NETLEY PRIMARY SCHOOL

MINUTES AND ACTIONS (here) OF GOVERNING BOARD

MEETING HELD ON WEDNESDAY 10.7.19 at 5.30 p.m.

ATTENDEES:

Anthony Stoll (Chair)	✓
Bavaani Nanthabalan (Executive Headteacher)	✓
Deepak Kuriyan	✓
Dorothea Hackman (Vice Chair)	✓
Eva Perucha	✓
David Auger	✓
Alyson Dermody Palmer (Joint Head, Robson House)	✓
David Brown	✓ *from 6.25*
Alan Murphy	Apologies
Javed Ahmed	Apologies
Sheba Khanom	Apologies
Rujina Begum	

OTHERS PRESENT:

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

	ITEM	ACTION
1	**Welcome and apologies for absence**	
1.1	Anthony (AS) welcomed everyone and opened the meeting at 5.40.	
1.2	Governors had received and accepted apologies from • Alan Murphy • Javed Ahmed • Sheba Khanom • Sally Greener • Governors noted the absence of Rujina Begum AS noted that • Salique Mohammed and Sue Wright had both resigned from the GB and he had written to thank them. Sue had offered to attend Curriculum Committee meetings. • There was one vacancy for a co-opted Governor and BN suggested co-opting someone with experience or	

	knowledge of Autistic Spectrum Disorder work.	
2	**Declarations of Interest**	
2.1	There were no declarations of interest for the meeting and AS reminded Governors of his link to Findel Education.	
3	**Any Other Business**	
3.1	There was no notification of AOB for later in the meeting.	
4	**Minutes of the previous meeting (27.3.19)**	
4.1	**Governors agreed the accuracy of the previously-circulated minutes**,– **PM to scan and upload to GovernorHub.**	**PM**
5	**Matters arising the previous meeting (27.3.19)**	

5.1	**Governors agreed that all actions had been taken from the last meeting, or were on the agenda,** noting that
	• **BN was planning light-touch learning walks for the autumn term for Governors and agreed to use a Doodle Poll to decide on dates**
	• **Gareth (GM) would continue to develop a bank of parents to support the school**
	• the House System was working well, with positive benefits, recognized and valued by pupils and parents. Awards and cake -sale fund-raising for rewards and new House seating arrangements for lunch (with families in the same house) were contributing to its success
	• BN reported that admission numbers for 2019 were stronger than 2018, with 32 children expected in Nursery (22 full-time and 10 part-time) plus places held for January admissions, and 40 children in Reception (all coming from Netley Nursery or Regent's Park, but none coming from St. Aloysius). BN noted that
	  ○ 10 children had transferred from St. Aloysius in older age groups.
	  ○ advertising had been by word of mouth and the numbers were better than originally predicted, although there were small cohorts throughout school, e.g. in KS1 and Y5
	• **Devising a plan for charging for the increasing range of system leadership was yet to be done**
	• Dorothea (DH) had spoken at a recent Street Neighbourhood Forum
		All
		
		GM
		
		BN

6	**Chair's actions**	

6.1	There were no Chair's actions to report.	
7	**Headteacher's report**	

7.1	BN presented the previously-circulated Headteacher's report and highlighted that
	• the key priorities for 2018-19 were:
	  ○ **raising attainment and achievement through high quality teaching, feedback and marking**, aiming for 100% good or better teaching, including NQTs
	  ○ **enabling children to make accelerated progress through the explicit teaching of higher order reading skills**, building on the current successful work being done to develop reading skills
	  ○ **increasing children's confidence as communicators,** building on the current frequent opportunities for pupils to speak in public e.g. as ambassadors and in Debate Mate, whilst accepting that it was an area where success was difficult to measure
	  ○ **improving the sense of wellbeing for all members of the school community**
	• end of year data were positive, with EYFS doing well, KS1 showing good progress (although achievement was lower than previously) and KS2 better than in 2018. BN noted that Writing needed more focus
	• attendance was 95% for the year (and 96% for the summer term), despite some long holidays in school time, some absences due to lateness that went beyond the register being open, and a child having left the school, but still on roll (until starting in a new school or officially agreed for home-schooling)
	• the improved system for tackling lateness was having a positive impact or lateness and the relationship with parents, with members of the SLT on morning gate duty. There was still some work to be in encouraging better timekeeping by all Woodlands pupils and parents, although Governors agreed that there was greater use of public transport by them.
	• a programme of pupils and Senior Citizens working together, had gone well
	• a recent INSET day to review and celebrate the SEF had gone well and had been appreciated by staff
	• work with the Camden research hubs had gone well
	• 2 teachers had been successful in being selected to be part of Ofsted advisory groups on EYFS maths, and the new Ofsted Framework (with only 15 teachers chosen	

