

# HANOVER PRIMARY SCHOOL

Minutes of the meeting held in the school, Noel Road, Islington, London N1 8D on Wednesday 10 May 2017 at 6.30pm.

Present:

Luciana O’Flaherty	<b>Chair of Meeting</b>	Mirjam James
Jack Sloan	<b>Headteacher</b>	Eve Kirby
Helen Asquith		Rohini Pahl
Sophie Bessemer		Howard Revill
Tobi Goevert		Eleanor Riley
Markus Grindel-Parente		Rachel Thomas <b>(Chair)</b>

Also present:

Graham Burns	<b>Associate Member</b>	
Mel Burrows	<b>Business Manager</b>	
Polly Shields	<b>Deputy Headteacher</b>	
Michael Timney	<b>Associate Member</b>	
Matt Lake	<b>Clerk to the Governing Body</b>	

		<b><u>ACTION</u></b>
1.	<p><b><u>APOLOGIES/CONSENT FOR ABSENCE</u></b></p> <p>a) <u>Apologies Received</u> Apologies were received from Ross Neilson and Graham Pinnock in their capacity as governors and from Graham Burns in his capacity as an associate member.</p> <p>b) <u>Consent to Absence</u> <b>RESOLVED:</b> to consent to the absence of all those listed above.</p>	
2.	<p><b><u>COMPOSITION OF THE GOVERNING BODY, COMMITTEES AND LINK/LEAD GOVERNORS</u></b></p> <p>There were no changes in the composition of the governing body to report since the last Full Governing Body meeting.</p>	
3.	<p><b><u>BUDGET</u></b></p> <p>The minutes of the Finance &amp; Premises Committee meetings held on 14 March 2017 and 26 April 2017 had been circulated prior to the meeting. These were accompanied by a budget commentary on changes to the draft 2017/18 budget following the latter meeting and two budget scenarios, one of which including adjustments in line with the proposals in the DfE’s proposals for the introduction of a National Funding Formula (NFF) for schools in England.</p> <p>Governors noted that the committee had reviewed the proposed school budget in detail and that both scenarios projected relatively healthy revenue budget surpluses at the end of the 2017/18 financial year with the support of prudent cost estimates from the Business Manager.</p> <p>The Business Manager reported that the forward 5 year budget plans</p>	

		<b>ACTION</b>
	<p>presented contained known buildings and premises costs including ICT replacement requirements over this timeframe. The Business Manager informed governors that the proposals also took account of costs related to the introduction of the national Apprenticeship Levy and the local authority Waste Removal Levy and that she would be attending a budget scrutiny meeting with the local authority on 16 May 2017.</p> <p>A governor asked whether the budget proposals were based on an assumption of a full school roll in future years across all year groups. The Business Manager informed governors that the proposals did not include detail for nursery provision as this was subject to a separate funding system and that the main school budget figures were based on a full roll of 315 pupils from Reception to Year 6.</p> <p>A governor asked whether other schools were facing more stringent budget difficulties. The Business Manager commented that budget pressures had increased on some schools as a result of factors such as falling pupil rolls, relatively expensive teaching staff profiles and increases in national insurance and pension costs.</p> <p>A governor sought clarification on the level of risk arising from the proposed c£12,000 in-year deficit in 2017/18. The Business Manager reminded governors that an in-year deficit of c£28,000 had been originally proposed for the school's 2016/17 budget but that the financial year had ended with a revenue budget surplus of c£7,000 largely resulting from staffing changes that occurred during the year.</p> <p>A governor asked whether capital expenditure was linked to the budget proposal presented. The Business Manager reported that no capital expenditure was included in the budget proposal but noted that significant levels of expenditure would be required toward the cost of potential window repairs and boiler replacement in the immediate years ahead and that the separate capital budget of c£15,500 which was being carried forward would assist with these. However, regular low-level maintenance work such as painting and redecoration had been accounted for in the revenue budget proposals presented at the meeting.</p> <p>The Headteacher expressed his thanks to the Business Manager for her work in managing the school's finances and presenting robust detailed budget proposals.</p> <p><b>RESOLVED:</b> to approve the 2017/18 school budget as presented at the meeting and to delegate authority to the Finance &amp; Personnel Committee for any further amendments required prior to submission to the local authority by 31 May 2017.</p>	
4.	<p><b><u>SUCCESSION PLANNING</u></b></p> <p>a) <u>Co-opted Governors</u></p> <p>Governors were informed of the intention of Eleanor Riley to resign as a co-opted governor at the end of the 2016/17 academic year and noted that this would leave two co-opted positions vacant.</p> <p>The Chair reported that following the last completion of a skills audit across the governing body and the advertising of the vacant co-opted governor positions a number of prospective applicants had been interviewed by the Headteacher and Chair prior to being recommended for appointment at the meeting.</p> <p>The Chair provided detail to governors on the two prospective co-opted governors noting that subject to agreement by the governing body one could be</p>	

