

# PRIMROSE HILL PRIMARY SCHOOL



**Meeting of the Full Governing Board  
at the School on Wednesday 7 July 2021 at 6pm.**

**This meeting took place as a video conference call with everyone attending virtually.**

## MINUTES

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<b>GOVERNORS</b>	Co-opted	Hilary Aylesworth	x
		Ophelia Field	✓
		Alice Gray	✓
		David Howe	✓
		Isabel Murphy ( <i>co-opted staff</i> )	✓
		Syra Sowe ( <i>co-opted staff</i> )	✓
		Katerina Zographos	✓
	Parent	Amal Abbamin	✓
		Kasia Bojarojc	✓
		Claire Cameron ( <i>Chair</i> )	✓
		Gavin Davies	✓
		Laura Thompson	✓
	Local Authority	Matthew Cooper	✓
	Headteacher	Phil Allman	✓
Staff elected	Rebecca Ehrlich	✓	
<b>ASSOCIATES</b>	Assistant head	Mireille Alwan	✓
	Inclusion, Pastoral and PSHE lead	Amanda Aplicano	✓
	Assistant head	Laura Beeson	✓
	School Business Manager	Julia Chalfen	✓
	Assistant head	Liz Ghamar	✓
<b>IN ATTENDANCE</b>	Andrew Blow, Observer ( <i>co-opted from 13 July 2021</i> )		✓
	Victoria Mitchell, Clerk To The Governing Board		✓

## 1. Welcome and apologies

1.1 The Chair of Governors, Governor Claire Cameron, welcomed everyone to this full governing board meeting of the Primrose Hill School. In order to prevent the spread of Covid-19 coronavirus this meeting took place as a video conference call with governors.

1.2 Governor Hilary Aylesworth sent apologies for absence. The meeting was quorate.

## 2. Declarations of pecuniary interest

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

2.2 The following were advised to complete a Declaration Of Interest Form for academic year 2020-21 and return the signed copy to the Clerk To Governors: Phil Allman; Andrew Blow; Amanda Aplicano and Julia Chalfen.

**ACTION: Declaration Of Interest Forms 2020-21 to be completed and submitted by Phil Allman; Andrew Blow; Amanda Aplicano and Julia Chalfen.**

## 3. Changes to the membership of the Governing Board

### Governor Hilary Aylesworth

3.1 The Governing Board was informed that Governor Hilary Aylesworth's term in office will come to an end on the 12 July 2021. Governor Aylesworth has informed the Chair of Governors that she will step down at the end of this term in office and will not request re-co-option. This creates a vacancy on the Governing Board for a co-opted governor.

3.2 The Chair praised Governor Aylesworth's work on the Governing Board during her term in office. Unfortunately Governor Aylesworth is still abroad and unable to attend this meeting, but the Chair of Governors urged members of the Governing Board to contact her directly to say thank you.

**ACTION: Governor Hilary Aylesworth's term in office comes to an end on the 12 July 2021. Clerk to update GovernorHub.**

### Co-option of a governor

3.3 The Chair introduced Andrew Blow to the meeting. It was noted that most governors had already met Andrew Blow as he had already observed two committee meetings towards the end of the Summer term 2021. The Chair of Governors proposed that Andrew Blow be co-opted onto the Governing Board in the vacancy that will be created when Governor Hilary Aylesworth steps down next week on 12 July 2021. Andrew Blow's term in office will therefore begin on the 13 July 2021.

3.4 Andrew Blow informed the meeting that he had worked for 20 years inspecting safeguarding in secondary schools, primary schools and pupil referral units. He is interested in taking on the link governor role in safeguarding if he is co-opted onto the Governing Board. He is also interested in joining the Curriculum and Pupil Welfare Committee.

3.5 Andrew Blow then left the meeting (*he logged out*) and the Governing Board considered the matter.

3.6 The Governing Board was informed that the Headteacher, Chair of Governors and Vice-Chair of Governors had previously met with Andrew Blow and were impressed with his knowledge of the SEND system and education. He has an academic background and has since retired, so is looking to devote his time towards things that interest him, such as joining the Governing Board of the school. He is a local person and does youth work nearby in the Gospel Oak area.

3.7 A discussion was had in respect of Andrew Blow's suitability. The Governing Board reached a consensus that he will be an asset.

