

PRIMROSE HILL PRIMARY SCHOOL



Meeting of the Full Governing Board
at the School on Wednesday 25 September 2019 at 6pm

MINUTES

GOVERNORS	Co-opted	Hilary Aylesworth	x	
		David Howe		x
		Alice Gray		✓
		Isabel Murphy		x
		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	Matthew Cooper		✓
	Headteacher	Robin Warren	x	
	Staff elected	Rebecca Ehrlich		✓
ASSOCIATES	Assistant head	Mireille Alwan		✓
	Assistant head	Liz Ghamar		✓
	Assistant head	Laura Beeson		x
IN ATTENDANCE		Irene Mitchell, School Business Manager		✓
		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 Robin Warren, Syra Sowe, Isabel Murphy, David Howe and Hilary Aylesworth. Laura Beeson was on maternity leave. All these apologies were accepted. The meeting was quorate.

1.3 The FGB welcomed the new staff governor Rebecca Ehrlich who had been elected in the weeks prior to this meeting.

2. Declarations of pecuniary interest

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

2.2 Register Of Pecuniary Interests Forms were issued to governors prior to the meeting. These were completed, signed and returned by Governors Amal Abbamin, Claire Cameron, Matthew Cooper, Gavin Davies, Rebecca Ehrlich, Ophelia Field, Alice Gray, Laura Thompson, Katherine Zographos and Associate Governors Mireille Alwan and Elizabeth Ghamar. The Clerk would email the remaining members of the Governing Board and request they complete a Register Of Pecuniary Interests Form before the Autumn half-term.

ACTION: The Clerk to email Governors Hilary Aylesworth, David Howe, Isabel Murphy, Syra Sowe and Robin Warren and request they complete a Register Of Pecuniary Interests Form before half-term.

(Due to a conflict of interest Governor Ophelia Field then left the room.)

2.3 The Chair informed the meeting that two governors on the Governing Board shared a private business outside the school that was private and bore no relation or connection to the work of the school - Governor Ophelia Field and Governor Syra Sowe. They had both declared this pecuniary interest. However this business relationship did create a potential conflict of interest between these two governors. The Chair had considered ways of mitigating this such as Governor Ophelia Field stepping down from the Governing Board. However Governor Field is a high-performing experienced governor and the school does not want to lose her input. The potential conflict of interest could be managed by Governor Field stepping down as the SEND link governor once there has been succession management for a newly appointed SEND governor. In addition if any potential conflicts of interest do arise during the FGB meetings these will be managed in the usual way - by governors declaring their interest and leaving the room during that agenda item. They will also not be allowed to vote on that agenda item. The Chair has spoken to the Camden Learning at the local authority and they have said they are happy with this way of managing this potential conflict of interest.

2.4 The Governing Board then agreed to manage this potential conflict of interest by Governor Claire Cameron becoming a joint SEND Link Governor alongside the existing SEND Link Governor Ophelia Field prior to her succeeding Governor Ophelia Field in the role.

(Governor Ophelia Field returned to the room.)

3. The annual attendance declaration

3.1 A table showing the governors in attendance and absent from each meeting of the Governing Board during the academic year 2018-19 was circulated to the FGB by the Clerk. The

FGB accepted this as an accurate record and it was signed by the Chair Of The Governing Board Gavin Davies. It was placed on file at the school.

3.2 One governor raised a concern about the attendance of one governor who had attended just one FGB meeting out of five during the last academic year. However one governor reminded the Governing Board that the Governor Hilary Aylesworth did attend committee meetings during the year and also carried out governor link visits. The Chair reminded governors that it was important to attend the FGB meetings. It was suggested that Governor Aylesworth attends the FGB meetings remotely, for example by using Skype.

ACTION: Chair to contact Governor Hilary Aylesworth and discuss the possibility of attending FGB meetings virtually.

4. Chair's Report

4.1 The Chair Of Governors, Governor Gavin Davies, gave a verbal report to the Governing Board.

4.2 The Chair was delighted to inform the meeting that the first pupil had begun in the autistic resource provision this term.

4.3 The Chair drew attention to the building works going on in the school playground and inside the school building. The School Business Manager stated that there had been positive feedback from the school's neighbouring residents about London Borough Of Camden's involvement in addressing complaints or concerns raised by my local residents about the building contractors who were working in the school grounds. In the past the school has been blamed for issues caused by building contractors but London Borough Of Camden have visited the school and dealt with any concerns or complaints that have arisen this time.

