NETLEY PRIMARY SCHOOL

DRAFT MINUTES AND ACTIONS (here) OF GOVERNING BOARD

MEETING HELD IN PERSON ON WEDNESDAY 6TH JULY 2022 at 5.30 p.m.IN PERSON

ATTENDEES:

Anthony Stoll (Chair)	✔
Dorothea Hackman (Vice Chair)	✔
Abdulkarim Ekzayez	✔
John Hayes (Executive Headteacher)	✔
Alan Murphy	✔
David Auger	✔
Alyson Dermody-Palmer	APOLOGIES
Deepak Kuriyan	APOLOGIES
Ikran Hassan	
Kyle Dixon	
Rania Ksibi	

OTHERS PRESENT:

Gareth Morris (Head of School) – Associate Member	✔
Sally Greener (Assistant Headteacher) – Associate Member	✔
Pete McGuigan (Clerk)	✔

	ITEM	ACTION
1	**Welcome**	
1.1	Anthony (AS) welcomed everyone and opened the meeting at 6.05 p.m.	
2	**Apologies for absence, declarations of interest and AOB for later in the meeting.**	
2.1	Apologies for absence had been received and accepted from: ● Alyson Dermody-Palmer ● Deepak Kuriyan Governors noted the absence of: ● Kyle Dixon ● Ikran Hassan ● Rania Ksibi	
2.2	There were no declarations of interest for the meeting. Governors noted ● AS's long-term association with Findel Education. ● that staff had been advised to declare any end of term gifts with a value exceeding £20, in line with the agreed policy.	

2.3	There was no AOB highlighted for later in the meeting, and there was no presentation for the meeting.	
3	**Minutes of the previous meeting (23.3.22) and matters arising**	
3.1	**Governors agreed the accuracy of the previously-circulated minutes from FGB, and that all actions had been taken or were on the current agenda:** ● **PM to upload 23.3.22 FGB minutes to GovernorHub** ● **AS to sign previous minutes online.**	**PM** **AS**
3.2	**Governors agreed that all actions had been taken or were on the agenda for the current meeting,** noting that: ● **ADP was yet to discuss the Robson House / Woodlands collaboration and report to the Curriculum committee.** ● **Dorothea (DH) agreed to contact Camden to find a, LA Governor.** ● **Governors were encouraged to complete the Camden Diversity survey.** ● **Governors were invited to a training day on 28.9.22, with Prue Barnes Kemp and Christine Gilbert.** ● **Camden would soon meet to discuss the future of the ex caretaker's flat.**	**ADP** **DH** **All** **All** **FGB agenda**
4	**Executive Headteacher and Head of School report.**	
4.1	JH presented the previously-circulated report and through questioning and discussion, Governors highlighted that: ● it was a joint SLT report ● without comparative information, it was difficult to judge the success of the assessment data, and there had been little time to scrutinise it. JH summarised it as: o Netley KS2 results were positive and would be above national comparisons and would show good progress from Y2 results. o KS1 reading and phonics had stabilised, but Writing was less secure. ● the attendance of pupils with EHCPs was very low. JH responded that **another report with comparative attendance data would be available in the autumn term**, which would likely show similarly low attendance nationally. ● there was a high level of unauthorised absence – Gareth (GM) was being firm with parents over not authorising leave during school time, but several families had already gone on extended holidays.	**JH**

	• some unnecessary absence was also due to over-reaction to low levels of illness, or children wanting to miss certain subjects. • there was a negative impact on children's learning, both those missing school and those attending, with disruption to planning and organisation of teaching. • a new Family Support Worker was being recruited. • there was likely to be a national review of attendance in the autumn, and it was expected that sanctions would be more stringent. • Governors o were very concerned over the level of absence and the impact on teaching, learning, progress, and achievement. o agreed they should support the school in promoting good attendance, and suggested circulating more information to parents, including the educational issues, the rules, and the sanctions. • the results of pupils with SEND were included in the overall data, although the results for 1 child had been discounted, to avoid unhelpful skewing of the figures, and achievement patterns. Governors agreed with this but were clear that progress and achievement of SEND pupils were important and should be tracked. JH and GM noted that the school had always been transparent with data (approved by Ofsted), including SEND data, and any removal of individual pupil data, was purely for internal analysis of patterns. Extreme 'outlier' data tended to confuse some analysis, but all data were included for any external or public reporting, including on the school website. GM noted that there was good progress from Y2 – Y6, but including extreme outliers could skew that picture, could lead to wrong conclusions and the consequent wrong emphases in provision.	
4.2	• Alan (AM) had managed 11 EHCP reviews and 14 consultations for Woodlands, as well as several tribunals. Governors o noted that parents were satisfied with AM's temporary leadership of Woodlands. AM reported that there had been no inappropriate referrals to Woodlands, that the team had done well, and that all efforts were made to communicate openly and honestly with parents. However, AM also noted that given the nature of the provision, inevitably there would be problems and issues to be managed. o commended AM for his good work leading this area of school.	

