

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

GOVERNING BODY MEETING

11 October 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
Hornsey Parochial Church Council (2 governors) # Ms Jess Smart 22/03/2026 Vacant	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 # Mr Ian Blaney
* Governor present # Governor absent	

In attendance: Aria Zavrou (Safeguarding training); Chris Lambert (Clerk)

Part One

1. **Prayers** – opening prayers led by Mthr MJ
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 – governors were asked to complete their annual declaration of business interests on governorhub by Friday 14 October
 - b) Declarations of any interest specific to this agenda – none
5. **Election of Chair and Vice Chairs**
 SG stated that he was standing down as Chair of Governors and as a governor at the end of this meeting. LDBS had been informed and were actively seeking a new Chair of Governors. In the interim an Acting Chair was to be appointed:
 SG proposed CA as the Acting Chair; VB seconded the proposal and with unanimous support **CA was elected Acting Chair of Governors**

 An Acting Vice Chair was proposed pending the appointment of the new Chair. SG proposed VB; this was seconded by BW and with unanimous approval **VB was elected Acting Vice Chair.**

6. Associate Members – 2022/23

(i) The election of Associate Members took place:

SG proposed; AK seconded and with unanimous approval **AG was elected Associate Governor**

CA proposed; BW seconded and with unanimous approval **FD was elected Associate Governor**

AK proposed; SG seconded and with unanimous approval **IB was elected Associate Governor for the Resources Committee only**

There was a question about the terms of service for Associate Members. The clerk was asked to investigate and report back to FGB.

Action: Clerk to report on terms of service of Associate members

(ii) CH reported that there were three strong candidates standing for the vacant role of Parent Governor; voting to be held in Autumn 2 with the elected PG to attend the next FGB in December. It was proposed that the three candidates be invited to an open evening when they could ask governors and the HT of the role and expectations of the role as parent governor.

7. Safeguarding training – Aria Zavrou

7.1 AZ reminded governors of their responsibility to complete their Safeguarding training. Both NSPCC and HEP were recommended as appropriate training providers.

7.2 AZ provided a summary of the 2022 Policy on Keeping Children Safe in Education. Governors noted the broad range of subjects and activities included under the Safeguarding agenda and the role of the school in terms of its Safeguarding brief - to provide all its children with a safe environment, taking a child centred approach.

7.3 AZ described the different types of abuse. Governors questioned how the school looked out for such cases and were pleased to note the care taken to identify and then address such cases. The school's risk assessment process was described in detail and governors noted how cases were escalated to the appropriate authorities, as required. It was noted how a disclosure made by a child to a staff member was handled (and what not to do in such cases). All cases were recorded on the online My Concern system for retention and reference. The role of Designated Safeguarding lead (DSL) and Deputy DSL was discussed, and governors noted that there were usually two Safeguarding leads on both Rectory Gardens and Church Lane site.

7.4 PREVENT training for governors was discussed and SG agreed to circulate details.

Governors thanked AZ for her presentation, and she left the meeting at 6.45pm

8. Chair's Items

8.1 SG stated that he had informed Greig Trust of his resignation and they had asked that he be permitted to stay on the GB until the end of October to enable him to fulfil his Trustee role at the Trust, for administrative purposes.

Action: Governors approved the proposal that SG remain on the GB until 31 October to enable him to fulfil his role as a Trustee of the Greig Trust.

8.2 It was noted that an election would have to be held for the vacant role of Trustee to the Greig Trust once SG stands down.

8.3 It was suggested that a written funding application be made by the school to the Greig Trust seeking their financial support towards the expected exceptional costs likely in the consolidation of the school to the Rectory Road site.

9. NGA Governor Model Code of Conduct 2022

9.1 Governors had received the NGA Model Code of Conduct and raised no questions. **The Code of Conduct 2022 was Approved.** Governors were asked to confirm their acceptance of the Code on Governorhub.

10. GB Annual Planner; GB Terms of Reference; Instrument of Government; GB Scheme of Delegation

10.1 Governors agreed that the Annual Planner was a comprehensive document: **Adopted**

10.2 It was noted that there are no FGB Terms of Reference

10.3 The Instrument of Government was noted; no changes to the composition of the GB or the constitution were proposed. The **IoG was Adopted**

10.4 It was noted that the Scheme of Delegation was an internal document defining Officer roles and responsibilities and this was likely to change in the coming year as the move towards Academisation redefines roles and responsibilities. Governors noted the Scheme, which was **Approved**.

11. Election of Committee members

11.1 Curriculum and Achievement: membership noted. In due course SG will have to be replaced

11.2 Resources: membership noted. AK will Chair the Committee; IB has moved to an Associate role. SG 's resignation has created a vacancy on the Committee.

11.3 Children, Families, Community: membership noted. The new Parent governor will join the Committee on election. Duncan Beardwell is an invited staff member, replacing Sam Fennell.

11.4 Strategic Steering Group: membership noted.

11.5 It was accepted that the Committee structures and membership are likely to change after the completion of the Academisation programme.

12. Election of Link Governors

12.1 The assigned Link roles were noted and accepted: the list would be amended to reflect that BW does not have a link role for RSHE.

12.2 SG asked that both Fr BB and Mthr MJ prepare Terms of Reference for their roles in support of the school.

Action: Fr BB and Mthr MJ to prepare Terms of Reference for their roles

12.3 SG's resignation leaves a gap in the Link role for Safeguarding and E-Safety. Governors were keen to ensure that this key topic was quickly filled by a governor. To ensure continuity to review and reflection CA volunteered to take on the Safeguarding Link Role with immediate effect.

