

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

GOVERNING BODY MEETING

6th July 2022

6.00 pm - at school

<u>Foundation Governors – 7</u>	<u>Representative Governors - 5</u>
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: Steve Baptiste (Deputy Headteacher), Chris Lambert (Clerk)

Part One

1. **Prayers** – opening prayers led by IB
2. **Notified Absences** – apologies received from all those absent, as recorded.
3. **Late agenda items** - none
4. **Governors' declarations of interest:**
 - a. Annual register of business interests – Clerk confirmed that governors declarations on GovernorHub were up-to-date
 - b. Declarations of any interest specific to this agenda – none
5. **Chair's opening remarks**
The Chair raised no additional points.
6. **Minutes of Part One of the previous FGB meeting on 20.04.22** – reviewed and approved. Chair to sign minutes on GovernorHub. **Action – CofG**
7. **Matters Arising from the previous FGB meeting**

Actions	Update
Chair of Governors to sign minutes of 8 th December 2021 meeting on GovernorHub	Completed
CH to provide a further data management report to July FGB	On agenda
Punctuality strategy on the next FGB agenda	On agenda
AL to speak to the PSA to improve PSA and FGB communications	On going
Governors were asked to attend some of the summer term events to help raise their profile in the school and parent community	On going; SG, BW, AL have attended events
FGB to receive a report at next FGB on the strategy for improving punctuality	On agenda
FGB to receive an update report on the school's cyber strategy at the next meeting	On agenda

8. Committee updates

Minutes of committee meetings:

- i. Resources – Minutes from 11.5.22 were reviewed and noted. No questions raised.
- ii. Curriculum & Achievement – Minutes from 14.06.22 were reviewed and noted. No questions raised.
- iii. Children, Families & Community – Minutes from 08.06.22 were reviewed and noted. No questions raised.

9. Headteacher's Report

The HT's Report had been circulated, for information. Governors noted:

(i) The Y6 SATs results had been posted to Governorhub.

EYFS: GLD 64%; Reading 65%; Writing 65%; Maths 79%. The national averages have not yet been published so no comparisons possible. These results whilst encouraging are below the results achieved by the school in 2018 and 2019. Link Governor AK will review the results on his next visit. **Action: AK**

Phonics: Y1 84%, Y2 92%; governors were pleased to note these excellent results are comparable to those achieved in 2018 and 2019.

KS1: Expected % were below those of 2018 and 2019 but in line with predictions. Greater Depth % were broadly in line with 2018 and 2019. Governors noted how the results of one or two pupils could skew the percentages. Governors were pleased to note a good set of results.

KS2: the school achieved a very positive set of results with a cohort of 72 pupils. Expected % above 2019 results: Greater Depth % in line with 2019 outcomes.

CH reported that the results were a confirmation of all the hard work of staff and pupils in the past year; the Maths EXS at 64% were below National average (71%) and it was agreed that this subject would be a focus for improvement in 2022/23. It was noted the LBH results, and the national averages were not yet

available. Governors were impressed by the results and thanked staff for their efforts on behalf of the pupils.

(ii) The Ofsted Report: on the agenda

(iii) The Safeguarding audit was completed by Sally Moore (LDBS); the report is on Governorhub. The school is addressing the various recommendations and action points.

(iv) An interim AHT has been appointed – an internal candidate. Given the timing of this appointment the role is interim pending an external recruitment process in the Autumn.

(v) The staffing structure for 2022/23 was noted; 3 teachers due to retire in July and appointments made to all vacant roles

10. **SDP and GB priority issues**

Governors reviewed the School Development Plan with reference to the 10 priorities covering Quality of Education (1-4), Behaviour and Attitudes (5-6) and Leadership and Management (7-10). A RAG rating system had been used to identify progress and highlight areas for continued development. The Red/Amber /Green system was considered a relatively blunt approach and CH agreed to consider alternative means of rating progress. **Action CH**

(1) Curriculum; Amber; some improvement made in implementing a well-planned and sequenced curriculum but there remains some inconsistency in terms of implementation. This is an ongoing area of development.

(2) Improve Quality of Education: Amber: the staff survey results suggest there is some disappointment on the rate of progress in this priority. It was suggested that this was a staff reaction to the recent Ofsted Inspection and subsequent report and not a proper reflection of the efforts being made.

(3) Planning: Amber: it was noted that planning still needs to improve further. Work in progress.

(4) Early Years Provision: Amber: progress has been good and the EYFS provision is good; on-going progress being made.

(5) Behaviour and Attitudes: Amber: noted; further detail in the HT's report.

(6) Leadership and Management: Amber: there was a need to reintroduce strategies to re-engage with families and the community. The parent survey produced positive feedback. The school's written communication to parents has been positively received.

