



HANOVER PRIMARY SCHOOL

Minutes of the meeting held in the school, Noel Road, Islington, London N1 8BD on Wednesday 30 November 2016 at 6.30pm.

Present:

Rachel Thomas
Jack Sloan
Sophie Bessemer
Sonia Ferguson
Tobias Govert
Markus Grindel-Parente
Mirjam James

Chair
Headteacher

Ross Neilson
Luciana O’Flaherty
Rohini Pahl
Graham Pinnock
Howard Revill
Eleanor Riley

Also present:

Helen Asquith
Graham Burns
Polly Shields
Sally Taplin
Michael Timney
Matt Lake

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

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| 1. | <p><u>APOLOGIES/CONSENT FOR ABSENCE</u></p> <p>a) <u>Apologies Received</u> Apologies were received from Helen Asquith and Michael Timney in their capacity as Associate Members.</p> <p>b) <u>Consent to Absence</u> RESOLVED: to consent to the absence of Helen Asquith and Michael Timney.</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 resignation of Nicky Tricks as a co-opted governor with effect from 23 October 2016 was formally reported. The Chair expressed the thanks of the governing body for his positive contribution to the work of the governing body during his membership.</p> <p>ii) <u>Staff/Parent Governor Appointments</u> The appointment of Rohini Pahl as a parent governor for a four-year period ending 16 November 2020 following election by the parents was</p> | |

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| | <p>formally reported.</p> <p>iii) <u>Appointment of Associate Members</u></p> <p>Governors considered the appointment of Sally Taplin and Michael Timney as associate members for a four-year period ending 29 November 2020.</p> <p>The Chair reported that the field of applicants for the previously vacant parent governor position had been very strong and Sally Taplin and Michael Timney were amongst the unsuccessful candidates from the parent governor election but who both held skills relevant to assisting the work of the governing body.</p> <p>Governors were of the opinion that Sally Taplin and Michael Timney had the skills required to contribute to the effective governance and success of the school.</p> <p>RESOLVED: to appoint Sally Taplin and Michael Timney as associate members of the governing body for a four-year period ending 29 November 2020.</p> <p>iv) <u>Appointment of a Designated Governor for Looked After Children</u></p> <p>Governors noted that the proposal to consider appointing a designated governor for Looked After Children had arisen from a presentation delivered at the Islington Governors' Briefing held in September 2016. After consideration, governors agreed that this area of responsibility would lie within that of the existing role of link governor for Inclusion.</p> <p>b) <u>Committees</u></p> <p>There were no changes in the membership of committees agreed at the meeting and governors noted that the terms of reference of the committees would be reviewed at the Full Governing Body meeting to be held in March 2017.</p> <p>A copy of the terms of reference of the governing body and all of its committees had been circulated prior to the meeting and governors were reminded of the need to review and approve these annually.</p> <p>RESOLVED: to approve the terms of reference of the governing body and its committees as presented at the meeting.</p> <p>c) <u>Link/Lead Governors</u></p> <p>Governors noted that a full list of link governor responsibilities was available on GovernorHub and considered the appointment of a new link governor for Safeguarding to replace the Chair of Governors in this role.</p> <p>RESOLVED: to appoint Sophie Bessemer as link governor for Safeguarding in succession to the Chair of Governors for a two year period.</p> <p>d) <u>Headteacher Performance Management Panel</u></p> <p>Governors were reminded of the requirement to confirm the members of the Headteacher Performance Management Panel to conduct the Headteacher's annual appraisal and agree objectives for the year ahead with the support of the School Improvement Partner (SIP) with the annual review to be held on Tuesday 6 December 2016.</p> <p>RESOLVED: to appoint Sonia Ferguson, Ross Neilson and Rachel Thomas to the Headteacher Performance Management Panel with Luciana</p> | |

