

ELEANOR PALMER PRIMARY SCHOOL

Minutes of the Full Governing Body Meeting on 18 May 2022

In attendance:

Parent

Gonzalo Coello de Portugal
Charlie Condou
Christophe Frèrebeau
Sei-Kee Maturine
Nanouche Umeadi

Staff

Sally Hill - Co-Head
Natalie Stevenson - Co-Head
Lacey Cousins – staff governor

Co-opted

Jennifer Allan – Chair of Governors
Shanti Fricker
Tim Peake
Boris Telyatnikov

LA Governor

Jack Tinley

Also present:

Tania Voaden, Clerk
Vicky Green Business Manager
Rosie Thomson, Literacy Lead

1.00 Matters arising

1.1 There were no declarations of interest.

1.2 No corrections of meeting minutes dated 23 March 2022

1.3 Actions from February 2022 minutes

Item 2.9 Teaching and Learning Policy. Action of the Co-Heads to further develop through the Summer Term and share with the Curriculum Committee - **ongoing to complete before the end of summer term.**

Item 3.00 Shed Talk on comprehension. Scheduled for June, but a date clash meant postponement – **postponed until the autumn term.**

Item 5.2 Charlie Condou to share therapeutic support contacts with Sally Hill - **action retired.**

Sally Hill commented that the Anna Freud counsellor engaged by the school was excellent and the school would like to retain. Securing finances to support the wellbeing provision was key to this. She said that finding the right 'fit' was important and that the current counsellor was very skilled and had been instrumental in linking with other agencies in supporting a CIN pupil (child in need)

Item 4.1 Lacey Cousins to seek feedback from staff regarding staff gifts.

Lacey Cousin reported that the staff she had spoken to were very appreciative of gifts from families. The discussion from the previous minutes did not relate to large gifts from individual families (which were declared and recorded by the school), but from groups of families within a year group. The collaborative nature of these gifts were appreciated by school staff.

2.00 Co-Heads' Report

2.1 Key Stage 2 SATs (Standard Assessment Test)

Year 6 had completed their SATs tests as detailed in the Co-Head's report. Sally Hill said that it had been a very positive process and that the school was proud of the children. Rosie Thomson added that there was none of the upset around the tests that can be reported in the media or online.

2.2 Sally Hill said that Key Stage 1 SATs will be completed that week. These were presented as 'special quizzes' and were teacher assessed. These assessments informed the decisions made on levels of attainment, but these are triangulated by teachers with their ongoing assessment through lessons. Two children in the cohort were working below pre-stage 1 standard and were not required to complete the SATs. The Chair asked whether these two children had EHCPs and Sally Hill responded that 1 child has, and the other was widely supported, including help from the educational psychologist. Nanouche Umeadi challenged how the attainment of these two children would be tracked without SATs. Lacey Cousins responded that they would still be tracked through teacher assessment, and that the parents were aware that the children had not taken part in the tests.

2.3 Natalie Stevenson noted that KS1 SATs may cease in future and that children's attainment record will hinge on the teacher assessment. Lacey Cousins concurred and said that it seemed unlikely that KS1 SATs would take place next year. Gonzolo Coello De Portugal asked whether there would still be a form of assessment in place, and Lacey Cousins assured him that there would be and that there was ongoing assessment. SATs provide a good snapshot of what children can retain and apply. Sally Hill added that there is cross-Camden moderation which also informs assessment. Natalie Stevenson added that SATs are just one part of the assessment framework and that the school implements low stakes, high frequency assessment which supports information retrieval and helps embed knowledge. Gonzalo De Coello noted that the assessments did not cause anxiety in the children and they were treated as part of a lesson. Nanouche Umeadi agreed and said there was also no sense of unhelpful competition amongst the children.

2.4 Sally Hill said that the school had repeated the PASS (pupil attitude to school and self) survey with children in Years 1-6 and the outcomes would be shared at the July Governing Body meeting.

