

PRIMROSE HILL PRIMARY SCHOOL



Meeting of the Full Governing Board
at the School on Monday 15 July 2019 at 6pm

MINUTES

GOVERNORS	Co-opted	Hilary Aylesworth	✓		
		David Howe		✓	
		Alice Gray		✓	
		Isabel Murphy		✓	
		Syra Sowe (<i>co-opted staff</i>)		x	
			Katherine Zographos	✓	
		Parent	Amal Abbamin	✓	
			Ophelia Field		✓
			Gavin Davies (<i>Chair</i>)		✓
			Laura Thompson		✓
	Claire Cameron			✓	
	Local Authority	Matt Cooper		x	
	Headteacher	Robin Warren	✓		
	Staff elected	(<i>vacant</i>)			
ASSOCIATES	Assistant head	Mireille Alwan		✓	
	Assistant head	Liz Ghamar		✓	
	Assistant head	Laura Beeson		x	
IN ATTENDANCE		Victoria Mitchell, Clerk To The Governing Board		✓	

1. Welcome and apologies

1.1 The Chair, Governor Gavin Davies, welcomed everyone to this full governing board meeting of the Primrose Hill School Governing Board, which began at 6pm.

1.2 Apologies were received from Syra Sowe, Matt Cooper and Laura Beeson - these apologies were accepted. The meeting was quorate.

2. Declarations of interest for this agenda

2.1 There were no declarations of pecuniary interest in respect to items on this agenda.

3. Expiry of the term of office of Staff Governor Isabel Murphy

3.1 Governors were informed that the term of office had ended of the elected staff governor Isabel Murphy. The Chair noted that Isobel Murphy had been a very proactive and useful member of the governing board. However an election in the school for the staff governor may lead to her not winning the ballot. As such the Chair proposed that Isobel Murphy was co-opted onto the governing board.

3.2 Isabel Murphy then left the room. Governors considered the matter and a vote was taken. The result of the vote was that Isobel Murphy was co-opted onto the governing board for a four-year term.

ACTION: Isabel Murphy co-opted onto the Governing Board.

3.3 The Headteacher stated that an election for a new staff governor will be arranged in the school for the first week of the autumn term 2019.

ACTION: Staff governor election to take place early in the autumn term 2019.

4. Expiry of the term of office of Co-opted Governors Alice Gray and Syra Sowe.

4.1 Governors were informed that the term of office had ended of two co-opted governors.

4.2 Governors considered the co-option of Alice Gray for a further four year term of office. Alice Gray left the room and governors considered the matter. A vote was taken and Alice Gray was co-opted for a further four year term.

4.3 Governors considered the co-option of Syra Sowe for a term of office. Syra Sowe was absent from this meeting. Governors noted that there were sufficient vacancies on the FGB for this member of staff to be re-co-opted. A vote was taken and Syra Sowe was co-opted for a further four year term.

ACTION: Alice Gray and Syra Sowe co-opted onto the Governing Board.

5. Chair's Report

5.1 The Chair Of Governors, Gavin Davies, issued his written report to the Governing Board.

5.2 The Chair thanked the Headteacher for his hard work and giving the children at the school a wonderfully rich and successful school year. The hard work of the Headteacher had been reflected in the good SATs results.

5.3 The Chair stated he had enjoyed observing the SATs taking place in the school. The pupils were well prepared for the tests. The Chair had also carried out a number of visits to the school and observed a school trip to Broadstairs in Kent. It was extraordinary to see the staff in action on this visit all working as a team.

5.4 The Chair informed governors that a thought-provoking session had taken place at the school on safeguarding. Another governor stated that the safeguarding session was an eye

opener about the possible safeguarding risks and what things the school needed to look out for in pupils. However the Chair stated that unfortunately only two non-staff governors had attended this safeguarding training session and it was important to ensure all members of the FGB had consistent levels of knowledge and expertise on safeguarding matters. He encouraged all members of the FGB to attend safeguarding training in the near future.

ACTION: All governors to attend safeguarding training during the next six months.

5.5 Question: How often do staff have safeguarding training?

Answer: Every two years with a refresher every six months.

5.6 The Chair informed the FGB that he had attended a meeting of the 135 Cluster of schools. One issue that was discussed was the relocation of Abacus Free School from the Kings Cross area into the old Hampstead Police Station building. There was concern any relocation of the free school could affect pupil numbers at cluster schools but particularly Fleet and Gospel Oak Primary Schools. Primrose Hill School is further away and currently oversubscribed, but may suffer falling pupil numbers in future.

