NETLEY PRIMARY SCHOOL

DRAFT MINUTES AND ACTIONS (here) OF GOVERNING BOARD

MEETING HELD IN PERSON ON WEDNESDAY 7TH DECEMBER 2022 at 5.30 p.m.IN PERSON

ATTENDEES:

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

OTHERS PRESENT:

Gareth Morris (Head of School) – Associate Member	✓
Pete McGuigan (Clerk)	✓

	ITEM	ACTION
1	**Welcome**	
1.1	Anthony (AS) welcomed everyone and opened the meeting at 5.30 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: • David Auger • Alan Murphy Governors noted that until Abdulkarim's (AE's) DBS clearance had been received, AE was not able to attend meetings. **AS agreed to write to Deepak Kuriyan to thank him for his work as a Governor at Netley School.**	**AS**
2.2	There were no declarations of interest for the meeting. Governors noted AS's long-term association with Findel Education.	
2.3	There was no AOB highlighted for later in the meeting, and there was no presentation for the meeting.	
3	**Election of Chair and Vice Chair**	

3.1	**Governors unanimously re-elected:** • **Anthony Stoll as Chair of Governors for the 2022-23 school year.** • **Dorothea Hackman as Vice-Chair of Governors for the 2022-23 school year.** **Governors** • **agreed to contact AS if they were interested in being Chair of any of the GB committees.** • **unanimously agreed to extend Alyson's (ADP) term of office (PM to change on GHub)**	**All** **PM**
4	**Minutes of the previous meeting (6.7.22) and matters arising**	
4.1	**Governors agreed the accuracy of the previously-circulated minutes from the 6.7.22 FGB meeting.** • **PM to upload agreed FGB minutes from 6.7.22 to GovernorHub** • **AS to sign previous minutes online.**	**PM** **AS**
4.2	**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 with Dorothea (DH).** • DH had contacted Camden for an LA Governor, but none were available. **AS noted that he was in touch with a potential co-optee.** • Gareth (GM) had updated the Governor workplan, which was now in place. • GM reported that he had been advised by Camden that if the vacant SBM flat were to be rented out, its use could not be restricted to school staff - it would have to be on the open market, which would compromise school security. Governors discussed alternative uses for the flat (after it had been de-registered as a residential school flat), including a community toy and book library and a life-skills centre (to develop skills that would aid transition out of Netley and Robson House). **Rania (RK) agreed to support the school in developing it, potentially to open on World Book Day (23.3.23).** • **JH / GM were yet to circulate the audit report which was nearly ready.** • **DH reported that they were awaiting confirmation that planning permission was not needed for the proposed playground development.** • **Governors were yet to discuss the Woodlands Service Level Agreement, which was still unresolved with Camden.**	**ADP** **AS** **RK GM** **JH GM** **DH** **FGB agenda**

5	**Chair's report**	
5.1	AS updated Governors on his work as Chair of Governors (CoG) and highlighted that he had visited the school, attended CoG meetings in Camden, and meetings about HS2 development, where there had been talk of building another Nursery in the area. GM noted that the area needed more family housing and less student accommodation.	
6	**Executive Headteacher and Head of School report**	

6.1	GM presented the circulated documents and highlighted that:
	• attendance data were for 2018-19, 20-21 and 21-22, which showed an improving trend.
	• the family support worker was now in post to deal with attendance issues, and this was proving to be successful.
	• parents had been invited to meetings with SLT members, and with Camden, to discuss attendance issues and 10 families had been fined with Fixed Penalty Notices (FPNs), including 3 given during the current term.
	
