

ELEANOR PALMER PRIMARY SCHOOL

Minutes of the Full Governing Body Meeting Held on 3 October at 6.00pm

Apologies received:

Tim Peake

LB Camden

Boris Telyatnikov

Parent

Flora Cornish
Christophe Frèrebeau
Shanti Fricker
Rifca Le Dieu
Vicky Starmer

Staff

Kate Frod, Head teacher
Rosie Thomson

Co-opted

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

Associate members

Natalie Stevenson
Sally Hill

Also present:

Tania Voaden, Clerk

1.0 There were no declarations of interest.

1.1 New Parent Governor Christophe Frèrebeau was welcomed to the Governing Body and introductions were made. Committee membership was discussed and it was agreed that Christophe Frèrebeau joins the PPC Committee. Advocate membership was also reviewed and updated as below.

ADVOCATES

Boys	Tim Peake and Christophe Frèrebeau
EAL (English as an additional language)	Boris Telyatnikov
Girls	Shanti Fricker
High achievers	Rosie Thomson and Mark Pemberton
LAC (Looked After/ previously Looked After children)	Flora Cornish
Prior lower attainers	Josh Franks
Pupil Premium	Vicky Starmer
SEND (special educational needs and disability)	Jen Allan

2.00 Corrections:

Ex-Governor Kirsten Walton and Chair Jen Allan did not attend the July meeting but were listed in attendees.

Item 4 – Incorrectly minuted that Fiona Crean had completed an exit interview.

2.1 Actions:

Item 3.7 - Safeguarding training for Governors – The PPC Committee had agreed that they did not want a general safeguarding training session, but one on the role of governors in safeguarding for schools. The Head had spoken to Owen Rees in Camden who had agreed to do a session in the January meeting. There was discussion amongst Governors about completing an online training or looking at another evening for a session separate to the Governing Body meeting.

- **ACTION** The Head to look into training options.

Item 4.2 May meeting minutes The Chair to talk to Chairs of Committees about sustainability and succession planning in Teaching School with focus on specific areas identified. **Rollover action.**

Item 4.00 Staff Survey responses.

- **ACTION** Feedback from survey added to PPC agenda to monitor.

Item 5.00 Impact Statements redacted and added to the website. **Rollover action.**

3.00 HEADTEACHER'S REPORT

The Head's report 3 October 2018 was shared with Governors in advance of the meeting.

3.1 Admissions

The Head referenced her report to draw attention to the fact that the school Nursery was not full for the first time ever. Spaces in school nurseries were a borough wide issue. The Head had suggested that Camden could consider whether a place in Nursery should guarantee a place in Reception if there becomes a real threat of school nurseries becoming unsustainable.

[REDACTED]. Matthew Lawrence asked what the repercussions were if a family had given false information and the Head responded that they would be asked to leave the school. The Head expressed frustration that Camden did not check out of borough second home addresses.

3.2 Staffing

The Head updated Governors on staffing changes including the role of Tom Gibson who has stepped away from working as a single class teacher and now works as full day cover in Reception and Year 5 and in teaching science to small groups in the lab. Craig Cairns is also working with small groups of more disadvantaged children and those who most benefit from hands-on 'talking and doing' learning. The Head noted that the PTA had agreed to provide £5000 to bring in external speakers and that she had already been in touch with one of the scientists who provided workshops in Science Week. Governors discussed organisations that could be involved such as Crick Institute and Okido and Rifca Le Dieu said that lots of scientists are required to do STEM training. The Head welcomed suggestions going forward. She noted that the school needed to monitor how the lab was being used and the effectiveness of the teachers' small group work.

3.3 OfSTED

In her report the Head had made Governors aware that there is a proposal that OfSTED start to re-inspect outstanding schools. Governor interviews are key to an inspection. The Head said that Governors should have clear understanding of which groups of children underperform and have a thorough understanding of the school and performance data. It was agreed that crib sheet of key information would be beneficial. The Head noted that 'closing the gap' between Free School Meal (FSM) and Non-Free School Meal children had long been a target of the school, but to note that there were increasingly fewer children joining the school entitled to FSM. She noted that in the Key Stage 2 SATS in 2018 pupil premium children outperformed non-pupil premium children.

- **ACTION** The Head to share a crib sheet of key data.
- **ACTION** The Head to ask Rhian Swain from Camden Learning Governor Services to attend the May Governing Body meeting.

3.4 Special Needs

Camden is keen to extend its autism provision and the Head reported that she and Sally Hill had met with officers from Camden to discuss this. The school has far above the national average of children with autism on roll. Camden are keen to create more resource spaces, but Sally Hill said that key support came from people and relationships and that the school had requested funding for specialist staff to work with her with a focus on autism.

3.5 Finance

Boris Telyatnikov referred to the proposed teacher pay rise. Vicky Green had budgeted on a 2% pay rise as advised by Camden. The increase is 3.5% increase for those on the main scale with a smaller rise of 2% on the upper pay scale and 1.5% on leadership scale. Governors ratified that all spine points 1-6 on the main scale receive the uplift.

The Head explained the national funding formula to new governor Christophe Frèrebeau. Its introduction had again been deferred to 2019-20 which the Head welcomed, but stated that Camden had started modelling the impact and if introduced the school would lose £26,000 in funding.

The CFR had come through and the financial carry forward for the school is £157,000. Other schools carry forward far more, but the school works on the premise that the money should not be 'sat on' but used for the children now.

