

St Mary's CE Primary School, Rectory Gardens, N8 7QN

GOVERNING BODY MEETING

October 6th 2021

6.00 pm at Rectory Gardens

Foundation Governors – 7	Representative Governors - 5
The Rector of Hornsey (1 governor) ◇ Father Bruce Batstone Ex Officio	Parents (2 governors) * Dr Angela Loulopoulou 25/03/2024 * Ms Pamela Shor 24/11/2024
Hornsey Parochial Church Council (2 governors) ◇ Ms Jess Smart 22/03/2022 * Mr Ian Blaney 25/09/2023	Staff (2 governors) * Mr Calvin Henry Headteacher Ex Officio * Ms Harriet Frohock 15/12/2024
West Haringey Deanery Synod (2 governors) ◇ Mrs Charlotte Adlam 1/04/2024 * Mthr Mitzi James 1/7/2024	Local Education Authority (1 governor) * Mr Stuart Goldberg 28/09/2024
London Diocesan Board of Schools (2 governors) * Dr Venetia Brown 18/02/2023 * Mr Aaron Khan 18/02/2023	Associate Members ◇ Dr Feyisa Demie * Ms Alice Greenwell * Ms Becky Wildish
* Governor present ◇ Governor absent	

In attendance: Sophie Plimley (Clerk), Steve Baptiste (Deputy Headteacher), Sam Fennell (Assistant Headteacher)

Part One

Clerk chaired meeting until Chair was voted in

1. **Prayers** – Mthr Mitzi led prayers.
2. **Notified Absences** – Jess Smart, Charlotte Adlam, Feysia Demie (apologies received). Fr Bruce Batstone (apologies not received)
3. **Late agenda items** - none
4. **Governors' declarations of interest:**
 - a. Annual register of business interests – Clerk asked all governors to ensure their financial and business interests are up-to-date on GovernorHub. **Action – all**
 - b. Declarations of any interest specific to this agenda – none
5. **Election of GB Chair and Vice-Chair(s)**
 - a. Nominations for Chair received from Stuart Goldberg. FGB voted SG in as Chair for this academic year.
 - b. Nominations for Vice-Chair received from Ian Blaney and Charlotte Adlam. FGB voted IB and CA has Co Vice-Chairs for this academic year.
 - c. Stuart Goldberg took over chairing the meeting.

- 6. Associate Members** – terms of office and voting rights for Associate Members were reviewed and approved. Alice Greenwell, Feysia Demie and Becky Wildish who were Associate Members last year, have agreed to stand again. They were voted in for a one year term. The Chair thanked the Associate Members for volunteering their time and supporting the FGB in the governance of the school.

Aria Zavrou – Designated Safeguarding Lead joined the meeting to give Governors annual safeguarding training.

7. Safeguarding training – Aria Zavrou

- a. AZ reminded governors that safeguarding is the responsibility of all staff and governors.
- b. AZ took governors through a detailed presentation showing the key requirements of safeguarding in schools, reviewed the updated Keeping Children Safe in Education (KCSIE) 2021 guidance and discussed all aspects of safeguarding.
- c. Key points discussed:
 - i. Definition of safeguarding – safeguarding is ensuring the safety and promoting the welfare of children, protecting children from maltreatment; preventing impairment of children’s mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.
 - ii. Child protection - refers to activities undertaken by the school to protect children suffering from harm or likely to suffer from harm. A child includes anyone under the age of 18.
 - iii. Our safeguarding partners – are who the school works with to safeguard its pupils as set out in KCSIE are: the local authority; the local clinical commissioning group; and the chief officer of Police for the area that falls under the local authority.
 - iv. Staff safeguarding responsibilities - were reviewed in light of updated KCSIE 2021 guidance.
 - v. Governor safeguarding responsibilities – AZ reminded governors of their safeguarding responsibilities which are to:
 1. Take responsibility for strategic leadership with a whole school approach to the school’s safeguarding arrangements and ensure that these comply with their duties under legislation and have full regard to KCSIE 2021.
 2. Ensure that the school’s systems enable pupils to report what is happening to them.
 3. Ensure that the DSL is a senior member of staff, and they are given appropriate resources to conduct their duties.
 4. Ensure there is a nominated governor for safeguarding.
 5. Undertake safeguarding training and additional training on specific issues such as online safety.
 6. Take an active role in monitoring safeguarding arrangements.
 7. Governors must be subject to the same rigorous safer recruitment procedures as any other staff, including appropriate checks.

