NETLEY PRIMARY SCHOOL

DRAFT MINUTES AND ACTIONS (here)

FROM THE IN PERSON GOVERNING BOARD FGB AND RESOURCES MEETING ON WEDNESDAY 15TH NOVEMBER 2023 AT 1.00 p.m.

ATTENDEES:

Anthony Stoll **(Chair)**	✓
Dorothea Hackman **(Vice Chair)**	✓
David Auger **(Chair of Resources)**	✓ *(from 1.15)*
John Hayes **(Executive Headteacher)**	✓
Gareth Morris **(Head of School)**	✓
Rania Ksibi	✓
Hamide Latifi	✓
Isabel Berwick	**APOLOGIES**
Ikram Hassan	**ABSENT**
Abdulkarim Ekzayez	**ABSENT**

OTHERS PRESENT:

Brenda Evelyn (not sure of Brenda's role??)	✓
Karen Keary (Assistant School Business Manager)	✓
Pete McGuigan (Clerk)	✓

	ITEM	ACTION
1	**Welcome and apologies for absence**	
1.1	Anthony (AS) welcomed everyone and opened the meeting at 1.10 p.m. Apologies for absence had been received from Isabel Berwick and Governors noted the absence of • Ikram Hassan. • Abdulkarim Ekzayez.	
2	**Declarations of Interest**	
2.1	There were no declarations of interest for the meeting and Governors noted Anthony's (AS) long standing association with Findel Education.	
3	**Election of Chair and Vice Chair**	
3.1	**Governors unanimously elected:** • **Anthony Stoll to be Chair of Governors for the 2023-24 school year.** • **Dorothea Hackman to be Vice Chair of Governors for the 2023-24 school year.**	
4	**Previous minutes: FGB (5.7.23) & Resources (3.5.23)**	

4.1	**Governors agreed the accuracy of the previous FGB minutes from 5.7.23.** • **Pete (PM) to upload the agreed 5.7.23 FGB minutes to GHub.** • **AS to sign previous minutes on GHub.**	**PM** **AS**

4.2	**Governors agreed that all actions had been taken or were on the current agenda,** noting that:
	• AS had contacted Camden for a new LA Governor but no one was available.
	• **AS was yet to meet with parent and co-opted Governors to discuss their roles.**
	• **Jess Mahdavi-Gladwell (Deputy Headteacher at Robson House) would join the Netley GB and Aly Dermody Palmer would be considered for the Netley GB in the spring term.**
	• **Thomas Crossland had left the school and Claire Parker had been elected as the new Staff Governor (PM to invite to GHub)**
	• **A parent Governor election would be held during the following week.**
	• AS and DH had researched other ways of organising Governance and had decided on a new system of meetings, with FGBs every half term, each with a different focus.
	• The next GB meetings would be:
	  ○ FGB / Curriculum on 6.12.23 at 5.00 p.m. on Zoom
	  ○ FGB / Resources on 28.2.24 at 5.00 p.m. in person.
	• **JH was yet to finish the Campus Handbook.**
	
	DA joined the meeting during this item at 1.15.
		AS
		
		PM
		FGB agenda
		
		GM PM GM
		
		JH

4.3	**Governors agreed the accuracy of the previous Resources minutes from 3.5.23.** • **Pete (PM) to upload the agreed 3.5.23 Resources minutes to GHub.** • **DA to sign previous minutes on GHub.**	
4.4	**Governors agreed that all actions had been taken or were on the current agenda,** noting that: • it could work better if each FGB meeting now had 2 agendas – one for the FGB and one for the relevant committee. **This was yet to be agreed.**	**AS PM**
5	**Financial updates**	
5.1	Brenda (BE) presented the recently-circulated finance documents and highlighted: • at Q2, the forecast year-end balance (2023-24) was a surplus of	