3.8 The Governing Board then considered whether to co-opt Andrew Blow on to the Governing Board as a co-opted governor for a period of 4 years. A vote was taken and Andrew Blow was co-opted as a governor for a four-year term in office to begin next week on 13 July 2021.

**ACTION: Andrew Blow co-opted onto the Governing Board for a four year term in office. This term in office is to begin on 13 July 2021. Clerk to update GovernorHub.**

3.9 Andrew Blow returned to the meeting.

### Re-appointment of two Associate Members of the Governing Board

3.10 Associate Members Laura Beeson and Elizabeth Ghamer left the meeting. Amanda Aplicano and Julia Chalfen also left the meeting.

3.11 The Governing Board then considered the re-appointment to the Governing Board of Associate Members Laura Beeson and Elizabeth Ghamer. In line with the current terms of reference of the FGB these terms in office will be renewed each year.

3.12 The Governing Board then considered the matter and a vote was taken. The result was Associate Members Laura Beeson and Elizabeth Ghamer were re-appointed to the FGB for a further year in office, for annual renewal.

**ACTION: Clerk to update GovernorHub.**

3.13 Associate Members Laura Beeson and Elizabeth Ghamer returned to the meeting.

### Appointment of two new Associate Members of the Governing Board

3.14 The Governing Board then considered the appointment to the Governing Board of two new Associate Members - Inclusion, Pastoral and PSHE lead Amanda Aplicano and School Business Manager Julia Chalfen. In line with the current terms of reference of the FGB these terms in office will be one year terms renewed each year.

3.15 The Governing Board then considered the matter and a vote was taken. The result was Amanda Aplicano and School Business Manager Julia Chalfen were appointed to the FGB for a term in office of one year as Associate Members, for annual review and renewal.

**ACTION: Amanda Aplicano and Julia Chalfen were appointed to the FGB for a term in office of one year as Associate Members. Clerk to update GovernorHub.**

### Assistant Head Mireille Alwan

3.16 The Governing Board was informed that Assistant Head Mireille Alwan is to leave Primrose Hill School at the end of the Summer term 2021 to take up a position as a new Deputy Head of Rhyl Primary School in Kentish Town. Governors thanked her for her good work leading the school as the Acting Headteacher during this academic year while the school sought a new headteacher and during the 2021 Covid-19 lockdown. Governors congratulated her for her new appointment.

## **4. Minutes of the Governing Board meeting held on 29 March 2021**

4.1 The Governing Board received the minutes of the Governing Board meeting held on 29 March 2021. The Governing Board approved the minutes

### Matters arising

4.2 Action 3.2 - Declarations of Interest have been completed for all members of the Governing Board. However since that time Amanda Aplicano and Julia Chalfen were appointed to the FGB and Phil Allman and Andrew Blow have joined. All will need to complete a declaration form for academic year 2020-21.

4.3 Action 9.3 - It was noted that all members of the Governing Board were invited to receive the School Budget for ratification, but only the members of the Finance and Premises Committee chose to attend. The School Budget was ratified.

4.4 Action 10.21 - The Chair of the Staffing, Leadership and Performance Committee has read through the changes to the Pay Policy and agreed with all the amendments received by the FGB. The policy has been ratified as per the Governing Board meeting that took place on 29 March 2021.

4.5 Action 11.1 - Governors had read the safeguarding report and there were no subsequent comments received.

4.6 Action 12.3 - A log of governor training has been created and is currently on the Governor Google Drive. Not all governors have yet updated their full list of training attended. Governors are to update their list of training before the Autumn term 2021

4.7 Action 13.1 – The 2021 skills audit has been issued to all governors. A folder has been created on the Governor Google Drive for governors to save their individual responses to the skills audit. All governors

are to complete the skills audit and save their completed skills audit forms to the *Governance>Governors>Skills Audit* folder, before the next FGB meeting.

**ACTION: All governors to complete the skills audit and save their completed skills audit forms in the Skills Audit folder on the Governor Google Drive before the next FGB meeting in September 2021.**

4.8 Action 14.4 - The checklist for governors to confirm they have read the *“Keeping Children Safe In Education”* document, the Code of Conduct and completed the Declaration of Interests Form is to be updated with the new Governing Board members and the documents to be emailed out where required.

