



HANOVER PRIMARY SCHOOL

Minutes of the meeting held in the school, Noel Road, Islington, London N1 8BD on Wednesday 29 June 2016 at 6.30pm.

Present:

Rachel Thomas
Amanda Reese
Sophie Bessemer
Tobi Goevert
Markus Grindel-Parente

Chair
Headteacher

Mirjam James
Luciana O’Flaherty
Graham Pinnock
Howard Revill
Nicky Tricks

Also present:

Graham Burns
Jack Sloan
Polly Shields
Matt Lake

Associate Member
Deputy Headteacher
Deputy Headteacher Designate
Clerk to the Governing Body

		<u>ACTION</u>
1.	<p><u>APOLOGIES/CONSENT FOR ABSENCE</u></p> <p>a) <u>Apologies Received</u> Apologies were received from Sonia Ferguson, Linh Gregory, Ross Neilson and Eleanor Riley.</p> <p>b) <u>Consent to Absence</u> RESOLVED: to consent to the absence of all governors that were not present.</p>	
2.	<p><u>COMPOSITION OF THE GOVERNING BODY, COMMITTEES AND LINK/LEAD GOVERNORS</u></p> <p>Full details of the membership of the governing body including committee membership and link governor responsibilities were available on GovernorHub.</p> <p>a) <u>Composition</u> Governors noted that there were no changes in these membership details and in responsibilities held by individual governors since the last full governing body meeting. Governors also noted the newly introduced requirement for the school to enter details of all governors on Edubase from September 2016 to enable the creation of the new national database of governors announced by the DfE in the recently published White Paper, Educational Excellence Everywhere. The Chair welcomed Deputy Headteacher Designate Polly Shields to her first full governing body meeting at the school.</p> <p>b) <u>Declarations of Interest</u> Governors were reminded of the need to declare any change to their interests since the last time that they completed a Declaration of Interests</p>	

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	<p>form. Governors were also reminded of their obligation to declare conflicts of interest for any agenda items and to leave the meeting for the item.</p> <p>RECEIVED</p>	
3.	<p><u>BRIEFING ON ACADEMISATION</u></p> <p>Governors received a presentation from associate member Graham Burns (GB), partner at education law specialists Stone King on academy status for schools, the conversion process and the developing preference of the DfE and Regional Schools Commissioners (RSCs) for Multi Academy Trusts (MATs) overseeing groups of schools.</p> <p>GB provided governors with an overview of the legal status of academy schools and MATs including the processes under which schools could opt to transfer to academy status or be forcibly transferred to academy status under the terms of the Academies Act 2010 and the Education & Adoption Act 2016. GB informed governors that academies are independent state funded schools which are overseen by terms of the Funding Agreement into which they enter with the Education Funding Agency (EFA) on behalf of the DfE and noted that each Funding Agreement is individually agreed based upon model agreements that had frequently been revised over recent years.</p> <p>GB reminded governors that within Islington nearly all schools had remained as local authority maintained community schools with only two primary schools having converted to academy status since 2010 and no school based MATs being present. However, GB informed governors that across England the vast majority of secondary schools had taken on academy status.</p> <p>GB reminded governors that the DfE White Paper, Educational Excellence Everywhere, published in March 2016 had contained a proposal that all schools would have to convert to academy status by 2022 but that this element had been withdrawn by the time of the publication of the Queen’s Speech in May 2016. However, GB noted that the commitment of the DfE that all schools should adopt academy status had remained unchanged and financial pressures on local authorities coupled with new intervention powers for RSCs and the potential impact of changes to be introduced through the proposed National Funding Formula (NFF) for schools in England appeared likely to continue to see an ongoing increase in the number of schools converting to academy status and/or joining MATs.</p> <p>[NB: Sophie Bessemer joined the meeting at this point at 7.05pm]</p> <p>GB informed governors that the DfE and RSCs were publicly committed to a preference for schools to become part of MATs rather than stand-alone academies with a diminishing proportion of the latter receiving approval in recent months. In response to a question from the Chair, GB confirmed that it would be possible to create a MAT with a relatively small number of schools and add more to this over time.</p> <p>The Chair asked whether a school would be required to have a sponsor in place to convert to academy status. GB informed governors that the sponsor supported model had been a key element of the academy programme introduced by the then Labour Government in which primarily business partners had been engaged to provide support to schools that were struggling to deliver good levels of pupil attainment. In contrast, GB explained that the MAT models</p>	