		<b>ACTION</b>
	<p>appointed immediately and one appointed to succeed Eleanor Riley at the end of her term as a co-opted governor. Governors noted that the proposed applicants possessed business experience and charitable chairing experience between them.</p> <p>After discussion, governors were of the opinion that both Helen Dent and Gareth Williams possessed the skills required to contribute to the effective governance and success of the school.</p> <p><b>RESOLVED:</b> to appoint Helen Dent as a co-opted governor for a four-year period ending 9 May 2021.</p> <p><b>RESOLVED:</b> to appoint Gareth Williams as an associate member with immediate effect and as a co-opted governor for a four-year period effective from 21 July 2017.</p> <p>b) <u>Committees / Link Governors</u></p> <p>Governors agreed the following changes to committee membership and link governor responsibilities.</p> <ul style="list-style-type: none"> <li>• Mirjam James appointed as Chair of Curriculum Committee following the resignation of Eleanor Riley;</li> <li>• Sophie Bessemer appointed as Vice Chair of Curriculum Committee following the resignation of Eleanor Riley;</li> <li>• Rohini Pahl appointed as Vice Chair of School Community Committee;</li> <li>• Helen Dent to be added to the membership of the Premises Committee;</li> <li>• Gareth Williams to be added to the membership of the Finance &amp; Personnel Committee.</li> </ul> <p>The Chair reminded governors of her intention to step down as Chair from the start of the 2017/18 academic year and reported that it was intended to present proposals for the election of a new Chair at the next Full Governing Body meeting in July 2017.</p> <p><b>RECEIVED</b></p>	<p><b>Next FGB July 2017</b></p>
5.	<p><b><u>OFSTED / SELF EVALUATION FORM (SEF)</u></b></p> <p>The latest update of the SEF summary report for May 2017 had been circulated prior to the meeting.</p> <p>In addition, the Chair reported that she and the Vice Chairs had completed the Health Check held on GovernorHub and noted the need for governors to be able to rigorously examine data presented to the governing body and to have a good understanding of new curriculum expectations and assessment processes.</p> <p>Governors were informed that at the Data Scrutiny Visit the Headteacher would provide a presentation on pupil progress and attainment data including detail on each year group and the sources of evidence on which progress and attainment assessments are based. The Chair would collate information on confirmed attendees and questions to be raised by governors prior to the visit to allow the Headteacher to address these directly.</p>	<p><b>Chair</b></p>
6.	<p><b><u>REGISTER OF BUSINESS INTERESTS FORM (ANNUAL UPDATE)</u></b></p> <p>An annual Declarations of Interest form had been circulated to governors prior to the meeting and governors were asked to complete the form and return it to the clerk for the annual update of the register of business interests of the governing body.</p>	

