



HANOVER PRIMARY SCHOOL

Minutes of the meeting held in the school, Noel Road, Islington, London N1 8BD on Wednesday 15 March 2017 at 6.30pm.

Present:

Markus Grindel-Parente **Chair of Meeting**
Jack Sloan **Headteacher**
Helen Asquith
Sophie Bessemer
Luciana O’Flaherty

Rohini Pahl
Howard Revill
Eleanor Riley
Rachel Thomas

Also present:

Graham Burns **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> Apologies were received from Tobi Goevert, Mirjam James, Ross Neilson and Graham Pinnock as governors and from Michael Timney as an associate member.</p> <p>b) <u>Consent to Absence</u> RESOLVED: to consent to the absence of the governors listed above as having sent apologies.</p>	
2.	<p><u>COMPOSITION OF THE GOVERNING BODY, COMMITTEES AND LINK/LEAD GOVERNORS</u></p> <p>a) <u>Composition</u></p> <p>i) <u>Composition Changes</u> The resignations of Sonia Ferguson as a co-opted governor with effect from 14 December 2016 and of Sally Taplin as an associate member with effect from 13 January 2017 were formally reported.</p> <p>ii) <u>Appointment of Co-opted Governor</u> Governors considered the appointment of Helen Asquith as a co-opted governor for a four-year period ending 14 March 2021. After discussion, governors were of the opinion that Helen Asquith possessed the skills required to contribute to the effective governance and success of the school. RESOLVED: to appoint Helen Asquith as a co-opted governor for a four-year period ending 14 March 2021. RESOLVED: that Helen Asquith would hold the same committee</p>	

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	<p>memberships and link governor positions as previously held in her capacity as an associate member.</p> <p>Governors were reminded that the governing body had one co-opted governor vacancy to be filled by a staff member. Governors were informed that expressions of interest had been received from one teacher and one teaching assistant and noted the previously agreed wish to maintain a balance in staff representation on the governing body between teaching and non-teaching staff.</p> <p>RESOLVED: to appoint Eve Kirby as a co-opted governor from the school's teaching staff for a four-year period ending 14 March 2021.</p> <p>Governors agreed to invite Ellen Cawthra to attend future governing body meetings as an Observer in her capacity as a member of the school's support staff.</p> <p>Governors noted that following the changes above the governing body retained one vacant co-opted governor position and had previously identified a need to strengthen its skills and knowledge base in the area of finance skills. Governors noted a range of actions being taken to identify potential candidates and that prospective appointees be interviewed prior to a recommendation on an appointment to be presented to the next full governing body meeting.</p> <p>iii) <u>Election of Vice Chair</u></p> <p>Governors considered the election of a third co-Vice Chair to fill the post that had fallen vacant on the resignation of Sonia Ferguson from the governing body.</p> <p>Helen Asquith was nominated and seconded.</p> <p>RESOLVED: that Helen Asquith be elected as co-Vice Chair for the period ending with the first Full Governing Body meeting of the 2017-18 academic year.</p> <p>b) <u>Committees</u></p> <p>There were no changes made in the membership of committees agreed at the meeting.</p> <p>Governors noted the need for signed copies of minutes of committee meetings to be uploaded to GovernorHub and agreed to confirm committee memberships for the 2017/18 academic year at the next full governing body meeting.</p> <p>The Chair agreed to update the Terms of Reference for the governing body to reflect the need to appoint deputy link governors for Safeguarding and Inclusion and the requirement for the retention of signed committee minutes.</p> <p>c) <u>Link/Lead Governors</u></p> <p>The following changes were agreed:</p> <ul style="list-style-type: none"> • Mirjam James appointed as Early Years Foundation Stage link; • Rohini Pahl appointed as Equalities link; • Luciana O'Flaherty appointed as Literacy link; • Luciana O'Flaherty appointed as Art link; • Numeracy link position to be renamed as Maths link; • Markus Grindel-Parente appointed as deputy link for Inclusion; 	<p>Chair</p> <p>Chair</p> <p>Cttee Chairs</p> <p>Chair</p>

