

**BOUNDS GREEN SCHOOL
FULL MEETING OF THE GOVERNING BODY
ON 9 NOVEMBER 2023 AT 6PM
PUBLIC MINUTES**



Staff (2)

Nadine Lewis (Headteacher)
Tom Smith 30-04-27

Parent (2)

Tracey Burton 26-05-25

LA (1)

Vacant

Also present

Corinne David (Clerk)
Helen Chrysafi-Bartrip (DHT)
Liz Luka (AHT)
Marcus Read (AHT)
Faye Papini (SBM)
Jess King (AHT)

Co-opted (10)

*Matthew Crome 12-07-27
Mark Chapman 12-07-27 (Chair)
Anne Keleghan-26-05-25
Claire Wright 10-03-24
Andrew Gordon 17-11-25
Toby Nation 17-11-25
Ismini Theodosiou 24-05-27
Jayne Cookson 08-11-27
Eleanor Kaye 08-11-27
*Denotes absence

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 Mark Chapman welcomed everyone to the meeting introductions. Eleanor Kaye and Jayne Cookson introduced themselves to the GB.
- 1.2 Apologies for absence were received from Matthew Crome.
- 1.3 The Clerk confirmed that the meeting was quorate.

2. DECLARATIONS OF INTEREST, PECUNIARY INTEREST OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 Register of Interests Forms. All Governors present completed the register of Interest forms for 2023/24.

ACTION Clerk to scan the forms and upload them onto Governor Hub.

- 2.2 There were no declarations of interests made in respect of any of the agenda items.

3. ELECTION OF CHAIR/VICE CHAIR

- 3.1 The Clerk sought a determination on the term of office to be served by the Chair and Vice-Chair, noting this could be between 1 to 4 years.

AGREED **The term of office for Chair and Vice Chair to be 1 academic year.**

- 3.2 Election of Chair for the 2023/2024 academic year.

Clerk sought nominations for Chair for the academic year 2023/24. Mark Chapman informed Governors that he would be willing to stand as Chair, no other nominations were made.

UNANIMOUSLY AGREED **Mark Chapman was elected Chair for 2023/24.**

- 3.3 Election the Vice-Chair for the 2023/2024 academic year.

ACTION Election of Vice-Chair to be an Agenda for next meeting.

Mark Chapman informed Governors that he would be standing down from Bounds Green after this academic year.

4. HEADTEACHER'S ITEMS

The Headteacher took Governors through the termly report.

4.1 Contextual Information

At the October 2023 PLASC the school's roll stood at a total of 650, Reception – Year 6 (603); nursery 47. This is a drop of 23 children from the October 22 PLASC. This represents a potential drop of £105k to £135k for 2024/25. There had been a drop in the autumn Nursery numbers; expectations were for the provision would be full after Christmas. The Infant school's attendance stood at 97.01%, with the Junior school's attendance at 96.23%. The current school population make up was noted as:

- 37% EAL
- 18% PPG
- 13% SEND

4.1.1 *Q: Can a pupil's status change as they move through the school.*

A: If a Child has received Free School Meals then the school receives Pupil Premium Grant for the following 6 years regardless of their status. A challenge for the school is to identify eligible pupils as the main benefit for the family is free school meals. With universal Infant Free School Meals, families didn't tend to reveal themselves until the Junior School, when they then had to pay for meals. This year with the mayors free school meals for all primary pupils, families don't need to reveal themselves. The school wrote to all parents to promote Free School Meals and encourage eligible families to come forward; 14 pupils were identified through the promotion of a free book bag and books. Noted that it is more difficult for families to receive benefits. Within the local area there has been regeneration, and changes in demographics; however, there are pockets of deprivation.

ACTION Sustainability of the school to be an agenda item at the next Resource Committee.

4.2 Staffing

Nine new staff members joined the school with other staff taking on additional or extended roles – details were provided to Governors. One teacher returned from Maternity leave at the start of autumn 2; 1 teacher will be going on maternity leave at the end of the term. An appointment to the PE subject lead (TLR2a) has been made. The school has also appointed to the Upper KS2 Phase leader and Early Reading Leader positions.

4.2.1 All appraisal for teaching staff were completed by 31 October. SLT members have received appraisal with targets. The Headteacher commended the Pay recommendations to the GB for approval. **The GB AGREED all the Staff Pay Progressions.** Noted that support staff will have appraisal completed before the end of term.

4.2.2 The Resource Committee undertook a robust review and scrutiny of the MLT restructure and implementation.

4.2.3 The school recruited 3 after school club staff deputy managers to increase the number of available places and reduce the waiting list. Noted Afterschool club. 2 staff are internal to the school, 1 is external. The staff are fully trained and there is 2-way communication.

