



HANOVER PRIMARY SCHOOL

Minutes of the meeting of the Full Governing Body held in the school, Noel Road, Islington, London N1 8BD on 25 November 2015 at 6.30pm.

Present:

Rachel Thomas
Amanda Reese
Sophie Bessemer
Tobias Govert
Linh Gregory
Markus Grindel-Parente

Chair
Headteacher

Mirjam James
Ross Neilson
Luciana O`Flaherty
Graham Pinnock
Eleanor Riley

Also present:

Matt Lake
Helen Asquith
Melanie Burrows
Jack Sloan

Clerk
Associate Member
Observer, School Business Manager
Observer, Deputy Headteacher

		ACTION
1.	<p><u>APOLOGIES/CONSENT FOR ABSENCE</u></p> <p>a) <u>Apologies Received</u> Apologies were received from Graham Burns, Sonia Ferguson, Holly Hill, Howard Revill and Nicky Tricks.</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>A list of governors' names and addresses had been circulated to governors prior to the meeting.</p> <p>a) <u>Composition</u></p> <p>i) <u>Parent Governor Appointments</u> The appointment of Mirjam James as a parent governor for a four-year period ending 20 October 2019 following election by the parents was reported. Governors welcomed Mirjam James.</p> <p>Governors agreed that the unsuccessful candidate in the parent governor election should be considered as a possible associate member. The chair will circulate the skills audit information to remind governors of the areas of need.</p> <p>The Chair noted that there was still one co-opted governor vacancy</p>	Chair

	<p>– the intention is to appoint Helen Asquith to this position in 2016.</p> <p>b) <u>Conflicts 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 Register of Interests 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>	
3.	<p><u>MINUTES AND MATTERS ARISING FROM THE MINUTES</u></p> <p>Minutes of the meeting held on 16 September 2015 had been circulated to governors prior to the meeting.</p> <p>a) <u>Accuracy</u></p> <p>There were no amendments.</p> <p>RESOLVED: that the minutes be signed as a true record.</p> <p>b) <u>Matters arising</u></p> <p>The following items were raised:</p> <p>i) <u>Page 871, Item 4b)(i) – Governors` Visits</u></p> <p>It was reported that a date for the information session for governors on the new assessment systems had been set.</p> <p>ii) <u>Page 872, Item 7 – Strategic Direction</u></p> <p>In relation to reporting on the quality of teaching, governors were informed that a hard copy report with greater detail would be provided to the Finance & Personnel Committee and only headline information would be provided to governors at governing body meetings.</p> <p>iii) <u>Page 872-3, Item 7a – Vision for the School</u></p> <p>Governors were informed that the vision would be considered at the School Community Committee and would then be shared to staff for consideration.</p> <p>iv) <u>Page 874, Item 8b) – 2015 Schools HR Model Appraisal Policy</u></p> <p>Governors noted that the policy had been considered by the relevant committee and had been recommended for approval under a later item on the agenda of the meeting.</p> <p>v) <u>Page 875, Item 12a)(i) Headteacher Performance Management</u></p> <p>Governors were informed that the Headteacher Performance Management Panel would be meeting on 7 December 2015.</p>	
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>Finance & Personnel Committee</u></p> <p>Minutes of the meeting held on 5 November 2015 was circulated to governors prior to the meeting along with the latest quality of teaching report.</p> <p>Governors noted the decision to reduce the capital expenditure budget</p>	