4.4 The meeting was informed that the lower playground had been refurbished but the upper playground would wait until the building works were completed. This was to prevent the refurbished upper playground being damaged during the building works.

4.5 The Chair reported that he had an opportunity to see the 2021 funding formula for schools. The changes to funding promised by central government were not evident in the 2021 funding formula yet.

4.6 The Chair finished this report by reminding all governors to maintain the confidentiality of any votes that take place at any Governing Board meetings and not leak information about any discussions other than that agreed as accurate in the Minutes.

5. Report from the Headteacher

5.1 In the absence of Headteacher Robin Warren, Assistant Head Mireille Alwan presented a report on behalf of the Headteacher.

5.2 It was reported that there had been a calm start to the school year. The school had two newly qualified teachers on the staff this term. Also the first pupil in the autistic resource provision had begun at the school.

5.3 Question: How is the day arranged for for autistic resource provision pupils?

Answer: Much of their time is spent in the classroom with other pupils. They are working together with other pupils rather than working on their own. However there is a breakout room where the pupil is able to work in a small room near the Headteacher's office if necessary. The transition staff are approaching each day as it comes.

5.4 Governors were shown the document "*Staff handbook - expectations on teaching and learning*". It was explained that this document was good for new staff as well as existing staff. It

contained photographs showing how things should look in the classroom and it set out expectations on marking, behaviour, teaching and learning. All the guidance and expectations for teaching staff is in one document.

5.5 Question: Has this document replaced the teachers handbook?

Answer: No the teachers handbook is a separate document containing procedures such as the fire alarm procedures, the timing of various school events and so forth. The "*Staff handbook - expectations on teaching and learning*" document focuses on teaching and learning.

5.6 The Assistant Head explained that she had developed a monitoring file that matches the expectations set out in "*Staff handbook - expectations on teaching and learning*". This enables the Assistant Heads to monitor and tick off where the member of staff had met those expectations.

5.7 Question: The section on learning journeys and floor books in "*Staff handbook - expectations on teaching and learning*" - are these an expectation?

Answer: No the expectations are at the start of the document and then it sets out some of the things that help meet those expectations, such as learning journeys or floor books for example.

5.8 The Chair requested for governors to look at the document "*Staff handbook - expectations on teaching and learning*" before 4th October 2019 and send any questions they have about it to the Assistant Head Mireille Alwan before the end of the day on 4th October 2019. The questions will be addressed at future Governing Board and committee meetings. This document would be an agenda item at the next FGB meeting.

ACTION: "*Staff handbook - expectations on teaching and learning*" to be an agenda item at the next FGB meeting. Governors to look at the document and send any questions they have to Assistant Head Mireille Alwan before the end of the day 4th October 2019. Agenda item.

5.9 The School Improvement Plan was circulated to all governors prior to this FGB meeting. The Chair stated that there should be a section in the School Improvement Plan that ensures governors are all meeting their expectations. The School Improvement Plan also guided the committee agendas.

5.10 The Assistant Head informed governors that there will be an open afternoon for parents on 17th October 2019. This event will allow parents to visit the school and view parts of the school that their children have not yet encountered. Governors are welcome.

6. SATs and outcomes

6.1 Assistant Head Liz Ghamar explained that an officer at the London Borough Of Camden takes all the school data during the summer and produces data booklets for each school. This data was from those booklets.

Early years data

6.2 In early years at Primrose Hill School there has been a good upward trend each year for the last 4 years.

6.3 Question: What does 2018 refer to in the data?

Answer: This is not the calendar year it is 2018-19 academic year.

6.4 The Primrose Hill School 2018-19 early years data is higher than national and Camden early years results. At Primrose Hill School there was also good physical development in the early years. Primary areas such as managing feelings and behaviour were also higher than across Camden and national.

6.5 Disadvantaged pupils are doing better than Camden and Nationally and speaking and behaviour is good in the school. The gap between English speaking pupils and EAL pupils is narrowing. However the pupils who did not attend Primrose Hill School Nursery were found not to have as much development.

6.6 Improvements in early years need to be made to improve the outcomes of white British pupils and Somali pupils. There also needs to be an awareness of more pupils learning at greater depth.

6.7 The pupils who didn't pass phonics in the first year were very close to the pass mark and staff are confident these pupils will pass phonics next year.

6.8 Question: With regard to the summer born pupils - do you specifically assemble their data throughout the school year?

