that within the GB, there were sufficient skills and enough knowledge to fulfil all areas of Governance.	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 7.20 p.m.

Signed: _____ Date: _____

Anthony Stoll, Chair of Netley Primary School Governing Body