

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

GOVERNING BODY MEETING

7 December 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 * Mr Paul French 14/11/2026
Hornsey Parochial Church Council (2 governors) # Ms Jess Smart 22/03/2026 • Ms Becky Wildish 11/10/26	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)
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 # Mr Ian Blaney
* Governor present # Governor absent	

In attendance: Steve Baptiste (DHT); Chris Lambert (Clerk)

Part One

1. **Prayers** – opening prayers led by Calvin Henry
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 reminded to complete their annual declaration of business interests on governorhub, if they had not already done so.
 - b) Declarations of any interest specific to this agenda – none
5. **Chair's Introduction**
 - (1) Paul French was welcomed to his first full FGB as an elected parent governor.
 - (2) Recent changes to the GB composition has an adverse impact on Committee membership, with some meetings unable to achieve quoracy. CA proposed that the GB appoint two additional Associate Governors to help resolve this issue. The two parent governors unsuccessful in the recent election for the Parent Governor role were interested in becoming Associate Governors.
Action: The proposal to appoint two additional Associate Governors was unanimously Approved.
 - (3) Governors were informed of the HEP On-Line Safeguarding training course on 23 January 2023 and invited to attend, if available
 - (4) Governors agreed that Link Visits to school should re-commence in Spring term

6. Behaviour Presentation (DHT, Steve Baptiste report).

6.1 SB reported on the school's approach to behaviour management which has been operating since 2021. Governors received, on screen, the most recent Behaviour Report with data collated from the Integris software. It was noted that consultant, Tracey Campbell, had provided training and support to SB to help embed the principles of behaviour management.

6.2 It was noted that the previous Ofsted Report had flagged up issues of behaviour as being of concern and SB described the actions taken to address those concerns:

(a) the implementation of the Post Ofsted Action Plan

(b) the use of Integris software to record all behaviour issues, by child, by category and by subsequent intervention including parental contact if necessary.

6.3 Governors questioned the summary pupil Behaviour Report and questioned how it was prepared to better understand the process by which incidents were logged, graded, marked by location – Rectory Gardens or Church Lane, tracked (for emerging patterns) and intervention taken - appropriate to the context. It was noted that the school's Behaviour team was SB, Aria Zavrou and Duncan Beardwell. reporting to the Headteacher, CH.

6.4 The Behaviour Report was maintained for each Term with a review at each Term end.

6.5 The pastoral team from Greig City School was providing additional external support working with specific pupils in Y5 helping them to develop their identities and improve friendships. This work is ongoing. Another focus is on supporting Y6 pupils as they prepare to transition to secondary schools.

6.6 Governors asked to have additional detail in behaviour reporting. This is to be presented at the next FGB meeting.

Action: Additional detail added to behaviour reporting to March 2023 FGB

7. Ofsted Inspection Update (Interim Chair report)

7.1 Governors had received the minutes of the additional FGB held on 14 November 2022 which detailed the outcome of the 9/10 November 2022 Monitoring Visit and subsequent Sect. 5 inspection.

7.2 Governors were delighted with the conclusions reached by the Inspectors in their Monitoring Visit and with the overall outcome for the school at the conclusion of the subsequent Section 5 Inspection. As a result of the Inspection the school had been graded **"Good for overall effectiveness"** and **"Good" for every category within the inspection framework.**

7.3 It was anticipated that the draft Ofsted Report would be received on 8 December. Governors noted that the Inspection team this time comprised of four senior HMI and one Ofsted Inspector. CH commended governors, LDBS and the staff for their unwavering support to the school throughout the inspection process.

7.4 CH confirmed that the agency previously used in preparing communications about the previous Ofsted Report will be asked to draft the communications reporting the new Grade. This communication would be shared with governors prior to release. Banners proclaiming the new Grade were ready for posting in strategic locations at both school sites to inform parents and the wider community of the Ofsted result.

7.5 It was noted that the Admissions deadline was 15 January and from the start of the Spring term the school will host daily site walks for prospective parents and pupils. Feeder nurseries were also being contacted.

7.6 Governors considered how this new Grade would impact on the proposed requirement to transition to Academy status. Governors considered the options of remaining under its present constitution or seeking Academy status noting that LDBS was supporting the option of the school remaining under its present constitution. Governors were asked to vote on the two options:

a) to continue to transition to Academy status

b) to remain under its present governance structure

Action: Governors were unanimous in their decision to adopt option b) and remain under its present governance structure.

7.7 Governors asked that a letter be sent to the Secretary of State before term end explaining the reasons for the request to cease the pathway towards Academisation

Action: The Chair of Governors to write to the Secretary of State before the term end, requesting an end to the process towards becoming an Academy.