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	<p>Governors were reminded that they have a continuing duty to declare any changes to their interests in the period between the annual updates.</p> <p>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>	
7.	<p><b><u>MINUTES AND MATTERS ARISING FROM THE MINUTES</u></b></p> <p>Minutes of the meeting held on 17 March 2017 had been circulated to governors prior to the meeting.</p> <p>a) <u>Accuracy</u></p> <p>There were no amendments.</p> <p><b>RESOLVED:</b> that the minutes be signed as an accurate record of the meeting.</p> <p>b) <u>Matters Arising / Actions</u></p> <p>There were no matters arising in addition to those on the agenda. Governors reviewed the action point list from the last meeting and noted the following updates on some of these.</p> <ul style="list-style-type: none"> <li>• Invitations to future governing body meetings to be issued to Ellen Cawthra as a representative of the school's support staff;</li> <li>• Website activity log to be completed;</li> <li>• Approved minutes of November 2016 Full Governing Body meeting to be signed by Chair and uploaded to GovernorHub;</li> <li>• Pupil progress and attainment data to be reported in Headteacher's Report at July 2017 meeting;</li> <li>• Governor access to Raise Online to be confirmed by the Headteacher;</li> <li>• Maths link governor visit date to be agreed;</li> <li>• Governor Visits Policy to be reviewed at the July 2017 meeting;</li> <li>• Information on all training undertaken by governors to be recorded on GovernorHub.</li> </ul> <p><b>RECEIVED</b></p>	<p><b>Clerk</b></p> <p><b>Clerk / Chair</b></p> <p><b>Headteacher</b></p> <p><b>Headteacher</b></p> <p><b>Helen Asquith</b></p>
8.	<p><b><u>REPORT BACK FROM COMMITTEES</u></b></p> <p>Governors were reminded that each committee is required to produce formal minutes for approval by the governing body.</p> <p>a) <u>Premises Committee – 3 March 2017</u></p> <p>The minutes of the above meeting of the committee were presented at the meeting.</p> <p>The Committee Chair reported that initial input from an external adviser had been received on designs for the Early Years playground including site visits involving both the Headteacher and Deputy Headteacher. Governors noted that fundraising strategies would be explored to support individual projects going forward.</p> <p><b>RECEIVED</b></p> <p>b) <u>Curriculum Committee – 28 March 2017 &amp; 9 May 2017</u></p> <p>The minutes of the above meetings of the committee were available to view on GovernorHub and would be formally presented at a future Full Governing Body meeting.</p>	<p><b>Curriculum Cttee Chair</b></p>

		<b>ACTION</b>
	<p>The Committee Chair reported that the committee had focused at recent meetings on the quality of teaching across the school and ensuring teachers are allocated in the most appropriate areas of the school in relation to their individual skills and expertise.</p> <p><b>RECEIVED</b></p> <p>c) <u>School Community Committee</u></p> <p>Governors were informed that the next meeting of the committee would be held on 19 May 2017.</p> <p>Governors discussed the future focus and purpose of the committee, asked for detail on the operation of similar committees with similar areas of responsibility by other governing bodies and agreed to review the committee's terms of reference at the next Full Governing Body meeting in July 2017.</p> <p><b>RECEIVED</b></p> <p>d) <u>Equalities Meeting – 21 April 2017</u></p> <p>The minutes of the above meeting had been circulated prior to the meeting and governors noted that the actions arising remained ongoing.</p> <p><b>RECEIVED</b></p>	<p><b>Next FGB July 2017</b></p>
9.	<p><b><u>SAFEGUARDING</u></b></p> <p>The minutes and actions from the Termly Safeguarding Meeting held on 20 March 2017 had been circulated prior to the meeting.</p> <p>Governors were informed that the latest review of the Single Central Record (SCR) had been recently completed with the handover of link governor responsibility to Sophie Bessemer in process. The Chair commented that lots of work had been undertaken across the school by the Headteacher and Deputy Headteacher in ensuring that there was a high awareness of safeguarding amongst all staff.</p> <p>The Headteacher reported that the school had begun using a new software system to securely record safeguarding related information and to help with clearly identifying any patterns of behavioural concern in replacement of the paper based systems that had been in use within the school. The Headteacher commented that the new software was also delivering more secure means of communicating concerns to other agencies including Children's Social Care and the Police.</p> <p>The Headteacher informed governors that the new software had been introduced with Designated Safeguarding Leads (DSLs) three weeks previously and teaching staff in the week commencing 1 May 2017 whilst information from support staff was currently collated on paper records and entered into the software system. Teaching staff had positively welcomed the new system with the number of referrals increasing whilst it was proving useful to raise broader behaviour concerns for individual pupils as well as potential safeguarding issues.</p> <p>In response to a question, the Headteacher informed governors that the software had been validated and approved for use by the DfE and incorporated robust security to protect confidential personal data.</p> <p>A governor asked whether staff absent from school had read the most recently published update of the Statutory Guidance, Keeping Children Safe in</p>	