Answer: No all the data is assembled at the end of the academic year and then trends in different groups is highlighted. Summer born pupils may show a clear trend so it would be noted and highlighted. If there is no significant gap then they would not be noted as a group.

6.9 The Assistant Head informed the meeting that all staff would be refreshed on teaching phonics during this school year in order to improve pupil outcomes.

Key stage 1 data

6.10 Key stage 1 data showed pupils have stayed steady in reading. There has been a dip in writing but it was still above Camden results. Maths was both better than Camden and national. There were increased numbers of pupils learning at greater depth in reading and writing but a dip in greater depth in maths. Data showed there was a gap between girls and boys.

6.11 This data has reflected in the target setting for the year that takes place in September 2019. One newly qualified teacher will be attending the "New to year 2" training.

6.12 Pupils will be targeted for teaching at greater depth in maths. This greater depth teaching will be done discreetly for these pupils.

6.13 Question: During the last academic year governors were told of a plan for a lunchtime maths club - did this happen?

Answer: There was a year 3 maths club but not many children attended. We are not sure if it is still running. **Note from Robin: Laura started this but logistically this was not sustainable as she was required to support more pastorally with the SLT at lunchtimes.**

ACTION: Assistant Heads to find out if the lunchtime maths club is still running in the school and report back to the Governing Board.

Key stage 2 data

6.14 Key stage 2 data showed reading was 59%, writing was 49% and maths was 53%. All were above Camden.

6.15 Key stage 2 pupils writing at greater depth did well. Writing at greater depth involves a very high degree of technical accuracy, punctuation and spelling. It was a priority in the school last academic year to improve this.

6.16 The progress is very clear in the data at the end of the year. Camden have a scoring system that shows significant progress - Primrose Hill School key stage 2 reading is 5 above 0, writing is 2.9 above 0 and maths is 5 above 0. Primrose Hill School Attainment is 10th out of 39

schools in the London Borough Of Camden. There were English and EAL and pupils with significant progress above national average in all three subjects - English, writing and maths. White British and white British disadvantaged pupils outperformed their peers in other schools in Camden.

School Improvement Plan 2019-20

6.17 The Assistant Head informed the meeting that all the things that have been discovered in the data have been included in the School Improvement Plan for this academic year.

6.18 The Chair thanked the Assistant Heads for presenting this data to the Governing Board - these results were a very strong picture and were excellent results. He gave huge congratulations for all the hard work of staff in the school.

7. Update on building works

7.1 School Business Manager Irene Mitchell showed maps of the school layout showing the areas of the school premises that had building work taking place or will be worked on during this academic year.

7.2 Question: Are the building works running to plan?

Answer: The cupboards containing teaching materials have been relocated to the school dining room. The second floor toilets have been stripped out for building works to take place in. The old swimming pool area has been stripped out and emptied - however this area has asbestos so there is a need for care when renovating it. Every part of phase 1 of the building works is going to plan so far, although the work did start late due to a delay getting planning permission. Despite being late the target is still February 2020 if the current progress is continued.

7.3 Question: Is February 2020 the original target or the updated target since planning permission was granted?

Answer: No February 2020 is the new target that was set once the planning permission was granted.

7.4 Question: How have things at the school been adjusted to take account of the building works?

Answer: Lunchtimes have been reorganised and now take place between 12 noon and 1 p.m. This is because the school dining room now has less space.

7.5 The lower playground has been refurbished. The upper playground will be refurbished when the building works are complete.

7.6 Question: Will the works on the upper playground be carried out during the school holidays?

Answer: The building works are planned to be finished in February 2020 so the work in the playground will possibly take place during the Easter break. However this will depend on delays to the building work which may push that upper playground refurbishment work back.

7.7 The EYFS outside area has now been redeveloped.

8. Committee memberships

8.1 The membership of the committees was confirmed for academic year 2019-20 as follows:

Finance And Premises Committee

Alice Gray, Isabel Murphy, Katherine Zographos, Gavin Davies, Claire Cameron, Robin Warren and Irene Mitchell.

Curriculum And Pupil Welfare Committee

Hilary Aylesworth, Robin Warren, Claire Cameron, Amal Abbamin, Laura Thompson, Alice Gray, Syra Sowe, Isabel Murphy, Matthew Cooper.

Staffing, Leadership And Performance Committee

Robin Warren, Hilary Aylesworth, Gavin Davies, Laura Thompson, Alice Gray, David Howe, Syra Sowe, Rebecca Ehrlich.