**ACTION: Clerk to update this document.**

4.9 Item 15.2 - The terms of reference of each committee to be reviewed by committees annually. It was noted that the Finance and Premises Committee has already done this since the previous FGB meeting. The Chair of Staff, Leadership and Performance Committee will review the terms of reference of the committee prior to the next FGB. The full terms of reference documents will be presented at the next FGB for ratification for the coming academic year in September 2021.

**ACTION: Chair of Staff, Leadership and Performance Committee will review the terms of reference of the committee prior to the next FGB in September 2021.**

**ACTION: The full terms of reference documents will be presented at the next FGB for ratification in September 2021. FGB agenda item September 2021.**

4.10 The minutes of the Governing Board meeting held on the 29 March 2021 were then agreed as an accurate record by the Governing Board. The minutes will be signed off by the Chair and placed on file at the school at the next available opportunity.

**ACTION: Minutes of 29 March 2021 to be signed off by the Chair of Governors and placed on file at the school.**

## **5. Report from the Chair of Governors**

5.1 Chair of Governors Claire Cameron presented her report to the meeting. This was a written report circulated with the meeting papers prior to the meeting taking place.

5.2 The Chair noted that Primrose Hill School FGB is in the top quartile of governors attending training with Camden Learning. The Chair stated that it is good to see the Governing Board take training and skills seriously and it will be good to continue with this into the next academic year.

5.3 The Chair asked each governor to introduce themselves and state what they think has been their most important thing they bring to the Governing Board. Many governors stated that they have contributed to the recruitment of the new Headteacher, which was suggested as a top item. One governor stated they had helped to offer support to Mireille Alwan when she took charge of the school at a challenging time as the Acting Headteacher. Others stated holding the Headteacher to account, reviewing and challenging on spending, and approval of the School Budget were mentioned by many governors. A number of governors stated they provided a good overview of the whole school as a result of working at the school, being a parent at the school and being a governor at the school.

5.4 The Chair informed governors that Governors Isabel Murphy, Alice Gray and Claire Cameron all attended the training on preparing for Ofsted that was provided by Camden Learning. The Chair asked governors if they want to contribute to be part of the group that prepares the school for the anticipated Ofsted visit that is likely to take place in the new academic year - if so please can they contact the Chair of Governors by email before the end of the Summer term 2021. This group will prepare the collation of the evidence to present to Ofsted inspectors and to ensure it is in good order so that governors are able to refer to it easily when questioned.

5.5 The Chair stated that it was important for all governors to be aware of the challenging financial situation the school was in at present and the Governing Board must consider ways of how to make savings where it is possible. There needs to be creative thinking to ensure that any savings have a minimal impact on the delivery of the curriculum, the safety of the pupils and the maintenance of the premises. The Chair stated she is happy to hear suggestions with which to inform a think-tank to address budget implications and how the school can increase its income before the end of the Summer term 2021. The Chair will be contacting individual governors for suggestions and discussions on how to do this. This will aid the Headteacher prepare for the next three year budget.

## Confidentiality breach

5.6 The Chair of Governors informed the Governing Board that unfortunately the school has suffered a confidentiality breach in the last term which has created a lot of work for the Headteacher Phil Allman in order to minimise any potential impact on individual members of staff. The staff structure that was presented to one of the committees was leaked prior to the Headteacher speaking to the school staff members concerned.

5.7 The Chair reminded governors that all the information presented to the committees and the Governing Board as well as that information held on the Governor Google Drive was confidential and must not be discussed with anyone who is not a member of the Governing Board unless that information is already in the public domain. This confidentiality had been explained to governors at the governor training and induction sessions.

5.8 The Chair stated that the members of the Staffing, Leadership and Performance Committee were informed about the confidentiality breach when the school became aware of it, however nobody has yet come forward to say they may have inadvertently leaked the information. The Chair of Governors will be conducting an investigation. The Chair urged any member of the Governing Board who may have leaked this information to discuss the matter with the Chair in private. The Chair asked all members of the Governing Board to be aware of the impact confidentiality breaches, specifically around staffing structures and staffing, can have on the individuals who work in the school and can impact heavily on the school as a whole as well.

