

## ELEANOR PALMER PRIMARY SCHOOL

### Minutes of the Full Governing Body Meeting Held on 28 March 2018 at 6.00pm

#### **Apologies received:**

Boris Telyatnikov

#### **LB Camden**

#### **Parent**

Flora Cornish  
Shanti Fricker  
Rifca Le Dieu  
Vicky Starmer  
Kirsten Walton

#### **Staff**

Kate Frood, Head teacher  
Rosie Thomson

#### **Co-opted**

Jennifer Allan – Chair of Governors  
Josh Franks  
Tim Peake  
Matthew Lawrence  
Mark Pemberton

#### **Associate members**

Fiona Crean  
Natalie Stevenson

#### **Also present:**

Tania Voaden, Clerk  
Vicky Green, School Business Manager.

**1.00** There were no declarations of interest.

**2.00** Governors introduced themselves to newly appointed School Business Manager Vicky Green. Vicky left the meeting after these introductions.

**2.1 Correction of January minutes.** Item 3.4 correction from 'is' to 'was' in the third sentence of the second a paragraph 'Kirsten Walton said that it is'

**2.2 Actions:** Page 6, Item 7. Governors signed of the SFVS.

### **3.00 HEADTEACHER'S REPORT**

The Head's report 28 March 2018 was shared with Governors in advance of the meeting.

#### **3.1 Admissions**

The Head had shared the outcome of secondary school allocations in her report. She updated Governors on the Reception 2018 offers and noted that several Nursery children had not secured a place in the Reception class. She also noted that there were fewer Nursery applications than in previous years and considered whether this was the impact of the National changes in 30 hours funding in 2017.

#### **3.2 Staffing**

The Head congratulated Fiona Crean in her appointment as a Head teacher.

The Head informed Governors that since her report had been shared, the teacher appointed to the Year 5 post had withdrawn; having been offered a grant to study at Harvard. Plans were underway to appoint again.

The Head drew attention to the increasing costs of staffing and that experienced teachers cost more. There was a significant payroll increase resulting from the changes in pensions and the London Living wage pay rise Camden had agreed for employees.

The Chair asked about the impact of the Apprenticeship Levy. The Head said that the school would pay into it, but needed to investigate further.

- **ACTION** The Head and Victoria Green to research impact of apprenticeship levy.

#### **3.4 Curriculum Development**

The Head asked Rifca Le Dieu what she thought of the Comparative Judgement data reviews she had completed. Rifca Le Dieu replied that the data was well presented and interesting, but that it was not very clear how data points were generated. She said it was useful, albeit time consuming, and that reviewing the data showed that the position of the school was very good. The Head said that the data provided lots of insights into spelling, grammar and vocabulary and that Rosie Thomson was driving the programme and sharing strategies to target areas identified as needing further support and development.

The Head noted that 'No More Marking' was a misnomer as pieces of writing were still being assessed.

Rifca Le Dieu asked how the lab would be used now that the project was at near completion.

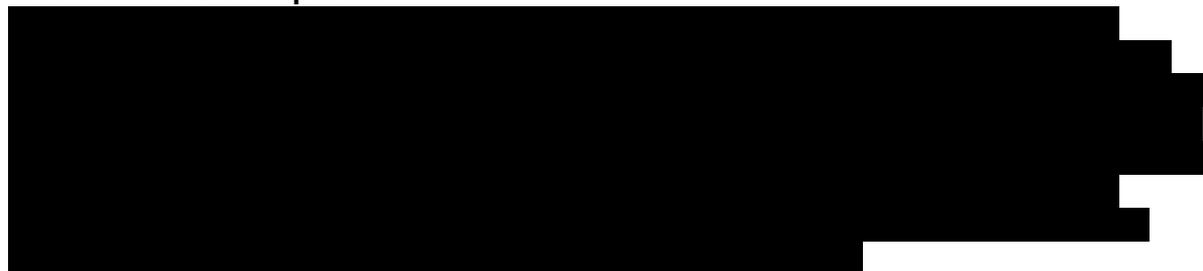
The Head replied that all classes would have a weekly science lesson, that it would be used for clubs, IT and DT. Equipment would be purchased from the £6000 of donations from the 2016-2017 Year 6 families.

#### **3.5 Special Needs**

The Head said that Camden is moving ahead with the new model for special needs with fewer children being allocated EHCPs and more receiving funding via a peer panel of other headteachers. The Head said that she thought the driver for this model was cost reduction, but that she hoped it would not result in the removal of any EHCP plans in place for children at the school.

Fiona Crean said that as a parent governor in a Hackney school she was aware that parents had been consulted and that there was a very active resistance. The Head told Governors that she would keep them informed and that the trial started in September 2018.

#### **3.6 Premises Development**



### 3.7 Safeguarding

Kirsten Walton is stepping down as Parent Governor and as she is also Safeguarding Governor, a replacement is needed. The Chair welcomed volunteers and Shanti Fricker agreed to take on this role.

The Head noted that the new GDPR (General Data Protection Regulation) compliance was complicated and that Vicky Green would be reviewing this, with the support of Camden, to ensure that the school met statutory requirements.

Rifca Le Dieu asked for an update on the concerns surrounding [REDACTED]

[REDACTED]

The Chair said that the response of the school had been positive and that with the support of the Governors, the situation would continue to be managed.

