

PRIMROSE HILL PRIMARY SCHOOL



Meeting of the Full Governing Board at the School on Tuesday 27 November 2018

MINUTES

GOVERNORS	Co-opted	David Adams	ف
		Hilary Aylesworth	X
		Joseph Collins	X
		David Howe	ف
		Alice Gray	ف
		Syra Sowe (<i>co-opted staff</i>)	X
		Katherine Zographos	ف
		Parent	Amal Abbamin
	Ophelia Field		ف
	Gavin Davies (<i>Chair</i>)		ف
	Laura Thompson		ف
	Claire Cameron		ف
	LA	LA VACANCY	N/A
	Headteacher	Robin Warren	ف
Staff elected	Isabel Murphy	ف	
ASSOCIATES	Assistant head - Mireille Alwan	ف	
	Assistant head - Liz Ghamar	ف	
	Assistant head - Laura Beeson	ف	
IN ATTENDANCE	Victoria Mitchell, Clerk To The Governing Board	ف	
	Irene Mitchell, School Business Manager	ف	
	Amanda Aplicano, Specialist Teacher in Mental Health	ف	

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 Syra Sowe and Hilary Aylesworth– these apologies were accepted. Joseph Collins was also absent.

2. Declarations of interest for this agenda

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

2.2 Governors Ophelia Field, David Howe, Alice Gray, Claire Cameron, Katherine Zographos and Associate Governors Elizabeth Ghamar and Mireille Alwan handed their completed Register Of Interests Form 2018-19 to the Clerk.

3. A Presentation on Mental Health And Well-being

3.1 Member of staff Amanda Aplicano, the school's Specialist Support in Mental Health, gave a presentation to the Governing Board on what the school has done to ensure the good mental health and well-being of the whole school community. The presentation was also shared on the governors' Google Drive.

3.2 The school has adopted a whole school approach to developing the growth mindset in children. This is a range of skills and has been found to reduce the chances of mental health problems in the future. There has been resilience workshops in year five, art therapy, music therapy, Lego therapy and lunch club, worry boxes with templates for pupils to report any worries that they have confidentially, a friendship squad, timetabled circles time and anti-bullying week. There is also a dining club for vulnerable children and mental health and well-being focus assemblies and PHSE lessons among other methods. Governors were also informed that there were a lot of resources shared with staff on the School Google drive for use whenever the need arises. A number of these resources were also circulated to the meeting to view.

3.3 An occupational health therapist has been working with staff as part of the Alert programme.

3.4 Governors were informed that work has also been done with staff as it was recognised that teaching was a very stressful job. Studies have found that stress hormones in teachers can be passed on to the children they are teaching and it is therefore important to keep staff well-being good. A 'duvet week' had been introduced a few years ago to the school in order to reduce stress for staff during that week.

3.5 Q: Can you elaborate more on what 'duvet week' is please?

A: This is a week at the school in each half term at the school when staff are not given any extra tasks to complete and no additional events added to the diary and staff are encouraged to leave school earlier than normal. The senior leadership team lead by example and demonstrate to staff that they will observe the correct hours of work and not stay late to complete tasks during the duvet week.

3.6 Q: How often is 'duvet week' please?

A: A duvet week is scheduled to take place every half term. It usually follows an important event at the school such as the SATs.

3.7 The meeting was informed that teambuilding events also take place to improve staff morale. The school was the first school in Camden to trial the use of IMHARS. This includes staff focus groups, a staff survey, follow-up meetings, the implementation of actions from the staff survey, action plans and evaluation. The school also ensures there are no shocked reactions to anything the staff say or report and an open environment is encouraged throughout the school in order to allow staff to give honest feedback and report concerns where necessary.

3.8 Q: How often has IMHARS happened at the school please?

A: Just once so far.

3.9 The school has a staff mental health charter which feeds into staff appraisals. There is capacity for three members of staff to receive therapy if they require it. Staff Syra Sowe and Amanda Aplicano or also both members of the Camden mental-health hub which has been very good for their continuing professional development on mental health.

