



**Minutes of the Crowland Primary School
Board of Governors
Full Meeting of the Board held at the School, Crowland Road, London, N15 6UX
30 November 2017, at 6.00 pm**

Attendees

Name	Initials	Attendance
Governors		
Executive Headteacher (1)		
Tony Hartney	EHT	Present
Staff (1)		
Craig Winnard, Joint Senior Deputy Headteacher (teaching staff)	CW	Present
Co-opted (8)		
Vacancy		
Catherine Hillis (Vice Chair)	VC	Present
Frances Holloway	FH	Absent
Vacancy		
Rose Dowling	RD	Absent
Patricia Daley (support staff)	PD	Absent
Vacancy		
Parent (3)		
Cristina Razza	CR	Present
Engin Djemali	ED	Absent
Vacancy		
LA (1)		
Roger Knight (Chair)	Chair	Present
Advisers (2)		
Anthony Campbell, Joint Senior Deputy Headteacher	JSDHT/AC	Present
Observer		
Matthew Gwilliam, Year 4 class teacher and International Primary Curriculum (IPC) Lead	MG	Present
Nancy Campbell, Chair of Governors Stroud Green Primary School	NC	Present
Clerk		
Michael Thompson	Clerk	Present

Part one – public

Item	Who	When
Admin items:		
1. Welcome, introductions, apologies and notice of confidentiality		
1.1 Welcome – The Chair welcomed those in attendance. He especially welcomed		



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	Nancy Campbell, Chair of Governors at Stroud Green Primary School, who was invited to attend the meeting as an observer. The Chair also took the opportunity to welcome Matthew Gwilliam, Year 4 class teacher who was invited to give a presentation on the International Primary Curriculum (IPC).		
1.2	Introductions – Those in attendance were asked to introduce themselves individually for the benefit of Nancy Campbell and Matthew Gwilliam.		
1.3	Apologies – Apologies for absence were received in advance from Frances Holloway, Patricia Daley, Engin Djemali and Rose Dowling. There were no further apologies received.		
1.4	Notice of confidentiality – Those in attendance were reminded about the importance of adhering to the confidential nature of the meetings.		
2.	Declarations of interest pecuniary or otherwise in respect of items on the agenda		
2.1	There were none received.		
3.	Membership		
3.1	The Chair referred the meeting to the membership list despatched in advance with the agenda papers.		
3.2	Co-opted governor vacancies (3) - The Chair commented on the need to the active recruitment of new members following a number of co-opted governor vacancies (3) on the Board. The Chair was due to meet a potential co-opted governor, Lynn Willis a teacher working at a school in a neighbouring LA area (Hackney). It was understood that she was keen to take up one of the vacancies.		
3.3	School Governors' One Stop Shop (SGOSS) - The Chair also informed the meeting that he made contact with the SGOSS (School Governors' One Stop Shop) regarding the need to fill the co-opted governor vacancies as soon as possible. The Chair had seen the CVs for potential candidates. He advised the meeting that contact was made with one of the potential SGOSS candidates who was yet to respond. It was understood that the governor Rose Dowling was also pursuing the possibility of recruiting suitable co-opted governors. The Chair hoped to have at least two co-opted governors in attendance at the next full meeting of the Board. He AGREED to keep the Board informed.	Chair	Next meeting
4.	Public Minutes of the previous meeting		
4.1	Governors were referred to the public minutes of the previous meeting held on 5 October 2017, despatched in advance with the agenda papers. The public minutes were AGREED as a true and accurate record. These were duly signed and dated by the Chair for retention at the school and for the purposes of audit.		
	Matters arising		
4.2	Report back on governors' visits – item 13.1 – It was noted that governors' scheduled visits had taken place. Frances Holloway had carried out a recent visit and the Vice Chair had carried out a visit earlier today. The write ups regarding		



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	the visits would be submitted in due course. The Vice Chair took the opportunity to comment positively on her visit to the school, which on this occasion focussed on SEND and the challenges for the school. It was understood that Engin Djemali was due to carry out a safeguarding visit. Governors were reminded that the link governor role for safeguarding currently sits with the Chair of the Board.		
4.3	There were no further matters arising from the previous meeting.		
	Main Business Items:		
5.	Presentation – International Primary Curriculum (IPC)		
5.1	Matthew Gwilliam gave a brief presentation on the school’s teaching and learning of the International Primary Curriculum (IPC). With the aid of a powerpoint presentation he spoke to the sides adding extra comments and additional information. He spoke about a typical teaching and learning day at the school and the New National Curriculum, how the subjects are delivered and the options. The topics 2017/2018 were noted as shown across the academic year autumn term 1 and 2, spring term 1 and 2 and summer term 1 and 2 across the year groups from Year 1 to – Year 6.		
5.2	Governors were advised about the entry points and on the importance of the IPC in terms of its international element and global teaching and learning. Matthew Gwilliam AGREED to forward the presentation slides to the clerk for circulation to the Board.	MG/Clerk	asap
5.3	Governors commented positively on the presentation and on the effective implementation of the IPC. Governors were especially complementary about the use of the IPC towards topic based teaching and learning. It was understood that this level of pedagogy was not universally used by all schools. Governors thanked Matthew Gwilliam for his presentation. Governors looked forward to receiving further updates throughout the course of the year.		
	Matthew Gwilliam thanked governors and left the meeting at this stage and did not return		
5.4	The Chair RESOLVED to make item 8. Feedback from the committees the next agenda item.		
6.	Feedback from the Committees – reports		
6.1	Resources Committee Pay Progression - The Vice Chair in the absence of the Chair of the committee spoke about the Resources Committee Pay Progression meeting held on 28 November 2017, at 8.00 am. The minutes arising from the meeting would go out with the agenda papers in readiness for the next full meeting of the Board. Governors were advised that the process was both rigorous and robust with an evidence based assessment of the teaching staffs’ work. The recommendations as presented were approved by the committee. The Board was asked to formally ratify the committee’s recommendations to approve the pay awards as presented. Governors formally AGREED the pay progression recommendations made.		