Action: CA appointed Safeguarding Link Governor with immediate effect.

13. Minutes of the Previous meeting

13.1 The Minutes of Part One of the previous FGB meeting held on 6 July 2022 – reviewed and approved.

Action – Chair to sign minutes of 6 July meeting on GovernorHub.

14. Matters Arising from the previous FGB meeting

Actions	Update
Chair of Governors to sign minutes of 20th April 2022 meeting on GovernorHub	Completed
CH to provide update on rating of SDP priorities	On agenda
AK to review EYFS results as Link Governor	On next visit
Link Governor proposed for Attendance and Punctuality	Covered in HT's report and at CFC Committee
Is the Microsoft document security system practical in the school	Not practical
Academisation and the implications for the school	Anne Messer to lead an on-line session for governors on 20 Oct

Intervention record to be circulated to GB	Outstanding: CH to action and report to next C&A Committee
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15. Matter Arising from items not on the agenda

15.1 It was reported that Y5/6 girls had no access to sanitary bins in the girls WC's and were required to use the female teachers' WCs. Governors agreed that this was an unacceptable situation and asked that it be addressed quickly.

Action: HF to ensure sanitary bins installed the Y5/6 girls WC's.

16. Headteacher's Written Report

16.1 CH presented his detailed written report and invited questions and comments.

CH reported on the cyber-attack he personally experienced over the Summer regarding his payroll details. CH reported how the attack had infiltrated the LGfL system and then subsequently how the LBH checking system failed to confirm that the revised payment instruction was genuine. All parties have learned from this significant incident and direct actions have been taken by the school, LGfL and LBH payroll in response to this attack:

- a) all LBH schools alerted to the issue
- b) revised procedures introduced to improve E-Safety
- c) LBH systems tightened to avoid a repetition of the incident

16.2 Governors were pleased that the situation had been resolved and the payroll payments to CH's account had been made but asked for a written report on the incident, to be reviewed at the next meeting of the Resources Committee. Cnetso and LGfL to be asked to explain how the school system was infiltrated and what actions they have taken to reduce risk of further incidents.

Action: CH to draft a payroll incident report for review at the next Resources Committee meeting. SBM to report on payment systems and cyber security

16.3 It was noted that all staff had received training at the September INSET on cyber security and how to be alert to the potential for scams.

16.4 Governors commended CH for the clarity of his HT's report. It was noted that the Y1 Phonics results (82%) exceeded both LBH and national average.

16.5 It was reported that the School Home Support Practitioner was expected to return to school in January 2023 after a period of extended sickness leave. SLT and the administration team were covering the required duties pending the Support Practitioners return to school.

16.6 The Self Evaluation form was noted. It was requested that a comment be included on how policies were reviewed and then embedded. It was noted that the SEF drives the 10 key priorities which are fully described in the SDP. The Post Ofsted Action Plan was specific to the circumstance arising from the recent Ofsted review. Governors asked that the SDP makes explicit reference to the POAP.

Key areas of focus:

Children with SEN and disabilities; EAL; and the more-able; Maths tuition – to improve pupil standards across the school to be in line with national EXS and GD; to develop teacher confidence and skills in teaching maths; to focus on improving girls' attainment in maths.

16.7 The SDP was noted as being an operational document. It was agreed that mapping the SDP priorities with the Ofsted findings would be helpful. It was noted that the C&A Committee would review the quantitative data results together with the school's written data reports.

16.8 The school Roll of 422 was noted; this was 46 fewer children than reported on the October Census 2021. Reception was also at 46 / 60 with the continuing impact of families leaving the Borough, Covid and Brexit noted as being contributory factors. Governors noted that this situation was impacting all inner-city schools in London to some degree with many schools facing significant decline in rolls forcing class closure.

17. Policies

17.1 The LDBS Policies were noted as being 2021 policies – no changes. **All Adopted**

- Staff Grievance
- Staff Disciplinary
- Staff Sickness Absence Management
- Staff Capability

17.2 Other policies, as below, were **Adopted**

- Pay Policy
- Safeguarding and CP
- KCSiE2022 (to be signed by Governors on Governorhub)
- Managing Allegations of Child-on-Child Abuse Policy
- The Induction Policy and Staff Code of Conduct were new policies: **both Adopted**

17.3 It was proposed and agreed that in future specific governors would be assigned the task to review allocated policies and make their comments and recommendations to the GB.

18. Any other Business

No matters raised and Part One of meeting closed at 7.55pm

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Signed

Charlotte Adlam
Acting Chair of Governors

Date

Item	Actions for the meeting of 11 October 2022	Who
8.1	Governors approved the proposal that SG remain on the GB until 31 October to enable him to fulfil his role as a Trustee of the Greig Trust	FGB
12.2	Fr BB and Mthr MJ to prepare Terms of Reference for their roles	Fr BB and Mthr MJ
12.3	CA appointed Safeguarding Link Governor with immediate effect	CA
13.1	Chair to sign minutes of 6 July meeting on GovernorHub.	SG
15.1	HF to ensure sanitary bins are installed the Y5/6 girls WC's	HF
16.2	CH to draft a payroll incident report for review at the next Resources Committee meeting. SBM to report on payment systems and cyber security	