3.10 Governors were informed that the school also seeks to ensure parents in the school community have good mental health and well-being as if not this can impact on to their children. The Parental Liaison Officer at the school supports parents. There are parenting classes and a parent gym. Staff are provided with a directory of mental health support networks in order to signpost families that may require it. The school has craft clubs and coffee mornings for parents and school staff are also able to make counselling referrals. There are class reps and parent questionnaires. The school has a resilience leaflet to encourage resilience in parents. Parents are kept informed on what is going on at the school using the newsletter. The school has held a cyber bullying workshop for parents and the Headteacher has an open door policy for parents to raise concerns if they need to. There is an option for an additional buying-in of CAMHS support for parents and TOPs therapeutic support with the advocacy services is due to be introduced from spring 2019.

3.11 One governor informed the governing board that in the previous year he had involvement as a governor with one case relating to mental health of a pupil and he had been astounded with the amount of work that went into dealing with one situation involving one child. Another governor stated that he could see how much work goes on in the school to ensure good mental health and well-being of the school community and how conscientious the school staff are in dealing with these issues.

3.12 Q: What can governors do to help in this area?

A: The introduction of a link governor for mental-health (Isabel Murphy) has been a positive move. In addition Governor Ophelia Field attended a presentation with the whole staff on mental health within the school – this sent out a good signal to staff that it was okay for them to raise concerns about mental-health issues.

3.13 Q: What budget do these provisions get paid from?

A: Much comes from the ad hoc budget when the need arises and different activities come out of different budget areas. The school also has a well-being budget. For example, the cost of coffee mornings is paid from the catering budget.

3.14 Q: It would be useful to find out exactly what the school can do for its parents. Can the mental-health link governor seek to find out from them what the school can do to ensure good mental health and well-being among its parents?

A: Yes.

3.15 The Headteacher concluded the presentation by stating that Amanda Aplicano was an integral part of the staff at Primrose Hill School and her work was appreciated. Governors then thanked Amanda Aplicano for her presentation and she left the meeting.

(6:35pm - Staff member Amanda Aplicano left the meeting)

4. Chair's Report

4.1 The Chair Of Governors, Gavin Davies, issued his written report to the governing board. He began by reminding governors of their responsibilities as governors. Their role is to provide support and challenge to the school and Headteacher. They must think about the best interests of the school when making decisions. They must also ensure confidentiality is observed in the matters that are presented before them and that any conflict of interest is declared and does not

encroach on decisions taken by the governing board. The Chair also encouraged all governors to re-familiarise themselves with the Nolan Principles.

4.2 The Chair gave thanks to Governor David Adams who had served the school well as a governor for many years including a term in office as the Chair Of Governors. Governor David Adams was now stepping down from the governing board. Members of the governing board stated that the school and the governing board had improved considerably as a result of the work by David Adams. Governor David Adams expressed thanks to the school and the governing board. He stated that his time as a governor had both been very challenging but also enjoyable and he wished the school well.

4.3 Governors were informed that since the last meeting of the governing board Claire Cameron had been elected as a parent governor for a four year term of office. She was welcomed.

4.4 Governors were informed that a written proposal had been received for Katherine Zographos to be co-opted onto the governing board for a period of four years. Katherine Zographos preferred name is Katerina. Katerina was trained as an auditor and worked for Pricewaterhouse-Coopers. She currently works as an adviser for organisations going through change. She is also a parent with an early years child at the school. She had attended the last meeting of the Finance and Premises Committee as an observer. The Chair Of Governors informed the governing board that Katerina Zographos had not stood for election as a parent governor but was being proposed for co-option onto the governing board as a result of her knowledge and expertise.

4.5 One governor then proposed that Katerina Zographos be co-opted onto the governing board for a term of office of four years. This proposal was then seconded. There were no objections. A vote was then taken and the governing board voted unanimously to co-opt Katerina Zographos as a governor for a four-year term of office.

4.6 The Chair reported that he had attended a meeting of the 123 Cluster of schools, which Primrose Hill School was a part. A topic that had been discussed was the forward look of pupil numbers in the London Borough of Camden. A number of schools in the cluster had been adversely affected by low numbers of pupils enrolling. A presentation had been given to the cluster meeting explaining the reasons why some schools had been affected more than others and also described the demographic trends that may affect people numbers at Camden schools in future years. The Headteacher reminded governors that Primrose Hill School had not suffered a large decline in pupil numbers unlike a number of schools in the cluster.

