



Minutes of the **Crowland Primary School**  
**Full Meeting** of the Board held at the School, Crowland Road, London, N15 6UX  
on 1 December 2016, at 6.00 pm.

### Attendees

Name	Initials	Attendance
<b>Governors</b>		
<b>Executive Headteacher (1)</b>		
Melisha Trotman	EHT	Present
<b>Staff (1)</b>		
Craig Winnard (teaching staff)	CW	Present
<b>Co-opted (8)</b>		
Michael Rose	MR	Present
Catherine Hillis (Vice Chair)	VC	Present
Frances Holloway	FH	Absent
Sophie Stevens	SS	Absent
Tony Hartney	TH	Absent
Rose Dowling	RD	Present
Patricia Daley (support staff)	PD	Absent
Vacancy		
<b>Parent (3)</b>		
Thasiya Elliott	TE	Absent
Vacancy		
Vacancy		
<b>LA (1)</b>		
Roger Knight (Chair)	Chair	Present
<b>Advisers</b>		
Rachel Mardenborough, Deputy Headteacher	DHT	Present
Anthony Campbell, Assistant Headteacher (Upper KS2 Phase Leader and maths Leader and Year 5 class teacher)	AHT/AC	Present
<b>Observer</b>		
Kelly Wannell	KW	Present
Roni Bignall, Higher Learning Teaching Assistant (HLTA)	RB	Present
<b>Clerk</b>		
Michael Thompson	Clerk	Present

### Part one

Item		Who	When
1.	<b>Welcome, introductions, apologies for absence, declarations of interest and notice of confidentiality</b>		
1.1	<b>Welcome</b> - The Chair welcomed those in attendance.		
1.2	<b>Introductions</b> – The Chair especially welcomed the potential co-opted		



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	governor Kelly Wannell to the meeting. Those in attendance were asked to introduce themselves individually for the benefit of Kelly Wannell. Kelly Wannell briefly introduced herself and spoke about her skills, experience, expertise and interest and what she had to offer to the school and the Board if she was appointed to a governor position on the Board.		
1.3	<b>Apologies for absence</b> - Apologies for absence were received in advance from Patricia Daley and Frances Holloway. Apologies for lateness were received in advance from Sophie Stevens and Tony Hartney. There were no further apologies received.		
<b>2.</b>	<b>Declarations of interest, pecuniary or otherwise in respect of items on the agenda</b>		
2.1	There were none.		
	<b><u>Main Business:</u></b>		
<b>3.</b>	<b>Staff presentation on Inspire maths</b>		
3.1	Governors were informed that the Assistant Headteacher, Anthony Campbell (Upper KS2 Phase Leader and maths Leader and Year 5 class teacher), was invited to tonight's meeting to present on the school's commitment to the teaching and learning of maths.		
3.2	The Assistant Headteacher spoke about the school's new approach to the teaching and learning of maths. The school was using a programme called Inspire maths based on the Singapore approach to the teaching and learning of maths. There were a number of short term and long term benefits in the best interest of the children's achievement.		
3.2	<b>Governors asked the Assistant Headteacher how widely was the Inspire maths programme used by schools?</b> The Assistant Headteacher said that the programme was widely used by schools.		
3.3	<b>Governors asked the Assistant Headteacher whether or not the programme was linked to the school's teaching and learning of Chinese?</b> The Assistant Headteacher said that there was no link with the school's maths teaching and learning programme with the school's commitment to the teaching and learning of Chinese. The Assistant Headteacher added that the Inspire maths programme did not cover the whole of the New National Curriculum but the concept was considered to be a deep learning and mastery curriculum.		
3.4	The Assistant Headteacher spoke to a powerpoint presentation adding extra comments and additional information. The fundamentals of the approach to the maths programme and the key challenges were noted as presented including the Singapore maths framework.		
	<b>The Vice Chair, Catherine Hillis, arrived during item 3.4 above</b>		
3.5	The example of using the practical resources was given by the Assistant		