**ACTION: All members of the Governing Board to be aware and mindful of the confidentiality of information held on the Governor Google Drive and information provided to governors with their meeting papers.**

**ACTION: The Chair urged any member of the Governing Board who may have leaked information regarding the staffing structure to contact the Chair of Governors in private before an investigation is started.**

## **6. Report from the Headteacher**

6.1 Headteacher Phil Allman gave his report to the Governing Board. This written report was published to governors with their meeting papers prior to this meeting.

6.2 The Headteacher reported that since the beginning of this meeting information has been received about a potential Covid-19 infection in year 6. This would be very disappointing for all the year 6 pupils who are due to leave the school next week but may now be in isolation due to the year 6 bubble being closed. The senior leadership team is working to minimise the impact of this potential positive case as soon as possible. This Covid-19 case in year 6 is not yet confirmed with a positive PCR test so there is at the moment a precautionary closure of the year 6 bubble. The Headteacher stated that there has also been a positive Covid-19 case in year 4 that the governors have already been informed about.

6.3 The Headteacher stated that Primrose Hill School is currently a popular school that parents want to send their children to. The school has received 299 pupil applications for the 60 places at the school next term. There are 70 pupils on the waiting list for places next academic year 2021-22 so far. The Headteacher has attended admissions appeals for four pupils this week. The school does not have enough space or staffing for an additional class of pupils so these appeals are likely to fail.

6.4 The Headteacher has discussed with Challenge Partners for their review of the school to take place next term - a provisional date has been suggested in the second half of the Autumn term 2021.

6.5 The Headteacher's report contained data for pupils this term. The data showed a drop in pupil progress and attainment. This drop was nowhere near as significant as the school had originally feared and it showed that the pupils in all year groups have bounced back since returning to school from lockdown since March 2021. There have been some issues with writing and mathematics, but the school was aware of these issues anyway and measures to address attainment in these two areas are already in place.

6.6 The Headteacher informed the Governing Board that it is intended that the pupils will be informed of their class lists and their class teachers for next academic year on Friday this week, 9 July 2021.

6.7 The Headteacher informed the Governing Board that the Government's school funding formula for catch up funding for next academic year will be 60% of the school's number of pupil premium children @

£203 per pupil. The school has approximately 150 pupil premium children in the school, 60% of this is 90 children multiplied by £203. That totals approximately £18,000 for the entire academic year 2021-22 = approximately £40 catch up funding for each pupil in the school for the entire academic year 2021-22. This £18,000 compares unfavourably to the £32,000 that the school was allocated for catch up funding for this academic year 2020-21.

6.8 The Headteacher stated that the Summer term 2021 since he began working at the school has been very fast moving and challenging and he thanked the Governing Board for their support.

6.9 Question: I have a question about the EYFS Hub changes to assessment - can this be discussed at the next Curriculum and Pupil Welfare Committee meeting?

Answer: Yes there are changes to the curriculum and the baseline assessment is being introduced. This can be discussed at the next Curriculum and Pupil Welfare Committee meeting.

**ACTION: Curriculum and Pupil Welfare Committee agenda item.**

6.10 Question: Regarding the potential positive Covid-19 case that has been reported in year 6 which is not yet confirmed. If the PCR test is a negative result tomorrow can they return to school next week? Is this the case?

Answer: The pupil was positive on a lateral flow test, they are due to have the PCR test tomorrow to confirm this result. They have not had the PCR test yet. So it will depend on when the result is received and if it is negative. However false positive lateral flow test results are uncommon.

6.11 The Headteacher was thanked for his report.

## **7. A report from the Finance and Premises Committee**

7.1 The Governing Board received a report from the Finance and Premises Committee. The committee met on the 1 July 2021. This was reported by Committee Chair Governor Katherine Zographos.

7.2 Terms of reference for the committee was reviewed and no changes were made. There was a review of the current School Budget and the committee discussed the financial challenges ahead. The challenges are chiefly due to the falling birth rate in the Camden area resulting in falling pupil numbers as well as a declining amount of pupil premium funding paid to the school. It was noted that Primrose Hill School has a relatively expensive staffing structure with many staff having been in post for many years, and this has a financial impact on the budget due to the higher cost of these staff. The committee suggested reviewing the staff structure next financial year. The committee also explored opportunities for increasing income.