		<u>ACTION</u>
	<p>had been completed save for the following:</p> <ul style="list-style-type: none"> • A date had yet to be agreed with Alan Grant from Islington Schools HR to deliver a briefing on performance management; • Equalities Plan requirements to be completed by the next full governing body meeting in May 2017; • Safeguarding audit had yet to be completed by the local authority; • Work had started to improve safety around the lift shaft with this fenced off during the immediate works and governors were assured that risks during the progress of the work were very limited. 	
4.	<p><u>REPORT BACK FROM COMMITTEES</u></p> <p>Governors were reminded that each committee is required to produce formal minutes for approval by the governing body.</p> <p>a) <u>Curriculum Committee – 12 December 2016 & 21 February 2017</u></p> <p>The minutes of the above meetings of the committee had been circulated prior to the meeting.</p> <p>Governors noted that the committee had received a comprehensive review of provision funded through the Pupil Premium and that the required annual reports on the use of these funds had been published on the school website and uploaded to GovernorHub.</p> <p>Governors were informed that the committee had reviewed the new systems in place within the school to monitor pupil progress and attainment following the removal by the DfE of National Curriculum Levels.</p> <p>The Committee Chair reported that the committee had also reviewed progress with the section of the School Improvement Plan (SIP) focused on Maths including exploring the large range of targeted interventions being deployed. The committee had sought clarification on the spread of activity across year groups and asked for more data on how to measure the impact of interventions.</p> <p>The Headteacher agreed to check whether the Maths section of the SIP had been uploaded to GovernorHub for governor reference.</p> <p>RECEIVED</p> <p>b) <u>Finance & Personnel Committee – 1 February 2017</u></p> <p>The minutes of the above meeting of the committee had been circulated prior to the meeting. The Committee Chair noted that the committee had also met on 14 March 2017 during which the annual Schools Financial Value Standard (SFVS) had been reviewed alongside the schedule of policies including the latest updated policies published by Islington Schools HR.</p> <p>The Chair drew the attention of governors to the detail contained in Annex A attached to the minutes of 1 February 2017 which provided insight into the impact of a number of developments in respect of school funding that would impact on the school. Governors noted that this information was based on projections from the School Business Manager (SBM) for the annual budget setting process including a general 1% inflation uplift.</p> <p>A governor asked whether there were any restrictions on the use of financial reserves. The Committee Chair confirmed that these were not restricted in their use but commented that the school would benefit from</p>	Headteacher

		<u>ACTION</u>
	<p>looking to attract additional external funding.</p> <p>RECEIVED</p> <p>c) <u>Premises Committee – 3 March 2017</u></p> <p>The minutes of the above meeting had been circulated prior to the meeting.</p> <p>RECEIVED</p> <p>d) <u>School Community Committee – 2 March 2017</u></p> <p>The minutes of the above meeting of the committee had been circulated prior to the meeting.</p> <p>Governors noted that levels of parental attendance at committee meetings continued to be disappointing with work ongoing to seek to identify 2 parent representatives per phase.</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 to all governors prior to the meeting.</p> <p>a) <u>Behaviour</u></p> <p>The Headteacher reported that work was ongoing with parents on developing a visual representation of the six words identified as being at the core of the school's ethos and values following recent discussions held with children from all year groups.</p> <p>b) <u>Attendance</u></p> <p>The Headteacher reported that levels of pupil attendance were showing signs of improvement with this increasing to 96.8% since the February 2017 half term break as compared to 95.2% for the whole of the 2015/16 academic year and 95.9% for Islington as a whole in 2015/16.</p> <p>The Headteacher informed governors that the school had a higher proportion of sickness absence than other local schools and that parents had been reminded of guidance around the management and treatment of minor illnesses. Governors were informed that attendance tracking systems in the school had been revised to identify those pupils at risk of being classified as Persistent Absentees (PAs) with formal letters issued to parents. The Headteacher noted that where such action had been taken attendance levels of pupils concerned had demonstrated improvement.</p> <p>The Headteacher confirmed that the school was continuing with its policy of not requesting fines be issued to parents of children with poor levels of attendance. In addition, the Headteacher reported that the school had a significant proportion of children absent due to taking term-time holidays which were not approved.</p> <p>c) <u>Achievement</u></p> <p>Governors welcomed the headline progress and attainment data contained within the report and requested in future reports additional detail on the intervention activity undertaken to address those areas where progress and/or attainment was below age related expectations.</p> <p>The Headteacher noted the pressure to focus interventions on Year 5 and Year 6 due to the significance of the external Key Stage 2 assessments in</p>	