4.7 The Chair also reported that the London Borough of Camden had decided to extend the consultation period for the ASD provision plan for the school until 10 December 2018. A consultation meeting would take place on 6 December 2018 from 3:30pm until 5pm. He encouraged as many governors as possible to be present at that public meeting as it was likely some people may turn up who would be very negative towards the plan for a new ASD provision at the school.

4.8 The meeting was also informed that Governor Hilary Aylesworth had taken on the role of Chair of the School Leadership and Performance Committee and that Governor David Howe had joined the Headteacher's Performance Management Committee alongside Governor Ophelia Field and Chair Gavin Davies.

5. Headteacher's Report

5.1 The Headteacher issued his written report to the governing body via email link prior to the meeting.

5.2 The Headteacher went through his report and members of the governing board asked questions on each page.

5.3 Q: Under "Pupil Context" what do the figures mean in the SEN column please?

A: These numbers show the number of pupils in each year who are pre-SEN - that is pupils who are SEN but do not have a statement.

5.4 One governor referred to the Camden standards meeting that had taken place. They stated that it was really valuable for governors to attend that standards meeting at Camden Council as it allowed the school to show that governors are informed on the school practices that take place throughout the year and that they are involved in ensuring standards at the school.

5.5 Q: Has Gospel Oak School also had objections during the consultation stage of the ASD provision plan?

A: Gospel Oak School have not yet reached the consultation stage of the ASD provision plan as a result of a building issue.

5.6 Q: As Gospel Oak School are not yet at the consultation stage for the ASD provision will this have an impact on Primrose Hill School's plan?

A: No an impact is unlikely at this stage.

5.7 Q: You mention the pupils are to receive a talk about the dangers of knife crime and gang culture. Why is this?

A: Knife crime is an issue in Camden and it is very good that the police visited the school and took part in these talks with the pupils about the dangers.

5.8 Q: Can you tell us some more about flipped learning?

A: Gospel Oak School are leading a project on developing flipped learning in all their subjects. They are developing video tutorials in subjects taught at their school. Other schools are being invited to join the development of flipped learning.

5.9 The Headteacher informed governors that the company the school had contracted to process the school's data had ceased trading. As result the school has developed its own software app to process the data instead.

5.10 The Headteacher stated that the school had almost completed its teaching and learning planned for this term. The school leadership have carried out learning walks in order to identify any lines of enquiry or concerns. Staff are to receive feedback from the leadership on a sheet of paper showing their progress in carrying out their objectives and relevant feedback.

5.11 Q: When school leaders carry out learning walks and enter classrooms does this change the dynamic in the classroom?

A: No as it is not an unusual situation for the senior leaders to come into a classroom while children are working and learning. The senior leadership team just blend in to the classroom environment and children don't react as they are used to senior leaders or parents entering the room during their classes.

5.12 One assistant headteacher at the meeting also expressed the view that the school has such an open environment between staff and leaders that staff would raise concerns about senior leaders entering the classroom during classes if they felt this was an issue.

5.13 The Headteacher informed governors that there had been no change to early years funding at the school but it has been observed that early years staffing is very admin heavy. However the early years practitioners at Primrose Hill School were very high quality staff.

5.14 Q: The leaving letter / survey that has been developed asking for feedback from parents who have moved their children's school - has this letter generated any results so far?

A: We have had two responses so far.

5.15 Q: What is the significance of the Dean and Jordan team at the school?

A: Dean and Jordan are PE staff at the school who have worked together and have had a significant impact on PE at the school. They bring a lot of value to the school in what they do and

they have been very good in giving pupils feedback. They have also been very good in giving continuing professional development in PE to the staff.

6. Approve final Terms Of Reference for Committees

6.1 The Chair Of Governors and stated that the terms of reference for each of the schools committees was now available to be read on the Governor's Google Drive. These terms of reference had been approved by each committee.

