NETLEY PRIMARY SCHOOL

DRAFT MINUTES AND ACTIONS (here) OF GOVERNING BOARD

MEETING HELD IN PERSON ON WEDNESDAY 5th JULY 2023 AT 5.00 pm ON ZOOM

ATTENDEES:

Anthony Stoll (Chair)	✓
Dorothea Hackman (Vice Chair)	✓
John Hayes (Executive Headteacher)	✓
Ikran Hassan	✓
Alyson Dermody-Palmer	✓
Hamide Latifi	✓
Isabel Berwick	✓
David Auger	✓ *(from 5.25)*
Abdulkarim Ekzayez	✓
Thomas Crossland	✓
Rania Ksibi	

OTHERS PRESENT:

Gareth Morris (Head of School) – Associate Member	✓
Owen Rees (Camden Learning	✓
Pete McGuigan (Clerk)	✓

	ITEM	ACTION
1	**Welcome**	
1.1	Anthony (AS) welcomed everyone to the meeting and: • proposed, Isabel Berwick as a new co-opted Governor. • noted that it was Thomas Crosslands' first (and last) meeting as staff Governor, with TC leaving at the end of the term. • **noted that Gareth (GM) would organise the election of a new staff Governor.**	**GM**
2	**Apologies for absence, declarations of interest and AOB for later in the meeting.**	
2.1	No apologies had been received and Governors noted the absence of Rania Ksibi.	
2.2	There were no declarations of interest for the meeting, and Governors noted AS's long-term association with Findel Education.	
2.3	Ratification of late-circulated documents was highlighted for AOB later in the meeting, and there was no staff presentation to be considered.	

3	**Consideration of minutes from previous meeting on 22.3.23**	
3.1	**Governors agreed** **the accuracy of the FGB minutes from 22.3.23:** • **PM to upload the 22.3.23 FGB minutes to GHub.** • **AS to sign previous minutes on GHub.** **that all actions had been taken, were no longer relevant, or were on the current agenda.**	**PM** **AS**
4	**Chair's report**	
4.1	AS reported that: • AS visited the school regularly. • issues around Woodlands funding were ongoing.	
5	**Executive Headteacher's and Head of School's report**	
5.1	Gareth (GM) presented the circulated report, and highlighted: • **the 4 SIP priorities:** ○ **improving outcomes in writing early mark-making,** which was described in the Camden Professional Partner report and would continue in 2023-24. ○ **developing great teaching,** (highlighted in 'Challenge Partners' work), with a focus on drafting clear action points linked to Performance Management, to ensure maximum staff ownership. ○ **maximising impact on children's learning,** noting that children were good at using independent strategies. ○ **great attendance and punctuality,** noting that: ○ parental engagement was crucial and was a focus for the school. ○ Persistent Absence (PA - i.e. 90% or below attendance), at Netley was the highest in Camden. ○ using funding from a Richard Reeves grant, the school employed an Attendance Officer (0.6. FTE), who was proactive in chasing parents over attendance and referring them for Fixed Penalty Notices (FPNs) when necessary. GM noted that this had helped reduce absence, so they were currently in line with Camden average. However, there was still a high caseload to manage, and GM acknowledged the great support from Camden with FPNs, (with 25 having been issued on the school's behalf). The school employed many strategies to encourage good attendance / discourage poor attendance.	

	○ unauthorised holidays in term time continued to have a negative impact on the school's attendance, and GM noted that some children had missed 3 – 4 weeks of education because of this. John (JH) and AS noted that in their visits to Netley, they observed high levels of staff enthusiasm and curriculum knowledge, and Tom (TC) noted that there was a strong focus on raising attainment and developing the wider curriculum. AS commended the school for its work in helping Netley children make such good progress, often from very low starting points. GM highlighted: • the circulated CPP report (from Prue Barnes-Kemp's recent termly visit, which had included writing scrutiny in Y1 and Y2), and which had been discussed fully at the Curriculum Committee. • that there would be ○ great improvements to EYFS and outdoor provision in September, ○ reduced supply cover in Nursery in the autumn. ○ a focus on Middle Leadership Team (MLT) development as part of preparation for the next Ofsted inspection. • there was still a 2-year curriculum cycle (not for Maths and English), to manage the provision for mixed age-group classes in KS2. KS1 classes were now single age group and at the end of 23-24, all classes would return to single age group, as school numbers increased and stabilised. • Safeguarding had been challenging during the year, with a noticeable increase in difficulties and pressures for families. • the recent Camden Safeguarding review had noted a few small points, but overall, the school was compliant with good Safeguarding practice. They had scrutinised the CPOMS logging system, and the Single Central Record (SCR). The biannual Safeguarding audit had highlighted children in referral categories – 3 in Child Protection (CP), 4 in Child in Need (CIN), 2 in Early Help and 1 Looked After Child (LAC). GM noted that good support from the school helped to keep the numbers relatively low in these categories. • as the Safeguarding Governor, Dorothea was up to date with training, and had scrutinised the SCR. • there had been excellent work on transition to secondary school, with children well-supported and able to develop a high level of independence. • SEND children were making good progress.	

	David (DA) arrived during this item at 5.25.	
5.2	JH reported a confidential item, which was minuted separately.	