	• Robson House provision was going well, including taking part with Woodlands in a Voice 21 project, and contributing to the campus exhibition and Summer Fair.
	• the number of Child Protection cases had fallen and lockdowns had paused some of the work done by Social Services.
	• Sally (SG) noted that
	  o families were thriving, including refugee families, supported by NPS, through accessing external support: Early Help, Hopscotch, CAMHS, Education Psychologist support and Health support.
	  o 3 Looked After Children were doing well, including 2 in Y6.
	  o behaviour plans were in place for some pupils, with support from Robson House.
	  o invited Governors to training planned for September.
	  o a recent wellbeing project with some parents had resulted in the creation of beautiful art work, which had been exhibited and was now on show in school.
	  o Dorothea (DH) reported on a recent visit to the school, and noted that there were good systems in place and procedures were well-documented.
	• Governors questioned
	  o how well staff were being looked after.
	  o how bullying was being managed, and noted that some parents and children tended to perceive individual negative behaviour incidents as bullying. JH reported that behaviour was very good at the school and SG noted that there had been very few complaints, and a great deal of work had been done with children on understanding and managing behaviour, including through Rights Respecting Schools work.
	• there was a system in place for communicating with parents and children in the event of alarming incidents in happening in school.
	
	This being Sally's last meeting, Governors thanked Sally for her great work at Netley, including
	• the creation of polices that were now in use across the borough,
	• accessing high levels of support for children.
	• supporting refugee children.
	
	Governors wished Sally well for the future. Sally thanked Governors and colleagues for their great support over the years.	

4.3	GM reported that the teaching structure for 22-23 included:	

	● a combination of full-time and part-time places in Nursery. ● an expected intake of 58 to Reception, which was much higher than in recent years, and bode well for re-establishing 2 Form Entry (2FE) across school, despite families moving out of Camden. ● 2 classes in Y1 (29 in each). ● 2 classes in Y2 (21 in each). ● more complex arrangements for Y3 and Y4, with different arrangements for registration, core subjects and the wider curriculum, including mixed age groups, an extra teacher in the mornings and extra SEND support in the afternoons, to help develop children's independence. ● mixed age groups classes and complex organisation for Y5 and Y6. ● a 2-year curriculum for KS2 and a single year curriculum for KS1 and Reception. ● the need to expand Nursery and provide a bigger pool of potential applicants for Reception. ● the potential reduction of Woodlands classes (having been increased to 4 to make best use of the space released by a falling roll, the space would be needed for the gradual return of 2FE across all year groups). JH noted that if Camden wanted more SEND places on the Netley campus, they would need to invest more in the school. ● a revised leadership structure, with o the Executive Headteacher (EXHT), line managing the Campus Business Manager (CBM) and Head of School (HoS). o the HoS line managing the Deputy HoS, SENDCO, Head of EYFS and Head of Woodlands. o the Deputy HoS, line managing 2 Assistant Headteachers, (responsible for Safeguarding, and Teaching and Learning). o Alan (AM) leading on Autism. ● JH noted that o the Head of EYFS would be part time (with wider training responsibilities across Camden planned, which would be a good source of income and raise the status of the school). o the current CBM was on a 1-year contract (full time, term-time only) and the permanent post would be advertised during the year. There would also be a review of the Admin team, which was now more settled. There had been an audit the previous week and **JH agreed to circulate the report when available.** o when staff left, it was important to review the need for replacement, bearing in mind the ongoing financial	**JH**

	concerns. JH thanked ● David (DA) for his great support over recent months, in ensuring that the Single Central Record was up to date, and finances were back on an even keel. ● Karen Tyrer for her work in managing and supporting admin agency staff. **GM** ● **agreed to work with the CBM (Maxine – MC) to ensure all Governor DBS checks were up to date and entered on GHub.** ● **Reminded Governors to read Keeping Children Safe in Education and confirm it on their personal profiles on GHub.**	**GM MC** **All**
5	**Finances**	
5.1	DA reported that: ● the budget for 2022-23 had been approved by the Resources Committee. ● income in 2021-22 had been c. £4m and expenditure slightly lower, leaving a surplus of £127k, which gave an overall surplus carried forward into 22-23 of c. £1m. However, the expected in-year deficit for 22-23 was c. £500k. ● although this was manageable in the current financial year, it was not sustainable in the longer term and the school would need to transition to a reduced yearly spend: this was a considerable challenge for the new leadership team. DA referred Governors to the previously-circulated 'Camden Financial Guidance for Schools'. JH noted that funding to support Afghan children had only been provided at the end of the 21-22 financial year and the system for funding schools in Camden was very complex. **<u>Governors ratified the 2022-23 budget</u>**	
6	**Committee reports**	
6.1	**Resources** Governors agreed that DA's budget summary was sufficient and noted the previously-circulated minutes from the 10.5.22 Resources meeting.	
6.2	**Curriculum** Governors noted the previously-circulated draft minutes from the 10.6.22 Curriculum Committee and JH noted:	

