

## PRIMROSE HILL PRIMARY SCHOOL



### Meeting of the Full Governing Board at the School on Tuesday 19 March 2019

#### MINUTES

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

## **1. Welcome and apologies**

**1.1** The Chair, 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 Governors Amal Abbamin, Hilary Aylesworth and Assistant Head Elizabeth Ghamer - these apologies were accepted. The meeting was quorate.

## **2. The appointment of a new Local Authority Governor**

**2.1** Governors were pleased to learn that the local authority had nominated a new local authority governor for co-option onto the governing board. Matt Cooper was welcomed to the meeting.

**2.2** Matt Cooper introduced himself explaining that he grew up in East Ham but now lives in the local neighbourhood a short distance from the school. He works as a software engineer. The Governing Board then considered his co-option as the local authority nominated governor. A vote was taken and Matt Cooper was co-opted onto the governing board for a four year term of office.

## **3. Declarations of interest for this agenda**

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

**3.2** Governor Matt Cooper completed a Register Of Interests Form 2018-19 and returned it to the Clerk.

## **4. Chair's Report**

**4.1** The Chair Of Governors, Gavin Davies, issued his written report to the Governing Board. The Chair stated that former Chair Of Governors David Adams had offered him support if it was required but as yet he had not had need to call on this advice. The Chair also praised the work of Governor Ophelia Field who had been a great assistance as the Vice-Chair Of Governors.

**4.2** The Chair reflected on the special meeting of the Governing Board that took place on the 14th February 2019 in order to discuss and make a decision on the introduction of Halal meat into the school kitchen. A decision had been made to introduce a dual service serving both Halal meat and non-Halal meat in order to provide a choice. This was communicated to parents and carers by letter on 26th February 2019 and to date there has been little or no negative feedback as a result. The Chair thanked the Governing Board for keeping the content of the discussions that took place at the meeting on 14th February 2019 confidential.

**4.3** The Chair announced that the plan for a school barge had been put on hold as the school was informed that Camden Council may impose difficult planning restrictions that would prevent the school hiring the barge to other schools and restrict its use. This jeopardised the financial viability of the barge project and the plan for a school barge was shelved.

**4.4** A meeting of the Chairs of the 135 Cluster schools had also taken place. There was concern about the falling numbers of pupils in some of the schools. Camden has the lowest birth rate of any borough and as a result some schools have large numbers of vacancies in nursery and reception years. Pupil numbers are not growing in this borough.

**4.5 Q:** Can you give us an idea of how bad this situation is?

**A:** Carlton and Rhyl primary schools both have reduced numbers of pupils. They may face funding cuts as a result.

**4.6 Q:** Are there plans to close or merge any schools?

**A:** There are no plans to close any schools at present.

**4.7** The Headteacher informed governors that Primrose Hill School has a few vacancies in the nursery this year, but so far has been largely unaffected. Demand for places at this school is high. The Chair reminded governors to be aware that Primrose Hill School may not always be immune to falling pupil numbers.

**4.8** The plans for the Autistic Resource Provision were well underway and some impressive plans had been produced by the architects. The Chair had reassured local elected councillors and a small number of local residents who had expressed concern about the building works to set up the provision. The Chair suggested an appropriate resource is put in place to deal with any enquiries or complaints about the works that take place at the premises to establish this project.

**4.9** An audit of the skills held by the members of the Governing Board would be undertaken in order to assess the skills currently held by the present governors. This was as a result of recent changes to the membership of the Governing Board. A skills survey would be circulated to all governors in due course. Governors are also able to attend relevant training to gain additional knowledge and skills as appropriate.

**4.10** The Chair also stated that a conference for school governors was to take place on Saturday 18th May 2019 and governors are welcome to sign up if interested.

## **5. Headteacher's Report**

**5.1** The Headteacher issued his written report to the Governing Board via email prior to the meeting.

**5.2** The Headteacher gave further details about how the school barge project had gained planning permission but with restrictions that made the project financially unviable. In order to get the project up and running significant amounts of staff and leadership time may be required as well as financial costs and without income to make the project self-funding as result of the planning restrictions it had been decided to shelve the idea. The member of the public who had donated funds to the school barge project had been contacted and it was decided that the funds would instead be spent on playground improvements.

**5.3** It was noted that pupil attendance in the Autumn Term 2018 was 96.5% compared to 94.64% the previous year. Attendance in Spring Term 2019 was 94.79% compared to the previous year of 94.4%.

**5.4 Q:** What is the procedure that takes place when a pupil is excluded?

**A:** The parent and child are invited to a formal meeting where the case is discussed and decided upon according to the Camden Policy. These are not public meetings.

**5.5 Q:** If the behaviour of the excluded child does not improve then what happens after that?

**A:** There are various options. The child may be sent to a Pupil Referral Unit which may be better able to manage their behaviour. The child may also have a managed move to another school if this school environment is not suitable for them. Also Rhyl Primary School is running a satellite provision which may be more appropriate for these pupils.

**5.6** The Headteacher informed governors that a challenge partner review had taken place at the school in March 2019. Marion Hunter had undertaken this visit. Marion Hunter is a school development consultant who works with the Headteacher to identify areas after school activities are falling behind other areas in the school and how the school can continue to improve. Her review had then been appraised by the challenge partners. The challenge partner met with the inclusion leader and spoke with special needs staff and looked at the rigorous provision the

school has for SEND pupils. It was explained that the challenge partner review was a very robust and positive process. The document was shared with governors on the governor's Google Drive.

