

**BOUNDS GREEN SCHOOL
FULL MEETING OF THE GOVERNING BODY
ON 7 NOVEMBER 2024 AT 6PM
PUBLIC MINUTES**



Staff (2)

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

Parent (2)

Tracey Burton 26-05-25
David Rees 16-11-27

LA (1)

Bob Hamlyn 10-07-28

Also present

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

Co-opted (10)

Mark Chapman 12-07-27
Anne Keleghan-26-05-25
Claire Wright 10-03-24
Andrew Gordon 17-11-25
Toby Nation 17-11-25 (Vice-Chair)
Ismini Theodosiou 24-05-27
Jayne Cookson 08-11-27
Eleanor Kaye 08-11-27 (Chair)
Abdul Alimi 06-03-28
*Denotes absence

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 Mark Chapman welcomed everyone to the meeting.
- 1.2 Apologies for absence were received from Tom Smith. Noted that Claire Wright had provided apologise for lateness.
- 1.3 The Clerk confirmed the meeting was quorate.

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

- 2.1 All Governors present were reminded to complete the register of Interest forms for 2024/25 either via Governor Hub or fill out a hard copy of the form.

ACTION Clerk to scan any hard copies of the form 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 2024/2025 academic year.

The Clerk sought nominations for Chair for the academic year 2024/25. Mark Chapman nominated Eleanor Kaye, this was seconded by Toby Nation, no other nominations were made.

UNANIMOUSLY AGREED Eleanor Kaye was elected Chair for 2024/25.

- 3.3 Election the Vice-Chair for the 2024/2025 academic year.

The Clerk sought nominations for Vice Chair for the academic year 2024/25. Eleanor Kaye nominated Toby Nation, this was seconded by Mark Chapman, no other nominations were made.

UNANIMOUSLY AGREED Toby Nation was elected Vice-Chair for 2024/25.

The Clerk handed the meeting over to the Chair.

4. HEADTEACHER'S ITEMS

4.1 Governors received the termly Headteacher's report, which had been uploaded onto Governor Hub prior to the meeting. The following highlights were noted:

- a) The Infant school was judged to be outstanding. An inspection for the junior school is expected within the next 2 years.
- b) An in-year deficit has been spent; with the requirement to draw from the reserves to ensure an overall balanced position for the close of accounts in March 2025.
- c) A review of spending for 2025/26 will determine the best was to balance the budget. The Resource committee continues to scrutinise income and expenditure. Staff have been informed about the school's financial situation.
- d) At the October PLASC the school had 654 pupils on roll (604 reception to Year 6)
- e) There has been pupil movement since the October PLASC with an overall net gain of 5 children. Noted that the school will not receive money for these children.
- f) Key groups were noted.
- g) The Infant school attendance stood at 95.42% with the Junior school attendance stood at 94.93. Overall, the school is broadly inline with the national average. The breakdown of attendance by key groups was reviewed and noted. The newly appoint officer in the school office will have a focus on attendance and has received relevant training. Noted that Haringey Education Welfare team have template letters that have to be issued as cases are escalated through different stages.

ACTION School to construct a cover letter explaining about the changes to attendance; and that formal letters are templates from Haringey that the school has to use to comply with regulations.

4.1.1 *Q: Is there a reason why the Year 5's attendance is 3% below the other year groups?*

A: This cohort has the lowest number of pupils on roll; thus, each pupil is worth a greater percentage. The reported attendance figure is for the first half term only. The expectation is for attendance for the cohort to increase as the year progresses. Noted that there is a child that is persistently absent and another child has recently been on-rolled at another school. The attendance team are targeting and supporting the Year 5 cohort as their first priority.

4.1.2 *Q: Is there a reason why the percentage of FSM and PPG are lower in KS1 than KS2?*

A: The threshold for families to obtain Free School meals has become harder as the threshold for obtaining benefits has also increased. During the EYFS home visits the school runs checks to try and capture those children that are entitled to a free school meal and draw on the Pupil Premium funding. There has also been an impact from the Universal Free School Meal offer; which means parents aren't necessarily applying.

4.2 An overview of staff changes was provided. The following highlights were noted:

- 2 new staff members have joined Bounds Green.
- 2 staff members would be leaving.
- 2 requests for flexible working were received and being reviewed.
- An update on staff members leaving on or retuning from maternity leave was provided.
- The school will be going out to recruit a 0.6 Nursery Nurse in Nursery.

4.3 Finance update. The Headteacher took Governors through the paper titled '2024-2025 Financial Year Revenue Budgets Summary and Commentary – Quarter 2'.