2.5 Sally Hill referenced the admissions detail in the Co-Heads report and referred to several families who would be leaving the school at the end of the year, primarily to relocate out of London or to their home country.

2.6 The school had secured an ENG (exceptional needs grant) to support a child in [REDACTED]. Boris Telyatnikov asked what this grant was spent on. Sally Hill responded that primarily it was spent on wages for staff to support the child to access the curriculum. Sally Hill further explained that the ENG fund is allocated for a shorter period of time, most EHCPs carry through until a young person reaches 25 years. ENGs funds can be secured more quickly and ensure support for a child is in place sooner.

2.7 [REDACTED]

2.7 Natalie Stevenson referenced the staff absence detail in the Co-Head's report, with the school's absence unusually sitting above the Camden average. [REDACTED]

[REDACTED] The Chair asked when the Co-Heads anticipated an improvement in the pupil attendance data and they replied that the end of the year should show an increase.

2.8 Extended School and Community - The CBC Evening was a huge success and raised in excess of £2000 profit for the PTA. Charlie Condou commented how positive it was to have a big school event. The Co-Heads said that having the celebration outside in the summer felt like the right choice, and that whilst it did not sit in Black History Month, to have the event at a different time emphasised that Black culture can be taught and celebrated throughout the year.

The return of monthly Stay and Play was also well received.

2.9 Staffing

In their report the Co-Heads stated that they had asked teachers which year groups they would like to teach and why. Charlie Condou challenged whether this was because some teachers were more suited to certain year groups. Sally Hill responded that the purpose was to have a discussion with staff, to consider the children in each cohort and the aspirations of the teacher. Natalie Stevenson said that teachers had appreciated the opportunity to think about this and want to gain different experiences. Children remain the priority in these decisions. Charlie Condou asked if anyone expressed that they did not want a year group and the Heads replied that they had not. Christophe Frèrebeau asked whether a duration of commitment was expected and Natalie Stevenson said it wasn't.

Nanouche Umeadi asked whether there would be maternity recruitment and Natalie Stevenson said that it was not in the plans. Natalie Stevenson said that they would also talk to the support staff about class placements that it was good to have staff input into the planning. The Chair commended the process as good CPD.

2.10 School Direct

Rosie Thomson reported that 12 of the cohort of 16 students had secured jobs, The Chair said that this provided Camden with great access to talented young teachers. Rosie Thomson added that two more schools had asked to join the partnership.

Nanouche Umeadi left the meeting for another appointment at 6.10pm

3.00 Final 2022-2023 Budget and 2021-22 outturn

Vicky Green shared a presentation on the final budget outturn and updated Governors on any changes in the information shared at the March meeting.

In discussion on the presentation -

The income was [REDACTED] than projection, mainly due to increased SEN funding from Islington and a higher than anticipated income from Club EP and school dinners.

- Expenditure was up £11,300 on projections primarily due to the higher charge for back funding on support staff pensions. There was also some early charges on swimming and printing - these costs come through at different times of year, but balance out across budget years.
- There were budget adjustments on the previously tabled budget. The SEN pod build costs look likely to be £40,000, so some savings are likely against the original budget. The school has decided not to pay staff absence insurance this year, having evaluated the relative costs of this insurance against the cost for supply staff to cover absence. The budget for supply staff expenditure has increased accordingly. Boris Telyatnikov said that this would be kept under review going forward. The school has also made savings with tighter controls on trip expenditure.