4.2.4 *Q: will the additional capacity of the after-school club effect the waiting list?*

A: The school is not accepting new names onto the waiting list. By increasing the ratio and recruiting additional staff, the waiting list had been eliminated. This will be regularly reviewed. There is a maximum number of places available which is limited to the size of the space and the staff-pupil ratios. Each child will have a named worker in

the after-school club to facilitate better communication between the school and the family.

4.3 Extra-Curricular Clubs/Curriculum Enrichment

The range of extra-curricular clubs were noted by Governors. For the current academic year the school ring-fenced the Sports/PE Grant to enrich dance and movement provision across the school through use of specialist external teachers.

4.4 Summer 2024 Targets

The whole school targets were noted as:

	School target				
GLD	75%				
Y1 Phonics	81%				
Y4 MTC 20 marks	70%				
		Reading	Writing	Maths	Combined
KS1	EXS	72%	70%	75%	69%
	GDS	26%	11%	11%	7%
KS2	EXS	85%	74%	80%	70%
	GDS	54%	32%	23%	13%

Jess King informed Governors that if the School meet the targets this would be an increase from the previous year. Noted that the targets set are challenging, but realistic targets. Noted that the targets are above national and mostly above Haringey from 2023. The final targets will be presented at the TLC meeting on 7 Dec 2023.

4.4.1 *Q: Why is GD in KS1 lower than the 2023 Haringey average?*

A: This is a different cohort of children; the cohort have always been a concern with Maths identified as an area of weakness. GDS targets for Yr1 – Yr5 look low because the school hadn't completed the Pupil Progress Reviews.

4.5 School Development Plan (SDP) (2023/24).

The SDP was received and **RATIFIED** by the GB. Noted that the SDP should be read alongside the school's Self-Evaluation document. Further noted that both documents were written by SLT working closely together to share views on the strengths and next steps for the school. The SDP will be reviewed termly by SLT and Phase Leaders / TLR subject leaders, RAG rating each item. The Chair noted that the SDP will be monitored by Governors at GB, Committee and link Governor level.

5. CHAIR'S ITEMS

5.1 No Chair's items were received.

6. MEMBERSHIP OF THE GOVERNING BODY AND COMMITTEES AND LINK GOVERNORS

6.1 The Clerk confirmed that the GB membership currently had 3 vacancies (pending appointments in 6.1.1): 1 LA Governor, 1 Co-opted Governor and 1 Parent Governor vacancy. Noted that the School had sought expressions of interests from the parents. The Chair noted that a CV of a potential Co-opted Governor candidate had been received and would report back in due course.

6.1.1 Election of up to 3 Co-opted Governors.

The Chair proposed the election of Jayne Cookson and Eleanor Kaye as Co-opted Governors onto the GB; this was seconded by Toby Nation. No objections were noted.

Unanimously APPROVED Jayne Cookson and Eleanor Kaye were elected onto Bounds Green GB for a four-year term.

6.2 The Chair noted that a review of the current constitution and composition of the GB, should take place next academic year or when there was a surplus of quality Governor candidates.

6.3 **The GB AGREED to continue with the same arrangements as 22/23.** New Governors to join the TLC Committee.

Resources

Mark Chapman
Nadine Lewis
Anne Keleghan
Matthew Crome
Toby Nation

Teaching, Learning & Curriculum

Mark Chapman
Nadine Lewis
Andrew Gorden
Claire Wright
Tom Smith
Ismini Theodosiou
Jayne Cookson
Eleanor Kaye
Tracey Burton

AGREED **The Pay Committee functions to be undertaken by the Resource Committee.**

6.3.1 Headteacher's Performance Review Panel.

Mark Chapman, Toby Nation, Matthew Crome and Eleanor Kaye

ACTION Chair/ Headteacher to circulate potential dates with the Panel.

6.3.2 Governors **AGREED** that should there be the requirement to convene a Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee or Staff Appeal Committee during 2023/24, then the membership would comprise of three eligible and available Governors

6.4 **The GB ratified the Terms of Reference for the following Committees:**

- **Resource Committee including the Pay Committee.**
- **scheme of delegation.**
- **Teaching, Learning & Curriculum Committee.**

6.5 The GB **AGREED** to continue with the focus groups undertaking deep dives into specific areas, report back to pertinent committees / Full GB:

- Child Protection and Safeguarding: Mark Chapman & Tracey Burton
- Curriculum / T&L: Andrew Gordon & Jayne Cookson
- Inclusion: Mark Chapman & Eleanor Kaye
- EYFS: Claire Wright
- SEND: Tracey Burton
- Premise: Toby Nation & Matthew Crome

ACTION Headteacher to work with SLT counterparts regarding a focus group work programme for the coming year.

6.6 Governors' Role Profile and Code of Conduct.

Governors reviewed and **AGREED** the Governor Role Profile and Code of Conduct for Bounds Green GB.