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	Headteacher. The programme resources and teaching and learning guides were noted including the online resources. Governors were advised that there would be a total roll out of the resources from Year 1. The staff were generally excited about the new maths concept. The roll out would not roll out to Year 6 in full. The concepts and the resources would be shared with Year 6.		
3.6	Governors were advised that the cost implications for the implementation of the new maths resources was £13k plus an additional £4k-£5k for new resources for the school. Governors <b>AGREED</b> to the purchase of the new maths resources to support the teaching and learning of maths. Governors thanked the Assistant Headteacher for his presentation and looked forward to receiving further updates throughout the course of the year.		
	<b>Assistant Headteacher, Anthony Campbell, left the meeting at this stage</b>		
<b>4.</b>	<b>Membership</b>		
4.1	<b>Co-opted (1) and parent governor (2) potentially (3) vacancies on the Board</b> - Governors were referred to the up-to-date membership list despatched in advance with the agenda papers. The Chair referred the meeting to the vacancies as shown, which currently showed a vacancy for a co-opted governor, which would be filled by Kelly Wannell would be co-opted to the vacancy subject to confirmation, and vacancies for two potentially three parent governors. It was understood that the staff from the neighbouring Gladesmore Community School would be eligible to take up the parent governor vacancies as they were parents of Crowland Primary School.		
4.2	It was <b>AGREED</b> that the Executive Headteacher would make the necessary arrangements for notifying the parents via the school's newsletter of the parent governor vacancies as detailed under item 4.1 above.	<b>EHT/DHT</b>	<b>asap</b>
<b>5.</b>	<b>Public minutes of 6 October 2016</b>		
5.1	The public minutes of 6 October 2016, were despatched in advance with the agenda papers. The minutes were <b>AGREED</b> as a true and accurate record. These were duly signed and dated by the Chair for and handed to the Executive Headteacher for retention at the school.		
<b>6.</b>	<b>Matters arising from the previous meeting</b>		
6.1	<b>Her Majesty's Inspectorate (HMI) visit and training for hard to reach groups – item 9.4</b> – The Chair informed the meeting that he and the Executive Headteacher attend and are now members of the LA's BME (Black Minority Ethnic) steering group. It was understood that despite the challenges the school was meeting the needs of its BME children who were bucking the trend and are achieving as opposed to underachieving elsewhere. The Executive Headteacher sits on the steering group as the primary lead. The Chair sits on the steering group		



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	as the governor lead. It was understood that raising the level of achievement of this hard to reach group was a priority for the LA across the LA area.		
6.2	<b>Governors' Disclosure and Barring Service (DBS) checks – item 6.1 –</b> Governors were reminded about the importance of ensuring that their enhanced DBS checks were up-to-date via the school office. Governors <b>AGREED</b> to do so, especially if they had not done so already.	<b>Board</b>	<b>asap</b>
<b>7.</b>	<b>Reports from the committees (oral)</b>		
7.1	<b>Learning Committee</b> – In the absence of the Chair of the committee, Frances Holloway, the Deputy Headteacher gave a succinct update. The main item discussed at the committee's last meeting held on 23 November 2016, at 8.00 am was the School Improvement Plan 2016-17. Specific focus was given to the quality of teaching across EYFS, KS1 and KS2. It was noted that this would be launched from 9 February 2016.		
7.2	The Executive Headteacher reminded the meeting that the EYFS was a priority for the school, which was identified by Ofsted during the school's last inspection. Other priorities for the school were noted including attendance.		
7.3	<p><b>The core purpose and the school's vision as detailed in the SIP 2016-17</b> – Governors were advised that the core purpose of the school was to give the children a lifelong learning experience, making a difference while preparing them for the next stage of their lives, which was expected to be achieved as follow:</p> <ul style="list-style-type: none"> <li>• Ensuring no child leaves without achieving their full potential.</li> <li>• Aiming high and supporting each other to realise dreams and aspirations.</li> <li>• Instilling positive values, morals and a sense of belonging in each other.</li> <li>• Inspiring each other to become lifelong learners.</li> <li>• Supporting children to achieve the highest standards in their learning.</li> <li>• To give children an awareness of their diverse local community, the country in which they live and the wider world.</li> </ul> <p style="text-align: center;">Together Everyone Achieves More</p>		
7.4	<p><b>Priorities for the year</b> – These were detailed as follows:</p> <ul style="list-style-type: none"> <li>• To Raise attainment and progress of the high attainers</li> <li>• To improve the EYFS provision</li> </ul>		