	£306k, which was a significant reduction of the year-end balance from 2022-23, of over £1m, representing an in-year deficit of c. £700k. • however, this was in part due to: ○ a very high level of SEND in the Reception year (8 times the normal level of SEND), and a delay in receiving funding for their EHCPs, whilst employing the staff necessary to meet their needs. ○ disputed income for EHCPs,, with Gareth (GM) challenging the banding decisions for individual pupils, which could realise up to £200k further income. ○ increased premises and resources costs to set up, refurbish, and furnish a new classroom (c. £25k). ○ adjusted Pupil Premium costs. ○ higher than forecast staff pay awards, which were now included in the budget. ○ a lack of clarity in Camden income and recharges, which when resolved, could add more than £120k to income. ○ costs for Woodlands and Acorns (2 year old provision – 2YO) were yet to be clarified.	
5.2	JH reported that: • since the Woodlands SLA / deficit had not been agreed, no funding for Woodlands had yet been received, so Woodlands expenditure was higher than the income from Camden. • Camden was yet to resolve SLA issues across the borough and Camden SEND financial data were inaccurate, with c. £14m still to be allocated to schools. • it was not clear if there was a benefit from 2YO provision at NPS for main school recruitment and **JH agreed to discuss it further with Camden and Governors agreed to discuss it at the next FGB meeting.** Through questioning and challenging BE, Governors established that: • the budget was radically different from the original forecast, although the final position could be better than the current forecast c.£700k in-year deficit. • because of the reserve accumulated over several years, it was possible to balance the budget for 2023-24, but not into the future, without major changes. • the data for Q3 would be clearer, and would help the school and Governors understand the implications for the current year and into the future. Governors commended BE on the detailed financial information and spreadsheets.	**JH FGB agenda**

	There were no Premises issues to discuss, and **DA and AS agreed to consider the circulated Governors' Plan.**	**DA AS**
6	**Head of School's report**	

6.1	GM presented his report on screen and highlighted:
	• GM's wish to have the HoS report as a Google Doc, which could be accessed by all Governors.
	• Safeguarding – with all policies updated and circulated.
	• the 2023 KCSiE document highlighted:
	  ○ filtering and monitoring, including online searches before appointing new staff, with LGFL providing support on filtering, without 'overblocking' internet access – the NPS site was currently compliant.
	  ○ the difference between 'children missing in education' (CME) (i.e. children and young people of compulsory school age who are not registered pupils at a school and not receiving suitable education otherwise than at a school), and 'children absent from education' (i.e. children who are not at a place where they are expected or required to be, and there are no apparent risks – maybe receiving education at home).
	• there had been several referrals, under Safeguarding categories (Social Care[1], Child in Need [2], Child Protection [2], Looked After Children [2], and Operation Encompass [1]).
	• there had been 0 Exclusions, Suspensions, or recorded homophobic incidents, and single recorded bullying and racist incidents.
	• online problems with pupils were increasingly common, usually because of insufficient oversight by parents at home. GM had held a meeting to discuss it with parents, but not all parents who were affected attended, and it continued to be an ongoing concern. It was impossible for the school to police it out of school, so the focus was largely on educating children to use IT sensibly. **GM noted that he would run another meeting for parents,** possibly linked to a Parents' Evening.
	• the school had received Data Protection Officer training.
	• pupil attendance was currently 93.5% and slowly improving. Persistent Absence (PA – 90% attendance or less) was currently 17% (largely due to families returning late from holidays, those eligible for Free School Meals, or those with SEND), and 3 SEND pupils were Severely Absent (SA – 50% attendance or less). Woodlands attendance was lower than NPS, although GM noted that the level of SEND in Reception was currently higher than Woodlands.
	• NPS's strong reputation for supporting children with SEND attracted a comparatively higher percentage of SEND pupils, and if
		GM

