

**ELEANOR PALMER PRIMARY SCHOOL**

**Minutes of the  
Full Governing Body Meeting  
Held on Wednesday 20 May 2015 at 6.00pm**

**Chair of Governors**

Alice Barling Gasson

**LB Camden**

**Parent**

Julia Hollis, Vice Chair

Kirsten Walton

Shanti Fricker

Vicky Starmer

Mark Peters

**Staff**

Kate Frood, Headteacher

Nancy Cumming

**Community**

Jennifer Allan

Tim Peake

Mwila Mulenshi

**Associate members**

Fiona Crean

Natalie Stevenson

**Also present:**

Tania Voaden, Clerk

**Apologies received:**

Mark Pemberton

Boris Telyatnikov

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

**2.00 Minutes of Previous Meeting held on Wednesday 23 March 2015**

**2.1 Corrections**

Minutes were reviewed and no corrections were made.

**2.2 Matters Arising**

**Item 1.00 CARRYOVER** Fiona Crean to discuss the teaching of plagiarism and copyright at the next staff meeting.

Acceptance Use Agreement has been added to the June Staffing Committee agenda.

**Item 5.2** The Head has reported on the national average for the Standardised Maths Test within her report to Governors.

**Item 5.2** Staffing. Part-time staffing update included in the Head's report.

**Item 5.8** Julia Hollis following up on 'disqualification by association'.

Julia Hollis reported that this had been explored thoroughly and detailed within the Staffing Committee minutes. She reported that the law states that anyone working with children under 8 years around the school day must complete the form. The committee had agreed that it was best if all staff completed the form and that this would be done on the INSET day on 1st June. The completion of the form will be recorded against the staff member name on the Single Central Record.

**Item 7.4** The Head suggested that in addition to the advocate groupings discussed at the meeting, a further group should be added for LAC (Looked After Children - i.e. those currently or previously in local authority care). Mark Peters agreed to be advocate for this group.

**Item 10.0** Redacted minutes added to website and noticeboard in school entrance.

**3.00 CHAIR'S REPORT** – the document 'Chair's Report 20 May 2015' was shared prior to the meeting.

**3.1 SATS.** The Chair had attended the Year 6 SATs at the invitation of the Head. Best practice indicates that an invited observer attends to ensure that procedures are correctly followed; the Chair verified that the tests were executed correctly. She commented that the atmosphere around the tests was positive and thanked all the staff working with Year 6 for their commitment and work. Parent Governors Julia Hollis and Shanti Fricker spoke positively about the experience of SATs for their children. The Governors discussed how the SATs were also externally moderated this year and the Head reported that the school does not get feedback on the moderation.

6.20pm Jennifer Allan joined the meeting.

**3.2** The Chair asked for support on the Governors' stand at the Parents Evening on July 9th. In particular for non-Parent Governors to attend to help raise the Governor profile in the school community.

- **ACTION** Governors to email Chair with availability to help on the Governor stand.

Julia Hollis offered to co-ordinate the rota for Governors to sell gate tickets at the Summer Fair.

- **ACTION** Governors to email Julia Hollis to agree time slots for selling tickets.

**3.3** The Chair reported that she had completed a thorough audit of school accounts. The Head thanked her for her work in this.

**3.4** The Chair highlighted that there was intentionally no 'Special Item' on the agenda for this meeting. She has received feedback that Governors would value more time to discuss issues arising and have the time for greater discussion around challenges and opportunities.

#### **4.0 HEAD'S REPORT**

The document 'Head's Report 20 May 2015 had been circulated to Governors prior to the meeting.

**4.1** Leading on from the Chair's comments about taking the opportunity at this meeting for greater discussion, the Head stated she would like Governors' opinion on four issues arising:

- The parents of a child offered a place in Reception were enacting their right to defer entry for their child who is Summer born.
- The parents of a child moving into Year 1 in September were asking that their child should not stay a full week in school each week.
- How parents with the financial resources and/or articulate arguments can manipulate the Social and Medical admissions criteria and the appeals process.
- The admissions process

**4.2** Admissions

**4.3** Social and Medical applications

The Head referenced the Reception admissions summary from her report.



