

PRIMROSE HILL PRIMARY SCHOOL



**Minutes of the Full Governing Board meeting
that took place as a video conference call with everyone attending online
on Wednesday 30th March 2022 at 6pm.**

MINUTES

GOVERNORS	Co-opted	Andrew Blow	x
		Alice Gray	✓
		David Howe	x
		Isabel Murphy (<i>co-opted staff</i>)	✓
		Diego Arroyo Ornelas	✓
		Syra Sowe (<i>co-opted staff</i>)	x
		Katerina Zographos	✓
	Parent	Amal Abbamin	✓
		Kasia Bojarojc	✓
		Claire Cameron (<i>Chair</i>)	✓
		Magen Inon	✓
		Laura Thompson	✓
	Local Authority	Matthew Cooper	✓
	Headteacher	Phil Allman	✓
Staff elected	Rebecca Ehrlich (<i>maternity leave</i>)	x	
ASSOCIATES		Ophelia Field	✓
	Inclusion, Pastoral and PSHE lead	Amanda Aplicano	x
	Assistant head	Lia Moss White	✓
	School Business Manager	Julia Chalfen,	x
	Assistant head	Liz Ghamar	x
Assistant head	Sophie Keating	✓	
IN ATTENDANCE	Victoria Mitchell, Clerk To The Governing Board		✓

1. Welcome and apologies

1.1 Governor Claire Cameron opened the meeting. There were apologies for absence from Governors Andrew Blow, David Howe, Syra Sowe and Rebecca Ehrlich and Associate Members Amanda Aplicano, Liz Ghamer and Julia Chalfen. These apologies were all accepted. The meeting was quorate.

1.2 The Chair explained that despite the plan to hold this meeting in the school premises this meeting will continue as an online video conference meeting as there is a risk to the school community of a meeting onsite causing a rise of Covid-19 virus cases in the school. One Associate Member has tested positive for a Covid-19 infection earlier today.

2. Declarations of pecuniary interest

2.1 Governor Matt Cooper declared that as he is a political candidate in the local elections in this local ward. The item in the Headteacher's Report that relates to an application for SIL funding to pay for the repainting of the railings around the school grounds is an item that he may have a pecuniary interest in, and so will leave the meeting when this item is discussed.

2.2 The Clerk has not received a completed Declaration Of Interest Form for academic year 2021-22 for the following governor: Matt Cooper. Also Amanda Aplicano, Amal Abbamin and Laura Thompson have submitted forms but they are not yet signed. Lia Moss White and Sophie Keating also need to complete a declaration form and submit to the School Business Manager or the Clerk.

ACTION: Declaration Of Interest Forms 2021-22 to be completed and submitted by Matt Cooper Lia Moss White and Sophie Keating.

ACTION: Laura Thompson, Amal Abbamin and Amanda Aplicano are to sign their forms please.

3. The Governing Board

Result of the parent governor elections in the spring term 2022

3.1 It was noted that Parent Governor Laura Thompson had been re-elected to the FGB for another four year term in office.

ACTION: Clerk to update GovernorHub.

3.2 Governor Laura Thompson expressed an interest in joining the Finance and Premises Committee of the school as this suits her background. She will cease to attend one of the other committees that she already attends but has not decided which one yet, but will discuss this with the Headteacher and Chair of Governors.

3.3 The FGB welcomed the election of Magen Inon as a Parent Governor for a four year term in office. Magen Inon introduced himself stating he is a parent of one child in reception year and has another child who may join the school soon. Magen Inon is an Israeli who came to London 7 years ago and has lived here ever since. He has completed a PhD at University College London, the research area was pharmacological cognitive enhancement medications and ethical questions around them. Magen Inon expressed an interest in joining the Curriculum Pupil Welfare Committee, and possibly one other committee to be decided.

ACTION: Clerk to update GovernorHub.

3.4 It was suggested that Magen Inon becomes the school's Literacy Link Governor. Magen Inon accepted this appointment.

ACTION: Chair of Governors to introduce new governor and Literacy Link Governor Magen Inon to the Chair of the Curriculum and Pupil Welfare Committee.