	there was space in the year group, the school had to admit them. The extensive preparation for the Reception SEND group had been necessary, including to retain staff. • there continued to be a high level of pupil mobility (with 21 leaving and 24 joining since the beginning of term, not including the Reception intake). GM noted that when pupils left NPS, they often moved out of area, and / or with Social Service involvement. • there were currently no mixed age group classes (with 2 classes in Reception, Y1 and Y2, then 1 class in each KS2 year). • GM provided updates on Premises and staff (32 teachers and 69 support staff, with Performance Management well underway).	
6.2	Through questioning and challenging GM, Governors established that: • **AS agreed to:** ○ **write to Camden over the future provision for the current Reception year – i.e. when they progress to Y1 in September 2024.** ○ **contact other Chairs of Governors in the '135' group (a network of schools in the NW1, 3 and 5 postcodes), to discuss the issue.** • Governors noted that since the children were already on the NPS roll, and had NPS was named in their EHCPs, the school would have no option but to retain them, when in Y1. • some Governors felt that the high number of SEND pupils at NPS was not sustainable.	**AS** **AS**
6.3	GM reported on Curriculum and highlighted: • although KS2 results in 2023 were lower than previously, the pupils had made good progress. However, Camden had judged this to be a 'trend' so NPS had been placed in the 'Project Group' category, which provided more CPP visits and support. GM noted that he did not agree with their judgement and the school was already addressing issues to raise levels of KS2 attainment. AS noted that Camden would have to follow up apparently poor results in any of its schools. • there were planned EYFS and Writing reviews by Camden. Governors commended GM on his work in leading the school.	
6.4	**Governors agreed that the HoS's report would be an ongoing Google Doc that Governors could access, with a copy downloaded during the week before FGB meetings, for inclusion on GHub and consideration at the meeting.**	**GM PM**
7	**Policies**	

7.1	**Governors agreed the circulated polices for:** • **Pay** (with Leadership scales to be updated) • **Admissions** • **Attendance** • **Autism** • **Child on child abuse and sexual violence and harassment guidance** • **CSCB harmful sexual behaviour protocol** • **Early Years Foundation Stage** • **Remote learning** • **Safeguarding and Child Protection** • **Whistleblowing** • **With Leadership**	
8	**Confidential**	
8.1	**Governors agreed the accuracy of the Confidential minutes from 5.7.23** • **PM to upload the agreed 5.7.23 FGB CONFIDENTIAL minutes to GHub.** • **AS to sign previous CONFIDENTIAL minutes on GHub.** and noted that the matter discussed had not developed.	**PM** **AS**

There being no further matters to discuss, the Chair thanked everyone, and closed the meeting at 2.55 p.m.

TO BE AGREED AT THE 6.12.23 MEETING AND

SIGNED ONLINE BY Anthony Stoll, Chair of Governors, Netley Primary School.

	ACTIONS FROM THE 15.11.23 FGB / RESOURCES MEETING	STATUS
4.1	a. PM to upload the agreed 5.7.23 FGB minutes to GHub.	**Done**
	b. AS to sign previous minutes on GHub.	**??**
4.2	a. AS to meet with parent and co-opted Governors to discuss their roles.	**??**
	b. PM to add Jess Mahdavi-Gladwell to GHub	**Done**
	c. Spring FGB to consider Aly Dermody Palmer as a Governor.	**FGB agenda**
	d. PM to delete Thomas Crossland from GHub	**Done**
	e. and add Claire Parker as the new staff Governor.	**??**
	f. GM to organise a parent Governor election.	**??**
	g. JH to finish the Campus Handbook.	**??**
4.3	a. PM to upload the agreed 3.5.23 Resources minutes to GHub.	**Done**
	b. DA to sign previous Resources minutes on GHub.	**??**
4.4	Governors to agree the format for joint meeting agendas.	**??**
5.2	a. JH to discuss 2YO provision further with Camden	**??**
	b. Governors to discuss 2YO provision at the next FGB meeting.	**FGB agenda**
	c. DA and AS to consider the circulated Governors' Plan.	**??**
6.1	GM to run another meeting for parents on internet safety	**??**
6.2	a. AS to write to Camden over the future provision for the current Reception year – i.e. when they progress to Y1 in September 2024.	**??**
	b. AS to contact other Chairs of Governors in the '135' group to discuss high levels of SEND in Reception.	**??**
6.4	a. HoS's report to be an ongoing Google Doc	**??**
	b. GM to download HoS's report during the week before FGB meetings, for inclusion on GHub and consideration at the meeting.	**??**
8.1	a. PM to upload the agreed 5.7.23 FGB CONFIDENTIAL minutes to GHub.	**Done**
	b. AS to sign previous CONFIDENTIAL minutes on GHub.	**??**