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	<ul style="list-style-type: none"> <li>To continue to improve the quality of teaching in EYFS, KS1 and KS2</li> <li>To develop the effectiveness of the new SLT to secure improved outcomes</li> <li>To improve attendance.</li> </ul>		
7.5	<p><b>New EYFS curriculum</b> – Governors were advised that the new EYFS curriculum was considered too dense and paper heavy. Elements of the International Primary Curriculum (IPC) and the Power of Reading were being explored. The creative element of the curriculum would increase and appropriate models would be used as examples for the EYFS. The outside provision on offer would be increased. Two Nursery Nurses had or were in the process of leaving and would be replaced. A much greater investment of time would take place in the EYFS with a greater focus on the outdoor provision from January 2017.</p>		
7.6	<p>Governors took the opportunity to comment positively on the SIP and looked forward to receiving further updates throughout the course of the year.</p>		
7.7	<p><b>Changes to the EYFS Leaders, responsibilities and commitments</b> – Governors were advised about the changes to the EYFS Leaders, responsibilities and commitments. The Executive Headteacher and the Deputy Headteacher commented positively on the reported changes.</p>		
7.8	<p><b>LA EYFS support – Governors asked the Executive Headteacher whether or not the school would continue to receive support from the LA in relation to the school’s commitment to the EYFS?</b></p> <p>The Executive Headteacher said that this would no longer progress in terms of the LA’s approach. The school would continue to pursue what works best. Governors were reassured that the SIP would be revisited throughout the courses of the year.</p>		
7.9	<p><b>Date and time of next meeting</b> – The date and time of the committee’s next meeting was scheduled to take place on <b>9 February 2017, at 8.00</b>. At that meeting the SIP would be a main agenda item. It was <b>AGREED</b> that the committee would ensure that the date and time of their next meetings throughout the year were set in good time.</p>	<b>Learning Committee</b>	<b>asap</b>
7.10	<p><b>Resources Committee</b> – The Chair of the committee, Michael Rose, succinctly informed the meeting that the committee met on 22 November 2016, at 8.00 am. At that meeting the following was discussed:</p> <ul style="list-style-type: none"> <li>An update on the school’s premises and a health and safety update</li> <li>The windows in the Nursery were completed</li> <li>The school’s health and safety policy was circulated for comments to go to the School Business Manager</li> </ul>	<b>Resources Committee</b>	<b>asap</b>



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	<ul style="list-style-type: none"> <li>• The Chair of the Board, Roger Knight, was scheduled to carry out a further on site health and safety visit</li> <li>• The school’s finances were on track but future reporting would include the RM figures to clearly show all income and expenditure within the budget as opposed to chosen headings</li> <li>• A large bill was received for the school’s energy costs, which was more or less expected along with the school receiving some credit notes (further information would be provided at the next meeting of the committee)</li> <li>• There were concerns raised with the letting of the premises to the Polish School in terms of how the premises was left after its use and the recent loss of the school’s rabbit to the local fox as a result of the letting</li> <li>• It was <b>AGREED</b> that the Chair of the committee would write to the Polish School about the current situation regarding the letting , the state of the school as a result and the pressure on the school staff at Crowland following the letting</li> <li>• Review of the administration and school business function with proposal to follow from the Executive Headteacher – it was <b>AGREED</b> that the timescale would be made available at the net meeting.</li> </ul> <p>The next meeting of the committee was scheduled to take place on <b>10 January 2017, at 8.00 am</b>.</p>	<p><b>Chair of the Resources Committee</b></p> <p><b>EHT</b></p>	<p><b>asap</b></p> <p><b>next meeting of the Resources committee</b></p>
<p><b>8.</b></p>	<p><b>Chair’s Report (oral)</b></p>		
<p>8.1</p>	<p><b>Earlham Primary School update</b> – The Chair informed the meeting that he met with Felicity Gillespie a representative from the DfE (Department for Education) regarding the school’s position pertaining to supporting Earlham Primary School. At that meeting the Chair explained that the school was not in a position to sponsor Earlham Primary School at this point in time due to the school’s current SLT (Senior Leadership Team) capacity. The decision made not to sponsor Earlham Primary School at this time was accepted by the DfE official. It was noted that Earlham Primary School was still in need of a sponsor.</p>		
<p>8.2</p>	<p><b>Support for other schools in the future</b> – The Chair advised the meeting that the school would continue to support schools through an academy model in the future when in a position to do so. There was a potential for the school and the neighbouring Gladesmore Community School to collectively support other schools in the future as and when the need arises.</p>		
<p>8.3</p>	<p><b>National Leader of Governance (NLG)</b> – The Chair informed the meeting that he continues to work with a wide range of primary schools</p>		