7.3 The fire risk assessment was discussed and it was noted that this had been delayed this year due to the Covid-19 restrictions that were in place. Some actions have been taken to reduce the higher risks until the risk assessment as a whole can be reviewed. The committee also talked about risk assessments in general and it was noted that although risk assessments are very well documented and filed they are often compiled in disparate ways in a variety of different formats and templates and kept in different places. It was agreed that these should all be brought together and filed in a central place together. Risk assessments for trips outside of the school premises can be sent to Camden who offer a service to review those risk assessments and ensure they are checked through. The committee agreed it was important for all the risk assessments to be kept in a central place to ensure that if any review or inspection takes place they are easily accessed.

## **8. A report from the Curriculum and Pupil Welfare Committee**

8.1 The Governing Board received a report from the Curriculum and Pupil Welfare Committee. This report was reported by Committee Chair Governor Ophelia Field. Governor Field drew attention to the minutes of the committee meeting that took place which are currently in the Governor Google Drive for governors to read.

8.2 The committee reviewed a number of policies. The committee also looked at how the recovery was going following the Covid-19 lockdowns. The committee also looked at the review of SEND. The Committee Chair gave a verbal report on a number of "Camden Conversations" that she had attended online. The Camden Conversations were a series of online webinars for school governors and leaders. Governor Field stated that she was happy to share her written notes from the Camden Conversations with any member of the Governing Board who may be interested.

8.3 The committee received governor visit reports from the link governors for maths, safeguarding, SEND and mental health. The latter governor visit report looked at how pupils are rebuilding friendships since returning to school following the lockdowns.

## **9. A report from the Staffing, Leadership and Performance Committee**

9.1 Committee Chair Governor Hilary Aylesworth was absent from this FGB meeting and so the Chair of Governors reported on the recent meeting of this committee.

9.2 The committee looked at many of the staffing issues already covered at this meeting in the Headteacher's Report. End of year assessments were looked at. A number of policies were also reviewed.

9.3 The committee had a discussion about appointing a new Committee Chair when Governor Hilary Aylesworth's term in office ends. There were no volunteers and so the Chair of Governors has agreed to chair the committee as a temporary measure for the Autumn term 2021.

9.4 Governor Hilary Aylesworth has agreed to talk through the safeguarding checklist with the Chair of Governors and new governor Andrew Blow was invited to join that meeting.

9.5 The committee noted that the Managing Allegations Against Staff Policy has not been reviewed since 2018 and so this has been added to the committee agenda for the Autumn term 2021.

## **10. Policies for ratification**

10.1 The Governing Board received and considered the policies listed below.

### **Relationships and Sex Education (RSE) Policy**

10.2 This policy was provisionally approved by the Curriculum and Pupil Welfare Committee in May 2021. Governors read through the policy. It was noted that the Inclusion, Pastoral and PHSE Lead had done a lot of work redrafting the policy after the Chair and Vice-Chair of Governors had been through the policy to make a number of changes following the committee meeting.

10.3 The Governing Board was asked to read this policy in full and then consider it for ratification. The Governing Board took a vote on whether to ratify this policy. The Clerk counted the votes and this policy was ratified.

### **Inclusion (SEND) Policy + appendices**

10.4 This was approved by the Curriculum and Pupil Welfare Committee. The Governing Board considered whether to ratify this Policy and its appendices.

10.5 Question: This is a very detailed narrative on how to calculate the SEND funding and the processes carried out by the school. But is it too detailed? Is the school harnessing itself or constraining itself by putting all this detail into the policy and appendices? Should there be a more slimline policy and then a good practice handbook that contains all this detail to go with it?

Answer: That is probably the best idea, yes. The school originally began including all this detail in the policies and appendices as Camden insisted on it a few years ago. The school has not included the appendices on the website for the last few years. However the Governing Board and the committee can review this next year and consider introducing something more slimline along the lines you describe.

**ACTION: Inclusion (SEND) Policy + appendices to be reviewed next academic year 2021-22.**

10.6 Question: Is it in the schools control having all that detail in the policy? I thought it was compulsory for that to be included.

Answer: That is correct. The school is compelled to have this information available for parents to read. However it is true that we can probably display the policy on the school website but that the appendices are left off the website and are available from the school to send to parents if they request them.

10.7 Question: Are we statutory bound to put the policy on the website with the appendices?

Answer: We will double check to find out.