	from 200 applications nationally)	
7.2	Gareth (GM) circulated a **'Data Headlines, 2018-19'** paper and highlighted: • good **EYFS** results with a decreasing gap between Netley and national data, in Good Level of Development, Reading, Writing and Maths • that the **Y1 phonics** result was low at 70% but when the large number of EHCP pupils in main school and Woodlands were removed, it rose to 84% (compared to a national rate of 82% in 2018, with 2019 figures yet to be published). GM predicted that since the 2019-20 cohort was less complex, and the school had better tracking and transition arrangements in place, the 2020 percentage for NPS would be higher. • **KS1** attainment results were lower than 2018 in Reading, Writing and Maths, which reflected the complexity and challenge of the cohort, which started KS1 with around half the pupils below expected. The progress for the cohort was above national, and exceptional in some cases, particularly in Reading and Maths, with Writing (especially handwriting, spelling and grammar) to be a specific focus when the cohort enters KS2 (i.e. Y3) in September • **KS2** results showed improvements in attainment in Reading, and Maths compared to 2018 and a slight dip in Writing and Combined, for all pupils (i.e. including EHCP pupils and Woodlands). With NPS data only, the figures were higher and Greater Depth data were well above national. There was high attainment and even better progress, compared to Camden data and NPS had closed the gap	
7.3	BN updated Governors on **Safeguarding** and noted that although overall numbers of pupils with Safeguarding issues appeared low in the report, they were complex, including with mental health and social and emotional issues, leading to around 90 Safeguarding meetings over the year. BN reported that NPS accessed excellent support and advice from Robson House and used 'Early Help' interventions as a way of reducing escalation to more formal Safeguarding levels Governors thanked and congratulated Bavaani and her team on their hard work, the quality of the report and the good results. *David Brown entered the meeting during this item at 6.25*	
8	**Finance update**	

8.1	Corinne (CI) presented the previously-circulated 2018-19 final budget and reported: • a final revenue surplus of £641k, which was higher than forecast • a final capital surplus of £46k • increased EYFS funding from Camden (mainly thanks to work by Julian (JR), had contributed to the budget, as had some recovered funding • 2 Year Old (2YO) funding was lower than forecast and although it was showing a profit, there were further costs to come. **JR noted that funding and adult/child ratios changed according the age in EYFS and agreed to research it further, with the aim of increasing 2YO provision if possible.** Since children in EYFS tended to transfer into NPS Reception, even if the provision was costly, it could be financially worthwhile in the long run, as well as being educationally and socially advantageous. Through questioning and challenging, Governors established that: • there was a £200k in-year deficit forecast in the 2019-20 budget • the positive 18-19 surplus was partly due to ○ using fewer agency staff, through good management and SLT involvement ○ staff being very supportive and inventive in managing cover: Governors noted that in the longer term, constant high demand on staff could lead to burnout. BN noted their concern. Governors congratulated CI and the school on their good management of the finances. AS noted that Corinne was stepping down in her finance role at NPS, with Julian (JR) taking it over for September 2019. Governors thanked Corinne for all her work for NPS and that she was leaving the school in a strong financial position.	**JR**
8.2	**Governors ratified the decisions of the pay committee**, which had met the previous week	
9	**Policies for ratification**	
9.1	**After discussion, Governors ratified the following previously-circulated polices, noting that they were all Camden policies:** • **Disciplinary Policy & Procedure** • **Grievance Policy & Procedure**	