Headteacher's Performance Management Committee

Ophelia Field, David Howe, Gavin Davies.

9. Safeguarding

9.1 Governors were informed that the Department For Education document "*Keeping children safe in education*" had been updated to include voyeurism and the new law criminalizing upskirting (*covertly taking photographs up someone's skirt without consent*). Governors are to read the first 12 pages of "*Keeping children safe in education*" and sign a document at the next FGB meeting on 26th November 2019 confirming that they have done so.

ACTION: All governors to read the first 12 pages of the Department For Education document "*Keeping children safe in education*" before the next FGB meeting on 26th November 2019.

9.2 All governors were also urged to attend safeguarding training as soon as possible.

ACTION: All governors to attend safeguarding training as soon as possible.

10. National Governors Association Code Of Conduct

10.1 The Code Of Conduct of the National Governors Association was introduced to governors. It was explained that this was a model code of conduct for school governing boards that sets out the responsibilities of governors and the parameters of their conduct. It was usual for school governing boards to adopt a code of conduct such as this one. Governors were asked to read the National Governors Association Code Of Conduct document before the next FGB meeting in November 2019 where they would be asked to sign to confirm that they had done so.

ACTION: All governors to read the National Governors Association Code Of Conduct document before the next FGB meeting on 26th November 2019.

11. Minutes of the Governing Board meeting held on 15th July 2019

11.1 The Governing Board received the minutes of the Governing Board meeting held on 15th July 2019. Governors accepted them as an accurate record.

11.2 The minutes of the Governing Board meeting held on the 15th July 2019 were then signed off by the Chair and placed on file at the school.

12. Governor training

12.1 The brochure of training courses published by Camden Learning at the London Borough Of Camden was available for governors to view.

12.2 One governor noted that if there was enough interest from fellow governors on the Governing Board to receive a training course then it is possible for a Camden Learning trainer to visit the school to deliver that training to governors.

12.3 It was suggested that a trainer could be asked to attend the school to give the safeguarding training course to governors - it was important for a good number of governors to receive safeguarding training. Governor Laura Thompson agreed to arrange a convenient date with Camden Learning for governors and Camden Learning to attend the school and receive safeguarding training. If there is available space when this safeguarding training is delivered then governors from other 135 Cluster of schools would be invited to attend as well.

ACTION: Governor Laura Thompson to arrange a date with Camden Learning for a trainer to attend the school and deliver safeguarding training.

12.4 The Chair drew attention to the framework for governor training. This tells governors what training they need to complete by the end of their first year as a school governor and then further specific role training to be completed by the end of the second year that they need to complete in order to carry out link governor duties or specific duties they may have on the Governing Board.

12.5 One governor stated that the governor training log in the school has a list of training courses attended by governors since 2016. However it is believed this training log may have some gaps where governors have not had their training courses attended recorded in the log. Governors were asked to view the log and ensure any training courses they had attended were included in the list of training courses attended.

ACTION: Governors to view the training log and ensure it was accurate and complete.

13. Any other business

13.1 One governor drew attention to the four recent murders in the London Borough Of Camden, mostly involving younger people. This was a potential safeguarding concern for the children in the school. One governor stated that in the days after a nearby murder children in another school had become worried about what would happen if an intruder came inside their school.

13.2 The Assistant Head reported that the Metropolitan Police had visited the school and spoken to the year 6 pupils about community safety.

13.3 One governor suggested a meeting for parents takes place for them to raise concerns about crime and safety in the local community. However the view was expressed that this kind of meeting does need to be very focused as a similar meeting at another school had raised fears and got out of control.

13.4 Local Authority Governor Matthew Cooper advised that the councillor on the local authority who had responsibility for improving street safety in Camden was Cllr Abdul Haigh - the school could contact him.

13.5 It was agreed that the Chair Of Governors would speak to the Headteacher to consider what to do to ensure children and staff in the school are effectively safeguarded from crime.

ACTION: Chair Of Governors to discuss this matter with the Headteacher. There may be an update at the next FGB meeting depending on what is decided. Agenda item.

14. Dates of future FGB meetings

14.1 The next Governing Board meetings will take place as follows:

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

14.2 There being no further business the Chair thanked everyone for attending and brought the meeting to a close at 8:05pm.

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

Gavin Davies, Chair, Primrose Hill School Governing Board.