- Governors reviewed the three year budget projections and discussed the projection of a negative outturn by March 2025. Sally Hill noted that this links to the importance of building up the Keep it EP campaign fundraising.
- Vicky Green said that Teaching School would support the school finances by up to £50,000 annually and there was a 6 year stream for this. The Resources Committee would review the account again in the autumn to make sure that Teaching School monies were in accounts that provided the optimum interest and were inflation protected.
- Vicky Green said that the school budgeted pessimistically and had traditionally carried forward [REDACTED] The outturn was generally better than forecast.
- Jack Tinley said that the school should review again in three and six months and Vicky Green concurred.
- Christophe Frèrebeau asked about the impact of the new funding formula, Vicky Green replied that this was as yet unknown and that the money went first to the local authority who then informed the school of their allocation. She said that in theory the funding formula should take the school back to the 2010 funding levels which would improve finances. The Chair said that she did not anticipate that the funding would be particularly generous and that London and the metropolitan areas are comparatively well funded. She noted that Camden is a generous local authority. Through redevelopment investment the authority had raised considerable fund, but inevitably this would be finite.
- Governors then discussed the impact of the funding formula if the school joined or formed a trust. As part of a trust, money would be allocated through the trust as opposed to through the local authority. Natalie Stevenson said that at board level in Camden there was a keenness to form a trust of local schools. She said that some Camden schools may choose to join alternate trusts e.g. diocesan trusts, but the school's view was that Camden services were excellent and they would want to continue to access them. With regard to joining a trust, much depended on whether the ethos of the trust chimed with that of the school.
- The Governing Body agreed to sign off the 2022-2023 budget.

3.1 Keep it EP update

The school is hosting a Keep it EP launch meeting on 25th May. The school was aware that when the Keep it EP fund was launched in 2019 there was a funding crisis, which gave the campaign some momentum. Sally Hill asked parent Governors to encourage families to attend through their contact groups.

The Co-Heads shared a draft video presentation that would be shared with families at the event. In feedback the following was discussed and suggested -

- The video was uplifting and illustrated that the school goes 'above and beyond' what most schools do.
- That there was an opportunity to encourage more one-off donations.
- The suggestion that letters could be written to families leaving the school to request donations.
- Discussion on the use of pie charts to best illustrate enrichment.
- Whether to remove the staffing costs from the budget illustration to more clearly demonstrate the spending on other areas - staffing costs being the biggest expenditure.
- How to encourage support with grant applications.
- A Governor will ideally lead on each table at the event and collate actionable ideas.
- To be mindful that the meeting is about planning the future and that parents should be reassured and not alarmed.
- Discussion on how to manage the time at the meeting.

4.00 Staffing Committee

Minutes dated 28/4/22 were shared ahead of the meeting.

4.1 Shanti Fricker said that the Staff Survey would be completed on the Inset day and reviewed by committee ahead of the July Governing Body meeting,

4.2 Rosie Thomson feedback that the two new teaching assistants were a wonderful addition to the staff team.

5.00 Resources Committee

Minutes dated 4/5/22 were shared ahead of the meeting.

No comments on the minutes. Boris Telyatnikov asked whether the SEN pod planning was approved. Sally Hill replied that it had been submitted, but that planning approval had not yet been received.

6.00 PPC Committee

Minutes dated 4/5/22 shared ahead of the meeting.

6.1 The committee had adopted the Camden policy for Children Missing In Education (CME).

- **Action** - a line to be added into the policy to note that CME was monitored as part of the governor safeguarding termly meeting. **Done.**

6.2 The parent survey would be shared after half term, with governors promoting engagement at the start and end of day with the survey available on iPads. Results would be reviewed at the July Governing Body meeting.

8.00 Curriculum Committee

Governor monitoring report 27/4/22 was shared ahead of the meeting.

In line with the SDP objectives, the committee shared their report from a handwriting monitoring session and from greater depth writing monitoring. The Chair said that these had been very positive sessions and that there was excellent preparatory work by Rosie Thomson. She commented that it was a pleasure to meet the children who were so engaged. There was evidence of progress in key areas in reviewing the writing samples for Years 2 and 6.

9.00 AOB

9.1 Christophe Frèrebeau has reached the end of his term as parent governor and there will be a Parent Governor election after half term. Christophe Frèrebeau expressed his intention to stand again.

9.2 The Home Zone are hosting a Jubilee celebration and looking for a representative to attend a meeting on 11th June if a local governor would like to attend.

Policies approved

- Budget 2022-2023 approved
- Children Missing in Education policy approved by PPC Committee