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6.2	<p>Resources Committee quorum – The Executive Headteacher spoke about the need to ensure that a quorum of no less than 3 governors including the Executive Headteacher was built into the current terms of reference to ensure that decisions are made; as opposed to 3 governors not including the Executive Headteacher. It was noted that reaching a quorum at this time was challenging due to the number of vacancies on the Board. Governors AGREED to the Executive Headteacher’s proposed amendment to the committee’s terms of reference as presented.</p>		
7.	<p>Chair’s Report</p>		
7.1	<p>Haringey Education Partnership (HEP) – The Chair referred the meeting to the information previously circulated and slides despatched in advance with the agenda papers regarding the Haringey Education Partnership (HEP). Governors were asked to consider whether or not to sign up to the partnership designed to provide the necessary support in the absence of the LA’s School Improvement Service (SIS). It was understood that most primary schools in the LA area had bought into the HEP with a 50/50 sign up from secondary schools. The Chair advised the meeting that a similar partnership model was up and running in other LA schools, which was considered to be a low risk low cost option. The Chair added that the proposed model would be based on the current Network Learning Communities (NLCs) and its remodelling. Academies would be unlikely to join.</p>		
7.2	<p>Governors’ decision to sign up to the HEP - It was felt that the suggested HEP would potentially avoid the need for a MAT. Governors were asked to consider whether or not to sign up to the HEP. Governors formally and unanimously AGREED to sign up to the HEP.</p>	EHT/Chair	asap
8.	<p>Executive Headteacher’s Report</p>		
8.1	<p>The Executive Headteacher spoke to the following items detailed in a tabled and circulated pack to the Board containing the following:</p> <ul style="list-style-type: none"> • Financial audit • 2017 Assessment results • Census and Budget update • Performance Management • Attendance. 		
8.2	<p>Index of Policies and Documents – The Executive Headteacher referred the meeting to an index of the school’s policies and documents. In summary the index detailed the following:</p> <ul style="list-style-type: none"> • Name of Policy the policy • Exists • Status (statutory or non-statutory) • Last Reviewed • Link 		



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	<ul style="list-style-type: none"> Dated. 		
8.3	<p>Policies for publication on the website (colour coded for where they exist and colour coded where they are in need of ratification tonight's meeting - The Executive Headteacher advised the meeting that some of the policies would go up onto the school's website. It was noted that where the box in the index was highlighted in 'green' that the policy exists and meets the necessary requirements. Where the box in the index was highlighted in 'yellow' that this indicated that each policy was in the pack for formal approval at tonight's meeting. Governors were reassured that the up-to-date index would prove useful in the management of the policies to ensure that they are in place, which can be found on a USB. Hard copies would also be made available in a folder along with a schedule of systematic updates.</p>		
8.4	<p>Policies for ratification – The following policies and documents were reviewed by the Board:</p> <ul style="list-style-type: none"> Scheme of Financial Delegation Governing Body Decision Delegation Plan Dinner Money Policy Attendance and Punctuality Policy Behaviour Policy Data Protection Policy SEND Policy Values Policy School Visits Policy Equality Scheme Charging Policy Scheme for Paying Governors' Allowances Equality Action Plan Health and Safety Policy Fire and Evacuation Policy Child Protection Policy First Aid Policy 		
8.5	<p>Ratification of the policies detailed under item 8.4 above – Governors formally AGREED to RATIFY the school's policies as presented. Further study of these was suggested to governors with any notified amendments to be forwarded to the EHT so any further refinements might be made if felt necessary for the next meeting of the Board. Governors AGREED to make contact with the Executive Headteacher regarding any required revisions if any.</p>	Board/EHT	Next meeting
8.6	<p>Dinner Money Policy – The Executive Headteacher took the opportunity to inform the meeting that due to substantial debts in dinner money payments that a debt recovery policy and stepped procedures were required. A Dinner Money Policy was discussed by the Board and it was AGREED that the GB would limit the</p>		