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	<p>being promoted by the DfE were focused on school-based trusts.</p> <p>GB informed governors that the governance structure of a MAT is overseen by a MAT Board which holds responsibility and ultimate decision-making authority for all schools within the Trust with a senior executive, often a Chief Executive, charged with overseeing day to day operations. GB commented that almost all MATs maintain a layer of 'Local Governing Bodies (LGBs)' related to individual schools with specific decision-making powers laid out in a Scheme of Delegation which should clearly state what authority has been granted to the LGBs and what powers have been retained by the Trust Board.</p> <p>In response to a question from the Vice Chair as to how much real decision making power is held by LGBs, GB informed governors that this varies greatly depending on the specific terms laid out in the Scheme of Delegation for each individual MAT. GB noted that the operation of governance structures within MATs was becoming an increasing focus for Ofsted in the inspection of schools which are within a MAT but that in every case it is the Trust Board that retains ultimate responsibility for the operation of effective governance arrangements within each MAT.</p> <p>The Headteacher asked whether increased uniformity across schools develops over the lifetime of a MAT. GB reminded governors that MAT structures were only a few years old but that evidence was emerging of increasing uniformity between schools in the same MAT taking place over time.</p> <p>The Chair thanked GB for his presentation and for responding to the questions raised and governors agreed to consider possibilities around academy status and the potential development of local MAT arrangements further during the 2016/17 academic year.</p> <p>RECEIVED</p>	Chair
4.	<p><u>MINUTES AND MATTERS ARISING FROM THE MINUTES</u></p> <p>Minutes of the meeting held on 4 May 2016 had been circulated to governors prior to the meeting accompanied by a list of the action points agreed at the meeting.</p> <p>a) <u>Accuracy</u></p> <p>There were no amendments.</p> <p>RESOLVED: that the minutes be signed as an accurate record of the meeting.</p> <p>b) <u>Matters Arising</u></p> <p>The following item was raised:</p> <p>i) <u>Page 901, Item 8b – Policy Tracker</u></p> <p>Governors were informed that the Sex & Relationships Policy would now be reviewed at the first meeting of the Curriculum Committee in the 2016/17 academic year.</p> <p>RECEIVED</p>	
5.	<p><u>REPORT BACK FROM COMMITTEES</u></p> <p>Governors were reminded that each committee is required to produce formal</p>	

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	<p>minutes for approval by the governing body.</p> <p>a) <u>Finance & Personnel Committee – 24 May 2016</u></p> <p>The minutes of the above meeting of the committee had been circulated prior to the meeting.</p> <p>The Committee Chair reported that the committee had approved the school budget for the 2016/17 financial year under the authority delegated to it at the last full governing body meeting. The Committee Chair noted that the school remained in a relatively good financial position but reminded governors that financial pressures would be likely to increase with the proposed changes to be introduced through the introduction of a National Funding Formula for schools in England.</p> <p>RECEIVED</p> <p>b) <u>Premises Committee – 20 May 2016</u></p> <p>The minutes of the above meeting of the committee had been circulated prior to the meeting.</p> <p>The Committee Chair reported that the decision on the application for funding to support the installation of cycle parking outside the school had been delayed until after the school summer holidays.</p> <p>RECEIVED</p> <p>The Chair thanked committee chairs for their work during the academic year in ensuring that policies were reviewed in a timely and effective manner.</p>	
6.	<p><u>HEADTEACHER'S REPORT</u></p> <p>The latest report to the governing body from the Headteacher had been circulated to all governors prior to the meeting.</p> <p>a) <u>School Closure</u></p> <p>The Headteacher reported that the school would be closed on Tuesday 5 July 2016 as a result of national NUT strike action taking place on that day.</p> <p>b) <u>Standards</u></p> <p>The Deputy Headteacher agreed to provide a presentation at a future full governing body meeting on the work of TAs and changes in their operations.</p> <p>The Headteacher reported that the school had been selected by the local authority to have its Key Stage 1 assessments externally moderated on 23 June 2016. The Headteacher informed governors that the moderation had validated all the assessments made by teaching staff in the school as accurate and thanked the staff for their excellent work in delivering accurate assessments of pupil progress and attainment.</p> <p>In response to a question from the Chair, the Headteacher and staff governors agreed that the experience of the moderation process under the new curriculum and assessment system would be useful preparation for future assessments. The Chair noted that that the Curriculum Committee would review the outcomes of the moderation report at its first meeting in the 2016/17 academic year.</p> <p>c) <u>Attendance</u></p> <p>The Headteacher reminded governors that significant amounts of work had been undertaken by all staff members to improve levels of pupil attendance</p>	