10.8 One governor reminded the Governing Board that this was not the only source of information on SEND provision in the school, there is a whole section of the school website that outlines the SEND

practice in the school. That section of the website is designed for parents and prospective parents to read. That will also be updated each year.

10.9 The Governing Board took a vote on whether to ratify this policy and appendices on the agreement that it will be reviewed next academic year. The Clerk counted the votes and this was ratified.

### **Pupil Premium Statement**

10.10 This was approved by Curriculum and Pupil Welfare Committee on the understanding there is a £24,000 discrepancy. It was noted that this discrepancy will be discussed again at Curriculum and Pupil Welfare Committee in Autumn term 2021.

10.11 Question: There are references in this policy to whole school funding. Is the pupil premium funding that is received for all the pupils in the school or only for spending on the pupil premium pupils?

Answer: It is for spending on all the pupil premium children but non-pupil premium children can also access some of the provisions that are provided with that funding.

10.12 Question: Is there any way it can be separated out?

Answer: It would be very complicated to do that because if, for example, a member of staff is supplied to work an extra class with the pupil premium funding it would be very difficult to calculate the percentage of that member of staff's salary that was taken up by supporting non-pupil premium children compared to pupil premium children who attend that class or have contact with that member of staff during the school day.

10.13 The Headteacher stated that one difference this year is that the catch up funding received by the school was not classed as pupil premium funding but as whole school funding and so is for use by pupils who need to catch up rather than just pupil premium pupils. Therefore if a member of staff is being employed to work with a group of pupils to help them catch up some of those pupils will be pupil premium pupils and some of them will be non-pupil premium pupils.

10.14 Question: What is that £24,000 discrepancy and shortfall due to?

Answer: It is as a result of the way the Government have calculated the pupil premium figures this time as previously the pupil numbers in the January pupil census were used to calculate the funding but they have changed it to the October pupil census numbers to calculate the funding instead. It is estimated that London Borough of Camden have lost £540,000 of pupil premium funding for all the schools in Camden as result of this change to using the figures in the October's pupil census rather than the January pupil census to calculate the pupil premium funding.

10.15 It was noted that this pupil premium statement is written on an old template and needs to be reviewed and put on the new template at the next meeting of the Curriculum and Pupil Welfare Committee.

**ACTION: Curriculum and Pupil Welfare Committee agenda item.**

10.16 The Governing Board took a vote on whether to ratify this Pupil Premium Statement and on the agreement that it will be reviewed by the committee next academic year. The Clerk counted the votes and this was ratified.

### **Sports Premium PE Statement**

10.17 This Sports Premium PE Statement is currently displayed on the school website and was approved provisionally by the Curriculum and Pupil Welfare Committee in May 2021 until the forthcoming sports offer can be more clearly defined for the beginning of the next academic year 2021-22.

10.18 Question: What do we know about the school's new sports offer?

Answer: The school will find out what the new Covid-19 restrictions will be for the school at the beginning of next academic year and then the school will look at providing sports that have previously been planned. There are three other changes not entirely related to the pandemic - for example swimming lessons are now done in a 10 day consecutive block for each class. This will cost £1,250 per class at the swimming pool for these 2-week blocks of lessons. This is not cheap.

10.19 The Headteacher advised that he and the School Business Manager will speak to a company who operate in the London Borough of Barnet who may be able to provide Primrose Hill School with extra sports provision to try and broaden the sports offer that is in place at the school in order to improve the



physical well-being of pupils. An external company may be able to provide sports provision at the school that the school can't provide internally. The Headteacher has also spoken to adviser Gill Morris from Camden local authority who will advise on if the sports provision that is offered by the school matches the health and physical well-being needs of the pupils during this time following the lockdowns.

10.20 Question: So the content of this statement is nearly all subject to change?

Answer: Yes. However once the full sports provision at the school has been established the school can rewrite this Sports Premium Statement to reflect that. The Sports Premium Statement is also written on the old template as a new template was introduced a few weeks after it was written, and so it will need to be rewritten on the new template anyway. Once finalized it can be received by the Curriculum and Pupil Welfare Committee for approval.

**ACTION: Curriculum and Pupil Welfare Committee agenda item.**

10.21 The Governing Board took a vote on whether to ratify this Sports Premium Statement and on the agreement that it will be reviewed by the committee in the Autumn term of next academic year 2021-22. The Clerk counted the votes and this was ratified.