8. Term Dates 2023/24

8.1 Governors reviewed the Term Dates for 2023/23 and raised no questions.

Action: Governors approved the Term Dates for 2023/24

9. Minutes of the FGB meeting of 11 October 2022

9.1 The Part 1 Minutes of the meeting of 11 October were **Approved** as an accurate record

9.2 Matters Arising

Item	Actions from the meeting of 11 October 2022	Update
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	Noted
12.2	Fr BB and Mthr MJ to prepare Terms of Reference for their roles	Work in Progress
12.3	CA appointed Safeguarding Link Governor with immediate effect	Noted
13.1	Chair to sign minutes of 6 July meeting on GovernorHub.	Noted
15.1	HF to ensure sanitary bins are installed the Y5/6 girls WC's	Actioned
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	Actioned On hold

10. Headteacher's Report (CH)

10.1 The HT's Report was shared on screen: key points:

School Roll	418 with 73 vacancies
Composition	51% girls
EAL	47.5%
Pupil Premium	24%
Safeguarding Visit	21 June 2022; next visit scheduled
SIAMS inspection	not expected this year; last visit 2016 – with Good outcome

10.2 Progress Tracker was shared on screen:

Y6 Predicted grades ARE:	Reading 85%; Writing 81%; Maths 78%
GDS:	Reading 29%; Writing 18%; Maths 22%

10.3 Attendance 95% (target 96%) lower than expected due to recent sickness bug among children

10.4 Exclusions: none

10.5 Staff: Helen Hutchings, SBM, became ill while working at school and subsequently died on 22 November. The funeral will be on 19 December. Staff have been left shocked by this event. The school is making available support through the Employee Assistance Programme, Counselling and the Church. Governors were deeply saddened to hear the news and asked that their respects and best wishes be passed to Helen's family.

10.6 It was noted that the LBH SEND had recently visited the school and in light of the revised Ofsted Grade were again expressing an interest in pursuing the project to convert the Church Lane site to a St Mary's Autism Unit site supporting some of the Borough's most vulnerable children. The project will require DfE Funding but would provide both financial benefits to the Borough and high quality provision for children living with autism. It was noted that if the project receives approval Y1 and Y2 could move into Rectory Gardens in September 2023; Early Years could move across in 2024/25. Church Lane could therefore open partially from September 2023. LBH would have to fund the capital works required to upgrade the Rectory Gardens site to kickstart the project.

Action: Governors would receive a Church Lane project report in Spring Term 2023.

10.7 SDP priorities for 2022/23

CH described the key areas being addressed:

- curriculum framework planning
- maths teaching
- focus on quality of education for SUN, EAL and the more able cohorts
- PSHE and RSE
- Attendance and punctuality
- Home and school links
- developing pupils as school leaders

Governors noted the key areas and the plans of action to address each area. They commended the school for its proactive approach to these priorities.

10.8 Safeguarding Report

Governors noted the key issues:

No of children	Designation
1	Child protection
4	Children in Need
1	Looked after child

Training for staff on safeguarding issues is on going

10.9 Single Central Record

Reviewed in June 2022; further review pending

10.10 Accidents: None to report under RIDDOR requirements

10.11 Fire Drill: on 3 Nov at Church Lane; on 8 Nov at Rectory Gardens

10.12 No GDPR Breach to report

10.13 Lockdown Policy is in draft; **review at next meeting of the Resources Committee**

10.14 Rectory Gardens to become a School Street in Spring 2023

11. Policies

11.1 Sports Premium: reviewed at C&A Committee: for information: **Noted**

11.2 Pupil Premium: reviewed at C&A Committee: for information: **Noted**

11.3 Pay Policy: an LBH Policy; amounts have been updated in line with revised pay scales: reviewed at Resources Committee: for information: **Noted**

12. Any other Business

No matters raised and Part One of meeting closed at 7.40pm.

Steve Baptiste left the meeting

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Signed

Date

Charlotte Adlam

Acting Chair of Governors

Item	Actions from the meeting of 7 December 2022	Who
5.2	The proposal to appoint two additional Associate Governors was unanimously Approved.	FGB
6.6	Additional detail added to behaviour reporting to March 2023 FGB	SB
7.6	Governors were unanimous in their decision to adopt option b) and remain under its present governance structure.	FGB
7.7	The Chair of Governors to write to the Secretary of State before Term end, requesting an end to the process towards becoming an Academy	CA /CH
8.1	Governors approved the Term Dates for 2023/24	FGB
10.6	Governors would receive a Church Lane project report in Spring Term 2023	CH