- **ACTION** Governors to complete Safeguarding training, possibly in conjunction with another school.

### 3.8 Finance

The Head referenced her report on the minutes of the PTA Trustees AGM. She noted the CAF investment and explained that the money had been raised and invested in the 1980s when the Government was cutting funding to schools. The investment had been successful, but the money was now sitting untouched. The Head welcomed Governors views on if and how this money would be spent. Mark Lawrence said that there could be discretionary use to allow the trustees to enact the right to use the funds. Mark Pemberton said that the intention to use the funds for music shouldn't be dismissed and that a bias for music should be maintained.

The Head said that the school needed a current Governor and Chair of the PTA to become trustees. After discussion Rifca Le Dieu agreed to join the trustees.

- **ACTION** Kate Frod to ask PTA Chair Hannah Ogilvie to join the trustees.

### 4.00 Special Item -Teaching School (TS)

The Teaching School budget was shared with Governors in advance of the meeting. The Head updated Governors on Teaching School. She explained that having been judged as 'outstanding' by Ofsted in 2011 it made sense to apply for the £40,000 grant available to establish a Teaching School. Some points raised in the subsequent discussion:

- Five accounting years in and Teaching School has earned £ [REDACTED]
- Without Teaching School there would be a budget deficit of £ [REDACTED]. These earnings afford the school the privilege of deputies out of class, but still teaching in school as well as generating income through Teaching School work.
- As there is an increased staffing cost this year more money will be taken from Teaching School to support the payroll costs.
- As of 31 March 2018, there is £ [REDACTED] in Teaching School accounts.
- Tim Peake challenged whether the income was stable year on year. The Head said that that the School Direct programme was a moveable feast. So far there are 14 students for the next intake and there are 20 places to fill.
- Mark Pemberton asked if there was a risk of not finding people to train. Fiona Crean said that the school was doing better than other smaller providers.
- There was discussion around Fiona Crean leaving and the impact of this change and future change should the Head or Natalie Stevenson leave role.

- Fiona Crean noted that Teaching School was enriching, provided great networking and improved retention of staff. Natalie Stevenson that there was great reward in Teaching School work.
- The Head said that Teaching School status would not be lost unless the school moves from being Ofsted outstanding. There was however a risk if key staff depart and a political risk. The Head noted that if the Teaching School income stream was lost it would potentially mean a reduction of two teachers.
- Governors discussed the maths speciality of the school and the links that the Head has with other maths leaders.
- The Chair noted that it was a small school with a wide impact and it may prove difficult to find another Head who would want to take on the headship in conjunction with running a Teaching School.
- There was discussion on scaling back Teaching School if necessary and Josh Franks challenged which aspects had greatest value and should be prioritised if the model needed to evolve or reduce.
- Natalie Stevenson said that the maths aspect of TS was the most idiosyncratic and may be hard to build succession into.
- Josh Franks noted the support from outside the school for the School Direct programme e.g. From the Institute of Education.
- **ACTION** Resources Committee to develop a risk matrix.
- **ACTION** The Chair to talk to Chairs of Committees about sustainability and succession planning in TS with a focus on specific areas identified.

#### **5.00 CURRICULUM COMMITTEE MINUTES**

Minutes dated 17 March 2018 and Transition Monitoring meeting notes were shared in advance of the meeting.

It was noted that the EYFS policy and Humanities statements had been updated and added to the website.

#### **6.00 STAFFING COMMITTEE REPORT**

Minutes dated 15 March 2018 were shared in advance of the meeting.

The committee had reviewed Camden's Complaints and Social Media policies and no changes were proposed. There was discussion around the Social Media Introduction statement.

Shanti Fricker had met with Natalie Stevenson to discuss Maths Lead Hub work and the workload. Natalie Stevenson had spoken positively about the Maths Hub whilst noting that it was also a challenging workload. Shanti Fricker praised the work done by Natalie Stevenson in Maths Hubs.

Natalie Stevenson and Fiona Crean were supporting Rosie Thomson in adapting a Mastery Approach to literacy.

#### **7.00 RESOURCES COMMITTEE REPORT**

Minutes dated 8 March 2018 and the school's budget were shared in advance of the meeting.

Governors reviewed the 2018-19 budget and out turn for 2017-2018. The carry-forward will be approximately £ [REDACTED]

Governors discussed additional ways of raising money and Tim Peake challenged whether the covenant scheme be investigated further given increasing operational costs.

Vicky Starmer said that she favoured raising money through focus on a project to avoid a two- tier system and any sense of entitlement. Matthew Lawrence suggested that work should be done to identify projects and that these should be well advertised. Jennifer Allan said that this linked back to the Parent and Governor Meeting discussions round identifying the 'next big thing'.

Governors reviewed the Governor Skills Audit which served as a snapshot of the experience and knowledge of the Governing Body.

### **8.00 PPC COMMITTEE REPORT**

Minutes dated 14 March 2018 were shared in advance of the meeting.

Vicky Starmer noted the success if the International Evening; it was a very inclusive event and in future could run in conjunction with the Celebrating Black Culture evening.

### **10.00 AOB**

This was the final meeting for Parent Governor Kirsten Walton and the Chair thanked her.

### **POLICIES AGREED**

- EYFS Policy and Statement
- Humanities Statement
- Complains Policy
- Social Media Policy