

HANOVER PRIMARY SCHOOL

Minutes of the meeting held in the school, Noel Road, Islington, London N1 8D on Wednesday 5 July 2017 at 6.30pm.

Present:

Rachel Thomas	Chair	Mirjam James
Jack Sloan	Headteacher	Eve Kirby
Helen Asquith		Luciana O’Flaherty
Sophie Bessemer		Rohini Pahl
Tobi Goevert		Howard Revill
Markus Grindel-Parente		Eleanor Riley

Also present:

Helen Dent	Associate Member	
Polly Shields	Deputy Headteacher	
Gareth Williams	Associate Member	
Matt Lake	Clerk to the Governing Body	

		<u>ACTION</u>									
1.	<p><u>APOLOGIES/CONSENT FOR ABSENCE</u></p> <p>a) <u>Apologies Received</u></p> <p>Apologies were received from Ross Neilson in his capacity as a governor and from Graham Burns and Michael Timney in their capacity as associate members.</p> <p>b) <u>Consent to Absence</u></p> <p>RESOLVED: to consent to the absence of all those listed above.</p>										
2.	<p><u>COMPOSITION OF THE GOVERNING BODY, COMMITTEES AND LINK/LEAD GOVERNORS</u></p> <p>There were no changes in the composition of the governing body to report since the last Full Governing Body meeting. The Chair welcomed Helen Dent and Gareth Williams to their first meeting of the governing body as a governor and an associate member respectively.</p> <p>Governors noted the expiry dates of the terms of office of parent governors detailed below and the need for elections to be held to fill these posts in due course.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">Governor Type</th> <th style="width: 33%;">Term End Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Markus Grindel-Parente</td> <td style="text-align: center;">Parent</td> <td style="text-align: center;">24 Sept 2017</td> </tr> <tr> <td style="text-align: center;">Tobias Goevert</td> <td style="text-align: center;">Parent</td> <td style="text-align: center;">11 Feb 2018</td> </tr> </tbody> </table>	Name	Governor Type	Term End Date	Markus Grindel-Parente	Parent	24 Sept 2017	Tobias Goevert	Parent	11 Feb 2018	Headteacher
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Markus Grindel-Parente	Parent	24 Sept 2017									
Tobias Goevert	Parent	11 Feb 2018									
3.	<p><u>MINUTES AND MATTERS ARISING</u></p> <p>The minutes of the meeting held on 10 May 2017 had not been circulated prior to the meeting but were presented at the meeting. Governors were asked to</p>										

		ACTION
	<p>review and forward any suggested amendments following the meeting prior to them being formally approved at the next Full Governing Body meeting.</p> <p>The Chair noted the following outstanding actions from previous meetings:</p> <ul style="list-style-type: none"> • Capital budget monitoring remained a shared responsibility between Premises and Finance & Personnel Committees with appropriate effective liaison required between Chairs of both committees; • Induction needed to be arranged for the two new members of the governing body for September 2017. Markus Grindel-Parente agreed to meet with Helen Dent and Howard Revill with Gareth Williams to deliver this; • Final agreed minutes of Full Governing Body meetings held in March and May 2017 required formal signature by Chair as provided by the Clerk; • The replacement system for Raise Online known as 'Analyse School Performance' (ASP) would be reviewed in detail by the Curriculum Committee in the autumn term 2017. 	<p>Premises and Finance & Personnel Cttee Chairs</p> <p>Clerk / Chair</p> <p>Curriculum Committee</p>
4.	<p><u>REPORT BACK FROM COMMITTEES & GOVERNOR VISITS</u></p> <p>a) <u>Headteacher Performance Review</u></p> <p>Governors were informed that the Headteacher's mid-year review had been completed in May 2017 with a review of progress made towards achieving objectives and noted that the final annual review would be held in December 2017.</p> <p>b) <u>Finance & Personnel Committee – 13 June 2017</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 no response had yet been received from Highbury Round House on the future delivery of After School Club provision following its loss of c£23,000 grant support from the local authority. Governors noted the desire from both parties to continue to work together but that no funding support was available from the school budget to subsidise the provision although changes in its delivery would be likely to have a significant impact on many families.</p> <p>The Committee Chair informed governors that copies of the policies approved by the committee had now been uploaded to GovernorHub.</p> <p>c) <u>Data Review Visit – 16 June 2017</u></p> <p>A report on the Data Review Visit had been circulated prior to the meeting. The Chair reminded governors of the importance of all governors being aware of the content of the school's annual Ofsted Data Dashboard report and the Headteacher's summary report on SATs results.</p> <p>Governors noted that the Curriculum Committee would review the 2017 SATs results in detail in the autumn term and report on this to the Full Governing Body meeting in November 2017.</p> <p>d) <u>Premises Committee – 23 June 2017</u></p> <p>The minutes of the above meeting of the committee had been circulated prior to the meeting.</p>	<p>Headteacher Performance Management Cttee</p> <p>Curriculum Committee</p>