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| | <p>O'Flaherty as a reserve.</p> <p>e) <u>Declarations of Interest</u></p> <p>Governors were reminded of the need to declare any change to their interests since the last time that they completed an annual Declaration of Interests. 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>No new or revised declarations were presented at the meeting.</p> | |
| 3. | <p><u>ELECTIONS</u></p> <p>a) <u>Election of a Chair</u></p> <p>The governors considered the election of a Chair for the period ending with the first Full Governing Body meeting of the 2017/18 academic year.</p> <p>Rachel Thomas was nominated and seconded by Howard Revill and Eleanor Riley respectively.</p> <p>RESOLVED: There being no further nominations, Rachel Thomas was elected as Chair for the period ending with the first Full Governing Body meeting of the 2017/8 academic year.</p> <p>b) <u>Election of Vice-Chairs</u></p> <p>The governors considered the election of Vice-Chairs for the period ending with the first Full Governing Body meeting of the 2017/18 academic year.</p> <p>Sonia Ferguson, Markus Grindel-Parente and Luciana O'Flaherty were nominated and seconded.</p> <p>RESOLVED: There being no further nominations, Sonia Ferguson, Markus Grindel-Parente and Luciana O'Flaherty were elected as Vice-Chairs for the period ending with the first Full Governing Body meeting of the 2017/18 academic year.</p> <p>The Chair reminded governors that with these appointments after many years of service to the governing body Howard Revill would no longer be holding the position of Chair or Vice Chair of the governing body. Governors expressed their thanks for his work over many years and especially his excellence in leading the governing body.</p> | |
| 4. | <p><u>MINUTES AND MATTERS ARISING FROM THE MINUTES</u></p> <p>Minutes of the meeting held on 29 June 2016 had been circulated to governors prior to the meeting.</p> <p>a) <u>Accuracy</u></p> <p>The following amendments were agreed:</p> <p>i) <u>Page 905, Item 3 – Briefing on Academisation</u></p> <p>The word 'community' should be removed from the second line of the third paragraph of this section.</p> <p>RESOLVED: that the minutes, as amended, be signed as an accurate record of the meeting.</p> | |

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| | <p>b) <u>Matters Arising</u></p> <p>The following items were raised:</p> <p>i) <u>Page 906, Item 3 – Briefing on Academisation</u></p> <p>Governors agreed that a discussion be included as an agenda item at the Full Governing Body meeting in May 2017.</p> <p>ii) <u>Page 910, Item 10b – Extended Schools Policy</u></p> <p>Governors noted that the further review of this policy had not been included on the agenda for this meeting and would need to be reviewed at the next Full Governing Body meeting in May 2017.</p> <p>iii) <u>Page 910, Item 11a – Deputy Headteacher Recruitment</u></p> <p>The Chair reported that she had yet to write to Islington Schools HR to thank them for their support in the recruitment process.</p> | <p>FGB Meeting May 2017</p> <p>FGB Meeting May 2017</p> <p>Chair</p> |
| 5. | <p><u>REPORT BACK FROM PROJECT GROUP, COMMITTEES & GOVERNOR VISITS</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>Local Authority Meetings</u></p> <p>i) <u>Categorisation Meeting</u></p> <p>The notes written by the Chair of the annual categorisation meeting with representatives of the local authority School Improvement Service (SIS) held on 28 September 2016 during which the level of support to be provided to the school for the 2016-17 academic year had been discussed.</p> <p>The Chair reported that the school had been classified as ‘light touch’ for the level of support to be provided but informed governors that in line with the practice of the local authority for schools with a newly appointed Headteacher in post that the school would be supported by a Project Group which would meet every half term and be attended by representatives of core local authority service areas.</p> <p>ii) <u>Project Group Meeting – 17 October 2016</u></p> <p>The notes written by the Chair of the above meeting had been circulated prior to the meeting along with the minutes provided by the local authority.</p> <p>A governor asked for clarification on what was meant by a ‘radical review of the PP (Pupil Premium) budget. The Headteacher responded that this would include detailed review of activities undertaken with the support of PP funds and their effectiveness in improving progress and attainment of disadvantaged children. In addition discussions would be held with other schools about the effective use of PP funds including consideration of employing different approaches within the school.</p> <p>Governors noted that the Curriculum Committee would review the application of PP funds at its next meeting and requested that detailed data be accessed on the successful use of these funds by other schools and as identified in research projects from bodies such as the Sutton Trust.</p> <p>The Chair asked whether the presentation by the local authority’s Head of Schools HR to staff on performance management had been delivered. The Headteacher informed governors that this had not yet taken place and that it was now planned for the spring or summer term 2017 alongside the next</p> | <p>Curriculum Committee</p> |

