

**GOVERNING BODY MEETING**  
**Streatley Place, London NW3 1HU**  
**Minutes of the Meeting held on Wednesday 1 February 2017**

**ATTENDANCE:**

Linda Davies (LD) – **Chair**  
 Karyn Ray (HT) – **Head**

Helen Andrews (HA)  
 James Eades (JE)  
 Anna-Maria Morris (AMM)  
 Stephen Stark (SS)  
 Vassilis Zarifis (VZ)  
 Rachel Segal (RS)  
 Bianca Mollura (BM)  
 Selina Skipwith (SSw)  
 Stephen Buzzard (SBz)  
 Tony Millard (TM)  
 Yaa Taylor (YT)

**OTHERS PRESENT:**

Carol Murphy (CM) – Governor Support Officer

	<b>ITEM</b>
<b>1</b>	<b>Welcome and Apologies for absence (Chair)</b>
<b>1.1</b>	The Chair welcomed everyone to the meeting and in particular RS who is attending the meeting while on maternity leave only 3 weeks after the birth of her daughter. The Chair and all the Governing Body offered their congratulations to RS.
<b>1.2</b>	Apologies for absence were received and accepted from Bernadette Warwick (BW), Susan Blake (SB), Alan Girling (AG), Mirit Eldor (ME) and Sue Blake (SB).
<b>2</b>	<b>Notification of Any Other Urgent Business (All)</b>
	None
<b>3</b>	<b>Declaration of interest, pecuniary or otherwise, in respect of items on the Agenda (All) &amp; annual register of business interests</b>
<b>3.1</b>	There were no interests declared.
<b>3.2</b>	HT had circulated to all the register of business interests held and asked all to update. Any further updates should be notified ASAP.
<b>3.3</b>	Governors were reminded that the business interest register is a public record and is required to be published on the school website. Governors

	were further reminded that if there any changes during the year they are obliged to notify the school and update the register.
<b>4</b>	<b>Minutes of the last meeting</b>
<b>4.1</b>	The Chair commented that the style of the last minutes was good and clearly showed Governor challenge and questions.
<b>4.2</b>	<p><b>Accuracy</b> The minutes were signed and accepted subject to the following amendments:</p> <p>YT confirmed her last name is now Taylor.</p>
<b>4.3</b>	<b>Matters Arising</b>
<b>4.3.1</b>	<p>8.4 Data Training. This is still to be arranged and will be held at a Curriculum and Standards Committee after half term. It was agreed that if possible this should take place on a Tuesday evening to ensure maximum attendance.</p> <p><b>Question</b> A governor asked could other Governors attend the training and following discussion it was agreed that they could.</p> <p><b>Action: All Governors to be advised when training is to take place.</b></p>
<b>4.3.2</b>	<p>13.1 The Chair confirmed that a Community Infrastructure Levy (CIL) application had been made by the school. SS confirmed that this along with other applications have gone out to consultation and there should be feedback in approximately 4 weeks. Following discussion it was agree that SSw would advertise via NESAs to encourage parents to vote for the school project.</p>
<b>4.3.3</b>	<p>13.3 The proposed hotel development is no longer a hotel. HT &amp; JE are to attend an engagement meeting with the developers on 9 February. The school has concerns regarding the construction plan as this would negatively impact upon the school. There was discussion regarding whether it would be helpful if SS also attended the meeting and it agreed it would be and details will be forwarded to him. HT &amp; JE will feedback to Governors following the meeting.</p>
<b>5</b>	<b>Governing Board Membership</b>
<b>5.1</b>	The Chair offered congratulations to ME & JE for being re-elected parent governors for a further four-year term.
<b>6</b>	<b>Headteacher Report</b>
<b>6.1</b>	<p>HT gave a verbal summary of her report that had been previously circulated to all for reading prior to the meeting.</p> <p>Items of note included:</p>