	● the importance of the school's focus on subjects (not topics). ● that Marcus Boyland was the new Cabinet Member for Best Start for Children and Families and had attended the Summer Fair.	
6.3	**Premises** GM noted that a planning application was now needed to progress the previously-agreed playground development – **DH agreed to support GM in writing the application.**	**DT GM**
7	**Governance**	
7.1	Governors agreed that staff wellbeing was given high priority at NPS, including ● INSET in September to consider the Wellbeing Charter. ● meetings conducted during the working day as far as possible. ● a very positive staff survey. ● reduced planning demands for teachers, including not having to use a standard planning format, with teachers being trusted to find their own solutions to planning, with minimal recording. ● a strong emphasis on coaching and supporting colleagues, with high expectations, but a low level of threat. ● developing and encouraging staff, leading to good retention. This was echoed by AM from a staff perspective. JH noted that ● at Gospel Oak, they had cut staff observations, had reviewed workload, and had reduced detailed lesson planning requirements. ● there had been increased stress and pressure for teachers over the previous few years and in recognition of this, they used professional learning conversations, expected staff to work hard, and appreciated and trusted them. ● at NPS, deploying and paying support staff to cover classes could be effective, noting that children were always more settled with staff they knew, rather than supply teachers. GM noted that they always tried to employ staff innovatively, to support each other and provide the best provision for children. Through questioning, Governors established that: ● although finances were the best they had been for several years, staff understood the financial challenges for the school, and they would be discussed more during 22-23. ● staff deployment was approached pragmatically, seeking the	

	greatest impact from the team. To this end the model of 'a teacher plus a TA in every classroom' was neither sustainable nor provided the greatest impact on pupils' learning. However, support was available when needed. JH noted that emphasising budget too strongly could be counter-productive with staff, as they could begin to fear for their jobs, and this would create unnecessary stress. ● the SLT also needed support. Governors noted that ● some individual Governor involvement with the school and attendance at meetings could be better. ● the Board needed 3 more governors: a co-optee, a LA appointment and a new staff Governor. **Governors agreed to defer papers 11.1 – 11.4 (Governor attendance, DBS checks, Standing Orders and Code of Conduct) to the next FGB meeting,** pending the outcome of the recent audit.	**FGB agenda**
9	**Any Other Business**	
9.1	**Governors agreed to defer discussion about a Woodlands Service Level Agreement to the next FGB** meeting, pending a borough meeting with schools with ASD units.	**FGB agenda**
10	**Dates of future meetings**	
10.1	Governors noted the dates for GB meetings in 2022-23: ● F&P Wednesday 19.10.22 ● FGB Wednesday 7.12.22 ● F&P Wednesday 1.2.23 ● F&P Wednesday 1.3.23 ● FGB Wednesday 22.3.23 ● F&P Wednesday 3.5.23 ● FGB Wednesday 5.7.23	
12	**Confidential**	
12.1	There were no confidential matters to discuss.	

There being no further matters to discuss, the Chair thanked everyone and closed the meeting at 8.00 p.m.

TO BE AGREED AT THE 7.12.22 FGB AND SIGNED ON GOVERNORHUB BY

Anthony Stoll, Chair of NPS Primary School Governing Body

	ACTIONS FROM 6.7.22 FGB MEETING	STATUS
3.1	a. PM to upload 23.3.22 FGB minutes to GovernorHub	**Done**
	b. AS to sign previous minutes online.	**??**
3.2	a. ADP was yet to discuss the Robson House / Woodlands collaboration and report to the Curriculum committee.	**??**
	b. Dorothea (DH) agreed to contact Camden to find a, LA Governor.	**FGB agenda**
	c. Governors were encouraged to complete the Camden Diversity survey.	**??**
	d. Governors were invited to a training day on 28.9.22, with Prue Barnes Kemp and Christine Gilbert.	**??**
	e. Camden would soon meet to discuss the future of the ex caretaker's flat.	**??**
4.1	JH to present comparative attendance data in the autumn term.	**FGB agenda**
4.3	a. JH to circulate the audit report when available.	**??**
	b. GM to work with the MC to ensure all Governor DBS checks were up to date and entered on GHub.	**FGB agenda**
	c. Governors to read Keeping Children Safe in Education and confirm it on their personal profiles on GHub.	**??**
6.3	DH to support GM in writing the playground planning application.	**??**
7.1	Governors to scrutinise Governor attendance, DBS checks, Standing Orders and Code of Conduct at the next FGB meeting.	**FGB agenda**
9.1	Governors to discuss Woodlands Service Level Agreement at the next FGB.	**FGB agenda**