	Through challenging and questioning GM and JH, Governors established that:
	• the threshold that triggered FPNs was attendance below 90%, although GM noted that they also
	  ○ considered previous attendance patterns and any periods of clearly justified absence.
	  ○ invited parents to meetings to warn them of the probability of an FPN if attendance did not improve.
	  ○ recognised good attendance by sending postcards to families when attendance was above 95%.
	  ○ included 2 YO provision, Nursery and Woodlands in the overall data, which lowered the percentage. Without them KS1 and KS2 together averaged 95%.
	• chasing attendance was done for educational and individual benefits, as well as reducing disturbance to the learning environment for other pupils.
	• there had a great deal of recent illness, including Step A infections and fears, which had lowered attendance rates.
	• JH and GM were considering asking Camden to separate Woodlands more from NPS (to be described clearly in a Service Level Agreement), e.g. for funding and attendance, which would clarify any potential cross-school subsidy, and reduce the danger of NPS results being conflated with Woodlands, e.g. by Ofsted for progress, attainment and attendance.	

	• the assessment baseline:
	  ○ was a national requirement to be done with Reception children during their first 6 weeks of school.
	  ○ data would be used by the DfE to track progress from starting in Primary to leaving for secondary (the Y6 SATs).
	  ○ was very time consuming, with its use mainly limited to tracking school performance rather than formative assessment that would be useful to children or teachers. GM noted that teachers also used ongoing formative assessment in Reception and throughout school to help identify next steps in learning for pupils.
	• progress measure to Y6 could only be used if it was done – i.e. if it was missed for any reason, there would be no progress measure for that child, which would affect the school's overall progress score.
	• the Standards meeting follow-up letter highlighted increasing Reception GLD (good level of development) in writing and early mark making, improving KS1 writing and improving KS2 'combined' attainment (reading, writing, grammar, spelling, punctuation, and maths).	

6.2	GM and JH reported that: • SIP progress was strong. Camden-led assessment moderation for Y2 and Y6 had identified NPS as an exemplar of good work. Teachers used data each term to identify any gaps in their knowledge and access appropriate training. • policy development was going well, with subject leaders using success criteria when scrutinising pupils' work and asking children directly about their learning. • the Teaching and Learning policy was being devised, working with teachers, as part of their professional development. It focused on strategies to help children improve their own work and develop greater independence, which was helping to foster greater consistency for effective learning. • attendance and punctuality had improved, and GM was considering further strategies to improve them further, including possible workshops for parents.	
6.3	GM updated Governors on Safeguarding and highlighted: • there had been an increase in Safeguarding concerns, which could reflect children's increased confidence in voicing or disclosing concerns. • there had also been an increase in domestic violence and staff worked closely with families and police. • the staff member employed for Safeguarding was having a significant positive impact on the community.	

	• there had had been no suspensions or exclusions and there was a good system in place for supporting children who joined the school. Governors noted that behaviour was good at NPS, with children and parents confident in school. GM responded that
	  ○ staff encouraged children to take responsibility for behaviour, with adults only intervening when necessary.
	  ○ there was a strong focus on anti-bullying, and assemblies were used to raise and challenge difficult issues, e.g. sexism.
	  ○ there were high levels of respect between children and adults, and between each other, which led to a calm, relaxed, and focussed ethos.
	• JH noted that the Head of Woodlands was leaving, and they were now recruiting for a replacement. GM noted that
	  ○ other vacancies included cover for a maternity leave.
	  ○ the Music teacher was covering in Reception, so Music teaching was currently on hold, with plans to employ a Reception cover teacher for the spring and summer terms, when music would be resumed.
	  ○ Maxine (MC) was on a temporary contract and GM and JH were still considering the campus manager role.
	