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	<p>with this standing at 95.5% for the academic year to date. Governors noted the need to ensure the consistent application of systems across the school focused on pupil attendance to deliver sustained improvements going forward.</p> <p>RECEIVED</p>	
7.	<p><u>PROVISIONAL SATS DATA</u></p> <p>The Deputy Headteacher informed governors that the school would receive detail on its Key Stage 2 SATs results on Tuesday 5 July 2016 with great uncertainty around these for all schools with this being the first time that children had sat the new tests designed for the revised curriculum for each of the core subjects.</p> <p>The Deputy Headteacher agreed to circulate a summary of the 2016 SATs results data to governors after it had been received by the school. The Deputy Headteacher informed governors that results in Foundation Stage and Key Stage 1 which were based on teacher assessments were in line with borough averages whilst those for Key Stage 2 Writing which was also teacher assessed were above the borough average with c76% of children achieving at or above the expected level.</p> <p>RECEIVED</p>	Deputy Headteacher
8.	<p><u>STRATEGIC PRIORITIES PROGRESS REVIEW</u></p> <p>The updated progress report on the Strategic Priorities for 2015/16 academic year had been circulated prior to the meeting. The Chair commented that committees should ensure that they review in detail progress toward the agreed strategic priorities during the 2016/17 academic year.</p> <p>a) <u>Curriculum</u></p> <p>The Chair noted that agreed priorities for Science including the achievement of being awarded the Silver Primary Science Quality Mark had been delivered with effective reviews of this and the implementation of the Target Tracker software for monitoring pupil progress and achievement undertaken by the Curriculum Committee.</p> <p>The Deputy Headteacher that the introduction of Target Tracker had proved to be very positive with it providing increased ability to identify individual children who were in need of additional support. The Deputy Headteacher informed governors that its use through the 2015/16 academic year would prove to be a solid foundation for greater use of its functionality in providing detailed information to teaching staff in 2016/17.</p> <p>b) <u>Behaviour & Attendance</u></p> <p>Governors noted that this area had been monitored by the School Community Committee with the Committee Chair conducting visits to the school to review the implementation of the school's Behaviour Policy during the academic year.</p> <p>The Headteacher reported that the school had been able to focus during the academic year on behaviour issues arising from a small number of children with significant behavioural issues, including diagnosed disorders, to ensure that focused and targeted support programmes were in place with the assistance of external agencies where appropriate</p>	

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	<p>Governors were informed that the detailed level of assistance required by this small number of children had proved to very demanding of staff time and especially members of the Senior Leadership Team (SLT). The Deputy Headteacher noted that although interventions would not always result in changed behaviour of the children concerned they had allowed increased numbers of children overall to more fully benefit from their educational experience.</p> <p>c) <u>Attainment</u></p> <p>Governors noted that a full review of pupil attainment in the 2015/16 academic year would take place early in the 2016/17 academic year including an assessment of how to move forward with assessing progress and attainment of children following the completion of the first set of SATs based on the revised curriculum.</p> <p>d) <u>Governing Body Priorities</u></p> <p>The Chair thanked governors for being very actively engaged with their responsibilities and in partnering with the school staff through the 2015/16 academic year. In particular, the Chair thanked committee chairs for planning well their meeting cycles, reviewing policies and guidance where required, focusing their committees on their priority areas and making good progress in ensuring that papers were provided to committee members 7 days ahead of all meetings.</p> <p>The Chair noted that governors had successfully undertaken the process of appointing a new Headteacher during the year with good support provided by the local authority, participated in effective strategically focused visits to the school and improved the frequency and quality of communications with the wider school community. The Chair also commented that governors had made good use of the termly local authority Governors' Briefings and would seek to increase opportunities for collaboration with other schools in the year ahead.</p> <p>The Chair reminded governors that a full review of progress on the agreed strategic priorities for the 2015/16 academic year would be completed early in the 2016/17 academic year alongside agreeing strategic priorities for the year ahead.</p> <p>RECEIVED</p>	
9.	<p><u>SCHOOL WEBSITE</u></p> <p>The Deputy Headteacher reported that the development of the new school website was progressing well with the focus of the design centred around the ease of finding important information and noting that the primary regular users of the website would be parents of children attending the school.</p> <p>Governors were informed that the majority of information had been migrated to the new website with the aim that it go live on 31 August 2016.</p> <p>A governor asked for clarification on the maintenance plan for the new website. The Deputy Headteacher informed governors that individual staff would have responsibility for maintaining information in specific sections of the website with additional bolt-on functionality including a Twitter account link available to be activated if and when required.</p> <p>Another governor asked what plans would be in place for reviewing the new website, its operation and functionality. The Deputy Headteacher informed</p>	