	• **Capability Policy & Procedure** • **Behaviour Policy** • **Whistleblowing Policy** • **Sickness Absence Policy & Procedure** • **Policy for dealing with allegations against staff** (with one small change - (Page 5, point 5.1, paragraph 2 - …allegations must not be investigated ***by them*** …	
10	**Committee reports**	
10.1	**Finance Committee** CI reported on the previously-circulated Finance minutes (from 1.5.19) and the preceding Committee meeting and highlighted that as well as the previously reported budget figures (item 8), • a staff register of interests was in use for SLT and staff budget holders • Camden was still actively considering expansion of Woodlands, but not for September 2019, with the aim of starting small and slowly building it up. BN noted that staff recruitment was challenging.	
10.2	**Curriculum Committee** BN reported on the previously-circulated Curriculum Committee minutes (from 5.6.19) and highlighted that • a Youth Safety Bid (with 3 other settings) to fund a Nurture Support Worker had been unsuccessful • with recent improvements to SIMS training from a local provider, Gareth (GM) was now able to enter EYFS data on tracking grids and ensure staff could access and use the data effectively. GM noted that this was a Performance Management target for him and would improve assessment accuracy and consequent provision. JR noted that the school was beginning to use SIMS more effectively in other areas as well • a new 'Trailblazer' project to support pupils with mental health needs had started and would be **reported more fully at the next meeting.**	**BN**
10.3	**Premises** BN presented the previously-circulated Premises Committee minutes (from 7.6.19) and highlighted that: • problems with the building persisted, e.g. low specification gas heaters not well networked • the Ark Cabin project had stalled, with the builder going out of business midway through the contract (JR reported that he was progressing it and was seeking tenders from a wide range of other builders. Governors noted that despite the problems, there had been good value for money - the original builder had subcontracted	

	the work and had only charged for completed work. JR reported that it was possible that the original sub-contracted builder could be selected to complete the job. **AS agreed to keep Governors informed and ensure that the project was scrutinised carefully, working closely with Camden.**	**AS**
11	**Governance**	
11.1	Governors considered the current FGB and noted that the co-opted Governors and the LA Governor were all approaching the ends of their terms of office (i.e. in December 2019). After discussion, **Governors agreed** • **to co-opt David Auger, David Brown (moving from LA Governor), Deepak Kuriyan and Anthony Stoll for further 4 year terms of office. (PM to update GovernorHub).** • **Sue Wright (SW) to become an Associate Member, working with the Curriculum Committee (AS to agree this with SW)** • **for Dorothea Hackman to liaise with Vinothan Sangarapillai at Camden, to be appointed as the new Local Authority Governor.**	**PM** **AS** **DH**
14	**Any Other Business**	
14.1	Governors commended and thanked Bavaani and her whole school team for their excellent work over the year, and the ongoing success of the school. Governors also thanked Corinne again for her huge contribution to the development of the school. Governors noted the dates for meetings in 2019-20 and agreed for Finance meetings to be held at 1.00 p.m**. (PM to update the GovernorHub calendar):** • Wednesday 16th October 2019 – Finance • Wednesday 11th December 2019 – FGB • Wednesday 5th February 2020 – Finance • Wednesday 25th March 2020 – FGB • Wednesday 6th May 2020 – Finance • Wednesday 8th July 2020 – FGB	**PM**

There being no further matters to discuss, the Chair closed the meeting at 7.30 p.m.

Signed: _____ Date: _____

Anthony Stoll, Chair of Netley Primary School Governing Body

	ACTIONS FROM 10.7.19 FGB MEETING	STATUS
4.1	PM to scan previous minutes and upload to GovernorHub.	**Done**
5.1	BN to Doodle Poll all Governors to decide on dates for autumn learning walks	**In process**
	Gareth (GM) would continue to develop a bank of parents to support the school	**Done**
	BN to devise a plan for charging for system leadership	**Agenda**
8.1	JR to research increasing 2YO	**Agenda**
10.2	Trailblazer project to support pupils with mental health needs to be reported more fully at the next meeting.	**Agenda**
10.3	AS to keep Governors informed on the Ark Cabin project	**??**
11.1	PM to update GovernorHub with new Governor terms of office).	**Done**
	AS to agree Sue Wright's new Associate Member role	**??**
	DH to liaise with Vinothan Sangarapillai at Camden, to be appointed as the new Local Authority Governor.	**??**
14.1	PM to update the GovernorHub calendar with changed times for finance meetings (1.00 p.m.)	**Done**