Appointment of two new Associate Members of the Governing Board

3.5 The Governing Board was informed that the school had appointed two new assistant heads to take over the work of Laura Beeson who had left the school. Sophie Keating and Lia Moss White were both introduced to the meeting. Both these two assistant heads then left the FGB meeting and governors considered the matter. A vote was taken on the appointment of the two assistant heads to the FGB and the result was they were both appointed as associate members of the FGB for a one-year term in office.

ACTION: Clerk to update GovernorHub.

4. Minutes of the Governing Board meeting held on 8th December 2021

4.1 The Governing Board received the minutes of the Governing Board meeting held on 8th December 2021 with their meeting papers prior to this meeting. The Governing Board approved the minutes as

accurate.

Matters arising

4.2 Action 2.2 - Outstanding Declaration of Interests Forms that have not yet been submitted are now being chased up by the School Business Manager.

4.3 Action 3.14 - Curriculum and Pupil Welfare Committee have now discussed the KCSIE 2021 update..

4.4 Action 3.15 - The Minutes from the FGB on 23rd September 2021 have been signed off by the Chair of Governors.

4.5 Action 4.1, 4.2 and 4.7 - GovernorHub has been updated.

4.6 Action 5.4 - Kasia Bojarojc has sent a biographical statement to the Chair of Governors for use as an advert for new parent governors.

4.7 Action 5.5 - A new Literacy Link Governor has now been appointed - Magen Inon.

4.8 Action 10.4 – A skills audit report to be provided to SL&P Committee, the other two committees have received their reports.

ACTION: Chair of Governors to place SL&P skills audit on the Governance Drive ahead of next SL&P committee meeting

4.9 It was also reported that Governor Alice Gray has completed the check of the school website to ensure it meets the Ofsted and DFE requirements.

4.10 The minutes of the Governing Board meeting held on the 8th December 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 8th December 2021 to be signed off by the Chair Of Governors and placed on file at the school.

5. Report from the Headteacher

5.1 The Headteacher Phil Allman gave his report to the Governing Board. This was a written report covering the period 8th December 2021 to 30th March 2022 and was sent out to governors with their meeting papers prior to this meeting.

5.2 The Headteacher began by praising the appointment of the two new assistant heads who have proven to be great assets to the leadership team. Both have rapidly ascended their learning curve and their hard work has greatly increased the capacity of the senior leadership team. A new staff member has also begun working in the school office and has made a good start to their work. A new member of staff will also begin work in the Tadpoles class from April 2022.

5.3 There have been a large number of staff absences from the school this term. There are currently anything between 7 and 14 staff off work each week, and there are three members of the senior leadership team off school presently. This adds to the workload for other staff.

5.4 Quality assurance weeks have been completed and feedback has been given to staff. The school has focused the on the perspective of the pupils and has tried to listen to pupil's voice in order to gain the children's perspective of their teaching and learning at the school. There has also been a pupil survey to measure their views. There has been great enthusiasm towards learning by the pupils in the school and many have made significant academic progress this term. Maths has been a subject with the most progress. One year group pupils reported that maths was the easiest subject and others said it is the most challenging subject for the pupils.

5.5 The school has been working through the Little Wandle Phonics Scheme. There have been two different phonics groups being run to bring the pupils back to the level in phonics they need to be at the end of the school year. There has been a change to the teaching of phonics with the previous seven phases in the old phonics scheme being replaced with five phases in the new phonics teaching - this has

been a complicated change for staff. The new sounds are being learnt by the pupils and repetition gives the pupils confidence in phonics. The school is to purchase new books for the children in Key Stage 1 so they have the books that match the sounds they are learning in phonics. There have been four year 1 pupils who have been able to decode some of the most complex words. Synthetic phonics is working but there is still work to do. Staff are now supporting each pupil to read three times per week – this has really changed the amount of progress in phonics. Teaching assistants are providing support in the afternoons.

5.6 The school has received 52 applications for pupils to join the school nursery - there are currently 39 pupil places in nursery. There are four schools in geographic proximity to Primrose Hill School who all have pupil vacancies in their nurseries in comparison. The FGB received a summary of a change to the nursery provision to restructure the places to ensure there are more spaces for pupils without leaving some spaces in the nursery vacant and means the school does not need to have unfilled spaces. It was also quite disruptive to move pupils into different classes in January and April each year. There will be 12 morning places and other nursery places for pupils in the afternoon. This will ensure all pupils in the nursery are provided with the correct level of input that they need as those born in the first half of the academic year close to September can be much older and able to do other activities from those who are born from the late Spring through to the summer each year.