		ACTION
	<p>e) <u>Curriculum Committee – 9 May 2017</u></p> <p>The minutes of the above meeting of the committee had been circulated prior to the meeting accompanied by a copy of a visit report from the literacy link governor which would be reviewed at the next meeting of the committee.</p> <p>Governors were informed that Writing was likely to be the main priority area of focus in the 2017/18 academic year.</p> <p>RECEIVED</p>	
5.	<p><u>HEADTEACHER’S REPORT</u></p> <p>The latest report to the governing body from the Headteacher had been circulated prior to the meeting accompanied by the 2017 Key Stage 2 SATs results summary report presented at the meeting.</p> <p>a) <u>Key Stage 1 & 2 Attainment</u></p> <p>The Headteacher reported that the proportion of children attaining to ‘expected’ and ‘greater depth’ in Reading, Writing and Maths in Key Stage 1 tests were higher than in 2016 and in line with teacher expectations.</p> <p>Attainment in Reading, Writing and Maths at Key Stage 2 had also been higher than in 2016, based on the provisional results released on 4 July 2017, although slightly below expectations. The Headteacher reminded governors that the Year 6 cohort had been more challenging than in recent years but that significant progress had been made by children through the 2016-17 academic year.</p> <p>The Headteacher highlighted that the proportion of children attaining above age related expectations in Reading attainment was good. However, attainment levels in Writing were significantly below age related expectations with this impacted by the increasingly detailed technical and grammar assessments in place from this year and Maths remained below national averages although interventions deployed had had a positive impact on pupil progress and attainment.</p> <p>b) <u>Early Years</u></p> <p>The Deputy Headteacher reported that the quality of Early Years provision had been fully reviewed with the long-term process to train teaching staff in new approaches to delivery having commenced. Governors were informed that the new approach would include a focus on early skills development with dedicated funding allocated to improve the quality of the learning environment in Early Years including upgrading furniture and learning resources.</p> <p>A governor commented that these were significant changes for staff in Early Years and asked how they were adapting to these. The Deputy Headteacher informed governors that it had taken a while for staff to feel comfortable with the new approach but that this was now settling into place.</p> <p>A governor asked whether there was a measure that could be highlighted to demonstrate progress being made from the introduction of the new approach. The Deputy Headteacher informed governors that it included assessments of ‘effective learning’ alongside pupil ‘characteristics’ data but that it was not possible to view these against comparable national data. Governors were also informed that the revised approach provided strong linkages with the Growth Mindset being implemented across the school.</p>	

