

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

## GOVERNING BODY MEETING

20<sup>th</sup> April 2022

6.00 pm - at school

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

**In attendance:** Sophie Plimley (Clerk), Steve Baptiste (Deputy Headteacher), Chris Lambert (interim Clerk)

### Part One

1. **Prayers** – opening prayers led by CH
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**  
 SG stated that the school was preparing a briefing document for governors on the outcome of the recent Ofsted inspection. Discussions had been held with LDBS, LBH and HEP about the inspection and initial discussions had taken place with a law firm should the decision be made to challenge the Ofsted determination. The full Ofsted report was expected to be issued on 26 April and governors would be invited to a Zoom meeting to discuss the report thereafter.
6. **Minutes of Part One of the previous FGB meeting on 8.12.21** – reviewed and approved. Chair to sign minutes on GovernorHub. **Action - CofG**

## 7. Policies

- (i) SEN Information Report (SIR)
- (ii) SEND Policy

It was noted that the SIR and SEND Policy were both informed by the most recent LBH Guidance. Governors raised no additional queries but asked that Governor CA (SEND Link Governor) confirm her approval of the policies. Subject to CA approval the SIR and SEND policies were **approved**.

- (iii) Curriculum Policy

The curriculum policy had been discussed in detail at the C&A Committee and commended for its range and breadth of detail, being informative and supportive of the school curriculum. It was noted that the details of each subject reported on the website was consistent with that set out in the Policy. The Policy had been commended by the Committee for approval at FGB and after discussion was **approved**.

## 8. Committee updates

Minutes of committee meetings:

- i. Resources – from 26.1.22 and 16.3.22 were reviewed and noted. IB reported the school expects to return a surplus of £15,484 at year-end (31 March 2022) and with a carry forward reserve of £88,000 will take a cumulative surplus of c£104,000 into 2022/23. This is a better outturn than previously expected. Governors noted that a falling pupil roll, inflation, higher energy costs and no additional DfE funding for Catch Up will create budgetary pressures in the coming years.
- ii. Curriculum & Achievement – from 9.3.22 were reviewed and noted: phase reports had been completed and will be reviewed at the next meeting.
- iii. Children, Families & Community – from 8.12.21 and 9.2.22 were reviewed. It was noted that safeguarding and mental health had been core discussions. It was suggested that the school would benefit from having the governors on site more often, and being more present would raise their profile with parents. The recent Open Parent Day at both school sites was deemed to be successful, and parents were positive in their comments on the sites and what the school provides. The parent survey had provided valuable feedback. It was noted that there was a disconnect between the PSA and the GB and it was suggested that the FGB should engage more with the PSA as part of raising the governors' profile on site.

AL was asked to speak to the PSA to improve communications between the GB and PSA:

**Action: AL**

Governors asked about opportunities to attend some of the forthcoming events at school: CH to provide SG with a calendar of Summer term events: **Action CH**

It was noted that the CFC Committee Terms of Reference had been **approved**.

## 9. Headteacher's Report

- (i) The HT's Report had been circulated, for information. Governors raised no comments on the details within the Report but asked that a table of Acronyms be included for future reference.

(ii) The parents survey results were noted, for information. Governors were pleased that 100% would recommend the school to another parent. It was noted that 78 parents had completed the Ofsted on-line survey in the 24 hours prior to the inspection, with positive comments recorded.

(iii) Governors were reminded of the focus given by the DfE and Ofsted to the issue of pupil attendance.

(a) It was noted that pre-Covid the school average was 95.3%, close to the national average of 96% but not yet on target. During Covid the school tracked above the national average in most months.

(b) Persistent absence at school was 22% below the national average of 26%.

(c) Data is recorded by year group, age, gender, ethnicity, Free School Meals, pupil premium, SEND. The data supports individual case management of persistent absenteeism, providing support to families and pupils as required to encourage improved attendance. Two cases of persistent absence in Y5 and 1 in Y4 were noted. Governors asked for more detail on the data management service at the next meeting:

**Action CH**

(d) Authorised absence from school is very limited and prescribed for events such as doctor's appointments and visits to secondary schools.

(e) Attendance and the importance of punctuality is promoted at weekly assembly and in informal discussions with parents

(f) punctuality remains a concern among a few children and families and this pattern of behaviour continues to be monitored.

Governors asked for more details about the strategies being used to improve punctuality at the next FGB.

**Action: CH / SB**

AL responded to the Chair's request for a volunteer to become better informed of how data is used to drive improvements in attendance and punctuality.

## 10. Governor visit reports

The Chair thanked the link governors for their respective Visit Reports: EYFS – Feb 2022, Lower Phase – Jan 2022, Safeguarding – Jan 2022 and RSHE – March 2022. Governors were asked to complete at least two Visits in the academic year in their role as Link Governors.

## 11. Cybercrime

SG explained how he had been informed of the dramatic implications on a school in the event of a Cyber-attack on the IT systems. Given the serious implications of such an event Governors had asked the school to confirm its approach to the management of its IT systems regarding a possible Cyber-attack. A series of questions had been posed to which the school was asked to respond.

i Tell me about what precautions you have in place to keep the school secure from cyber and ransomware attacks: *we have firewall through LGFL and SOPHOS virus and malware protection on our server and devices.*

ii. How do you monitor whether the systems our school has in place are effective? *cyber security is managed by our service manager at Cnetso, our IT provider. £250,000 cyber cover for any one loss in any one membership year – through our RPA insurance.*

iii. How often do staff receive training in cyber security? What does this training cover? How do you know it's effective? *Cyber-security training provided by Lgfl to be attended by staff members including HT & SBM. Cyber security information sheet sent to staff in Friday business.*

iv. How do you back up the school's data? Are you confident it would remain unaffected if we had a ransomware attack? *Back-ups – Data is stored on the cloud (Google Drive) and encrypted secondary back up off site*

v. When did you last organise an audit which looked at cyber security specifically? *Cyber-security audits are completed regularly – last audit October 2021*

vi. Do you have an incident response plan in place which covers cyber incidents? Is it up to date? How do you know it's effective? Do you know who to contact if our school becomes the victim of a cyber incident? *Part of the school's Disaster Recovery Strategy. School also talks to HEP and LDBS for current guidance*

Governors were pleased to note the responses received to the questions but asked for a further report on the school's Cyber strategy in the context of the Disaster Recovery strategy at the next FGB: **Action : CH**

## 12. Changing Link Governor roles (LG's)

- a. SG proposed a transition from phase LG's to subject LG's: initially for EYFS, Reading, Writing and Maths. LG's would be initially informed by the subject detail in the Curriculum Policy and then by discussion with subject leads. It was suggested that a LG also be retained as a Phase LG.
- b. SG to discuss further with CH with the aim of confirming LG roles by July FGB and the launch of the new LG model in September 2022.

## 13. SIAMS SEF

- a. Deferred to the next FGB

## 14. Any Other Business

- a. A skills audit of the GB is proposed for Autumn term 2022. SG has invited consultant, Anne Messer to support the evaluation.

(DHT left the meeting)

End of Part One of meeting at 7.55pm

Actions	Who
Chair of Governors to sign minutes of 8 <sup>th</sup> December 2021 meeting on GovernorHub	CofG
CH to provide a further data management report to July FGB	CH
Punctuality strategy on the next FGB agenda	Clerk
AL to speak to the PSA to improve PSA and FGB communications	AL
Governors were asked to attend some of the Summer term events to help raise their profile in the school and parent community	FGB
FGB to receive a report at next FGB on the strategy for improving punctuality	CH
FGB to receive an update report on the school's cyber strategy at the next meeting	CH