5.7 Question: What action are Camden Council taking to deal with declining pupil numbers?

Answer: There may be plans to mitigate against this such as school closures or the closure of some nurseries. The accuracy of Camden Council's projections on pupil numbers is under question and there is a piece of work being done by another governor in the cluster to assess how accurate or inaccurate those projections are.

5.8 The Headteacher informed governors that a decision had been made by the church diocese to close St Aloysius Primary School in the borough. The decision was taken with the view that many of its pupils would migrate to St Michael's School instead. However the decision on which school to send their children to is taken by individual parents and therefore some may choose Primrose Hill School instead.

6. Report from the Headteacher

6.1 Current challenges for the school were the establishment of the autistic resource provision (ARP) as the building work has been delayed, as well as redesign works that are taking place in the school playground over the summer holiday. There is a need to ensure that next term there is a general full-time teaching assistant in every class. The emphasis will be on teamwork by staff in each class.

6.2 The Headteacher had been attending appeal hearings for parents of pupils whose application for a school place had been turned down by Primrose Hill School. There was also an appeal from a staff member who has been unable to secure a place in the school for their child. This was caused as the current criteria on school places for staff members is that this only applies to the pupils of teaching staff.

6.3 Question: Can the school alter its admissions criteria?

Answer: This is difficult to do as this is a community school.

6.4 Question: Could the school lose that member of staff as a result of this decision?

Answer: Hopefully not as this member of staff has a good skill set. Unfortunately the school place the child has been offered is a long way from Primrose Hill School and the staff member may have to change their staff hours to drop off their child at school and pick them up at the end of the school day.

6.5 The Headteacher stated that although Camden Council had offered the school a short-term deficit budget the school had made some tough choices on budget cuts and therefore had not set a deficit budget as a result. The school may have to do some scenario planning about

different finance decisions in future in order to prepare for important budget decisions. The school may also have to seek out other sources of income to fund its work.

6.6 Question: Can you give examples of possible other sources of income?

Answer: One-off grant funding and donations to the school - one family has already donated £40,000. Also the school does not engage with local businesses at the moment but may seek to do more of this in the future.

6.7 One governor suggested the school seeks an estate agent to promote the work of the school. However another governor said that it is not easy to find an estate agent who will agree to be a partner. Governors agreed it may be worth trying. Another governor suggested working with a company called Kiba who work with schools.

6.8 The Headteacher stated that Primrose Hill School will be leading the Camden EYFS Hub during next academic year.

6.9 The school hosted an outdoor day with activities such as face painting, outdoor games and sport. The day was very successful and the staff team gave the children a great time. It was a very successful day and the school may now do a winter outdoor day as well.

End of year results

6.10 The school has been focusing on improving the pupils' writing.

6.11 Question: How are the results of the writing tests predicted?

Answer: The staff look at the work of the pupils and judge whether they have met their expectations that have been set. A meeting then takes place to decide the judgements of the teaching staff.

6.12 The Headteacher announced that all pupils except one past phonics. The school was disappointed about that one pupil.

6.13 Question: Why are the predictions presented here different to those predictions previously presented to the FGB?

Answer: We have a meeting at the start of the year where we base the predictions on the Fisher Family Trust data. We then have a meeting later in the year where we discuss progress and further information. Therefore the predictions made change throughout the year based on the data and progress of the pupils. There are also changes to the pupil population as some pupils leave and others join the school mid-year. This skews the predictions that were made at the start of the year.

6.14 The reading, maths and SPAG teacher assessments were very positive. 59% of the cohort are working at greater depth in reading. 81% are at their expected standard in the school. The school's assessments were moderated by the local authority this year. A summary of the results compiled by Camden will go into the school newsletter at the start of next term.

6.15 Governors congratulated the Headteacher for the school results.

Staffing

6.16 There will be some changes to staffing in the school next term due to maternity arrangements. The school has two new teachers starting in September 2019, both from Teaching Alliance. One of these new teachers did her teaching practice at this school.

Autistic Resource Provision (ARP)

6.17 The Headteacher informed the FGB that unfortunately despite all the work that had been done at the school to prepare for the building of the new ARP there were now delays by the local

authority. The architect had tried to make sure there were no questions on the planning side but planning permission has still not been granted. The school planned for the work to begin at the start of the summer holiday but the work is now not due to take place until later in the holiday. This is less convenient as the Headteacher is on holiday outside the UK during this time so will not be able to manage the project.

6.18 The Headteacher stated that the upstairs pupils toilets will be out of action. Temporary outside toilets maybe installed during this period. The basement classroom won't be ready until after the children have begun the school term. As a result of the essential work some EYFS children have delayed their admission to the school.