**5.7** It was also noted that the Headteacher shared the SEF with governors via the governor's Google Drive.

## **6. Approve final Terms Of Reference for Committees**

**6.1** The Chair Of Governors stated that the terms of reference for each school committee was now available to be read on the governor's Google Drive. These terms of reference had been approved by each committee. The school was compliant with the Camden Council checklist that had been referred to in the previous minutes of 27th November 2018. The governors were informed that the terms of reference for the committees had been written in order to reflect the fact that SEND is included in everything the school does.

**6.2 Q:** How big a job is it to improve or change the committee terms of reference?

**A:** It takes very little time to insert something and have it approved. However the things that are added need to be checked and cross-referenced so that they do not cause unexpected problems.

**6.3** The Governing Board voted to accept the new committee terms of reference.

## **7. Report from the Finance And Premises Committee**

**7.1** Governors were informed that the Finance And Premises Committee had received a financial benchmarking report. This compared expenditure at Primrose Hill School with other similar schools nationally. It was explained that this was a very useful report to see as it allowed the school to understand how expenditure in various areas at Primrose Hill School compared to other similar schools.

**7.2** Governors learnt that costs for supply teachers are quite low at the school as supply staffing is built into the staffing structure at the school. The costs of admin staffing is also low at this school.

## **8. Report from the Curriculum and Pupil Welfare Committee**

**8.1** At the recent meeting of the committee a discussion on the financial viability of continuing to fund year six teaching took place.

**8.2 Q:** What was the outcome of those discussions?

**A:** The school has budgeted for year six next year but the school is heavily subsidising it. It is not clear at this stage how much money has been raised from financial donations to the school.

## **9. Staffing, Leadership and Performance Committee**

**9.1** It was reported to the Governing Board that the committee had looked at the challenge partner quality assurance. The committee had also looked at what pupil premium funds are spent on at Primrose Hill School. The committee will next be looking at SEND.

## **10. Update on the ARP**

**10.1** Governors received a document setting out the staffing structure that would be in place once the autistic resource provision had been established during the summer term 2019.

**10.2** The Headteacher informed governors that there was a possibility the opening of the resource provision may be pushed back to January 2020, depending on how quickly the work could be completed to set it up. Governors were advised that to guard against the possibility of

any health and safety risks the school will not open the autistic resource provision until the building work is all finished.

**10.3** Governors were pleased to learn that the architectural designs for the new build had arrived. The Headteacher described them saying they “look brilliant”.

### **11. Update on the introduction of Halal foods**

**11.1** The Headteacher informed the Governing Board that following the various meetings and the decision that was taken on the 14th February 2019 by governors, the parents and carers have been sent a letter at the beginning of the second half term informing them of the decision to introduce a dual service of Halal and non-Halal meats served by the school kitchen. There have been very little negative comments and no complaints following the introduction of the dual service. However the school has received a number of positive comments from parents on the decision.

**11.2** The Headteacher thanked the governors for spending time reading the documents and learning about the issues involved, attending the meeting and the role they played in making the decision.

### **12. Playground developments**

**12.1** Governors had been made aware that due to the barge project being deemed as not financially viable, more funding had now become available to pay for playground developments. The Headteacher and the School Business Manager had created an outside management plan. This document was shared with governors on the governor’s Google Drive. This plan included developments that would include those being funded by the establishment of the Autism Resource Provision, those that had been funded by the barge donation and funds that had already been budgeted for.

**12.2** The Playground And Outside Learning Environment Strategy detailed the plans. It explained how the existing areas of the playground would be redesigned into quiet spaces, covered areas, spaces for active play, a running track and a stage, a thinking zone with puzzles and a music and creative area with activities inside huts. There will also be an outside classroom for the Reception Year, the Autism Resource Provision and a garden. The Headteacher has held discussions with a number of contractors who are experienced in redesigning school playgrounds. The overall cost is likely to be approximately £8,000.

### **13. Governor Link Visits and training**

**13.1** The meeting heard that Governor Claire Cameron attended the first part of the Introductory Training For Governors course. She has also attended Governor Finance Training, however found this was delivered very fast and it was difficult to take in what was being taught. The Clerk agreed to pass on these concerns to Camden Learning.

**13.2** Governors were informed that the school was running a training session for staff on safeguarding on Tuesday 23rd April 2019. Governors are welcome to attend this safeguarding training.

**13.3** Governors were also asked to read the Camden training schedule issued by Camden Learning and apply to attend relevant training courses as appropriate.

### **14. Minutes of the Governing Board meeting held on 27th November 2018**

**14.1** The Governing Board received the minutes of the Governing Board meeting held on 27th November 2018. Governors accepted them as an accurate record. All of the action points in the minutes had been resolved.

**14.2** The minutes of the Governing Board meeting held on the 27th November 2018 were then signed off by the Chair Of Governors and placed on file at the school.

**15. Minutes of the Governing Board meeting held on 14th February 2019**

**15.1** The Governing Board received the minutes of the Governing Board meeting held on 14th February 2019. Governors accepted them as an accurate record.

**15.2** The one action that had come from these minutes was that the school had agreed to inform parents and carers that a dual service of Halal and non-Halal meat would be introduced in the school kitchen. This action had been carried out.

**15.3** The minutes of the Governing Board meeting held on the 14th February 2019 were then signed off by the Chair and placed on file at the school.

**16. Any other business**

**16.1** None.

**17. Dates of future FGB meetings**

**17.1** The next Governing Board meeting in academic year 2018-19 is scheduled to take place on Monday 1st July 2019.

**17.2** There being no further business the Chair thanked everyone for attending and brought the meeting to a close at 7:46pm.

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

**Gavin Davies, Chair, Primrose Hill School Governing Board.**