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| | <p>performance management cycle and agreed to invite governors to attend when arrangements had been finalised.</p> <p>Governors were reminded of the need to ensure that all DBS checks are completed for all governors and that risk assessments would be completed for all those waiting for these checks to be finalised.</p> <p>RECEIVED</p> <p>b) <u>Committees</u></p> <p>i) <u>Curriculum Committee – 21 June 2016</u></p> <p>The minutes of the above meeting were not available to present at the meeting and would be presented at a future Full Governing Body meeting.</p> <p>ii) <u>Premises Committee – 4 November 2016</u></p> <p>The minutes of the above meeting had been circulated prior to the meeting. Governors were informed that subsequent to the meeting £12,000 of funds had been successfully received from Tesco for improvements to the school football pitch and noted that improvements to the roof and Early Years playground areas would be the focus of potential future funding bids.</p> <p>iii) <u>Finance & Personnel Committee – 14 November 2016</u></p> <p>The minutes of the above meeting had been circulated prior to the meeting. Governors noted that the projection of an in-year revenue budget deficit of c£27,000 was in line with the terms of the originally agreed budget for the 2016/17 financial year and would be supported by a carried forward surplus from 2015/16 of £72,000.</p> <p>Governors noted the increasing budgetary pressures on the school including the likely impact of the proposed terms of the National Funding Formula (NFF) by the DfE from April 2018.</p> <p>A governor asked for clarification as to the point at which revenue budget deficit projections should be a cause of concern for governors. The Committee Chair informed governors that current projections for the next three financial years were for the school budget to remain in balance but that these did not include the impact of the specific detail of the NFF on the school budget when this becomes available.</p> <p>In response to a question from the Chair, governors were informed that it was intended to complete the Equalities Objectives for 2016/17 by the end of the autumn term 2016.</p> <p>RECEIVED</p> | <p>ACTION</p> <p>Headteacher</p> <p>Safeguarding Link / Headteacher</p> <p>Howard Reville / Sonia Ferguson</p> |
| 6. | <p><u>SAFEGUARDING</u></p> <p>The minutes of the Termly Safeguarding Meeting held on 18 March 2016 were formally presented at the meeting.</p> <p>Governors were informed that Safeguarding and Safer Recruitment training for Sophie Bessemer following her appointment as link governor for Safeguarding had been arranged and would be completed in the near future. Governors also noted that a local authority led safeguarding audit of the school's policies and procedures would be undertaken shortly.</p> <p>Governors considered the annual report on safeguarding and safer recruitment for the 2015/16 academic year which had been circulated to governors prior to</p> | |