6.19 As a result of the building works there will be no access to the east side of the building for one term. This means items kept in those rooms will have to be placed into storage in containers in the school car park for the term. Unfortunately this will be unpopular with school staff and visitors.

6.20 Question: How will this building work interface with the works in the school playground?
Answer: Phase One of the building works will be done sooner and the top part of the playground will be refurbished after the building work has finished.

6.21 The Headteacher informed the FGB that Camden Council have written a letter to local residents explaining the building works going on at the school. This letter was drafted by Headteacher Robin Warren and will be delivered to local residents by Camden Council next week.

6.22 Governors congratulated the Headteacher for managing the setting up of the ARP. Governors recognised that this was very time consuming work.

Pupil attendance

6.23 The Headteacher drew attention to the good attendance figures in the Headteacher's Report. The class with the best pupil attendance this term was Dragonflies. Dragonflies class had the lowest pupil attendance at the beginning of the academic year but the school has successfully improved their attendance and it is now the best. The pupils in the class have been treated to a trip to a pizza restaurant as a reward for good attendance.

6.24 There have been two fixed term exclusions this term.

6.25 There were no further questions and the Headteacher was thanked for his report.

7. Report from the Finance And Premises Committee

7.1 Governor Gavin Davies reported on the work of the Finance And Premises Committee.

7.2 Governor Davies reported that when the committee met on 19th June 2019 there was uncertainty about how much money the London Borough Of Camden would charge the school for some items in the school budget. These amounts have since been clarified and would cost less than expected. The school also learnt the amount it would have to contribute to the Camden Pension Scheme - additional pension contributions will now have to be paid. The result of these final calculations meant the school was in a better financial position than was originally anticipated on 19th June 2019. Changes in the school budget spending that were received by the committee are listed in the minutes from the committee meeting on 19th June 2019.

7.3 The committee learnt that the school is losing it full-time French language teacher. However the school may gain a new Italian teacher. Therefore the school may change the modern languages that it teaches next academic year.

7.4 The school is considering alternative options for the pupil residential trip that takes place each year. PGL has been used for several years but the school may now make a change.

7.5 Question: Will the staff who are going to work in the ARP be replaced by the school?

Answer: The ARP will have one teacher, one teaching assistant and one Senco, but as there will only be one pupil in the ARP to begin with these staff will be used creatively around the school.

7.6 Question: How will the languages funding be used next year?

Answer: Languages will be a School Improvement Plan priority next year. This will ensure the funding is used well.

7.7 The Headteacher informed the FGB that links with other schools were being looked into in order to see if schools could share resources in order to save money. There are also computer apps that help teach languages.

8. Report from the Curriculum And Pupil Welfare Committee

8.1 Governor Ophelia Field reported on the work of the Curriculum And Pupil Welfare Committee. The committee had last met on 8th May 2019.

8.2 A SEND update had been received by the committee and the committee had looked at the school's involvement in the Trailblazers scheme which is a scheme to support mental health.

8.3 The committee had a discussion about changes to the teaching of relationship and sex education (RSE) in the school. Diversity Role Models came to the school and discussed how to make parents more aware and supportive of the changes to the RSE teaching.

8.4 The committee also received a number of link governor reports.

9. Report from the Staffing, Leadership and Performance Committee

9.1 The committee met on 26th June 2019. The committee had looked at the collaborative review that had taken place in the school, managing teachers workload and teaching subjects with confidence.

9.2 The committee was informed that arrangements for staffing next academic year 2019-20 will be different to this academic year. The school is moving to a model where there is one dedicated teaching assistant per class rather than the more bespoke method that was in place during this academic year 2018-19. The Headteacher stated he believed this new staffing model will work well in the school.

10. Update on the Friends Of Primrose Hill organisation.

10.1 A governor who is also on the organising committee of the Friends Of Primrose Hill reported that the school fete had been a big success.

10.2 One governor suggested that as the school is teaching children about plastic polluting the oceans it may be appropriate for governors and staff not to bring plastic water bottles into school. This would set a good example to children.

11. Policies to be updated

11.1 Governors received three policies for ratification. All three policies had been considered and approved for ratification by the school committees.

Complaints Policy for ratification

11.2 It was explained to the governors that the draft Complaints Policy was a Camden model policy.

11.3 Question: How does this draft Complaints Policy differ from the previous Complaints Policy in the school?

Answer: This new policy is more concise and includes a flow chart of the complaints process.

11.4 Question: Will this affect existing complaints that are currently being dealt with?

Answer: No any existing complaints will be dealt with under the current school Complaints Policy. New complaints will be dealt with under this new policy.