Governors questioned the value of the SDP as a management tool and were pleased to note that how the Plan is used being the summation of external reports, subject lead plans and school workplans. As a single document the SDP is used for monitoring and assessment purposes, for reference and referral by Governors, SLT and external bodies and for use in teacher appraisals and target setting.

Governors were asked to appraise themselves of the key points in the SDP to better understand the school priorities.

11. **Attendance and Punctuality**

Governors noted the Attendance report presented by CH. Attendance YTD was 92.8% (363 pupils -excl Reception) which was comparable to the National average of 93%, reported by the Fisher Family Trust. It was noted that Y2 and Y5 cohorts were below the average but extended absence by even a few pupils skewed the results and overall attendance was very positive. Any longer term absence was being managed. Governors were pleased to note the analysis made of attendance across categories including

PP /Non-PP, SEND, EHCP, ethnicity and gender. It was agreed that attendance and punctuality were both important measures of school performance which would merit the attention of a Link Governor

Action: SG

12. **Cyber Security and Disaster Recovery Policy**

CH stated that the school now had a Cyber Security Policy based on the LBI Model Policy. The school is contracted with LBI IT support and Cnetso for both IT support and any disaster recovery situation. Governors were pleased to note the Incident Response Plan (with details of the Response team) and were reassured at the professional support available from Cnetso and LgFL, should it be required.

It was noted that once finalised the Disaster Recovery Policy would be presented to staff for adoption in September and updated annually.

Governors questioned the use of encryption of documents and the process for setting password. It was proposed that staff should be tested on their approach to email management and response to “odd” emails.

It was noted that Microsoft have the means to set levels of document security and CH was asked to investigate how this could be used at school. **Action: CH**

13. **Link Governor Roles**

Governors were invited to comment on a proposal to set a Link Governor for each of 15 subject areas covering all aspects of the school. SG explained that the Link Governor should be aware of the strengths and development opportunities in their subject areas and to be able to ask challenging questions of staff. It was noted that these link visits required time and governors might not be equally available.

It was suggested that some subjects could be reviewed at the C&A Committee. SG and CH agreed to discuss the Link Governor role and allocation of monitoring responsibilities further. **Action: SG /CH**

SG proposed that this be a point for discussion when he meets governors individually in September. The aim is to confirm Link roles at the FGB on 4 October.

14. **Governor Self Evaluation**

SG and CH had met Anne Messer (LDBS) to discuss how she could support governors complete a self-evaluation exercise. Governors noted the NGA questionnaire typically used to support such an exercise and considered its relevance to the GB. SG proposed that an independent assessment of the GB skills and experience as a governor would be useful in informing and helping to shape the GB for the future. Governors agreed that a process of self-reflection would be useful, and it was agreed that the GB would proceed with the self-evaluation supported by AM.

SG to send Governors the AM self-evaluation questionnaire. **Action SG**

15. **Targeted Interventions (TI) (verbal report by DHT, Steve Baptiste)**

(i) SB reported 184 pupils received a targeted intervention in 2021/22: some through the National Tutoring programme, others received additional support from staff. Interventions range from specific support about a concept or theme to a regular meeting to provide additional support or in-class support. A full analysis of the intervention record will be circulated to governors: **Action SB**

(ii) Funding to support TI was provided by the Covid Catch Up fund, from the Tutoring Grant, from Pupil Premium income, and post LAC funding. Funds were applied to support individual children appropriately to support them to achieve their age-related standard of education. Selection of pupils was based on the academic data, assessment records, teacher reports, and with reference to the Inclusion Lead. The targeted interventions occurred both pre and post school and during school when an external agency was the provider.

(iii) Governors were pleased to note the success rate achieved through the TI programme with 62% achieving age related expected standards in maths. A focus on those pupils could achieve Greater Depth

standard through TI was planned. The transition programme supporting pupils make the move from Y5 to Y6 would also be a point of focus in 2022/23.

(iv) Governors noted the creative ways used to encourage pupils to take part in TI programmes and of the success being achieved

16. **Any Other Business**
No matters raised

(DHT left the meeting)

End of Part One of meeting at 8.00pm

Actions	Who
Chair to sign Pt 1 Minutes of meeting of 20 April 2022	SG
CH agreed to consider alternative means of rating progress of the SDP priorities	CH
Link Governor AK will review the EYFS results on his next visit.	AK
It was agreed that there should be a Link Governor for Attendance and Punctuality	SG
Microsoft have the means to set levels of document security ; CH was asked to investigate its practical use at the school.	CH
SG and CH to discuss the link Governor role further.	SG/CH
SG to send Governors the AM self-evaluation questionnaire	SG
A full ana A full analysis of the intervention record will be circulated to governors	SB