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	in the LA area amounting to six to date. The Chair had nothing further to report on at this stage.		
8.4	<b>Teaching staff performance management and Executive Headteacher's performance management</b> – The Chair advised the meeting that the teaching staff performance management process was completed. The Executive Headteacher's performance management process was also completed. The Chair had nothing further to add at this stage.		
9.	<b>Executive Headteacher's Report (including an update on extra curricula activities)</b>		
9.1	The Executive Headteacher tabled and circulated an update regarding the school's extra curricula activities. Governors commented positively and were impressed by the range of extra curricula activities on offer.		
9.2	<b>Unicorn theatre links/workshops and theatre visits</b> – The Executive Headteacher advised the meeting that the children attended the main Unicorn theatre based in London Bridge. There was a wide range of drama workshops on offer. Three schools including Crowland Primary School had signed up to the offer. The school was no longer signed up to the Royal Court project.		
9.3	<b>Central School of Speech and Drama (CSSD)</b> – The children would be given the opportunity to attend the CSSD workshop. It was acknowledged that the children would benefit from the range of drama opportunities on offer by enhancing their speaking and listening skills. A range of drama workshops were planned.		
9.4	<b>Young voices</b> – The children will take part in one of the biggest choirs in the world.		
9.5	<b>School presidency/government</b> – Governors were informed that the newly elected Prime Minister and Deputy Prime Minister both of whom would meet the Executive Headteacher and members of the Learning Committee to talk about their in school experiences.		
9.6	<b>Mandarin</b> – It was noted that the children continue to learn Mandarin.		
9.7	<b>Run around the Park – 1k every day!</b> – Governors were informed that the extra curricula activity was led by Craig Winnard. Craig spoke briefly about the importance of the initiative designed to improve the children's all round fitness, health and an improved focus in their teaching and learning experience. The children receive a stamp every time they run 1k around the park until the number of kilometres run amounts to 42 km. The equivalent to a marathon. The children as a further incentive receive a prize. It was noted that the children's punctuality and attendance had improved as a result of the initiative. There were a number of good runners who participated with some of the younger children running faster than some of the older children.		
9.8	<b>"Going for Great" (G4G) programme</b> –Governors were advised that the school was involved in the "Going for Great" London Leadership		