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| | <p>the meeting.</p> <p>RESOLVED: that the annual report on safeguarding and safer recruitment for the 2015/16 academic year be approved in principle with final detail to be completed by the Headteacher, Chair and Safeguarding Link Governor following the meeting prior to submission to the local authority with the final version uploaded to GovernorHub for reference.</p> | <p>Safeguarding Link Governor</p> |
| 7. | <p><u>SUCCESSION PLANNING</u></p> <p>A summary paper highlighting the need to ensure stability in core areas of the work of the governing body written by the Chair had been circulated prior to the meeting.</p> <p>Governors noted the proposals contained within the paper recommending the shadowing of governors undertaking core responsibilities and introducing time limits for some or all individual link governor responsibilities of two years as a means of sharing knowledge and skills across the governing body.</p> <p>The Chair highlighted the proposal to increase the role and activity of Vice Chairs and Committee Chairs as a means of sharing workload and governors noted the increasing need to provide evidence of activities undertaken by governors. It was agreed that more effective use should be made of GovernorHub to store and record activity, meetings and related reports and documents.</p> <p>The Chair agreed to meet with the three newly elected Vice Chairs to agree upon activity and document storage protocols to implement in respect of using GovernorHub as a supportive resource for the governing body with a paper outlining these to be presented at the next Full Governing Body meeting.</p> <p>RECEIVED</p> | <p>Chair / Vice Chairs</p> |
| 8. | <p><u>STRATEGIC DIRECTION</u></p> <p>The minutes of the Governors Strategy Meeting held on 15 October 2016 had been circulated prior to the meeting along with a Vision and Priorities summary paper which encapsulated those agreed in the meeting.</p> <p>Governors approved the content of the Vision and Priorities summary paper and agreed to use these to support setting termly priorities for each committee with work plans for each to be shared at the next Full Governing Body meeting.</p> <p>Governors were informed that consideration was being given to the structure and composition of the School Community Committee with proposals on changes to be presented to the next Full Governing Body meeting.</p> <p>Governors were informed that in respect of the areas of responsibility covered by the Curriculum Committee a review of progress and attainment in Maths is to be reported to the committee in January 2017 building on baseline data and a termly review of pupil progress data.</p> <p>Governors agreed to receive the following schedule of updates at Full Governing Body meetings through the remainder of the 2016/17 academic year.</p> <ul style="list-style-type: none"> • Maths in March 2017; • Early Years/Key Stage 1 in May 2017; • Growth Mindset in July 2017. | <p>Committee Chairs</p> <p>Ross Neilson</p> <p>Headteacher</p> |

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| | <p>Governors also agreed that preparation for future Ofsted inspections should be a standing item on Full Governing Body meeting agendas.</p> <p>Governors noted the need for all committees to appoint Vice Chairs as detailed in their respective terms of reference.</p> <p>RECEIVED</p> | <p>Chair / Clerk</p> <p>Ctte Chairs</p> |
| 9. | <p><u>PLAN FOR IMPROVED DATA MONITORING AND POLICY IMPLEMENTATION & HEADTEACHER'S REPORT</u></p> <p>The first report from the new substantive Headteacher to the governing body had been circulated prior to the meeting.</p> <p>Governors welcomed the data presented in the report on pupil progress and attainment and requested slightly more narrative detail to assist in providing context for the data including highlighting any potential areas of concern, how it is compiled by the Target Tracker software and projections for the end of the academic year. In addition, governors commented that it would be helpful to also include reference to progress against key areas requiring attention in comparison with Islington-wide and national averages.</p> <p>Governors requested that data for Year 6 combined attainment for Reading, Writing and Maths (RWM) be presented in future reports as this is a core element of the assessment made by DfE as to whether a school is defined as 'coasting'.</p> <p>Year 5 pupil data was presented at the meeting by the Headteacher in which he highlighted concerns for this year group with Writing and with the overall level of achievement of disadvantaged children for whom the school receives funding through the Pupil Premium. The Headteacher reported that the agency teacher covering one of the Year 5 classes had performed well, demonstrated commitment to the role and would be formally observed shortly.</p> <p>The Headteacher drew the attention of governors to the proposal to employ an innovative 1:1 online support programme as part of a restructuring of Maths support to identified Year 5 & 6 children alongside focused training for teaching staff. The Headteacher informed governors that the proposed online tutoring programme would provide consistent support to children with the detailed provision tailored to individual pupil needs by their teacher at a cost of £249 per pupil per term for 1 hour per week of support. In addition, the school has been offered the option of accessing a 14 week Year 6 SATs booster programme for up to 15 children at a cost of £3735 per term which could potentially be utilised to support Year 5 children following the completion of Key Stage 2 SATs.</p> <p>Governors noted that the school is seeking feedback from other schools with experience of using the same online tutoring programme.</p> <p>RESOLVED: to approve in principle the purchase of access to the proposed online 1:1 Maths tutoring programme with review of the arrangement to be undertaken by the Finance & Personnel Committee and the need for protocols for its operation to be developed and agreed.</p> | <p>Headteacher</p> <p>Finance & Personnel Cttee</p> |
| 10. | <p><u>OFSTED PREPARATION</u></p> <p>In preparation for a potential upcoming inspection of the school by Ofsted, governors considered the following items.</p> <p>Website Audit Template: Governors were reminded of the template that had</p> | |