ACTION Governors to complete the declaration on Governor Hub.

7. PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING

7.1 The minutes of the full GB meeting held on 13 July 2023 were **AGREED** and **RATIFIED** as a correct record of the meeting. The Chair signed a copy of the minutes which were retained by the school for file.

7.2 Matters arising.
All actions had been completed.

8 MINUTES OF SUBCOMMITTEES

8.1 Resources Committee.

Governors noted receipt of the draft minutes from the Resource Committee held on 17 October 2023. Toby Nation, as Chair of the Committee, provided governors with a synopsis of the meeting; the following was noted:

- Overall, the school's finances were in a healthy surplus position (overall £171k).
- Discussions around number of pupils on roll and the impact on the school's 2024/25 budget allocation.
- Update on staff wellbeing was provided.

8.1.1 Annual Review of Financial Documents.

The Governing Body received and **RATIFIED** the following documentation:

- Internal Scheme of Financial Delegation.
- Review scheme for financing schools (financial regulations).
- Review of best value statement.
- Review office manual (financial procedures).

8.1.2 Governors noted that the SFVS must be approved and submitted to the LA by 31 March 2024.

8.2 Teaching, Learning & Curriculum Committee.

Governors noted receipt of the draft minutes from the TLC Committee held on 12 October 2023. Andrew Gordon, as Chair of the Committee, provided governors with a synopsis of the meeting; the following was noted:

- Data was reviewed.
- The parent view survey outcome was received and reviewed.
- The Behaviour Policy was reviewed with a spotlight on SEND pupils.
- Review and update to Child Protection Policy and/ or procedure reflecting important changes in KCSIE 2023.
- At the next meeting the committee would further review the outcomes and progress of disadvantage and SEND pupils; and review racial equity.

9. GOVERNORS' VISITS AND TRAINING (Standing item)

9.1 Governors' Visits.

The following visits had taken place since the previous full GB meeting:

- Safeguarding: Mark Chapman
- SEND: Claire Wright

9.1.1 Governors were reminded to write up their visits and upload them onto Governor Hub.

9.2 Governors' training

No governors had undertaken any training since the previous meeting.

10. POLICIES

Governors received and APPROVED the following policies for use by the school:

- Model Schools teacher pay policy September 2023
- Bounds Green Safeguarding child protection Policy

10.1 Governors noted the new Exclusion and Suspension Guidance September 2023.

11. SAFEGUARDING (Standing Item)

11.1 Governors noted receipt of the updated Keeping Children Safe in Education 2023 and were reminded complete the declaration on Governor Hub.

11.2 Update on safeguarding matters.

Marcus Read provided the GB with an update of Safeguarding, the highlights were noted as:

- a) At the link Governor meeting the following actions were undertaken:

- SCR check.
- CP policy check.
- Discussion regarding supervision and role of DSL.
- Filtering monitoring discussion and DSL view of alerts raised by Impero.
- Lettings policy changes due to responsibility of DSL to have overview.

- b) All staff have read KCSIE (Sept 2023), and signed register to confirm through Safe Smart.
- c) All volunteers at their induction have a safeguarding discussion and are given a copy of relevant documents and emailed links to school website.
- d) Online safety policy 2023 has been updated to reflect changes in KCSIE 2023.
- e) Letting policy changes, include safeguarding expectations on the letter of premises and their responsibility to provided evidence of safeguarding lead and training of their staff. Noted that organisations that have a safeguarding structure in place are allowed to hire the school premises.

11.3 Safeguarding number (September 2022 to August 2023)

- School referrals: 1
- Early help assessments: 4
- Early Help: 6
- Child Protection: 3
- Children in Need:3
- Looked After: 2

ACTION Resource Committee to review cyber security & standards at the next meeting.

11.4 Q: *What support is provided to staff that work within safeguarding and Inclusion team?*

A: The team is part of the DSL forum, noted that there are discussions wider in Haringey about support for DSLs. There was a need for formal supervision for DSL due to some of the cases they work with.

ACTION a) Headteacher talk to HEP regarding supervision for DSLs.
 b) Chair to raise this at the Chair's network.

12. DATE AND TIME OF FUTURE MEETINGS FOR THE AUTUMN & SPRING TERM

12.1 The dates for the Governing Body & Committee meetings during the autumn 2023 & spring term 2024. Were noted as:

- TLC: 7 December 2023 and 22 February 2024 (6:15pm)
- Full GB: 7 March 2024 (6:15pm)

ACTION Faye Papini and Toby Nation to confirm Resources Committee dates with members

13. ANY OTHER URGENT BUSINESS

No AOB was received.

The Chair thanked everyone for attending; all staff members, except the Headteacher were invited to leave. Part 1 of the meeting finished at 8:05pm.

Sign: Date:
 Mark Chapman, Chair of Governors.