5.7 Question: Will the structuring of the nursery mean there could be an issue for parents who want an afternoon place in the nursery despite the month that pupil has been born in, but they can only be offered a morning place for their child?

Answer: The school is an education provision with a two-year old provision. The school cannot provide wrap-around care or childcare for parents who want the convenience. If parents want such a service then Primrose Hill School nursery is not the right nursery for their children. Primrose Hill School nursery has had many pupils from outside the school's catchment area using the nursery rather than those places being offered to local children who will be more likely to remain at the school into later years. This has been found to be destabilising for the pupils when the non-local pupils leave at the end of the nursery. We are hoping the restructure of the nursery will begin to attract more local children instead who stay with the school into later years.

5.8 One governor agreed that this restructure will both solve a number of ongoing issues that have continued in the nursery and into the reception year, and will also be a financial benefit to the school budget. The Headteacher agreed stating that the school will gain approximately £8,000 per year into its school budget by making this change.

Self Evaluation Form (SEF)

5.9 This has been updated and copied to governors. The school's Professional Partner Kate Frood advised the Headteacher to remove any grading judgements from the SEF. This is because Ofsted will visit the school and make their grading judgements during the inspection, the school should not pre-judge the Ofsted judgements. There is little content change to the SEF however.

Camden Education Strategy

5.10 Camden have published their new education strategy. Camden have stated they are now more focused on school collaboration with each other. The 135 Cluster is mentioned in the Strategy as an example of how local maintained schools have collaborated with each other. The collaboration that takes place between the 135 Cluster schools will be re-invigorated following the Covid-19 years, and there will be a refresh of the Headteachers working with each other and the 'Every Child A Reader' scheme.

5.11 The Headteacher advised the FGB that the new government white paper called "Opportunity For All" that has been released in Parliament this week states that the Secretary of State for Education wants all remaining local authority maintained schools to be involved in a multi-academy trust by 2030. It is therefore important for Primrose Hill School to ensure it has effective collaborations with other schools now. As a result the school is ensuring it works well as a school in the 135 Cluster.

5.12 One governor stated that the school needs to look across the borough for new collaborations and not just focus on collaborating with the 135 Cluster schools. Beginning new collaborations and weighing the pros and cons of each may be beneficial to the school in addition to continuing with the existing collaborations.

5.13 Question: Can you explain further what the knowledge organisers are?

Answer: Knowledge organisers come in different forms, the school has not yet decided what form it will choose for its own. The school is likely to have four subject organisers – these will be a page of information with the topic set out on a page for pupils to read as a summary. These will contain the key knowledge for pupils to learn during the topics they study.

5.14 Question: Will the school apply to be in any Camden Learning Hubs this year?

Answer: Yes the local authority wants to restart the Learning Hubs, but not in their previous form. There are changes to the directorate at Camden Learning with a number of long-standing Camden staff members retiring - Jon Abbey is leaving to begin at Islington Borough tomorrow, Tracey Caldwell is taking over as Jon Abbey's interim replacement. Richard Lewin is retiring this week. Rhian Swain and Jill Morris are retiring at the end of Summer 2022. The form of the Learning Hubs will change as a result of these changes.

5.15 Question: Is the school now doing exit interviews with families who move their children out of the school to other local primary schools or opting for homeschooling?

Answer: Yes, they are asked for the reasons when they leave, although they do not always answer. The school does not routinely carry out exit interviews with everyone who leaves.

5.16 Question: Can you tell us about the support that is given to the lowest 20% of families? Is this any change to what was already being provided?

Answer: The school has always provided support for the lowest 20% of readers. The school continues to use the Reading Eggs tool that pupils can access at home. Children in Key Stage 1 are being given the updated books that match the sounds they are learning - there should be 95% fluency for pupils reading these books. Pupils are all reading to staff three times a week. Those who require more support are to be given Little Reader to give them more support with their reading. Other interventions are also being given where necessary.