6.2 Q: Camden Council have circulated a checklist to ensure good decision-making by school governors. It suggests each of the school committees considers pupils with SEN in every decision they make. Should considering SEN pupils also apply to decisions made by the governing board?

A: It may be useful for the Chair Of Governors and the previous Chair Of Governors David Adams to view the checklist and consider its content prior to answering that question.

ACTION: Checklist issued by Camden Council to be sent to the Chair Of Governors and Governor David Adams for comment.

6.3 The Chair informed the meeting that guidance on virtual attendance at meetings and a model policy had been received from the Clerk To The Governing Board since the last meeting. The school would develop its own Virtual Meeting Attendance Policy adapted from this model policy in order to ensure good practice by the school. The meeting was informed that proxy voting was not allowed in school governing board meetings.

6.4 The governing board then voted to accept the updated Terms Of Reference.

7. Receive Committee Reports

7.1 Finance and Premises Committee - governors read and noted the minutes of the committee meeting held on 14 November 2018. It was noted that Governor Gavin Davies was the Chair of this committee as well as being Chair of the Governing Board. It was requested that another governor steps forward to become Chair of the Finance and Premises Committee from their next meeting.

ACTION: Governors to consider taking over the role of Chair of the Finance and Premises Committee from the next committee meeting. Interested governors to contact the Chair Of Governors.

7.2 Curriculum and Pupil Welfare Committee - governors read and noted the minutes of the committee meeting held on 15 October 2018. Governor Ophelia Field was unanimously re-elected as the Chair of the committee at that meeting. The committee had received a breakdown of the SATs data and had received a safeguarding update and a SEND update. The Behaviour Policy, the Teaching and Learning Policy, the Safeguarding Policy and the Separated Parents Policy were received and reviewed by the committee. These policies were then sent to the Governing Board for ratification. A reports from link governors for maths, literacy and mental health had also been received.

7.3 Staffing, Leadership and Performance Committee – governors noted that the minutes from the meeting of 31 October 2018 were not yet available on the Google Drive. It was also noted that not all members of the committee had received invites to attend the committee meeting of 31 October 2018 and so it was requested that the membership list of the committee and their email addresses was updated accordingly.

ACTION: Membership list and email contact list of the Staffing, Leadership and Performance Committee to be updated.

8. Ratification of Policies

8.1 Pay Policy – governors received this policy which was the model pay policy for Camden. Governors unanimously voted to ratify this policy save for two abstentions from the two new governors who had just joined the governing board today.

8.2 Anti-bullying Policy – governors received this policy which was a revised policy that included new guidance and requirements in the policy. Governors unanimously voted to ratify this policy save for two abstentions from the two new governors who had just joined the governing board today.

8.3 Separated Parents Policy – governors received this policy which was a policy written by the school as a result of incidents that had occurred when dealing with pupils who had separated parents. This policy had been received and agreed by the Curriculum and Pupil Welfare Committee. Governors unanimously voted to ratify this policy save for two abstentions from the two new governors who had just joined the governing board today.

8.4 Safeguarding Policy – governors received this policy which was a model policy. Governors unanimously voted to ratify this policy save for two abstentions from the two new governors who had just joined the governing board today.

8.5 Safer Recruitment Policy – governors received this policy which was written based on good practice at the school. Governors unanimously voted to ratify this policy save for two abstentions from the two new governors who had just joined the governing board today.

8.6 Staff Workload Charter – governors received this policy. This had been received and accepted by the Staffing, Leadership and Performance Committee. Governors unanimously voted to ratify this policy save for two abstentions from the two new governors who had just joined the governing board today.

9. Governor Link Visits and training

9.1 The meeting noted that a SEND link governor visit had taken place but that the report was yet to be finalised and circulated.

9.2 The Chair Of Governors requested all governors read the Camden training schedule issued by the London Borough of Camden and apply to attend relevant training courses.

10. Minutes of the governing body meeting held on 26 September 2018 and matters arising

10.1 The governing body received the minutes of the governing board meeting held on 26 September 2018. Governors accepted them as an accurate record.

10.2 It was reported that all actions in the minutes had been carried out except for a new Chair of the Finance and Premises Committee to be identified and appointed.