5.3	JH updated Governors on Woodlands and SEND, and highlighted that:
	• Governors had previously discussed the inadequacies of the Woodlands Service Level Agreement. JH had recently discussed it again with Camden, but the issues had not been resolved: JH had not signed the SLA, so funding from Camden (£60k) had not been received and currently Woodlands was being funded from the Netley budget.
	• 2 other schools (Kentish Town and Primrose Hill) had similar units, and had also been in discussion with Camden, trying to resolve the anomalies in the contracts. Kentish Town had agreed and signed the SLA.
	• however, JH had discussed it with AS and DA, and noted that:
	  ○ the SLA would not be legally binding, and Woodlands was continuing to function well.
	  ○ Vikram ???, the new ?????? at Camden was investigating it, and AS noted that a recent report on SEND in Camden had not resolved any of the issues.	

5.4	GM reported that: • **behaviour** continued to be very good, with no suspensions or exclusions since the last FGB meeting. • there was a high level of pupil mobility, mainly due to families being rehoused out of the area (since September 2022, 18 children had left and 31 had joined). • there were several **staffing** changes, with teachers leaving for promotion or relocation (including Tom) and GM had been able to start to recruit early. All posts were now filled with mainly experienced teachers, and there was a good induction, coaching and mentoring system in place for new staff. Governors • noted that many other local schools were undersubscribed and commended GM and the team for their work in retaining Netley's reputation and popularity with local parents. • new staff for September had already attended INSET sessions.	
6	**Finances**	
6.1	DA updated Governors on finances and from the circulated budget papers, highlighted: • the budget was more positive than originally forecast,	

	including a surplus in 2022-23 for changes to playground improvement plans, and there was a carry-forward surplus of over £1m. However, with the forecast in-year deficits in 23-24 and beyond, the surplus was only forecast to last for 2 years. **JH agreed to review the budget carefully** and noted that: ○ recruiting and retaining full 2 form entry (2FE) was key to managing the budget, and it would take time for the current 2FE trend to be realised in all year groups. ○ the unresolved Woodlands SLA continued to be a drain on the Netley budget. ○ GM noted that with previous pupil reductions, Netley had introduced mixed age group classes, which had saved on staffing costs. • Maxine was leaving at the end of the year, and Karen Tyrer would take over as School Business Manager, with some support from Gospel Oak. **Governors formally approved the circulated budget for 2023-24.**	**JH**
7	**Policies**	
7.1	**Governors agreed the Communications and Standards policy,** to be reviewed in 2025.	
8	**Committee reports**	
8.1	Governors noted • the draft minutes from the Resources committee (3.5.23). • the Curriculum School Improvement Committee (June 2023), noting that **JH was working with campus staff to review campus practice, which would lead to Campus Handbook** and regular review meetings, noting Facilities were being managed well. • Dorothea's report (July 2023)	**JH**
9	**Governance**	
9.1	**Governors agreed to** • **re-co-opt:** ○ **Anthony Stoll** ○ **Dorothea Hackman** ○ **David Auger** • **co-opt Isabel Berwick** • **recruit a new staff Governor and parent Governor early in the autumn term**	

	AS agreed to contact: • **Vinothan Sangarapillai at Camden to progress recruiting a new LA Governor.** Owen (OR) noted that political parties nominated people for LA Governor positions, but Vinothan would be open to suggestions. • **Rania Ksibi over attendance at meetings.**	**AS** **AS**
	AS and DH agreed to meet with Margaret Harvey and Juliet Jackson to review Netley Governance, in advance of Ofsted.	**AS DH**
	AS • **asked Governors to use the circulated proformas when visiting, and reporting on, school.** • **noted that Link Governor responsibilities would be agreed at the first autumn FGB meeting, informed by the Governance review.** • **agreed to meet with parent and co-opted Governors to discuss their roles.** • noted that the DBS check had been finalised for Abdulkarim (AE) • **noted that the circulated Governors' Plan would be agreed at the first autumn FGB meeting.** • reminded Governors of the 30th anniversary event on the following Friday and the Summer Fair the following day.	**All** **FGB agenda** **AS** **FGB agenda**
	Following her retirement from Robson House at the end of term, **ADP agreed to consider by Christmas whether to offer to join Netley's GB.** Anthony thanked Alyson for all her work supporting Netley as a Governor, and in her role as Joint Head of School at Robson House. Alan and all Governors wished Aly well in her retirement and hoped that she would soon return as a co-opted or LA Governor.	**ADP**

There being no further matters to discuss, the Chair thanked everyone, including Owen Rees and Camden Learning for their support, and closed the meeting at 6.35 p.m.

TO BE AGREED AT THE 6.12.23 FGB AND SIGNED ON GOVERNORHUB BY

Anthony Stoll, Chair of NPS Primary School Governing Body

	ACTIONS FROM THE 5.7.23 FGB MEETING	**STATUS**
1.1	GM to organise the election of a new staff Governor.	**??**
3.1	a. PM to upload the 22.3.23 FGB minutes to GHub.	**Done**

	b. AS to sign previous minutes on GHub.	**??**
6.1	JH agreed to review the 23-24 budget carefully.	**??**
8.1	JH to progress writing a Campus Handbook.	**??**
9.1	a. AS to contact Vinothan Sangarapillai at Camden to progress recruiting a new LA Governor.	**??**
	b. AS to contact Rania Ksibi over attendance at meetings.	**??**
	c. AS and DH to meet with Margaret Harvey and Juliet Jackson to review Netley Governance, in advance of Ofsted.	**??**
	d. Governors to use the circulated proformas when visiting, and reporting on, school.	**??**
	e. Link Governor responsibilities to be agreed at the first autumn FGB meeting, informed by the Governance review.	**FGB agenda**
	f. AS to meet with parent and co-opted Governors, to discuss their roles.	**??**
	g. Governors' Plan to be agreed at the first autumn FGB meeting.	**FGB agenda**
	h. ADP to consider by Christmas whether to join the FGB.	**??**