<b>6.2</b>	Recruitment & Retention Policy – following advice from HR at Camden it was agreed to start the consultation after half term. This is due to current staff sickness as well as half term quickly approaching and this would fall in the middle of the consultation period.
<b>6.3</b>	Office/Administrative Team Restructure – a proposal is currently with HR and the school is awaiting feedback.
<b>6.4</b>	CRICK Institute recently had a very successful visit to the school and children throughout the school were involved in activities. Staff have also attended training at the CRICK Institute. HT thanked RS for organising a very successful event.
<b>6.5</b>	The Christmas Music Celebration was an excellent change to the usual school production. Thanks to Maria Walker for organising and to NESAs for supporting the event.
<b>6.6</b>	The School has been awarded a Healthy School London Silver Award. Thanks to Natasha Wilson for leading this project and work has now began to achieve the Gold Award.
<b>6.7</b>	Finance – A committee meeting will be held within the next couple of weeks. HT put on record her thanks to AMM for all the work she has done to review and reduce non-pay expenditure. The current prediction is that next year's budget will be £40K less than currently and the following year less again once the funding formula has taken effect. HT reminded Governors that the next FGB meeting in May is primarily to discuss and approve the budget for 17/18.
<b>6.8</b>	Term Dates 2017/18. The dates proposed are contained within the report. They differ slightly from the Camden dates but are based upon full weeks rather than several half weeks proposed by Camden. It is believed that this would have a positive impact upon attendance at the start and end of terms. Staff have been asked for feedback and comment on the dates and no comments have been received to date. HT invited Governors to comment by the end of the week.
<b>6.9</b>	HT thanked everyone who attended the Governor drinks reception in January. It was well attended by staff. The Chair commented that she was very disappointed with how few Governors attended but thanked TM, BM, SSw & SB for their attendance.
<b>6.10</b>	The Chair thanked HT for her report
<b>7</b>	<b>School Development Plan</b>
<b>7.1</b>	HT advised that this had been discussed by the committees as relevant to their areas of responsibility.
<b>8</b>	<b>Early Years Funding – September 2017</b>

8.1	HT advised that historically Camden had been very good at supporting early years provision. Most Local Authorities only fund 15 hours per week however Camden has funded more.
8.2	The changes proposed from September 17 will only fund 30 hours per week for a single parent working a minimum of 16 hours per week or two parents working a minimum of 16 hours per week both earning less than £100K pa (each). Other parents will be entitled to 15 hours only.
8.3	In terms of the funding changes this officially starts from April 2017 but Camden will continue to fund as at present for the summer term using underspends from 2 year old provision.
8.4	The situation is still complicated and unclear and makes planning difficult. The school is required to regularly monitor parent eligibility which could end up in hours being reduced on a change of eligibility and hours unfilled.
	<p><b>Questions</b></p> <ul style="list-style-type: none"> <li>• Can the school still charge a top up to parents who are ineligible for 30 hours but want additional hours? Yes this can be done but would only be able to be offered after those who are eligible for 30 funded places were allocated.</li> <li>• Can the admissions criteria prioritise applicants who are eligible for 30 hours places? No the criteria cannot prioritise eligibility.</li> <li>• Would parents pay the top up if ineligible? A recent questionnaire suggested that parents would pay but those who responded were eligible for the 30 hours anyway.</li> <li>• Would the school accept childcare vouchers to pay for additional provision? No, the system for childcare vouchers is too complicated for a school to administer.</li> </ul>
8.5	The Governors wanted to place on record their dismay at the changes and the uncertainty and possible financial implications for the school.
8.6	Further updates will be provided at future meetings.
<b>9</b>	<b>Admissions Arrangements 2018</b>
9.1	There are no proposed changes to the local authority admissions criteria or arrangements for 2018/19
<b>10</b>	<b>National Funding Formula Consultation</b>
10.1	The Chair advised that current all the Chairs within Camden are responding to the current consultation. The results of the consultation will be published in the summer.
10.2	The full cost of the National Funding Formula to the School will be approximately £200K less in the budget per annum. The changes are being phased in (1.5% in 2018/19 & 2019/20).