5.17 Question: Can there be some reformatting of the School Improvement Plan? There are not entirely vital actions, for example year 3 swimming listed as actions. Please can this document focus on essential tasks for governors to be aware of in future?

Answer: Yes this document and the actions can be refined in the future.

5.18 Question: There have been many staff absences from school this term following the pandemic. Is there a provision for schools to request an Ofsted inspection is moved if it occurs when key staff are off sick?

Answer: Yes, the school can request a deferment if it needs to, but we must provide good reasons to Ofsted for requesting this. Another local school were granted an inspection deferment recently as they had 11 staff off work at the time and there were not enough available staff in their school to assist with the inspection.

5.19 Question: Abacus Free School is planning to move into the Haverstock School premises which is very close to Primrose Hill School. Is the Headteacher concerned about places at Primrose Hill School becoming vacant as parents choose Abacus Free School instead of Primrose Hill?

Answer: All the schools in the 135 Cluster are concerned about this planned move. Carlton Primary School on Grafton Road was closed down and its existing provision merged with Rhyl Primary School due to a lack of pupil numbers in that area. It is therefore counterproductive for an additional school to move into this area when there is already a shortage of pupils for the existing schools. The Chair of the Governing Board at Rhyl Primary School, Helene Reardon Bond, has been spearheading a local campaign against this proposed move into the Haverstock School premises. Unfortunately Haverstock School is a PFI school with a large financial burden and also has falling pupil numbers, and so may be inclined for financial reasons to allow Abacus Free School to move into the empty space in their premises. However Abacus Free School will not be able to move until at least September 2023 because a feasibility study for the move to Haverstock has not yet been completed in time for September 2022.

5.20 Question: Isn't Abacus Free School capped as a single form of entry school?

Answer: Yes but this was due to a lack of space in their Kings Cross premises for a further form of entry. However there may be more space for them to expand into in the Haverstock premises. The demographic trend in Camden is a decrease of 3% pupils for primary schools and so there is not a need for an additional school.

5.21 Question: If Abacus Free School put in an application to expand to two forms of entry then this may be refused by the local authority?

Answer: The local authority may refuse the application but central government may approve it instead.

5.22 Question: The number of exclusions stated in the Headteacher's Report is 1 short of the correct number?

Answer: Yes there has been 1 additional exclusion to add to the number stated in the Headteacher's report.

5.23 Question: The actions listed in the School Improvement Plan - can governors be given an indication of how much is left to carry out?

Answer: The senior leadership team have RAG rated the SIP and this RAG rating will be shared with the governors. Some of the actions were stalled due to the school having a shortage of staff but other actions listed are nearly done.

ACTION: RAG rated SIP to be placed on the Governance Drive

5.24 Question: As the staff are now carrying out the extra reading is there some work that the school can no longer do instead of this extra reading?

Answer: The school has got a lot of available adults to do the reading for half an hour in the morning three times a week. In year 1 the adults are working on a rotation of three adults reading with all pupils during the mornings three times a week, while other pupils do another phonics activity.

5.25 Question: Camden is in the bottom 20% for pupil attendance. Although Primrose Hill School is not one of the lowest rate schools, Year 5 and Year 6 at Primrose Hill School are the year groups with the lowest rate of attendance at the school this term. Are Camden providing training to improve pupil attendance?

Answer: All Camden school officers were brought into a meeting with central government about low school attendance in Camden. As a result all schools had a Camden Professional Provider visit to try and improve pupil attendance. Year 5 and 6 has had some historic persistent absence among those pupils in those cohorts, this is due to some of the serious health issues some of those children have. This has skewed the attendance figures for those year groups. There are about 5 or 6 pupils in the school who are responsible for most of the pupil absences in the school data, although three of these pupils are leaving the school in July 2022 anyway so there may be an improvement in the attendance data next academic year as a result. Camden will have four officers who will work as attendance officers with the schools and will have more power to deal with persistent absence than the current system. The school's target for pupil attendance is 96% and it is at 94.4% currently. The Camden average attendance is 95%.