	<p>and the planned contribution to capital from revenue to zero because of the deferral of planned capital spend items to the following year.</p> <p>A governor asked what the rationale was for deferring the purchase of the tablets to the following year. The Headteacher informed governors that the purchase had been deferred because the tablets were not yet compatible with the required software.</p> <p>RECEIVED</p> <p>b) <u>Curriculum Committee</u></p> <p>Minutes of the meeting held on 30 September 2015 had been circulated to governors prior to the meeting.</p> <p>Governors noted that an EYFS link governor was required and after discussion,</p> <p>RESOLVED: to appoint Mirjam James as the link governor for EYFS.</p> <p>Governors were informed that the committee had requested that the School Community Committee review the new homework tool with parents at its next meeting.</p> <p>RECEIVED</p> <p>c) <u>School Community Committee</u></p> <p>Minutes of the meeting held on 2 October 2015 had been circulated to governors prior to the meeting.</p> <p>Governors noted that the committee’s discussion at the meeting had focused on behaviour and attendance and considered the need for additional governors to join the committee. Governors agreed to appoint Linh Gregory to the committee.</p> <p>A governor asked whether there should be more representation from the Foundation Stage at meetings of the committee and the Headteacher agreed to encourage greater attendance from parents of children in the Foundation Stage.</p> <p>RECEIVED</p> <p>d) <u>Premises Committee</u></p> <p>Minutes of the meeting held on 16 October 2015 had been circulated to governors by e-mail prior to the meeting.</p> <p>Governors were informed that the committee was looking to develop a formal work plan incorporating regular reviews of the school premises and that agreed priorities are being acted upon.</p> <p>RESOLVED: that the committee minutes as presented be approved.</p> <p>The Chair informed governors that Sophie Bessemer would be compiling a review of governor activity throughout the year including items reviewed at committee level which can then be used in part to provide information to the wider school community on the work of the governing body through the school newsletter.</p>	<p>School Community Committee</p> <p>Headteacher</p>
5.	<p><u>HEADTEACHER’S REPORT</u></p> <p>A copy of the latest report to the governing body by the Headteacher had been circulated to all governors prior to the meeting.</p> <p>a) <u>Staffing</u></p>	

	<p>The Headteacher reported that a new part-time reception teacher had been appointed and that the music teacher would be leaving the school at the end of the autumn term with parents to be informed of this in the next school newsletter. The Headteacher informed governors that the school is considering the possibility of filling the music teacher position through the appointment of agency staff although the quality of potential applicants identified through this route to date has been disappointing.</p> <p>A governor asked whether it would be possible to share a music teacher with another school. The Headteacher noted that this was a possibility but that schools are frequently seeking such staff to work through the same times during the school week including providing PPA cover. The Headteacher informed governors that she was confident that a new music teacher would be in post for January 2016 with the new staff member also being responsible for managing the administration of individual student tuition and supporting the school choir.</p> <p>b) <u>Parent Survey</u></p> <p>Governors were provided with the collated results of the recently conducted parent survey at the meeting. A governor asked whether the results of previous parent surveys are available for comparison. The Headteacher informed governors that the last survey of parents undertaken had been through the information collated through Parent View at the time of the last Ofsted inspection of the school.</p> <p>Governors noted that the response rate to the survey was 28% and that the content will be reviewed in detail by the School community Committee with the aim of increasing the proportion of parents participating in future surveys. Governors proposed that a parent survey be conducted on a regular annual basis with consistent questions to allow for comparison over time and the Headteacher reminded governors that the school survey contains more questions than the Parent View survey.</p> <p>The Deputy Headteacher informed governors were informed that there had been a positive response since the start of the current academic year from parents in relation to the inclusivity and approachability of staff and the standard of behaviour in corridors.</p> <p>RECEIVED</p>	<p>School Community Committee</p>
<p>6.</p>	<p><u>STRATEGIC DIRECTION</u></p> <p>a) <u>Strategic Priorities</u></p> <p>The draft strategic priorities prepared after the last governing body meeting and the meeting of the chairs of committees were circulated to governors prior to the meeting.</p> <p>After discussion,</p> <p>RESOLVED: to agree the strategic priorities as presented.</p> <p>Governors were informed that the vision would be considered at the School Community Committee and would then be provided to staff for consideration. The vision would then be brought to the Spring 2016 governing body meeting for approval.</p> <p>b) <u>School Improvement Plans (SIPs)</u></p>	