	Through questioning GM, Governors established that:
	• staff recruitment included:
	  ○ temporary staff from supply agencies being trialled, with the aim to appoint if successful.
	  ○ adverts on websites: Camden Learning, Islington, the school website, the Government portal, and occasionally the Times Educational Supplement.
	  ○ Alan (AM) had been due to retire but was currently working in Woodlands, with the aim of appointing a new Head of Woodlands for Easter, and AM continuing for 0.6 until the end of the summer term, which helped bring some flexibility to the appointment.
	  ○ the current SSO was doing very well and JH noted that there would be a new committee to consider the wider campus issues. Governors agreed for **the campus vision to be discussed by the new committee, with recommendations to come to the next FGB.**
		Campus committee and FGB agendas

7	**Policies**	
7.1	**Governors agreed the circulated policies for** • **Safeguarding** • **Behaviour, suspensions and exclusions**	

	• **Attendance** • **Staff wellbeing.**	
9	**Committee reports**	
9.1	In **Finance**, since Maxine and David were unable to attend the meeting for a detailed report, AS reported that although there were challenges that necessitated making savings, there was enough in the school's surplus to manage for the next 2 years.	
9.2	In **Curriculum**, DH asked Governors to send any questions to her and **AS agreed to resend an email asking for Governor volunteers for subject areas**. Governors noted that the next meeting of the Curriculum and Standards committee was on 20.1.23.	**AS**
10	**Governance**	
10.1	Alyson (ADP) noted **the importance of all Governors reading Keeping Children Safe in Education 2022, and accessing Safeguarding training**. **AS agreed to request clarification and advice from Camden (Owen Rees) on online vetting checks during staff recruitment**, noting that there was increasing pressure for schools to do them, including new sections on the Single Central Record for recording them. **PM offered to update GHub with Governors' DBS information (GM to send the data to PM)**	**All** **AS** **PM GM**
10.2	**Governors agreed the circulated Code of Conduct**, noting that: • **PM to change some details** (suggested by DH, including holding the Executive Headteacher and Head of School accountable for Teaching and Learning, and the quality of provision. • **GM and JH to add more detail to the Governors' workplan.**	**PM** **GM JH**
10.3	**GM agreed to organise an election for a new staff Governor.**	**GM**
11	**Dates of future meetings**	
11.1	Governors noted the remaining dates for GB meetings in 2022-23: • F&P Wednesday 1.2.23 at 1.00 p.m. • F&P Wednesday 1.3.23 at 1.00 p.m. • FGB Wednesday 22.3.23 • F&P Wednesday 3.5.23 at 1.00 p.m.	

	• FGB Wednesday 5.7.23	
12	**Any other business**	
12.1	There was no AOB to discuss.	
13	**Confidential**	
13.1	There were no confidential matters to discuss.	

There being no further matters to discuss, the Chair thanked everyone and closed the meeting at 7.15 p.m.

TO BE AGREED AT THE 22.3.23 FGB AND SIGNED ON GOVERNORHUB BY

Anthony Stoll, Chair of NPS Primary School Governing Body

	ACTIONS FROM 7.12.22 FGB MEETING	STATUS
2.1	AS agreed to write to Deepak Kuriyan to thank him.	**??**
3.1	a. Governors to contact AS if they were interested in being Chair of any of the GB committees.	**??**
	b. PM to update ADP's dates on GHub)	**Done**
4.1	a. PM to upload agreed FGB minutes from 6.7.22 to GovernorHub	**Done**
	b. AS to sign previous minutes online	**??**
4.2	a. ADP was yet to discuss the Robson House / Woodlands collaboration with DH.	**??**
	b. AS to recruit a new co-optee Governor	**??**
	c. RK to support the school in developing alternative use for SSO flat	**??**
	d. JH / GM to circulate the audit report.	**??**
	e. Governors to discuss the Woodlands SLA	**FGB agenda**
6.3	Campus committee to draft a campus vision to come to the next FGB.	**FGB agenda**
9.2	AS to send email asking for Governor volunteers for subject areas.	**??**
10.1	a. All Governors to read KCSIE and access Safeguarding training.	**??**
	b. AS to request clarification and advice from Owen Rees on online vetting checks during staff recruitment.	**??**
	c. PM to update GHub with Governors' DBS information (GM to send the data to PM)	**??**
10.2	a. PM to change some details on the Code of conduct	**Done**
	b. GM and JH to add more detail to the Governors' workplan.	**??**
10.3	GM to organise an election for a new staff Governor.	**??**