- vi. Procedures in school – AZ outlined the procedures for staff, governors and parents/carers to follow to report concerns as well as how external teams within the local authority support the school when there is a concern. AZ reminded governors that the Safeguarding and Child Protection Policy and KCSIE for the relevant year is always available on the school website for parents to access, and available from the school office, as well as information on how to report a concern. The policy is reviewed and updated annually.
- vii. Keeping Children Safe in Education 2021 – KCSIE 2021 outlines all safeguarding requirements that schools must have in place and covers a wide range of specific issues including (but not limited to): physical, emotional, sexual and neglect. AZ pointed out that KCSIE 2021 has expanded the guidance on issues such as peer-on-peer abuse and up-skirting as well as having introduced new areas such as modern slavery and cybercrime.
- viii. Suite of safeguarding policies - AZ outlined that the suite of safeguarding-related policies are being updated and would be circulated to all governors for review and approval.
 - 1. Safeguarding and Child Protection Policy 2021. AZ explained the revised policy is based on a template issues by the local authority and is written with all aspects of KCSIE 2021 included.
 - 2. Anti-Bullying policy
 - 3. Designated teacher policy for looked after and previously looked after children
 - 4. Managing allegations of peer on peer abuse policy
 - 5. Private fostering policy
- ix. The FGB agreed to review all the policies within the next 10 days to allow them to review them fully. FGB agreed to vote on policies via private email to the Clerk to the Governors by 18th October. **Action – all**
 (Subsequent note – all policies noted above approved by the FGB via email voting by 18th October 2021)
- x. The governors thanked AZ for the detailed training session and AZ left the meeting at 6.45pm.

8. Chair's Introduction

- a. The Chair thanked the members of the FGB for their commitment to the school and governing body. He reminded the FGB of their role in governance. They should be:
 - i. **Effective** - Understand their role and carry it out effectively
 - ii. **Strategic** - Ensure the school has a clear vision, ethos, and strategic direction
 - iii. **Resource minded** - Ensure resources are well managed
 - iv. **Accountable** - Hold executive leaders (the Headteacher or CEO, for example) to account for educational performance and the performance management of staff
 - v. **Financial probity minded** - Oversee the financial performance of the school, and ensure money is well spent (including the pupil premium)
 - vi. **Statutory compliance minded**- Ensure the provider fulfils its statutory duties (like the ones placed on school by the Equality Act 2010, the 'Prevent' strategy or Keeping Children Safe in Education)

- vii. **Impact focused** - Ensure that the education the school provides has a positive impact on all its pupils
- b. Chair confirmed that a detailed evaluation of his effectiveness as Chair and the FGB as a whole would be undertaken at the end of this year and he was keen to foster a shared sense of purpose to continue to support the school effectively.

9. Management documents

- a. The Clerk outlined that the following documents had been updated to reflect current national guidance and asked all governors to log on to GovernorHub (the governors management tool) and individually confirm:
 - i. their Declarations of Interests
 - ii. that they had read and would abide by Keeping Children Safe in Education 2021
 - iii. that they would abide by the governing body's Code of Conduct which is based on the National Governance Association model Code of Conduct for governors.

Action – all

- b. Scheme of Delegation – reviewed and approved by governors.

10. Election of Committee Members – the makeup and membership of the following committees were discussed and then agreed as follows:

- a. Curriculum & Achievement Committee
 - Calvin Henry (Headteacher)
 - Charlotte Adlam
 - Stuart Goldberg
 - Jess Smart
 - Harriet Frohock
 - Feyisa Demie (Associate Member)
 - Becky Wildish (Associate Member)
 - Steve Baptiste (Deputy Headteacher) – invited staff
 - Sam Fennell (AHT) – invited staff
- b. Resources
 - Calvin Henry (Headteacher)
 - Ian Blaney
 - Aaron Khan
 - Stuart Goldberg
 - Venetia Brown
 - Alice Greenwell (Associate Member)
 - Helen Hutchings (School Business Manager) – invited staff
- c. Children, Families & Community
 - Fr Bruce Batstone
 - Angela Loulopoulou
 - Mthr Mitzi James
 - Pamela Shor
 - Steve Baptiste (DHT) – invited staff
 - Sam Fennell (AHT) – invited staff

- Aria Zavrou (Inclusion Manager) – invited staff
- Bea Fenton (School Home Support Practitioner) – invited staff

d. Strategic Steering Group (SSG)

- Calvin Henry (Headteacher)
- Stuart Goldberg
- Fr Bruce Batstone
- Ian Blaney
- Charlotte Adlam
- Becky Wildish (Associate Member)

e. SIAMS Working Group

- Calvin Henry (Headteacher)
- Stuart Goldberg
- Fr Bruce Batstone
- Mthr Mitzi James
- Katie Harris (RE Lead) – invited staff

11. Election of Link Governors – the role and responsibilities of Link governors were discussed and agreed and the following was approved:

- | | |
|-------------------------------|--------------------|
| • Upper Phase (Year 5 & 6) | Feysia Demie |
| • Middle Phase (Year 3 & 4) | Angela Loulopoulou |
| • Lower Phase (Year 1 & Y2) | Stuart Goldberg |
| • Nursery/EYFS | Aaron Khan |
| • Safeguarding & E-Safety | Stuart Goldberg |
| • SEND & Disadvantaged groups | Charlotte Adlam |
| • BAME | Venetia Brown |
| • SIAMS | Fr Bruce Batstone |
| • Finance & Premises | Ian Blaney |
| • Whistleblowing | Ian Blaney |
| • HR | Alice Greenwell |
| • Mental Health & Wellbeing | Mthr Mitzi James |
| • RSHE | Becky Wildish |

12. Minutes of Part One of the previous FGB meeting on 7.7.21 - reviewed and approved

13. Matters arising from minutes not on this agenda - none

14. Headteacher report

- a. The first few weeks of term have gone very smoothly and the children have settled well. A few families have not returned this term due to Covid and also Brexit and this is now reflected in our pupil numbers of 425 children on roll (excluding nursery). There are spaces across the school which is also reflective of other schools in London at this current time.