	<p>The SIP sections relevant to the strategic priorities were circulated to governors prior to the meeting.</p> <p>Governors agreed that curriculum related SIP sections will be reviewed at the next meeting of the Curriculum Committee. Governors noted that the Curriculum Committee will review in-year pupil progress data later in the school year allowing time for new assessment tracking systems to be more fully embedded across the school.</p> <p>Governors agreed that the Behaviour and Attendance SIP sections would be considered by the School Community Committee.</p> <p>The Chair reminded committee chairs to ensure that relevant sections from the strategic priorities are included in each committee annual plans, that responsibilities held by committees and link governors are being progressed and that all papers from committee meetings are uploaded to GovernorHub.</p> <p>RECEIVED</p>	<p>Curriculum committee</p> <p>School Community Committee</p>
7.	<p>BRIEFING ON NEW ASSESSMENT AND TRACKING SYSTEM</p> <p>The Deputy Headteacher (DHT) provided governors with a presentation on the new assessment and tracking system. Slides were circulated to governors prior to the meeting.</p> <p>The DHT explained that following the abolition of levels and APS there was a new assessment and tracking system that focused on age related expectations. The target for children under the new system is for them to be secure in their age level expectations by the end of each year. KS1 and KS2 SATS tests will remain but there will no longer be any attainment benchmarks in place whilst the tests to be used will be similar albeit with an expectation of achieving higher levels of subject knowledge. Governors were also informed that an additional spelling and grammar (SPAG) assessment is to be introduced in KS1. The DHT explained the individual detailed tracking of pupil progress that is now in place throughout the school and provided governors with an example pupil summary report.</p> <p>The DHT explained to governors the need to ensure judgments made by teachers are consistent across the school and across other schools. To achieve this goal, the school will be monitoring the judgments of teachers within the school including reviewing the evidence used to support the judgments. This quality assurance process would be incorporated into the annual teacher performance assessment cycle with moderation of assessments taking place both in school through individual peer moderation and more broadly through schools in the Futurezone partnership. The DHT commented that the moderation work with the FutureZone schools is providing greater confidence that teaching staff are making robust judgments on expectations and pupil progress.</p> <p>The DHT explained that pupil progress meetings to review children individually would be conducted half-termly with the second meeting focusing on individual children including a range across disadvantaged and more able children and those with additional concerns. Governors were informed that the Target Tracker system now in place provides the opportunity for all teaching staff to view pupil data entered by all staff. A governor asked whether Teaching Assistants (TAs) would have access to the data held on Target Tracker and in response the DHT advised governors that as they are not expected to make data judgements themselves they will not have access to this but will continue to play an important role in providing detailed information to teachers to support the</p>	

	<p>judgements. In addition, the Headteacher reminded governors that all TAs have weekly meetings with teachers to review pupil progress and to carry out planning.</p> <p>A governor asked how the school would be reporting the data collated through Target Tracker to the governing body for monitoring purposes. Governors were informed that they would be provided with a summation of the tracking data including detail of the proportion of children attaining at age related expectations. The DHT advised governors that they would be able to access Target Tracker data but noted that governors needed to be mindful that children would be progressing through curriculum material in a structured manner such that at any given point individual children's data may indicate that they are below age related expectations in specific areas not through a lack of understanding but because they have not yet been full taught the specific topic.</p> <p>Governors noted the potential going forward for governors of different schools to meet to compare data produced from Target Tracker and how this is being presented and interpreted at different schools with the possibility of developing this through the Futurezone partnership.</p> <p>The DHT explained to governors that the new national curriculum guidelines contain a focus on 'mastery', by which is meant a focus on creating a depth of knowledge in the subject or skills for more able children in any given year group subject rather than merely moving children onto studying material intended for older year groups.</p> <p>Governors were reminded that it is not the role of the governing body to monitor individual pupil progress when accessing Target Tracker data but that understanding the process involved will be a useful aid to governors and particularly the members of the Curriculum Committee.</p> <p>A governor asked whether the collation and recording of data would have an impact on teacher workloads. The DHT commented that there is no requirement that teachers should access Target Tracker to enter data every day but that the majority do so with the system generating detailed information that is assisting teachers in conducting in-depth pupil progress reviews.</p> <p>RECEIVED</p>	
<p>8.</p>	<p><u>POLICY REVIEW</u></p> <p>a) <u>Code of Conduct for Governors</u></p> <p>A proposed code of conduct based on the NGA model code of conduct had been circulated to governors prior to the meeting.</p> <p>RESOLVED: to approve and adopt the proposed code of conduct.</p> <p>b) <u>Hanover Pay Policy</u></p> <p>The proposed policy had been circulated to governors prior to the meeting. Governors were informed that the Finance & Personnel Committee had reviewed the proposed policy at its November meeting and recommended its approval.</p> <p>RESOLVED: to approve and adopt the proposed policy.</p> <p>c) <u>Attendance Policy</u></p> <p>The proposed policy had been circulated to governors prior to the meeting. Governors were informed that the School Community Committee had reviewed the proposed policy at its October meeting</p>	