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	maximum debt to no more than 5 weeks. The Dinner Monet Policy and Procedures for recovery of debts was RATIFIED by the Board.		
	The Vice Chair and Nancy Campbell left the meeting at this stage and did not return to the meeting		
8.7	SEF (Self Evaluation Form) Executive Summary and the SDP (School Development Plan) 2017/18 Executive Summary – The Executive Headteacher referred the meeting to the SEF Executive Summary last reviewed in October 2017. The Executive Headteacher also referred the meeting to the SDP Executive Summary. Members of the Board were asked and AGREED to familiarise themselves with the contents of the SEF and the SDP documents including the key issues and targets, especially in readiness for an Ofsted inspection. Governors were reminded about the importance of familiarising themselves with the Ofsted key areas in the event of an inspection.	Board	asap
8.8	Progress update – Governors were informed that the Senior Deputy Headteacher, Craig Winnard, would be giving an update on the school’s academic progress at the next full meeting of the Board.	CW	Next full meeting of the Board
8.9	Familiarisation with the SEF and the SDP – In relation to item 8.7 above, it was AGREED that Cristina Razza would look in detail at the SEF summary document. The remaining Board members would look in detail at the SDP summary.	CR/Board	asap
8.10	Report back on the partnership working arrangements between the two schools under the Executive Headteacher – The Executive Headteacher reported on the current working arrangements between the two schools. A report was produced and was reported on in terms of the initial stages of the partnership. Key questions were raised and interviews took place with the staff. There was confidence in the leadership and management of the school under the Joint Senior Deputy Headteachers, which was strong. The school’s overall ethos remained both calm and good for the school going forward. Governors commented positively on the update received and were aware that further discussions would need to take place in good time for the future.		
8.11	The Executive Headteacher had nothing further to add at this stage. Governors thanked the Executive Headteacher for his report. Governors looked forward to receiving further update throughout the course of the year.		
9.	Feedback from the Committees – reports		
9.1	Discussed under item 6 above. There was nothing further to add at this stage.		
10.	Scheme of delegation model for consideration and adoption		
10.1	Discussed under item 8.4 above bullet point 1. There was nothing further to add at this stage.		
11.	Report Back on governors’ Visits		
11.1	Discussed under item 4.2 above. There was nothing further to add at this stage.		
12.	Governors’ Training Update		



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12.1	There were no reports received regarding governors' training received. Governors confirmed that they continued to receive the updates in respect of the training on offer from the LA. Governors were reminded about the importance of attending the training opportunities on offer as well as the need to report back on their usefulness and effectiveness.		
13.	Any other urgent business		
13.1	There were none received.		
	For information/action:		
14.	Governors attendance 2016/17		
14.1	Despatched in advance in readiness for the meeting and AGREED for publication on the website.	EHT	asap
15.	School Governors' Competency Framework		
15.1	Governors noted the contents of the competency framework despatched in advance with the agenda papers. There was nothing further to add at this stage.		
16.	Governors' skills audit update		
16.1	Governors were reminded about the importance of ensuring that the governors' skills audit pro formas s were completed and returned for the attention of the clerk.		
17.	Policies update		
17.1	Discussed under items 8.2 – 8.6 above. There was nothing further to add.		
18.	Resources Committee Terms of Reference updated		
18.1	The terms of reference was updated and shared with the members of the Board. The terms of reference were AGREED as presented.		
19.	Date and Time of Next Meetings and Governing Body Agenda Plan		
19.1	<p>Governors were referred to the schedule of meetings 2017-18, which were detailed as follows along with the items for the meetings shown:</p> <ul style="list-style-type: none"> • Resources Committee – 30 January 2018, at 8.00 am <ul style="list-style-type: none"> ○ (Financial quarter return 3) • Full meeting of the Board – 1 February at 6.00 pm <ul style="list-style-type: none"> ○ Presentation – English, ○ Analyse School Performance (previously RAISEonline) analysis of school data ○ Targets for 2017-18 • Full meeting of the Board – 19 April at 6.00 pm <ul style="list-style-type: none"> ○ Presentation – Maths 		



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	<ul style="list-style-type: none"> ○ Assessment practices ○ Update on Safeguarding ● Resources Committee – 22 May at 8.00 am <ul style="list-style-type: none"> ○ Financial Outturn and Set budget Profile ● Full meeting of the Board – 21 June at 6.00 pm <ul style="list-style-type: none"> ○ Presentation – PE ○ SEF ○ SDP ● Resources Committee – 10 July at 8.00 am <ul style="list-style-type: none"> ○ Financial Quarter Return 1. 		
20.	Information from the LA on data protection LCOGs		
20.1	Governors noted the contents of the information despatched in advance with the agenda papers. Governors looked forward to receiving further updates regarding the requirement in the New Year.		
	Part two– confidential		
21	Any other urgent confidential business items		
21.1	There were none.		
	There being no any other business items the Chair thanked those in attendance and closed the meeting		

The meeting closed at 8.00 pm

APPROVAL OF MINUTES BY CHAIR OF THE BOARD OF GOVERNORS

I, Chair of the Board of Governors, approve these minutes as an accurate representation of the Meeting, which took place on **30 November 2017**, at Crowland Primary School at 6.00 pm.

Signed: _____ **Date:** _____

Roger Knight, **Chair of the Board of Governors**,
Crowland Primary School