5.26 The Headteacher was thanked for his report.

6. Report from the Chair of Governors

6.1 Chair Of Governors Claire Cameron gave a verbal report to the meeting.

6.2 The Chair commented on the Government's white paper on education that was published this week. Some summaries of the key points in this white paper were made available for governors to read as well as a weblink to the White Paper online ([March 2022 | NGA comments on the Education's Schools White Paper. Opportunity for All - National Governance Association Schools White Paper summary: GCSEs, Sats, academies, Parent Pledge | Tes](#)) One of the key points is all maintained schools will be made to join or form multi academy trusts. It isn't clear at this stage how this will be implemented by the Government, but London Borough of Camden are currently working to support schools to begin working in partnership and collaboration with each other. Primrose Hill School want to work towards forming partnerships and new partnerships that are good for the school rather than waiting and having less choice of who to form partnerships with in the future.

6.3 The Government white paper is not all about schools academising. It also states there will be a focus on improving the numbers reaching the expected standard in English and Maths.

6.4 Camden Education Strategy has also been published. This states that schools should collaborate with each other and work in partnerships. Camden want the links to be within the borough and there to be about 10 primary schools plus one secondary school to form into clusters. Schools are being encouraged to volunteer on testing out some of the parts of the Education Strategy Some themes that the Chair has noted as areas Primrose Hill School may volunteer to work on are Reading from age 7, Cultural entitlement, Collaboration between young people, The Climate Charter.

6.5 The Chair attended the recent Camden Governors Forum. This focused on pupil attendance at school. There have been high levels of anxiety about Covid-19 in Camden and some parents are keeping their children from school in case minor illnesses are a Covid-19 symptom. The Governors Forum talked about how the school governors can support the school to improve attendance at school. Camden Learning stated that most of the pressures on the school community were not factors that the school had control over, such as financial pressures, Covid-19 and so forth. The best strategy to alleviate stress was to keep talking to the school community, the senior leadership team, the Headteacher and so forth. Camden have encouraged school leaders to work with mentors and coaches. The Chair proposed the school pay the cost of providing a coach for the Headteacher to give him support.

6.6 The governors were all advised to read the school's Organisational Change Policy. This is because the school may be undertaking an organisational change soon to the administrative team. The school may also need to carry out changes while forming collaborations and prepare for organisational change towards the possible future academisation of the school. Reading the policy at this stage will prepare governors for all this.

6.7 Question: As the school seeks new schools to collaborate with, how will governors know which are the best collaborations to form? Is there a framework for assessing these other schools for collaborations?
Answer: Camden Learning has said they will support the school in forming new collaborations. There are Camden schools who have already formed their own collaborations and partnerships so Primrose Hill School can learn from their experience of going through this process.

6.8 The Headteacher stated that he believed the school needs to be ahead of other schools in forming new collaborations and not fall behind as other schools seek to form their own collaborations and partnerships too. It can be the largest organisations in a collaboration who can become the dominant organisation in a partnership and this may be exacerbated with falling school rolls in some schools in the borough. It is important the school tests out collaborations and works out who are the best for the school to work towards more formal partnerships. It will be good for Camden Learning to provide support in identifying which schools to form partnerships with, but the leadership changes at Camden Learning will need to be finalised before this can happen effectively.

(7:38pm - Amal Abbamin left the meeting)

6.9 Question: Can you tell us more about the vertical collaborations between primary and secondary schools?

Answer: Vertical collaborations between primary schools and secondary schools are very poor in Camden so far, very piecemeal. The Headteacher has volunteered to be on the Camden vertical collaborations working group. The school really needs to improve its vertical collaborations and work on the relationships between the school and secondary schools.

6.10 One governor commented that they feel parents can feel under informed during the primary to secondary school transition of their children. It would therefore be good for the school to improve the links between primary and secondary schools in order to make the year 7 transition process much easier for parents and pupils. The Headteacher stated that in his view any vertical collaborations or partnerships that are formed between the primary schools and secondary schools will be an education for both parents and pupils of Primrose Hill School.

6.11 Question: Does the school keep data on which secondary schools our pupils go on to?

Answer: Yes we do.

6.12 Question: Does the school still hold "Meet The Parents" events for the primary school parents to meet parents from local secondary schools?