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	<p>The Headteacher reminded governors that transition between Early Years and Key Stage 1 had been a strategic priority during the current academic year and would be likely to remain so in 2017/18.</p> <p>In response to a question, the Headteacher reported that 86-89% of children had attained to a 'Good Level of Development' (GLD) at the end of the Early Years with this being broadly in line with national levels of attainment. The Headteacher agreed to upload detail on these levels of attainment to GovernorHub following the meeting.</p> <p>RECEIVED</p>	Headteacher
6.	<p><u>STRATEGIC PRIORITIES AND PLANNING</u></p> <p>The strategic priorities table for the 2016/17 academic year had been circulated prior to the meeting and the following updates were provided.</p> <ul style="list-style-type: none"> • Sophie Bessemer reported that she had recently with the Maths subject lead in her capacity as link governor for Maths and a report on this would be shared with governors shortly; • Markus Grindel-Parente (MGP) reported that he had recently held meetings around the delivery of 3rd Space Learning opportunities for children in Year 5 and those preparing to take Key Stage 2 SATs with a report to be shared with governors shortly. MGP noted the need to review whether this was a cost-effective intervention with initial indications being that it worked well with children who had low confidence in their ability in Maths; • The strategic priorities document would be circulated to all governors again following the meeting to allow for governors to update relevant actions taken with the aim that a completed year end document be completed by the end of the 2016/17 academic year; • The Vision and 3 Year Target document would be reviewed for progress at the November Full Governing Body meeting; • The Chair and Vice Chairs would discuss the creation of an Ofsted Preparation working group to focus on action needing to be undertaken prior to the next inspection of the school. <p>RECEIVED</p>	<p>Sophie Bessemer</p> <p>Markus Grindel-Parente</p> <p>Curriculum Cttee</p> <p>Luciana O'Flaherty</p> <p>Nov 2017 FGB</p> <p>Chair</p>
7.	<p><u>SAFEGUARDING</u></p> <p>a) <u>Emergency & Lockdown Policies</u></p> <p>The Headteacher and link governor for Safeguarding reported that the policies and plans in place had been reviewed and reminded governors that the school premises were very secure with closed external doors during the school day and no unrestricted access beyond the main reception foyer.</p> <p>However, governors were informed that there remained a need to alert all staff to the alert processes related to a lockdown of the school premises and the actions that they should take in such circumstances. Governors noted that the Emergency Plan would be regularly reviewed in termly safeguarding meetings and were informed that the possibility of having different alarm sounds or IT based solutions to alert staff to a lockdown being implemented were being reviewed.</p> <p>The link governor for safeguarding noted that a number of schools had raised concern over risks related to school trips following recent terrorist incidents. Governors agreed that the school's policy and practice in this</p>	

		ACTION
	<p>area would be reviewed at termly safeguarding meetings with decisions on proposed individual trips to be made on a case by case basis.</p> <p>b) <u>Absence Procedures</u></p> <p>Governors were reminded of the recently publicised case study of Chadrack Mbala Mulo and the recommendation of the related serious case review that school's conduct home visits when a child was absent for three days without any contact.</p> <p>Governors were informed that such action was not feasible for the school but were assured that prolonged absences without contact would lead to staff contacting the Police for assistance.</p> <p>A revised Attendance Policy including procedures for responding to prolonged periods of absence without contact would be presented to the Full Governing Body for consideration and approval in the autumn term 2017.</p> <p>c) <u>Medical Conditions in School Policy</u></p> <p>Governors were reminded of the recently publicised case of Nasar Ahmed and the need to ensure high levels of visibility around the school of designated fire wardens and first aiders to minimise the risk of similar tragic events occurring within the school.</p> <p>RECEIVED</p>	<p>FGB Meeting Nov 2017</p> <p>Headteacher</p>
8.	<p><u>EQUALITIES</u></p> <p>A summary report on performance against equality objectives for the period from 2012 to 2016 had been circulated prior to the meeting accompanied by results from the recent parent survey and draft equality objectives for 2017-2021.</p> <p>Governors were informed that the content of these documents had been discussed in detail at the last meeting of the School Community Committee but noted the local and national rise in racist bullying incidents.</p> <p>RESOLVED: to approve the proposed equality objectives for 2017-2021 subject to the inclusion of final specific detail.</p>	
9.	<p><u>DISCUSSION ON ACADEMISATION</u></p> <p>In the absence of Graham Burns who was to have facilitated this item, governors agreed to postpone consideration of this item until the autumn term 2017.</p> <p>RECEIVED</p>	<p>Nov 2017 FGB Meeting</p>
10.	<p><u>CHAIR'S REPORT</u></p> <p>The Chair thanked governors involved in recent panels to consider possible exclusions from the school and noted that it would be helpful to take the opportunity to review practice around such processes should they be required to be used again in the near future.</p> <p>The Chair reported that she had attended recent meetings of the Islington Chairs' Network at which presentations had been made by senior officers from the local authority to discuss future links between the local authority and local schools. As part of this and following a reduction in available staff resource, governors were informed that the local authority was restructuring the support that it provided to school governing bodies.</p>	