3.6 Safeguarding

The Head stressed to Governors how much staff liked the new online safeguarding record CPOMS.

3.7 Key Dates

The Head drew Governors attention to the key dates for the year included in her report and stressed the importance of a Governor presence in school. Having Governors at Parents' Evenings helped capture informal grumbles and had also been useful in hearing feedback on specific subjects such as the change in homework last year.

So far Tim Peake and Flora Cornish had agreed to attend the Parents' Meeting in October and Boris Telyatnikov had committed to January.

- **ACTION** Governors to contact the Chair re availability to attend Spring and Summer Parents' Evenings.

4.00 Special Item School Development Plan (SDP) 2018-2019

The Head had shared the draft SDP plan ahead of the meeting and this was discussed by Governors.

4.1 In reviewing the demographics summary Governors discussed:

- English as an additional language (EAL). Whilst higher than the national figure, at 35% the school had much lower EAL than Camden average of 61.4%
- Rifca Le Dieu drew attention to the 3.4% of children at the school with EHCP plans, compared of Camden average of 2.% and national picture of 1.3%
- Boris Telyatnikov noted the stability of the pupil population. 98 vs. 85.7 nationally.

4.2 The Head explained that P2 of Summary Evaluation of 2017-18 priorities were broken into 3 columns. *Actions 2017-18* was the focus last year, *Evaluations* related to assessing whether the school had achieved the goals and *Next Steps* were what next?

4.3 The P5 Summary Data 2017-18 the Head drew Governors attention to the end of year data and flagged that OfSTED would study data first on any visit.

- The Head noted that in Early Years Foundation Stage (EYFS) that the school had not exceeded the national or Camden average in reading or writing.
- The Key Stage 2 results for greater depth show that the school had 27% greater depth maths, compared to 30% Camden average and 24% nationally. The Head noted that the cohort were very able (attested to by the 97% achieving expected levels) but there were less of the very driven children.
- Josh Franks noted the strength in writing at greater depth, a significant increase year on year. The Head said that the KS1 and KS2 results were the best the school had had, helped by

very able and uncomplicated cohorts. She anticipated that the results for 2018-19 would not be as strong.

4.4 Stakeholder surveys on P5. Governors drew attention to the summary on Parent Feedback stating 'all strong except for behaviour and listening to parents'. The Head responded that it was clear that this was linked to one class and had been an ongoing issue which had now been resolved. Mark Lawrence asked about the extent to which OfSTED would ask about the issue and the Head said that the school would be open about this. The Chair said that there was a lot of evidence supporting the school from archived questionnaires and that OfSTED worked from an 80% rubric of parental feedback.

There was then a discussion about the challenges of being a Parent Governor and how the role should represent parental views, but not to act as a representative of parents.

4.5 The Head then talked through the SDP plan for 2018-19 and asked Governors for feedback.

- **P7 Outcomes for Pupils**

There was discussion on the Outcomes for pupils page with agreement that the 'what success looks like' box needed further detail.

- **P8 Teaching Learning and Assessment**

The Head outlined how internal reviews were used in Comparative Judgement.

The Chair asked whether the emphasis on retrieval for learning was for all or for specific pupil groups. The Head said that it would benefit most children who do not naturally recall. The goal is to have less teacher intervention with recall a key part of learning. Rifca Le Dieu asked how this would be evidenced and the Head said that the school was looking at memory and the learning cycle, using quizzes and tests to look at retrieval.

The Head talked about introducing 'EP Collectables' to give children key knowledge for each topic. Matthew Lawrence said that this would help build the framework on which to pin knowledge. He would be sitting down with children at Christmas to review how this was progressing.

- **P9 Professional Development/ PPC and well-being**

Noted that the full-time 'extra' teachers for STEM must be closely monitored. Shanti Fricker and Rifca Le Dieu will be carrying out pupil and staff focus groups to evaluate.

Supporting mental health -Sally Hill reported that the school is part of a Camden mental health hub with an external counsellor. Sally Hill said that the school will also be looking at sleep and its impact on mental health and well-being

Following the SEN audit with David Bartram Sally Hill will be looking at the provision across the school and what is working. Vicky Starmer and Flora Cornish will be meeting with parents of children with additional needs for their views.

5.00 Resources Committee

Boris Telyantikov summarised the minutes from committee. He noted that staff would be offered three free meals a week as an incentive to sit with children at lunch. Vicky Starmer said that this was valued by the children.

The committee Terms of Reference were reviewed in brief and 'to monitor compliance with other regulatory bodies' was added.

Invacuation policy approved by committee.

6.00 Staffing Committee

Committee minutes shared in advance of the meeting were reviewed in brief.

Shanti Fricker said that the Camden model Safeguarding and Child Protection Policy was being updated and that the committee would be reviewing it at the next meeting.

CPOMS training had been rolled out and well received.

7.00 PPC Committee

Minutes shared in advance of the meeting were reviewed in brief.

Vicky Starmer reminded Governors of the CBC Party taking place the following week and noted how parents were really taking ownership of the event this year which was very positive.

To note that Parent Questionnaire date is 6/6/19.
New parent Governor Christophe Frèrebeau will join this committee.

8.00 Curriculum Committee

Minutes were shared in advance of the meeting and key points had been covered by SDP review.

AOB

Terms of reference signed by Chairs of Committee
Register of business or pecuniary interests signed by Governors.

The meeting ended at 8pm.

Policies Approved

Invacuation policy – next review date September 2019

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