10.3 The minutes of the governing body meeting held on the 26 September 2018 were then signed off by the Chair and placed on file at the school.

11. Governing Board membership

11.1 It was noted that new governors Katerina Zographos and Claire Cameron were yet to choose which committees they would join. Governor Claire Cameron stated that she wished to join the Curriculum and Pupil Welfare Committee and Governor Katerina Zographos stated that she wished to join the Finance and Premises Committee.

ACTION: Committee membership lists to be updated with the names of the new governors.

11.2 The Chair stated that the governing board had a vacancy for a local authority nominated governor. The London Borough of Camden were currently in the process of identifying a new local authority governor for the school. The governing board would also have a vacancy for a co-opted governor to replace David Adams who was stepping down from the governing board. The Chair stated he hoped to recruit a governor with legal expertise.

12. Pupil numbers across Camden

12.1 The governing board received a paper written by a governor of Rhyl Primary School that had been shared by the cluster. The paper explained changes in nursery and school enrolment numbers in Camden between 2013 to 2018 and future projections. The paper sought to explain why pupil enrolment numbers at some schools in the cluster had fallen significantly.

12.2 The Headteacher stated that some nurseries had been adversely affected by Nursery School funding arrangements which resulted in a drop in their numbers. Also some schools had taken bulges in previous years which have now dwindled causing vacancies. Other schools are currently taking bulges which has affected enrolment numbers at other schools.

12.3 The Headteacher reiterated that Primrose Hill School had not been affected by low pupil numbers at present. The Headteacher expressed the view that the two-year-old provision at the school had protected the school from suffering low pupil numbers. The school was also surrounded by faith schools so Primrose Hill School was the choice for any parents from the local area who preferred to send their children to a community school.

12.4 One governor stated that the government advises boroughs to over-provide primary school places by approximately 10% in order to ensure parents have a choice on what school to send their children to. In Camden there is currently approximately 15% over-provision of places. Furthermore Camden is a sprawling borough with some schools oversubscribed and some schools undersubscribed.

12.5 It was agreed that although the school had not suffered low pupil numbers the subject could be returned to if low pupil numbers were experienced at the school in the future.

13. The school moving to halal meat

13.1 Governors received via the Google Drive a briefing for a member of the Cabinet at Camden Council dated 21st of October 2016. This described the provision of halal meat in schools in Camden as well as an information leaflet written by council officers on the provision of halal meat in schools.

13.2 The Headteacher stated that at Primrose Hill School many children prefer halal meat. He therefore asked governors to consider converting the school kitchen to a halal meat kitchen.

13.3 Q: Can the school introduce halal meat provision without cutting the provision of non-halal meat foods?

A: Not at present as the school kitchen would need to be converted to prevent cross contamination between halal meat and non-halal meat.

13.4 The Headteacher stated that moving to providing halal meat provision in the school kitchen would have to be cost neutral - the London Borough Camden would need to fund the adaptations to the kitchen. In order to pass the threshold in a consultation to move the school to halal meat provision the school would need to obtain the agreement of 70% of the school community. This amounted to 30 votes per class in the school.

13.5 Q: Camden Council have said that they are to remove the requirement for 70% agreement by the school community - can the school wait until that has happened?

A: Camden Council stated that they would remove the need for 70% agreement from the school community in 2016 and they still haven't yet.

13.6 Q: Do other schools in the cluster serve halal meat?

A: Gospel Oak School has a complete halal meat service installed at their school. Carlton Primary School also serves halal meat.

14. Dates of future FGB meetings

14.1 Governing board meetings in academic year 2018-19 are scheduled to take place as follows:

- Tuesday 19th March 2019;
- Monday 1st July 2019.

14.2 Governors are also all asked to attend Ofsted training on 5 December 2018 at 5:30pm. This would inform and train governors on what happens during an Ofsted inspection.

15. Any other business

15.1 None.

15.2 There being no further business and no confidential items, the Chair thanked everyone for attending and brought the meeting to a close at 7:55pm.

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

Gavin Davies, Chair, Primrose Hill School Governing Board

ACTIONS ARISING FROM MINUTES OF FGB OF 26 September 2018

To be completed at the next stage of circulation