		ACTION
	<p>These changes included the resignation of the governing body's current Clerk from the local authority service. The Chair thanked the Clerk for his strong and effective support to the governing body and to those that had chaired it during his time as Clerk.</p> <p>The Chair informed governors that the local authority was intending to provide strategic advice and support to governing bodies from September 2017 through a revised service level agreement with clerking of meetings to be provided through a pool of meeting clerks. The Chair noted the positive support that had been received from the local authority over many years and recommended purchasing support from the local authority for the remainder of the 2017/18 financial year.</p> <p>RESOLVED: to purchase continued support for the governing body from the local authority in line with the terms laid out in the revised service level agreement for the period September 2017 to March 2018.</p>	
11.	<p><u>REVIEW OF GOVERNING BODY OPERATIONS</u></p> <p>a) <u>Terms of Reference of Premises Committee and School Community Committee</u></p> <p>Governors agreed that the future structure and focus of the School Community Committee should be centred around the output from the recent parent survey and delivering on objectives arising from this. Revised terms of reference would be drafted over the summer break and presented for consideration and approval to the Full Governing Body in the autumn term 2017.</p> <p>Governors noted that it was proposed for the Premises Committee to adopt a more strategic brief holding two meetings per year with the routine maintenance premises items to be added to the regular responsibility of the Finance and Personnel Committee. A strategic plan for this revised division of responsibilities and related amended terms of reference for the Premises and Finance & Personnel Committees would be presented for consideration and approval to the Full Governing Body in the autumn term.</p> <p>Governors were also asked to consider whether to appoint a Health & Safety link governor in the autumn term 2017.</p> <p>b) <u>Meeting Schedule for 2017/18</u></p> <p>A proposed schedule of meetings for the whole of the 2017/18 academic year had been circulated prior to the meeting.</p> <p>RESOLVED: to approve the meeting schedule for 2017/18 presented at the meeting.</p> <p>c) <u>Succession Planning 2017/18</u></p> <p>An outline allocation of responsibilities across the governing body had been circulated prior to the meeting including detail of committee memberships and link governor responsibilities.</p> <p>The Chair reminded governors of her intention not to seek re-election as Chair in the autumn term 2017 and informed governors that Luciana O'Flaherty had expressed her interest in taking on this role from that point. The Chair informed governors that in the event of Luciana being elected Chair in the autumn term, she would take on her current link governor</p>	<p>Helen Asquith</p> <p>Howard Revill / Tobi Goevert</p>

		ACTION
	<p>responsibilities for literacy and art as well as the position of Vice Chair of the Curriculum Committee.</p> <p>Governors agreed to increase the membership of the Finance & Personnel Committee by the addition of Mirjam James and that both safeguarding link governors, Sophie Bessemer and Rohini Pahl, be invited to attend meetings of the committee.</p> <p>RECEIVED</p>	
12.	<p><u>POLICIES</u></p> <p>The following policies had been circulated prior to the meeting for consideration and approval with the last four having been reviewed by relevant committees or link governors.</p> <ul style="list-style-type: none"> • Governor Visits Policy; • Access to Information (reviewed by Finance & Personnel Committee); • Data Protection & Information Management (reviewed by the Finance & Personnel Committee); • FOI Policy & Publication Scheme (reviewed by Finance & Personnel Committee); • Anti-Bullying Policy (reviewed by Safeguarding Link governors). <p>RESOLVED: to approve the policies listed above as presented at the meeting.</p> <p>Governors noted the requirement for up to date Privacy Notices under the FOI Policy & Publication Scheme to be published on the school website and that copies of the above policies, as approved, would be uploaded to GovernorHub for reference and the Policy Tracker be updated to reflect their approval.</p> <p>RECEIVED</p>	<p>Headteacher</p> <p>Howard Revill</p>
13.	<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>Catering Contract</u></p> <p>The Headteacher informed governors that the local authority was in the process of reviewing its catering contract for the provision of school lunches and had asked for comments on the quality of provision.</p> <p>The Chair agreed to email governors to ask who would be willing and able to attend the school at a lunchtime before the end of the 2016/17 academic year to gain an up to date experience of the provision in place prior to a response being submitted to the local authority.</p> <p>b) <u>Agenda Items for Future Meetings</u></p> <p>There were no additional items suggested for inclusion on the agenda of a future meeting.</p>	<p>Chair</p>
14.	<p><u>CONFIDENTIAL ITEMS</u></p> <p>There were no confidential items.</p>	

There being no further business, the Chair closed the meeting at 8.45pm.

**Matt Lake
Clerk to the Governors
Islington Governor Services**

CHAIR: _____

DATE: _____