	<p>and recommended its approval.</p> <p>RESOLVED: to approve and adopt the proposed policy.</p> <p>d) <u>Information Policies</u></p> <p>i) <u>Access to Information Policy</u></p> <p>The proposed policy had been circulated to governors prior to the meeting.</p> <p>RESOLVED: to approve and adopt the proposed policy.</p> <p>ii) <u>Freedom of Information Publication Scheme</u></p> <p>The proposed scheme had been circulated to governors prior to the meeting.</p> <p>RESOLVED: to approve and adopt the proposed scheme.</p> <p>e) <u>Managing Medical Conditions Policy – for approval</u></p> <p>The proposed policy had been circulated to governors prior to the meeting.</p> <p>RESOLVED: to approve and adopt the proposed policy.</p> <p>Governors thanked Helen Asquith for her work on reviewing this policy.</p> <p>The school policy tracker had been circulated prior to the meeting and governors were provided with an update in relation to the following policies:</p> <ul style="list-style-type: none"> • Teacher Appraisal Policy – it was reported that the Finance and Personnel Committee had approved a revised Teacher Appraisal policy at its November meeting. • Behaviour Policy – it was reported that the policy had been reviewed by the School Community Committee and would be presented for approval at the Spring 2016 governing body meeting. • Gifted and Talented – governors were informed that this would be reviewed by Markus Grindel-Parente and Nicky Tricks and included in the Inclusion policy. • Extended Schools – it was noted that this policy had been sent to the School Community Committee for approval. • Lettings – it was noted that this policy had been passed to the School Business Manager for review. • Sex & Relationships Education (SRE) – it was reported that this policy had been reviewed and that it would need to be confirmed whether it had been considered by Curriculum Committee. 	<p>Spring 2016 FGB Meeting</p> <p>N Tricks / M Grindel</p> <p>School Comm Cttee</p> <p>SBM</p> <p>Curriculum Cttee</p>
9.	<p><u>GOVERNORS' VISITS</u></p> <p>Visits relevant to committee work or responsibilities would be reported to the relevant committee and received by the governing body through the committee minutes. All visits would also be recorded in the activity list with Sophie Bessemer.</p> <p>RECEIVED</p>	
10.	<p><u>CHAIR'S REPORT</u></p> <p>The Chair informed governors that the school had received a copy of a consultation on secondary school places which she would circulate to all</p>	

	governors following the meeting. RECEIVED	
11.	<p><u>GOVERNOR TRAINING AND DEVELOPMENT</u></p> <p>The following training was reported:</p> <ul style="list-style-type: none"> • A number of governors attended the school's safeguarding training; • Sophie Bessemer attended the Governor induction course provided through Islington Governor Services on 24 October 2015; • Rachel Thomas attended the "Taking the Chair" course provided through Islington Governor Services on 15 November 2015; and • Rachel Thomas and a number of governors attended the Islington Governors' termly briefing held on 30 September 2015. <p>Governors were reminded to inform Sophie Bessemer of their attendance at training to ensure that it was properly recorded.</p> <p>The Chair commented that discussions are developing around strengthening relationships between governors of schools within the FutureZone partnership including the possibility of holding sessions with speakers invited to address specific topics.</p> <p>Governors were reminded that the next Islington Governors' Briefing would take place at 7.00pm on Wednesday 13th January 2016.</p> <p>RECEIVED</p>	
12.	<p><u>DATE OF FUTURE MEETINGS</u></p> <p>Governors noted the following agreed schedule of governing body meetings for 2014/15:</p> <ul style="list-style-type: none"> • Wednesday 16 March 2016 at 6.30pm; • Wednesday 4 May 2016 at 6.30pm; and • Wednesday 6 July 2016 at 6.30pm. <p>The following meetings were also noted:</p> <ul style="list-style-type: none"> • Tuesday 1 December 2015 at 8:30am – Induction at school with new governors; • Friday 4 December 2015 at 8:30am – Inset Day; • Tuesday 8 December 2015 at 8:30am – Curriculum Committee; and • Monday 30 November 2015 at 8:30am – Finance & Personnel Committee. 	
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> There was no other business to discuss.</p> <p>b) <u>Agenda Items for the next meeting</u> There were no agenda items suggested.</p>	

14.	<u>CONFIDENTIAL ITEMS</u> There were no confidential items.	
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There being no further business, the Chair closed the meeting at 8:40pm.

CHAIR: _____

Matt Lake
Clerk to the Governors
Islington Governor Services

DATE: _____