11.5 A vote was taken and the result was the new Complaints Policy was ratified by the FGB with one abstention.

Charging And Remissions Policy for ratification

11.6 A new Charging And Remissions Policy for the school had been approved for ratification by the Staff And Pupil Welfare Committee.

11.7 A vote was taken and the result was the new Charging And Remissions Policy was ratified by the FGB with one abstention.

Whistleblowing Policy for ratification

11.8 A new Whistleblowing Policy for the school had been approved for ratification by the Staff And Pupil Welfare Committee.

11.9 A vote was taken and the result was the new Whistleblowing Policy was ratified by the FGB with one abstention.

12. Governor Link Visits

12.1 The Chair reminded governors that link governor reports should be received by committees for consideration. These two link governor reports were received by the full governing board because it is the end of the school year and the final committee meetings of this academic year have already taken place.

Literacy link governor visit

12.2 The meeting heard that Governor Claire Cameron carried out a literacy link governor visit. She observed the school work in addressing the phonics priorities and the EYFS priorities. There had been progress in phonics and data showed that the teaching is working and progress is in line with the predictions that were made.

12.3 Governor Cameron stated that what was less clear to her was the effective application of spelling in key stage one. A spelling bee is a big activity to test spelling that was observed. The results for key stage 1 for writing were 71 to 73% consistency across the year.

12.4 Governor Cameron reported that 90% of children in key stage 2 in SPAG were doing well. The teacher's marking placed an emphasis on technical accuracy. Governor Cameron looked at the books and observed that during the first half term the childrens' work was covered in the teachers marks because there were a lot of mistakes. However after that first half-term the pupils are more confident and she could see less mistakes in their work.

12.5 The Headteacher clarified that the school had been cautious about teaching at greater depth as there has to be great technical consistency across a range of work for the pupils to be learning at greater depth. However despite this caution the children have succeeded. In comparison it is difficult to find that consistency and technical accuracy in writing by adults. The pupils at the school have succeeded in this because they have done so much reading.

12.6 The school has also encouraged good handwriting and high quality presentation in the pupils' work.

12.7 The governors were informed that one problem that had been encountered was the pupils not being able to read the SATS exam paper quickly enough. However the children that the school worried would have difficulty in fact passed. Only three children didn't pass.

12.8 Question: Should the school encourage the idea that reading is something that people do during any spare moments?

Answer: Yes the children always have a book with them for these spare moments. This encourages reading for pleasure.

12.9 Question: Does the school ever show television programmes with the subtitles on?

Answer: This can work if children are doing a lot of television watching.

Maths link governor visit

12.10 The governors were informed that two link governor visits had been carried out by Governor Alice Gray.

12.11 Governor Gray reported that there has been a change this academic year in the teaching of maths but this change had been handled well by the school. Staff have attended a lot of training on Maths Mastery.

12.12 The Maths Mastery had been explained to the link governor and she stated that the teachers sounded positive about it. The customised Primrose Hill School Maths Mastery programme was reported to be going very well in the school.

12.13 The FGB was informed that when teachers were interviewed they said maths was the subject they felt most confident teaching.

12.14 Governor Alice Gray stated that her next link governor visit to the school will be to observe years five and six.

13. Governor training

13.1 It was reported that Governors Claire Cameron, Alice Gray, Laura Thompson, Isobel Murphy and Ophelia Field had attended the Camden Governors Conference on 18th May 2019.

13.2 All governors were encouraged to attend safeguarding training next term. Safer recruitment training was also important to attend as there would need to be a pool of governors who are able to take part in staff recruitment interviews.

13.3 Governor Claire Cameron is booked onto a Camden Learning training course on reducing obesity. Governor Isabel Murphy is booked onto training on the statutory changes to the teaching of RSE.

14. Minutes of the Governing Board meeting held on 19th March 2019

14.1 The Governing Board received the minutes of the Governing Board meeting held on 19th March 2019. Governors accepted them as an accurate record. It was noted that there were no action points in the minutes.

14.2 The minutes of the Governing Board meeting held on the 19th March 2019 were then signed off by the Chair and placed on file at the school.

15. Any other business

15.1 None.

16. Dates of future FGB meetings

16.1 The next Governing Board meeting will take place in the next academic year 2019-20. The schedule is as follows:

- Wednesday 25th September 2019;
- Tuesday 26th November 2019;
- Wednesday 25th March 2020;
- Wednesday 8th July 2020.

16.2 There being no further business the Chair thanked everyone for attending and brought the meeting to a close at 7:50pm.

Signed..... Date.....

Gavin Davies, Chair, Primrose Hill School Governing Board.