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	<p>Governors were informed that required updates to safeguarding information published on the school website had been completed and noted that consideration was being given to using the NSPCC self-assessment tool as a means of delivering an annual self-assessment of the operation of safeguarding procedures within the school. The Chair also noted the need for link governors to review physical record books held by the school on incidents occurring on school premises.</p> <p>Governors were informed that all the actions arising from the visit of the local authority Safeguarding Consultant, Ann Corbett, had been completed but that no date had yet been agreed for a full local authority safeguarding audit to be undertaken.</p> <p>RECEIVED</p>	
9.	<p><u>OFSTED</u></p> <p>a) <u>Website Audit & Actions</u></p> <p>Markus Grindel-Parente (MGP) reported that the audit of the school website had been completed using the template published by the local authority detailing the information required to be published.</p> <p>Governors were informed that a small number of minor areas were identified as needing revision and that action on these were under way including publishing a revised Charging & Remissions Policy once this had been approved.</p> <p>Governors noted that responsibility for reviewing website content in future would lie with the Communications link governor.</p> <p>b) <u>GovernorHub</u></p> <p>Governors were reminded of the Governing Body Healthcheck function on GovernorHub and noted the report on self-assessment outcomes drawn from this with input from the Chair and MGP that had been circulated prior to the meeting. Governors noted that this tool was based on governance related detail contained within the Ofsted Inspection Framework, that the outcomes are RAG rated and that the majority of areas were assessed as 'Amber'.</p> <p>Governors were informed that the folder tree on GovernorHub had been rearranged to improve the ability to search for and access uploaded information. Governors were informed that it was now possible for GovernorHub to retain information on attendance of governors at meetings and that this detail should be added by committee chairs following committee meetings.</p> <p>c) <u>Statutory Policies & Documents</u></p> <p>Governors noted the copy of the Policy Tracker spreadsheet that had been circulated prior to the meeting and the detail contained within it on those policies requiring review and in some cases uploading to the school website and/or GovernorHub.</p> <p>MGP informed governors that he would be maintaining the information held in the Policy Tracker going forward.</p> <p>d) <u>Internal Audit</u></p> <p>Governors were informed that the formal Limited Assurance assessment of the school's financial procedures would be revised once actions and recommendations contained within the latest audit report had been fully</p>	<p>Helen Asquith</p> <p>Cttee Chairs</p>

		<u>ACTION</u>
	<p>actioned. Governors noted that further progress on these would be detailed in the minutes of the Finance & Personnel Committee meeting held on 14 March 2017 which would show very few items outstanding items with a 'red' assessment.</p> <p>RECEIVED</p>	
10.	<p><u>CHAIR'S REPORT</u></p> <p>A report from the Chair on activity undertaken since the last Full Governing Body meeting had been circulated prior to the meeting.</p> <p>RECEIVED</p>	
11.	<p><u>POLICY APPROVAL</u></p> <p>a) <u>Sex & Relationships Policy</u></p> <p>Governors noted that this policy, a copy of which had been circulated prior to the meeting, had been reviewed and approved by the Curriculum Committee at its meeting in March 2017.</p> <p>RECEIVED</p> <p>b) <u>Gifts & Hospitality Policy</u></p> <p>Governors considered the content of this policy, a copy of which had been circulated prior to the meeting.</p> <p>RESOLVED: to approve the Gifts & Hospitality Policy as presented at the meeting.</p> <p>c) <u>Safeguarding & Child Protection Policy</u></p> <p>Governors considered the content of this policy, a copy of which had been circulated prior to the meeting. Governors were reminded that this policy must be reviewed annually and can only be approved by the Full Governing Body.</p> <p>RESOLVED: to approve the Safeguarding & Child Protection Policy as presented at the meeting.</p> <p>d) <u>2016 National Governors' Association (NGA) Code of Conduct</u></p> <p>Governors noted that the NGA had published a revised Code of Conduct, a copy of which had been circulated prior to the meeting.</p> <p>RESOLVED: to approve and adopt the 2016 NGA Code of Conduct.</p>	
12.	<p><u>GOVERNORS' VISITS</u></p> <p>The following link governor visit reports were presented at the meeting.</p> <ul style="list-style-type: none"> • Inclusion Link Governor Visit Report - 25 January 2017; • Early Years Foundation Stage Link Governor Visit Report – 8 February 2017. <p>RECEIVED</p>	
13.	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p>Governors were provided with the opportunity to report on any training or development activity undertaken since the last Full Governing Body meeting.</p> <p>Sophie Bessemer reported on attending the Safer Recruitment training provided through Islington Governor Services on 27 January 2017.</p>	

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14.	<p><u>DATES OF FUTURE MEETINGS</u></p> <p>The following schedule of meetings for the remainder of the 2016/17 academic year had been previously agreed:</p> <ul style="list-style-type: none"> • Curriculum Committee – Tuesday 28 March 2017 at 8.30am; • Futurezone Academisation Briefing (HT, Chair & Vice Chairs) – Thursday 30 March 2017 at 7.00pm; • Finance & Personnel Committee – Wednesday 26 April 2017 at 8.45am; • Curriculum Committee – Tuesday 2 May 2017 at 8.30am; • Full Governing Body – Wednesday 10 May 2017 at 6.30pm; • Chairs Meeting – Tuesday 16 May 2017 at 6.30pm; • Vice Chairs Meeting – Tuesday 6 June 2017 at 6.30pm; • Full Governing Body – Wednesday 5 July 2017 at 6.30pm. 	
15.	<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> There was no other business to discuss.</p> <p>b) <u>Agenda Items for Future Meetings</u> There were no additional agenda items suggested for inclusion on the agenda of a future meeting.</p>	
16.	<p><u>CONFIDENTIAL ITEMS</u></p> <p>Minutes of confidential items are set out on page 931 and are available to governors only.</p>	

There being no further business, the Chair closed the meeting at 9.10pm.

CHAIR: _____

Matt Lake
Clerk to the Governors
Islington Governor Services

DATE: _____