Reassurances were provided to Governors that the school continued to manage the budget carefully avoiding overspends and making savings where possible. Where

appropriate the school had closed some curriculum budgets early when they have not been fully spent. Budget holders have been requested to undertake any necessary spend by quarter 3 to allow the SBM to know what the 2024/25 outturn will be. The school has also received some extra unexpected income from Haringey. This has reduced the overall in-year deficit for both schools combined. The school, as a whole, continues to be in a surplus position, by use of the 2023/24 carry forward. Further noted that the Junior school surplus is supporting the Infant school deficit budget. At the end of quarter 3 a review of the budget will be undertaken to determine what the next steps could be to allow the school to forecast an overall balanced budget position.

4.3.1 *Q: Why is the budget now under pressure?*

A: The vacant pupil places across the school has resulted in a shortfall in funding equating to roughly £100k. Marketing and attracting more families to the school is critical moving forward. The school is fortunate to be 2 schools which are hard federated; as this attracts block funding equating to 2 schools.

4.3.2 *Q: what has the take up of place in reception been like?*

A: For reception 2024, there were a total of 95 applications that had put Bounds green either first or second. However, in September two children didn't turn up. Noted that reception is now full, but at the October PLASC there was 1 vacancy. The school's aim is to be oversubscribed at Nursery as this feeds into the school's reception cohort.

4.3.3 *Q: If the school was full and at capacity would there still be a financial concern?*

A: If all the year groups were full the financial concern would be reduced significantly; however, there are still unknowns in regards to funding allocations in future years and what staff pay uplifts will be.

4.3.4 *Q: What are the plans in marketing the school?*

A: The Year 5 tour guilds are doing lots of tours for perspective families around the school; those children have been trained by the Headteacher. Those children are highly impressing the parents. Banners street facing stating the infant school is outstanding, social media accounts. SLT are reviewing the best drivers to get all the news about Bounds Green school into the local community

4.3.5 *Q: Is the nursery full?*

A: Last year the school had two in-takes. One in September and the other in January making the provision full. The nursery provision is full. There is a mixture of full time and part time places, with some parents paying to top up the provision. This year is more positive than last year for nursery numbers.

4.4 School Development Plan (2024/25). The Headteacher informed Governors that the SDP had been organised under the schools' values and is still out to consultation; seeking stake holder views.

ACTION Headteacher to circulate SDP once ready.

4.5 Premise update. The following premises works undertaken over the summer and autumn term 1 was noted:

- Nursery classroom renovations
- The Year 5 classrooms were carpeted
- Year 6 classrooms were moved to the ground floor and Year 4 classrooms were moved to the first floor. Staff have seen a notable improvement in behaviour during the term.
- The emergency lighting has been checked; lockdown alarm installed and acoustic moving doors in the Infants checked.
- CCTV has been installed and is monitored over both gates.

- New equipment storage in the playground, the pergola and shed have been repainted, there are new reading pods funded by the PTA and hedges cut back.
- Replacement of boiler for the Reception and Year 1 building planned by Haringey.
- Premises team continue to liaise with Haringey regarding the replacement of the school windows.

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 informed Governors that Claire Wright term of office was concluding on 10 March 2025. Claire Wright confirmed that she would not be continuing on the GB following this date. The Clerk confirmed that there currently 1 co-opted vacancy and there would be another co-opted governor vacancy from 11 March 2025.

ACTION a) School to write to the school community stating that the GB was looking for a governor that wasn't a current parent; potentially with Finance or HR skill base.

b) Chair & Mark Chapman to review and agree text to be circulated to school community.

6.1.1 Associate Governor Appointment

UNANIMOUSLY AGREED To appoint Helen Chrysafi-Bartrip as an Associate Governor for a four-year term of office.

6.2 2024/25 Committee Membership

TLC Committee.

Andrew Gordon [Chair]
Nadine Lewis
Mark Chapman
Eleanor Kaye
Bob Hamlyn
Jayne Cookson
Claire Wright
Tom Smith
Ismini Theodosiou
Tracey Burton
Helen Chrysafi-Bartrip
Liz Luka
Marcus Read
Jess King

Resource Committee

Toby Nation [Chair]
Nadine Lewis
Mark Chapman
Eleanor Kaye
Abdul Alimi
Anne Keleghan
David Rees
Faye Papini (SBM)
Helen Chrysafi-Bartrip

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

6.2.1 Headteacher's Performance Review Panel.

Mark Chapman, Toby Nation, Eleanor Kaye

ACTION Headteacher to circulate potential dates with the Panel.

- 6.2.2 Governors **AGREED** that should there be the requirement to convene a Pupil Discipline Committee, Staff Disciplinary/Dismissal Committee or Staff Appeal Committee during 2024/25, then the membership would comprise of three eligible and available Governors.