Vicky Starmer said that the process was unfair as it placed the child in Eleanor Palmer at a disadvantage. If the child was not in the school's Nursery the Head could support the appeal, so to be in the Nursery was to be disadvantaged.

Mark Peters asked if the school representative can't petition for a child can they petition against.



The Head said that she thinks that the school should be able to give evidence in Social and Medical applications whilst accepting that the school can't support appeals. Mark Peters stressed the importance of inter-agency communication. Julia Hollis said that contacting the current setting must inform the review.

Mark Peters clarified that there were restricted grounds for appeal and essentially the appeal was whether the admissions procedure had been followed correctly.

- **ACTION** The Chair and Head to write a letter to challenge the admissions process with regard to Social and Medical applications.

**4.4** Deferred entry

The Governors discussed the deferment of entry for a Reception child with details of the law and Camden's position contained within the Head's report.



[REDACTED]

#### 4.5

[REDACTED]

#### 4.6 Staffing

The Head referenced the staffing summary within her report and drew attention to requests for part-time work. She stated that part-time staffing worked best when it involved known or existing staff who had previously worked full-time.

[REDACTED]

Mark Peters challenged the increase in salary spend. The Head said that part-time support meant that there would be less supply staff in school and [REDACTED] also would potentially be working within Teaching School.

The Chair noted that within the staffing survey a tick box had been set up to indicate full-time or part-time staff and to allow this distinction to inform analysis of responses.

The Chair and Head thanked the staff for making the residential trips this term possible.

#### 4.7 Curriculum Development

The Head referenced her report acknowledging the work of 'Team 6', the staff supporting the Year 6 cohort through their SATs. The class has high attainers and also much less able children and a lot of work has been done to keep self-esteem high and great progress has been made.

#### 4.8 Special Needs

The Head noted that from September the school will have seven adopted children on roll. There will be an INSET day session in September on LAC children to help staff understand their needs and best provide support.

She asked Governors whether the children and/or their parents should be a defined group. Mark Peters responded that they should be.

#### **4.9 School Direct**

Fifteen places have been offered for School Direct Teacher Training starting in September and three further places have been requested. The Head commented on the huge commitment of work needed in order to recruit and the success of events such as 'Train to Teach'. The Head highlighted the drop nationally in people signing up to teacher training this year, 3,500 down on last year. The crisis was most acute in secondary school.

#### **4.10 Extended schools and community**

Unfortunately Parentgym did not run all six planned sessions and there was high drop out and insufficient numbers attending. Vicky Starmer commented that she had heard feedback that the sessions were long and it was therefore too great a commitment of time. The Head concurred and said stand alone sessions would be considered next time as opposed to a full course.

The Head said that Homework Club was going well, six families attended the previous day and whilst these numbers aren't high they enabled the teachers running the club to have time to give good focus on 1:1. There was a good mix of families attending and feedback had been positive.

#### **4.11 Premises Developments**

The Head reported that the new science lab plans had not progressed. The good news is that the school is at 'Phase 2' but the process is not transparent and the timeline for progression was not clear.

#### **4.12 Attendance**

The Head highlighted the variance between FSM (free school meals) and Non-FSM attendance and timekeeping. The Governors asked whether this was pupil premium children and the Head replied that it was not, the report was on current FSM children.

- **ACTION** Pupil Premium attendance to be added into future reporting.

### **5.0 STAFFING COMMITTEE REPORT**

Minutes dated 7 May 2015 were shared in advance of the meeting.

**5.1** Julia Hollis noted that the review of the Peer Observation/Partner Teaching and NQT follow up will first be feedback to the Staffing Committee and then to the Governing Body.

**5.2** The committee had discussed awarding staff with a voucher again as a thank you for their hard work, including Teaching School work. After discussion the committee had decided that the award should be given. Governors discussed that it felt right to repeat again as all staff contribute to the school.

**5.3** The committee had thoroughly reviewed the Staff Survey and added and removed questions. Primarily however it was the same as the previous year. Mark Peters commented that the repetition was where the validity comes from. The survey would be done on the June INSET day.

The Head noted that the last survey was based on the Civil Service model and results had been benchmarked against the Civil Service. This survey would prove more valuable as it would be benchmarked against last year's school survey.