Answer: No as these events were previously organised by one parent volunteer. They were very successful, but they don't happen any more, since the Covid-19 pandemic, as they were a lot of work for the one volunteer to organise and nobody has since taken over organising these events.

6.13 The Headteacher suggested the conversation about secondary school transitions should happen much earlier than it currently does, from Year 6 in the school. A few governors volunteered to look into improving secondary school transition information, including Laura Thompson.

7. Changes to the administrative structure

7.1 The Headteacher stated that since the hard working previous Assistant Head Laura Beeson had left the school it was clear that she had been carrying out a large amount of work that crossed over into the work of the administrative structure. There were many crossovers of responsibility and it is clear that now gaps in responsibility have opened up. The current School Business Manager Julia Chalfen also has too much work and is sometimes working late into the night to complete everything. Therefore a better balance of work between different members of the administrative team is proposed. The aim will be for low-level finance work to be done by other members of the administrative staff, while also administrative work with regard to SEND pupils and staff and pupil attendance issues is carried out by other administrative team members.

7.2 The Chair stated that she proposes a sub-committee is created to oversee the changes to the administrative structure and to oversee that all of the Organisational Change Procedure takes place to the administrative structure. Ideally the members of this sub-committee will be governors who sit on the Staffing, Leadership and Performance Committee and the Finance and Premises Committee.

7.3 The Chair advised all governors to read Section 4 on page 6 of the Organisational Change Policy in order to be aware of what is required.

7.4 The Chair stated that hopefully no staff will lose their jobs but some of those jobs will be changed and the personnel will be redeployed into other jobs in the organisation. Most will be small changes to their existing jobs, and a few may be redeployed into different support staff roles. There will need to be an evaluation process to measure the suitability of the staff for the different roles that are proposed. The Chair requested the Headteacher writes a proposal for change for governors to consider. There may be trial periods put in place for staff to try working in the new roles.

7.5 Question: Can you give us some indication of the time commitment that will be required by governors on the sub-committee? How quickly is this organisational change to be carried out?

Answer: Sub-committee ideally needs to start meeting immediately during the summer term and the firm proposals for change will be ready soon as possible after that so the school can begin a consultation process with the staff affected. The governors will just need to be ready to come in when they are needed for various parts of the process.

7.6 The Chair asked governors to consider joining the sub-committee to see through the organisational change. Governors Diego Arroyo Ornelas, Magen Inon, Matt Cooper, Alice Gray and Kasia Bojarojc volunteered to sit on this sub-committee. Others are able to contact the Chair after the meeting if they wished to volunteer.

ACTION: A meeting to be set up between these governors and Phil Allman to plan how this process will be conducted.

8. Policies for ratification

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

Grievance - policy and procedure

8.2 It was reported that the SL&P Committee had looked at this policy and approved it. It is a Camden model policy.

8.3 There were no comments. The FGB voted to ratify this policy.

Organisational Change policy and procedure

8.4 It was reported that the SL&P Committee had looked at this policy and approved it. It is a Camden model policy.

8.5 There were no comments. The FGB voted to ratify this policy.

Whistleblowing Policy

8.6 It was reported that the SL&P Committee had looked at this policy and approved it.

8.7 There were no comments. The FGB voted to ratify this policy.

Appraisal Policy

8.8 It was reported that the SL&P Committee had looked at this policy and approved it.

8.9 The Chair advised that this was in previous years looked at as the Appraisal and Capability Policy, but it is now two separate policies. The Capability Policy will be presented to the SL&P Committee for consideration at its next meeting, in June.

8.10 The FGB voted to ratify this policy.

Recruitment and Selection Policy

8.11 It was reported that the SL&P Committee had looked at this policy and approved it.

8.12 There were no comments. The FGB voted to ratify this policy.

Managing Allegations against Staff

8.13 It was reported that the SL&P Committee had looked at this policy and approved it.

8.14 There were no comments. The FGB voted to ratify this policy.

Emergency, Contingency & Recovery Plan

8.15 This policy was reviewed by the F&P Committee on 29th March 2022 but was not approved by them at that stage. It will return to that committee in the summer term 2022.

8.16 Question: The policy refers to “*the reception*”. Please can it be clarified if this means the entrance foyer at the main entrance, the area of the school used by the reception year, or somewhere else? Can the precise area be made clearer in the wording of the policy please, and what is referred to?