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

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

6.4 To review and agree link governors' positions.

Safeguarding	David Rees, Mark Chapman & Marcus Read
SEND	Tracey Burton & Marcus Read
T&L	Andrew Gordon, Jayne Cookson, Bob Hamlyn, David Rees, Liz Luka & Jess King
Pastoral	Eleanor Kaye, Abdul Alimi[BME] & Helen Chrysafi-Bartrip
EYFS	Tracey Burton & Lydia
Site	Abdul Alimi, Faye Papini & Alan
Finance	Toby Nation & Faye Papini
Staff Wellbeing	Eleanor Kaye, Toby Nation & Helen Chrysafi-Bartrip

ACTION Link leads to arrange visits

6.5 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 11 July 2024 were AGREED and RATIFIED as a correct record of the meeting.** Mark Chapman as previous Chair, signed a copy of the minutes which were retained by the school for file.

7.2 Matters arising.

7.2.1 Item 7.1 SBM to upload the Committee minutes onto Governor Hub.
Action completed

7.2.2 Item 8.1 Governors to write up and upload their link Governor visits onto Governor Hub
On going action.

7.2.3 Item 8.2.1 Governors to complete Safeguarding training and provided the School with certificates.
On going action.

7.2.4 Item 9.3 A Vice Chair to be elected at the next Full GB meeting.
Completed – see Item 3.3

7.2.5 Item 10.1 The meeting cycle for 2023/24 to be uploaded onto Governor Hub ASAP.
Action completed

8 **MINUTES OF SUBCOMMITTEES**

8.1 Resources Committee.

Governors noted receipt of the draft minutes from the Resource Committee held on 22 October 2024 and 5 November 2024. The following topics were covered within the meetings:

- Quarter 2 return and financial projections up until March 2025. Noted current project was for an overall surplus position.
- Outcome of the 2023/24 school fund audit
- October PLASC – which drive the 2025/26 budget.
- Staff Well being and Staff Survey update.
- Premises update

- Thanks was provided to the site team for their effort and work undertaken on the premise during the summer term.

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 2025.

8.2 Teaching & Learning Committee.

Governors noted receipt of the draft minutes from the T&L Committee held on 10 October 2024. The following topics were covered within the meetings:

- Summer term 2024 data; deployment of Power of Reading programme to support pupil writing.
- 2023/24 SDP was reviewed.
- An over view of the school's approach to restorative justice was provided.
- Safeguarding, attendance and behaviour policy were reviewed.

9. **GOVERNORS' VISITS AND TRAINING (Standing item)**

9.1 Governors' Visits.

9.1.1 Eleanor Kaye and Helen Chrysafi-Bartrip had a meeting regarding staff wellbeing.

9.1.2 A safeguarding meeting had been booked to review the Single Central Record Guidance for new Link Governor, Policy work and an updated on current Safeguarding matters.

9.2 Governors' training

The following governors training was noted:

- Eleanor Kaye had undertaken safeguarding and safer recruitment training.
- Mark Chapman had undertaken safer recruitment training
- David Rees had undertaken finance training.

10. **POLICIES**

10.1 **The GB AGREED the continued use of HR and Pay policies until further policy updates were received from Haringey HR.**

10.2 **The GB APPROVED the Safeguarding and Child Protection Policy and Procedures 2024 for use by the school.**

10.3 Noted that the SEND policy would be received and scrutinised at the next TLC meeting.

10.4 Governors noted the new Exclusion and Suspension Guidance September 2024.

11. **SAFEGUARDING (Standing Item)**

11.1 Governors were reminded to read Keeping Children Safe in Education 2024 and complete the declaration on Governor Hub.

11.2 Marcus Read took Governors through the annal safeguarding report. The following highlights were noted:

- Within the Infants Ofsted report it stated that safeguarding procedure and systems were effective.
- Updates to KCSIE 2024 were highlighted and noted.
- All staff received safeguarding training at the beginning of term; with a focus on prevent.
- Volunteers and new staff undertake safeguarding training at their induction.

- e) All staff have signed safesmart to state they have read and understood part 1 of KCSIE.
- f) Updates to staff are provided via email and weekly business meeting.
- g) Termly DSL supervision is occurring.
- h) Fortnightly Safeguarding DSL caseload meeting.
- i) Liz Luka and Jess King have undertaken safer recruitment and updated their DSL training.
- j) School continues to use the most recent updates from HR.
- k) The school's current safeguarding case load was noted.
- l) The first 2 weeks of the school term were spent embedding the routines, values and behaviours expectations.

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

12.1 Governors noted the following Full GB and Committee dates for the autumn 2024 & spring term 2025:

- Full GB: 6 March 2025
- TLC: 5 December 2024 and 27 February 2025
- Resources: 11 February 2025

13. ANY OTHER URGENT BUSINESS

13.1 Mark Chapman on behalf of the GB provided thanks to Claire Wright for her work and support of the GB during her tenure as a Governor. All governors wished her well for the future.

The Chair thanked everyone for attending; all staff members and observers, except the Headteacher were invited to leave. Part 1 of the meeting finished at 7:25pm.

Sign: Date:
Eleanor Kaye, Chair of Governors.