*(7:40pm - Governor Matt Cooper left the meeting)*

### **Mental Health Policy**

10.22 This was approved by the Curriculum and Pupil Welfare Committee. There were no questions by the Governing Board. The Governing Board took a vote on whether to ratify this Mental Health Policy. The Clerk counted the votes and this was ratified.

### **Home School Agreement**

10.23 This was approved by the Curriculum and Pupil Welfare Committee. There were no questions by the Governing Board. The Governing Board took a vote on whether to ratify this Home School Agreement. The Clerk counted the votes and this was ratified.

### **Freedom Of Information Policy**

10.24 This was approved by the Staffing, Leadership and Performance Committee. There were no questions by the Governing Board. The Governing Board took a vote on whether to ratify this Freedom Of Information Policy. The Clerk counted the votes and this was ratified.

### **Data Protection Policy**

10.25 This was approved by the Staffing, Leadership and Performance Committee. The Governing Board took a vote on whether to ratify this Data Protection Policy. The Clerk counted the votes and this was ratified.

10.26 The FGB noted that there may be a requirement to appoint a Link Governor for Data Protection at the school. The Chair of Governors agreed to ask for information on whether this is a requirement from the local authority.

**ACTION: Chair of Governors to check whether this is a requirement from the local authority.**

### **Complaints Policy**

10.27 This was approved by the Staffing, Leadership and Performance Committee. One governor noted that this policy still had the name of the previous Headteacher written in it and the FGB agreed this amendment will be made. The Governing Board took a vote on whether to ratify this policy. The Clerk counted the votes and this policy was ratified.

## **11. Governor Training and Skills Audit outcome**

11.1 This was covered in the Report from the Chair of Governors.

## **12. Date of governor meetings in academic year 2021-22**

12.1 The Governing Board received a set of proposed dates for the Governing Board and committee meetings to take place in the next academic year. The Chair suggested that this schedule of dates for next academic year would largely follow the pattern of the meeting dates in this academic year, although she preferred the meetings to always be on the same days of the week per respective committees as this has been found to improve attendance. A set of draft dates will be sent out to governors and members of the

Governing Board can contact the Chair if there are any dates they are not available.

**ACTION: Governors to contact the Chair of Governors with any dates they are not available from the draft list of meeting dates for 2021-22.**

12.2 The Chair of the Curriculum and Pupil Welfare Committee asked for Associate Members to agree between themselves which meetings they were best attending depending on the agendas as there was not always a need for all of the Associate Members to attend every meeting of the Curriculum and Pupil Welfare Committee, as this often lead to a very staff heavy committee meeting.

### **13. Any other business**

#### Bees

13.1 One governor reported that they had looked into the idea of the school having beehives on site. However after extensive investigations into the requirements the governor concluded that it is very was not such a good idea for Primrose Hill School to have these on site at this time as it will be very labour intensive, complicated and requires quite a lot of work to care for the bees, plus ensuring all the risk assessments that will need to be in place for beehives to be located on site. The Governing Board took note of this information. It was agreed the FGB may revisit the idea at sometime in the future when the school budget is in a stronger position.

#### Plant pioneers

13.2 One governor suggested that a plant pioneers project is established at the school. The Chair agreed that this would be a much less complicated project to undertake than bee keeping.

#### School income

13.3 The Chair of the Finance and Premises Committee requested that any governors who have any suggestions or ideas on how the school can increase its income, or any ideas governors have seen successfully implemented in other organisations, to please contact the Chair of the Finance and Premises Committee or the School Business Manager with these suggestions.

#### Mireille Alwan

13.4 The Governing Board expressed its thanks to Assistant Head Mireille Alwan who will leave the school at the end of the Summer term 2021 to begin a new job at another school in the 135 Cluster, Rhyl Primary School. Mireille Alwan was thanked for her good work leading the school as its Acting Headteacher during the academic year 2020-21 while the school sought to appoint a new headteacher.

### **14. Confidential items**

14.1 None reported.

14.2 There being no further business the Chair thanked everyone for taking part in this video conference call meeting. The meeting then ended.

The meeting ended at 7:52pm.

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

**Claire Cameron, Chair, Primrose Hill School Governing Board.**