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| | <p>been distributed by the local authority containing the details of all the information that is required to be published on the school website. Markus Grindel-Parente and Howard Revill agreed to review the school website to ensure that the required information was published.</p> <p>Edubase: Governors were informed that the uploading of the required information on the membership of the governing body to the Edubase database was in process.</p> <p>Pupil Premium: The latest Pupil Premium report had been completed and published.</p> <p>Sports Premium: The Finance & Personnel Committee would review the latest report on the application and impact of Sports Premium funding at its next meeting.</p> <p>RECEIVED</p> | <p>ACTION Markus Grindel / Howard Revill</p> <p>Finance & Premises Cttee</p> |
| 11. | <p><u>POLICY APPROVAL</u></p> <p>The following policies were presented for approval at the meeting having been circulated to governors beforehand.</p> <ul style="list-style-type: none"> • Teachers' Pay Policy 2016/17; • Safeguarding & Child Protection Policy 2016/17; • Inclusion & SEND Policy; • Sustainability Guidance. <p>RESOLVED: to approve all of the above policies as presented at the meeting.</p> | |
| 12. | <p><u>NGA CODE OF CONDUCT</u></p> <p>Governors were informed that the National Governors' Association (NGA) had published an updated 2016 Code of Conduct for governing bodies replacing the Code adopted by the governing body at its meeting on 25 November 2015.</p> <p>Governors agreed to consider the 2016 NGA Code of Conduct at the next Full Governing Body meeting in March 2017.</p> <p>RECEIVED</p> | <p>Next FGB Meeting</p> |
| 13. | <p><u>CHAIR'S REPORT</u></p> <p>A summary report on activity and correspondence undertaken by the Chair since the start of the 2016/17 academic year had been circulated prior to the meeting.</p> <p>There was no additional report from the Chair presented at the meeting.</p> <p>RECEIVED</p> | |
| 14. | <p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p>There were no additional reports on training or development activity undertaken by governors presented at the meeting.</p> <p>Governors were reminded that the next local authority termly Governors' Briefing would take place on Wednesday 11 January 2017 at 7.00pm.</p> <p>RECEIVED</p> | |
| 15. | <p><u>DATES OF FUTURE MEETINGS</u></p> <p>The following schedule of Full Governing Body meetings for the remainder of</p> | |

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| | <p>the 2016/17 academic year had been previously agreed.</p> <ul style="list-style-type: none"> • Wednesday 15 March 2017 at 6.30pm; • Wednesday 10 May 2017 at 6.30pm; • Wednesday 5 July 2017 at 6.30pm. | |
| 16. | <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 items suggested for inclusion on the agenda of a future meeting.</p> | |
| 17. | <p><u>CONFIDENTIAL ITEMS</u></p> <p>Minutes of confidential items are set out on page 921 and are available to governors only.</p> | |

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

CHAIR: _____

Matt Lake
Clerk to the Governors
Islington Governor Services

DATE: _____