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	<p>governors that it was intended to conduct bi-annual formal reviews of the structure and operation of the website.</p> <p>Governors noted the statutory requirements for information that must be published on school website including the latest amendments published to the relevant regulations.</p> <p>RECEIVED</p>	
10.	<p><u>POLICY REVIEW</u></p> <p>a) <u>Uniform Policy</u></p> <p>Governors were reminded that the policy of the school was for there to be no set uniform which children would be required to wear.</p> <p>RESOLVED: to maintain the current school uniform policy that children not be required to wear a set uniform.</p> <p>b) <u>Extended Schools Policy</u></p> <p>The updated proposed Extended Schools Policy which had been reviewed by the Vice Chair had been circulated prior to the meeting. Governors noted that the updated policy would require further review in the autumn term 2016 following the introduction of the right to request wrap-around children from September 2016.</p> <p>RESOLVED: to approve the updated Extended Schools Policy as presented at the meeting.</p> <p>c) <u>Policy & Guidance Tracker</u></p> <p>The latest updated Policy & Guidance Tracker had been circulated prior to the meeting. Governors noted that the policy had been separated into those that were statutory and others whilst an additional column had been added to record that copies of approved policies had been uploaded to GovernorHub for reference.</p> <p>Governors also noted that a draft table to record methods of monitoring implementation of policies and procedures had been circulated prior to the meeting and were invited to submit comments on this by email following the meeting with a discussion on this to be held in the autumn term 2016.</p> <p>RECEIVED</p>	
11.	<p><u>CHAIR'S REPORT</u></p> <p>a) <u>Deputy Headteacher Recruitment</u></p> <p>The Chair reminded governors that the recruitment process for a new substantive Deputy Headteacher had been successfully completed and thanked the members of the recruitment panel for their work on this important task.</p> <p>Governors agreed that the Chair should write formally to Islington Schools HR to thank them for their support during the recruitment process.</p> <p>RECEIVED</p>	Chair
12.	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p>Governors were provided with the opportunity to report on any additional training and development activity undertaken since the last full governing body</p>	

		<u>ACTION</u>
	<p>meeting.</p> <p>No reports were available to be presented at the meeting.</p> <p>Governors were reminded that the next local authority termly Governors' Briefing would take place on Wednesday 21 September 2016 at 7:00pm.</p> <p>RECEIVED</p>	
13.	<p><u>FUTURE MEETING DATES</u></p> <p>The following proposed schedule of meetings for the 2016/17 academic year was presented at the meeting for approval.</p> <ul style="list-style-type: none"> • Chairs' Meeting – 6.30pm Wednesday 16 September 2016 • Away Day – Saturday 15 October 2016 • Full Governing Body – 6.30pm Wednesday 16 November 2016 • Full Governing Body – 6.30pm Wednesday 15 March 2017 • Full Governing Body – 6.30pm Wednesday 10 May 2017 • Full Governing Body – 6.30pm Wednesday 5 July 2017 <p>RESOLVED: to approve the above schedule of meeting dates for the 2016/17 academic year subject to a change in the Chairs' Meeting to be agreed following the meeting.</p>	
14.	<p><u>OTHER BUSINESS, IF ANY, SINCE THE PREPARATION OF THE AGENDA AND AGENDA ITEMS FOR THE NEXT MEETING</u></p> <p>a) <u>Other Business</u></p> <p>i) <u>Thanks to Headteacher</u></p> <p>Governors expressed their strong thanks to the Headteacher for her tremendous commitment to the school and all its families and children and staff over the years in which she had worked at the school.</p> <p>The Chair thanked the Headteacher for her leadership of the school and her personal support during her time as Chair and as a governor.</p> <p>Governors wished the Headteacher well in her retirement after the end of the current academic year.</p> <p>b) <u>Agenda Items for Future Meetings</u></p> <p>There were no additional agenda items suggested for inclusion on the agenda of a future meeting.</p>	
15.	<p><u>CONFIDENTIAL ITEMS</u></p> <p>There were no confidential items.</p>	

There being no further business, the Chair closed the meeting at 8.35pm.

Matt Lake
Clerk to the Governors
Islington Governor Services

CHAIR: _____

DATE: _____