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	<p>Education, and had signed a declaration to that effect alongside all other staff. In reply, the Headteacher informed governors that of the three such staff at the school, one had signed a declaration whilst the other two had not yet returned to work at which point they would be requested to do so.</p> <p><b>RECEIVED</b></p>	
10.	<p><b><u>STRATEGIC PRIORITIES</u></b></p> <p>The Strategic Priorities action plan for 2016/17 had been circulated prior to the meeting.</p> <p>Governors noted that additional information on actions taken and completed was available to be added to the action plan in the Curriculum and Behaviour &amp; Attendance sections and that progress with the action plan would be reviewed at the next Full Governing Body meeting in July 2017.</p> <p><b>RECEIVED</b></p>	<p><b>Next FGB July 2017</b></p>
11.	<p><b><u>POLICY APPROVAL</u></b></p> <p>a) <u>Disciplinary Policy &amp; Procedure</u></p> <p>The latest updated proposed Disciplinary Policy &amp; Procedure based on the model published by Islington Schools HR in December 2016 had been circulated prior to the meeting.</p> <p>Governors were informed that the proposed policy had been reviewed by the Finance &amp; Personnel Committee at its meeting in March 2017 and that the committee recommended approval of the policy to the Full Governing Body.</p> <p><b>RESOLVED:</b> to approve the revised Disciplinary Policy &amp; Procedure as presented at the meeting.</p> <p>b) <u>Policy Tracker</u></p> <p>Governors reviewed the detail contained within the Policy Tracker and noted that the relevant committees were aware of those policies which were in need of being reviewed.</p> <p>Governors agreed that the Governors' Visits Policy and the Anti-Bullying Policy would be reviewed by Luciana O'Flaherty and the outgoing and incoming Safeguarding link governors respectively prior to formal consideration and approval.</p> <p><b>RECEIVED</b></p>	<p><b>Luciana O'Flaherty / Safeguarding Links</b></p>
12.	<p><b><u>CHAIR'S REPORT</u></b></p> <p>The Chair reported on the following actions since the last Full Governing Body meeting.</p> <ul style="list-style-type: none"> <li>• Actions related to the identification of potential new co-opted governors;</li> <li>• Approved an honorarium payment to the school cleaner.</li> </ul> <p>The Chair also reported that there had been two 1 day fixed term exclusions of children from the school and one incidence of the use of positive handling skills by a staff member.</p> <p>The following totals of harassment behaviour incidents were reported with more detail to be included in the Headteacher's Report to be presented at the next Full Governing Body meeting in July 2017.</p> <ul style="list-style-type: none"> <li>• 3 racist incidents;</li> </ul>	<p><b>Headteacher</b></p>

		<b>ACTION</b>
	<ul style="list-style-type: none"> <li>• 2 gender related incidents;</li> <li>• 1 homophobic incident;</li> <li>• 0 disablist incidents.</li> </ul> <p>The Chair informed governors that all three teaching posts that had been vacant had been successfully appointed to including the appointment of an experienced SENCO as a new Inclusion Lead.</p> <p><b>RECEIVED</b></p>	
13.	<p><b><u>GOVERNOR TRAINING AND DEVELOPMENT</u></b></p> <p>Governors were reminded to report all relevant training and development activity undertaken to the Training Link governor to allow for the creation of a comprehensive training record.</p> <p>The allocation of mentors to support the induction of newly appointed governors would be considered at the next meeting of the Chair and Vice Chairs.</p> <p><b>RECEIVED</b></p>	<p><b>All Governors</b></p> <p><b>Chair / Vice Chairs</b></p>
14.	<p><b><u>DATE OF FUTURE MEETINGS</u></b></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"> <li>• Chairs' Meeting – Tuesday 16 May 2017 at 6.30pm;</li> <li>• Headteacher performance mid-year review – Friday 19 May 2017 at 8.30am;</li> <li>• School Community Committee – Friday 19 May at 9am;</li> <li>• Vice Chairs' Meeting – Tuesday 6 June 2017 at 8am;</li> <li>• Data Scrutiny Visit – Friday 16 June 8.30am;</li> <li>• School Community Committee – Friday 30 June 9am;</li> <li>• Full Governing Body – Wednesday 5 July 2017 at 6.30pm.</li> </ul> <p>Governors agreed to consider a schedule of meetings for the 2017/18 academic year at the next Full Governing Body meeting in July 2017.</p> <p><b>RECEIVED</b></p>	<p><b>Next FGB July 2017</b></p>
15.	<p><b><u>OTHER BUSINESS, IF ANY, SINCE THE PREPARATION OF THE AGENDA AND AGENDA ITEMS FOR THE NEXT MEETING</u></b></p> <p>a) <u>Other Business</u></p> <p>There was no other business to discuss.</p> <p>b) <u>Agenda Items for Future Meetings</u></p> <p>Governors agreed that the following items be included on the agenda of the next Full Governing Body meeting in July 2017.</p> <ul style="list-style-type: none"> <li>• Academisation of Schools;</li> <li>• Early Years Report.</li> </ul>	
16.	<p><b><u>CONFIDENTIAL ITEMS</u></b></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: \_\_\_\_\_