Answer: Yes, the wording of this part can be looked at and decided at the next meeting of the Finance and Premises Committee.

ACTION: Emergency, Contingency & Recovery Plan to be reviewed and clarification of the wording used in the policy and the precise area referred to as “*the reception*” to be made clearer in this policy. F&P Committee agenda item.

8.17 Question: The school is very overdue an intruder lockdown drill. Please can such a drill take place in the school to rehearse the procedures for when there is a danger of an intruder accessing the school premises and the school goes into lockdown? Please can such a drill of this nature take place in the school before the Finance and Premises Committee meets to discuss the wording in this policy?

Answer: Yes, this will be done.

ACTION: An intruder emergency drill to be carried out in the school prior to the Finance and Premises Committee meeting to discuss the wording in this policy. Finance and Premises Committee agenda item.

(8:15pm - Laura Thompson left the meeting)

Educational Visits Policy

8.18 It was reported that the C&PW Committee had looked at this policy. C&PW Committee agreed that the need for individual risk assessments for children with certain medical conditions need to be raised earlier in the process. Also it was agreed that the template letter to parents to be attached to the policy as an index. The C&PW Committee approved this policy subject to these changes.

8.19 The FGB voted to ratify this policy.

Equality Scheme Jan 2022

8.20 It was reported that the C&PW Committee had looked at this policy. The C&PW Committee agreed that the Headteacher is to review the school’s current equality objectives and share them with C&PW Committee. Syra Sowe and Ophelia Field had volunteered to help revise the equality objectives as necessary. There was also a need to state obligations of the governors with regards to equalities training. C&PW Committee approved this policy subject to these changes.

8.21 It was requested that all governors in the school receive equalities training during the summer term 2022.

ACTION: All governors in the school to receive equalities training during the summer term 2022. The Chair of Governors will request training on this for all governors.

8.22 The FGB voted to ratify this policy.

Healthy Eating Policy Jan 2022

8.23 It was reported that the C&PW Committee had looked at and approved this policy. There were no comments from the FGB.

8.24 The FGB voted to ratify this policy.

British Values PHPS Statement

8.25 It was reported that the C&PW Committee had looked at and approved this statement, although they requested that the date on the version on the Governor Google Drive be doublechecked to ensure the wording is consistent with the most recent version of this document. The Headteacher clarified that the wording of the British Values PHPS Statement that was approved by the committee was consistent with the most up to date version of the document.

8.26 The FGB voted and this was ratified by the FGB.

9. Reports from the committees

Finance and Premises Committee

9.1 Chair of the Finance and Premises Committee Katerina Zographos reported the minutes for the most recent meeting of the committee were not yet ready as the meeting only took place the day before this FGB meeting. However, the minutes for the meeting held on 27th January 2022 were reported on and are on the F&P March 2022 folder of the Governance Drive.

9.2 The committee discussed the budget and finance of the school. The Committee Chair reported that the school has ended the financial year with a small contingency left over in the budget unspent. Some of this will be spent when late arriving invoices from Camden are processed. The school has negotiated a cheaper photocopying contract that has saved the school £4,000.

9.3 Forecasts for the next financial year 2022-23 were looked at by the committee, and the committee looked at ensuring a budget was written that was balanced and included a small contingency of approximately £17,000. In order to achieve this the committee has been conservative in spending on some items, such as swimming lessons. Gas and electricity prices are currently an unknown cost for next financial year as prices are rising very quickly for these utilities.

9.4 The committee also reviewed the fire risk assessment for the school. The last report from the Fire Risk Assessor was received and this was considered satisfactory. A number of updates were received to this from the School Business Manager, and these are being acted upon.

9.5 Camden Refit is being piloted. This is a key change away from gas boilers to heat exchange pumps for five schools in the pilot scheme. The new heat exchange pumps will be funded by Camden. Some of the specifics will be discussed at a meeting to take place with Camden soon, and some concerns have been raised by one School Business Manager about the proposals. There may be quite a big upheaval to the schools making these changes, although it may make the schools more environmentally sustainable in the long run.