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	Strategy programme. The programme supports a cohort of schools on their improvement journey, enabling them to share and build on outstanding practice and on what is currently working well in schools. This in turn allows them to develop sustained school-to-school leadership. The programme was considered a good initiative by all.		
9.9	<b>Governors asked the Executive Headteacher how does the school manage so many activities on top of the children's day to day teaching and learning?</b> The Executive Headteacher said that it was important to incorporate a mind set in the teaching and learning and inspiring the children with a range of activities to support this. The opportunities on offer were considered crucial and were well supported by the staff across the school.		
9.10	<b>Opening of the staff crèche</b> – Governors were advised that the crèche was scheduled to open week commencing on <b>5 December 2016</b> .		
9.11	<b>Internal Table Tennis Competition (for the children and the staff)</b> - Governors were informed that internal table tennis for the children and staff was open to the governors too.		
9.12	<b>Careers/Inspirations Day</b> – The school's next scheduled event would take place on <b>21 June 2017</b> . The governor Rose Dowling would build on what was achieved last year. The Year 5 children would be invited to attend with the Year 6 children. Governors were advised that approximately 15 inspirational careers people from diverse backgrounds and walks of life were in attendance last year. Approximately 25 inspirational careers were expected to attend on 21 June.		
9.13	<b>Christmas Show</b> – This year's Christmas Show was scheduled to take place on <b>9 December 2016, at 9.15 am</b> . The event would take place at the neighbouring Gladesmore Community School.		
	<b>Michael Rose left the meeting at this stage</b>		
9.14	<b>Christmas Fair</b> – The Christmas Fair was scheduled to take place on <b>9 December</b> .		
9.15	<b>School Development Plan/School Improvement Plan (SDP/SIP) 2016/17</b> – The Executive Headteacher informed the meeting that the SDP/SIP would be revisited. Copies of the SIP were despatched in advance of tonight's meeting. Governors were encouraged and <b>AGREED</b> to familiarise themselves with the contents of the SDP in order to raise challenging questions regarding the contents.	<b>Board</b>	<b>asap</b>
9.16	<b>RAISEonline</b> – The Executive Headteacher and the Assistant Headteacher, Craig Winnard, informed the meeting that there attended the LA's training session on understanding RAISEonline, which was considered complicated. The Executive Headteacher <b>AGREED</b> to ensure that a school based RAISEonline session was arranged for the Board.	<b>EHT</b>	<b>asap</b>
9.17	<b>Exclusions</b> – The Executive Headteacher reported that there was one		



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	fixed term exclusion of a child for a period of 2 days. The child concerned received the fixed term exclusion as a result of inappropriate and unacceptable behaviour. The father had visited the school regarding the matter. It was noted that a number of appropriate structures were put in place prior to the exclusion. The child has a sibling in school but there are no reported difficulties with his behaviour.		
9.18	Governors thanked the Executive Headteacher for her report and looked forward to receiving further updates throughout the course of the year.		
<b>10.</b>	<b>Terms of reference</b>		
10.1	The terms of reference for the Resources Committee and the Learning Committee would be made available at the next meetings of the committees and sent out for the attention of the Board via the clerk. The clerk <b>AGREED</b> to do so.	<b>Clerk</b>	<b>asap</b>
<b>11.</b>	<b>Any other urgent business items</b>		
11.1	There were none.		
<b>12.</b>	<b>Date and time of next meetings for the academic year 2016/17</b>		
12.1	<p>The date and time of the next meetings of the Board and the committees were detailed in the scheduled of meetings despatched in advance with the agenda papers. These were noted as follows:</p> <p><b>Resources Committee</b></p> <ul style="list-style-type: none"> <li>• <b>10 January 2017, at 8.00 am</b></li> <li>• <b>20 April, at 8.00 am</b></li> <li>• <b>23 May, at 8.00 am</b></li> <li>• <b>13 July (to be confirmed)</b></li> </ul> <p><b>Learning Committee</b></p> <ul style="list-style-type: none"> <li>• <b>9 February 2017, at 8.00 am</b></li> <li>• <b>The meeting dates for the remainder of the year would follow.</b></li> </ul> <p><b>Board</b></p> <ul style="list-style-type: none"> <li>• <b>19 January 2017, at 6.00 pm</b></li> <li>• <b>27 April, at 6.00 pm</b></li> <li>• <b>22 June, at 6.00 pm.</b></li> </ul> <p>Governors were encouraged to ensure that the meeting dates were placed in their diaries.</p>		
	<b>All members of the teaching staff and advisers/observers with the</b>		



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	<b>exception of the Executive Headteacher left the meeting at this stage for the confidential items</b>		
	<b>Part two</b>		
<b>13.</b>	<b>Any Other Confidential Business Items</b>		
13.1	See confidential minutes attached <u><b>strictly for governors only unless otherwise advised.</b></u>		

*There being no further business items the meeting finished at 7.46 pm.*

<b>APPROVAL OF MINUTES BY CHAIR OF THE BOARD OF GOVERNORS</b>
I, Chair of the Board of Governor, approve these minutes as an accurate representation of the Meeting, which took place on <b>1 December 2016</b> at Crowland Primary School at 6.00 pm.
Signed: _____ Date: _____
<b>Roger Knight,</b> Chair of the <b>Board of Governors,</b> Crowland Primary School