**5.4** Julia Hollis noted that the hard copy of the Safeguarding report had not been included with the papers but had been sent to Governors by email.

## **6.0 PPC COMMITTEE REPORT**

The minutes of the meeting 6 May 2015 were shared in advance of the meeting.

**6.1** The second SEN Forum (Special Educational Needs) had met and whilst there were fewer families in attendance there were good discussions and positive feedback. Parents had commented that they wanted more support on friendship groups and relationships. The Head had agreed to ask the educational psychologist about getting someone into school to talk about this.

**6.2** Kirsten Walton challenged whether it would be good practice to have regular incidents of bullying reported to Governors. The Head said responded that incidents were discussed with the children and parents; it was not statutory to report them with Governors. Governors discussed how best to address any concerns around repeated bullying, both emotional and physical.

- **ACTION** Julia Hollis to add to safeguarding discussions within committee.

## **7.0 CURRICULUM COMMITTEE REPORT**

The minutes 29 April 2015 were shared in advance of the meeting.

**7.1** The committee had discussed the SDP goals in relation to computing and coding. They had determined that the overall outcome had been positive and that they were close to concluding that the overall aims had been met.

Fiona Crean reported that she is still 'team teaching' on coding and will continue to work in parallel with teachers with ongoing review.

Kirsten Walton asked whether there was a cut off point for this and the Head responded that the support would be given as the need required. Each aspect of the curriculum was in constant review.

Jennifer Allan commented that with science there had been a focus for one year and that what had been learnt had been fully embedded.

**7.2** Jen Allan reported that she had attending a 'book look' in March. This gave her a good idea of progress and she had looked at consistency of marking and feedback which she reported was very good. Fiona Crean and Natalie Stevenson gave immediate feedback to staff. The 'book look' is a regular activity for the Senior Leadership Team.

The committee will include the teaching of SPAG (spelling and grammar) to earlier year groups into planning next year, the main emphasis currently is in upper Juniors.

## **8.0 RESOURCES COMMITTEE REPORT**

The Committee minutes dated 30 April 2015 were shared in advance of the meeting.

**8.1** Tim Peake updated the Governors on the plan to become a Solar School. The school will bid from May (when bidding opens). Solar Schools is a charity who supports schools in fundraising and securing solar panels. The school will have a website, linked to Solar Schools, for parents, friends and businesses to donate through.

## **8.2 Summer works/other priorities**

Tim Peake noted the list of projects within the minutes and the focus on getting IT equipment all up to scratch.

**8.3** Tim Peake confirmed that the 2015-2016 budget had been approved and signed off.

**8.4** Tim Peake said that a new photocopier contract had been discussed and agreed. This would include colour copies with controlled use.

## **9.00 AOB**

### **9.1 Reconstitution**

The Chair explained that there were statutory requirements to change the constitution of the Governing Body by September 2015. For Eleanor Palmer there were few changes required:

There can only be one Local Authority (LA) Governor in the new constitution and the Chair has spoken with the two LA Governors about this change. Boris Telyatnikov will remain as LA Governor, Mark Pemberton has agreed to transition to be a Co-Opted Governor. All existing Community Governors will have a title change and be called Co-opted Governors.

A change of constitution requires seven days' notice for a vote and the Chair gave notice of the vote at the July full Governing Body meeting.

**9.2** The Head informed Governors that she would be required to attend two full day courses: one for Legionella and one for Asbestos. Camden insisted that Heads attend.

**9.3** The Head asked the Governors for their views on a history-led curriculum, an idea that had come from her discussions with teachers.

Governors had a discussion on this and comments included:

Mark Peters said that science was constrained in all aspects of life and thought that the school should 'buck this trend'.

Natalie Stevenson said that the story in history was so strong that it proved so engaging to children.

Mark Peters responded that science is about the way you think and history is more anecdotal.

Natalie Stevenson said that both subjects were about questioning and perspective.

Shanti Fricker said that the 'All about me' focus in Nursery and again in Year 6 worked well. The discussion was a sharing of views with no specific outcome.

The meeting ended at 8pm.

The next full Governing Body will meet on Wednesday 8<sup>th</sup> July at 6pm.