9.6 The new nursery structure was also discussed.

9.7 The procedure for ratifying the School Budget was raised, and it was made clear that the Finance and Premises Committee does not have the authority to ratify the School Budget, this ratification must be done by the FGB.

ACTION: The requirements for ratifying the School Budget to be clarified and the meetings to be arranged accordingly for this to happen in compliance with the requirements. The Clerk, Chair of Governors and Chair of the Finance and Premises Committee.

Curriculum and Pupil Welfare Committee

9.8 The FGB were invited to read the minutes from the most recent meeting of the Curriculum and Pupil Welfare Committee, which are on the Governor Google Drive.

Staffing, Leadership and Performance Committee

9.9 The FGB were invited to read the minutes from the most recent meeting of the Staffing, Leadership and Performance Committee, which are on the Governor Google Drive.

10. Preparing for Ofsted

10.1 In preparation for Ofsted inspecting the school the FGB discussed a simple procedure for contacting governors once Ofsted contact the school to schedule an inspection to be carried out. There is also a file of documents that is an easy reference folder for governors to read in preparation for the Ofsted inspection. This file of documents is being added to continually, with the latest reference document being Phil's update to the Ofsted Interview Discussion Preparation document.

https://docs.google.com/document/d/1iWVSA7cAmYXD9ZJwYc3h8NP2qKpyzUyLVi2YAN_la6c/edit?usp=sharing.

ACTION: All governors to read the Ofsted Interview Discussion Preparation document.

10.2 One governor stated that another school they had encountered had carried out widespread overnight changes to their school environment, wall displays, and teaching once they were made aware Ofsted were about to inspect. The Chair requested that Primrose Hill School does not follow this approach and instead ensures it is ready and consistent for an Ofsted Inspection at all times.

11. Governor training

11.1 The Chair stated that the "Dealing with difficult issues" training course is being provided by Camden Learning on 23rd June 2022. This prepares governors for sitting on decision panels. Non-staff governors should attend this training, as staff governors are not eligible to be on such panels. If there are not enough eligible governors to be panel members then the school can request governors from other schools to perform this function.

11.2 Governor Induction training takes place on 4th May 2022 and 16th June 2022. New governors were encouraged to enrol, if they have not already done so.

11.3 The Chair has clarified with Camden Learning the requirements for Safeguarding training for governors. This must be done by every governor once, with relevant updates when required. Safeguarding training for the Safeguarding Link Governor must take place every two years. The Chair has agreed that a group training course for all governors of the school to receive safeguarding training from Camden Learning is to be arranged as this was found to be very helpful previously.

ACTION: Safeguarding training for all governors to be arranged soon. Chair of Governors.

11.4 One governor highly recommended the Camden Learning training on dealing with peer on peer abuse. The Chair requested more governors attend the Safer Recruitment training for governors, to allow more governors to be available for interview panels.

12. Any other business

12.1 Question: As a school that doesn't have an official uniform, can a means of identifying the pupils easily be introduced when pupils are on school trips, such as a tabard or sash for pupils to wear when they are on school visits to prevent them getting separated from the group?

Answer: Yes this is a good idea and will be investigated.

(8:40pm - Kasia Bojarojc left the meeting)

13. Next meetings of the Governing Board

13.1 Governors were all asked to note that the next meeting of the Governing Board is scheduled to take place on 6th July 2022 at 6pm.

13.2 The Chair noted that the workload and meeting times of the FGB and some of the committees had increased recently. The Chair stated that many other schools have more meetings during the school year in order to make shorter but more frequent meetings, and asked the FGB to consider this as an option for the future. One governor suggested questions on meeting papers could be asked directly to the school leadership using email prior to meetings taking place in order to reduce the length of meetings. One governor reminded the FGB that the school governors had previously had more meetings during the school year, but this number was reduced a few years ago. One governor stated that it was appropriate for the school staff to be asked on this matter as they will have to work to attend these meetings. One governor

stated that it was not a good option for governors to curtail discussion on important matters due to running short of time and it is better to increase the frequency of meetings in the future.

ACTION: An increase to the number of FGB meetings to be considered and proposals presented at the next FGB meeting in July 2022.

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 8:50pm.

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

Claire Cameron, Chair, Primrose Hill School Governing Board.