- b. The staff inset day at the start of term was focused on safeguarding training and diversifying the curriculum.
- c. The school has updated its Covid Risk Assessment document and also developed an Outbreak Management Plan in line with government and local authority guidance to implement in the event of a wider outbreak of Covid in the school. We have not yet had to implement the OMP and would keep families closely updated in the event that it does.
- d. The school will be taking part in the national school census tomorrow which drives our budget for the coming year (April 22/23). Having fewer children on roll and in addition to a further reduction of another class next year (when 3 forms of Y6 leave, but only 2 forms of Reception join the school) will increase the financial pressures on the school going forward.
- e. HT outlined the key School Development Priorities for the academic year 2021-2022:

QUALITY OF EDUCATION

- ❖ Implement a well-planned and well-sequenced curriculum which allows children to know more and remember more so that they make at least good progress and achieve at least in line with age-related expectations
- ❖ Further improve the quality of education so that teachers and teaching assistant pedagogy impacts positively on the quality of teaching provided, enabling all children to thrive.
- ❖ Implement bespoke interventions for children with special educational needs and/or disabilities and those who need to catch up with missed learning, including EAL children.
- ❖ Improve the quality of our Early Year's offer by successfully implementing new national initiatives.

BEHAVIOUR & ATTITUDES/PERSONAL DEVELOPMENT

- ❖ Improve attendance and punctuality so that it is at least in line with national average figures.
- ❖ Further support and improve the mental health, personal development and well-being of children and staff.

LEADERSHIP & MANAGEMENT

- ❖ Reintroduce and implement new strategies to re-engage with families and the wider school community
- ❖ Prepare for and achieve a successful SIAMS (Statutory Inspection of Anglican & Methodist Schools) inspection outcome.
- ❖ Further improve leadership capacity at all levels, including governance.
- ❖ Implement a 5 year strategic plan for St Mary's to ensure long-term financial and resource stability in light of a reducing school roll.

- f. The governors discussed and approved the priorities set out by the HT and suggested that either committees or individual governors should 'own' each priority to help the school drive each priority forward. **CofG to allocate 'ownership' of each priority to governors.**

Action – CofG

- g. School Self Evaluation – reviewed and discussed.
- h. School Development Plan – Draft 1 was reviewed by governors and the HT confirmed it would be updated and distributed to the FGB termly. HT confirmed that at the end of each year each area of the SDP would be evaluated for success and this would help in planning for

the coming year. Some areas have been rolled forward due to the impact of the pandemic. All aspect / subject leaders have contributed their action plans which have informed the development of the SDP. It has also been fully costed.

- i. Discussion about the development of a more inclusive curriculum and that the focus should not only be on BAME issues. **Governors discussed and agreed that the BAME Link governor role should renamed Link governor for Equality, Diversity & Inclusion Action – Clerk**

15. Policies for review and approval

- i. Suite of Safeguarding Policies – see item 7c ix above
 - 1. Safeguarding and Child Protection policy 2021
 - 2. Anti –Bullying Policy
 - 3. Designated teacher policy for looked after and previously looked after children
 - 4. Managing allegations of peer on peer abuse policy
- ii. Staff Grievance Policy (LDBS) – reviewed and approved
- iii. Staff Disciplinary Policy (LDBS) – reviewed and approved
- iv. Staff Sickness Absence Management Policy (LDBS) – reviewed and approved
- v. Staff Capability Policy (LDBS) – reviewed and approved.

16. Chair’s items

- a. **Ofsted update** – Chair had recently attended HEP Ofsted training and updated the governors on the four key areas that inspectors would review: Quality of Education, Behaviour and Attendance, Personal Development and Leadership and Management. Key focus is on Quality of Education and specifically on the intent, implementation and impact of this.

DHT/AHT left the meeting

7.45pm - End of Part One of the meeting.

Actions	Who
GovernorHub confirmations – all governors to ensure: <ul style="list-style-type: none"> • their financial and business interests declarations are up-to-date • they have read and confirmed they would abide by Keeping Children Safe in Education 2021 • confirmed they would abide by the FGB’s Code of Conduct 	All
FGB to review all safeguarding related policies by 18 th October and send private email to Clerk with vote of approval or not etc.	All
CofG to allocate ‘ownership’ of each key school improvement priority to governors	CofG
BAME Link governor role to be renamed Link governor for Equality, Diversity & Inclusion	Clerk