10.3	Although there is increased amount of publicity regarding the change, i.e. threats by Governors to go on strike, reducing school hours etc., there still seems to be a low level of understanding by parents of the potential impact.
10.4	Unions have produced a leaflet for parents to inform them of the changes and possible impacts, but unclear how widely this has been circulated.
10.5	HT advised that lots of work has been done by the school (AMM) to reduce non-staff expenditure, however as the vast majority of the budget is spent upon staff that can only ever have limited impact.
10.6	AMM advised that the benchmarking data available suggests the staff costs at New End are in line with other Camden Schools, however Islington schools are receiving less funding and have very similar results than Camden schools. The difference in costs is largely due to having long serving, more highly paid staff.
10.7	<p>A lengthy discussion took place and the main issues discussed were as follows:</p> <ul style="list-style-type: none"> <li>• Major savings can only really be made from staffing budgets however this is likely to have impact upon provision.</li> <li>• All changes in staffing (leavers) is an opportunity to review</li> <li>• High pupil mobility can result in classes not always being full and impacting upon income. Camden had approximately 200 less applicants for Reception places for September 2016. Numbers for 2017 are not yet available.</li> <li>• Reduction in Pupil Premium (FSM) impacts upon budget</li> <li>• Need to look at income opportunities. Lettings to date have been limited. The location of the school and the size and condition of the outside space are not ideal for many lettings. The cost of the lettings also needs to be factored in and as the Premises Team are provided by a third party these costs can be high for work weekend and evenings. However a specialist company has approached the school who could manage this and a meeting will take place shortly to explore this further.</li> <li>• The Finance Committee will look at the Lettings Policy following the above meeting.</li> </ul>
10.8	<p><b><u>Questions</u></b></p> <ul style="list-style-type: none"> <li>• What can the Governing Body do about this? Ensure that responses are made to the consultation both by the Governing Body and parents. <b>Action: SS to provide a template letter to LD &amp; HT to send to parents to illicit responses.</b> <b>Action: The School to make a response directly to the consultation.</b></li> </ul> <p>HT cautioned that unless stakeholders respond to the consultation and voice concerns now it is then very difficult to complain later.</p> <ul style="list-style-type: none"> <li>• Does the school have a plan to address the financial pressures? HT advised that LD, AG, HT &amp; AMM have been</li> </ul>

	working on this and a formal plan will be discussed at the Finance Committee.
<b>11</b>	<b>School Financial Value Standards (SFVS)</b>
<b>11.1</b>	AMM confirmed that the Finance Committee would approve this at the next committee. It needs to be submitted to the LA by 31 March 2017.
<b>11.2</b>	The submission needs to be approved by the FGB and signed off by the Chair. As there isn't a FGB meeting until May it was agreed that the Chair would sign off following the Finance Committee approval and the action plan would be discussed the FGB meeting in May.  <b>Action: Clerk to put SFVS on agenda for May FGB</b> <b>Action: AMM/YT to send to Chair for approval following Finance Committee</b>
<b>12</b>	<b>Committee Reports</b>
<b>12.1</b>	<b>Finance Committee</b> There has not been a committee since the last FGB. Meeting to be arranged.
<b>12.2</b>	<b>Standards &amp; Curriculum Committee</b> In ME's absence JE reported the following <ul style="list-style-type: none"> <li>• The last meeting focused upon RAISEonline data. The report is 65 pages and there is a new format dashboard. The data is difficult to interpret and lots of time was spent on this. ME has summarised in her minutes of the meeting the headline issues.</li> <li>• As discussed in item 4.3.1 training is to be organised to address the data training need shortly after half term. All governors are welcome to attend.</li> <li>• Governor subject leads were agreed but there still needs to be a lead for Maths. Following discussions it was agreed that SBz would come Maths lead.</li> <li>• Safeguarding policy – no change</li> </ul>
<b>12.3</b>	<b>Home School Liaison Committee</b> <ul style="list-style-type: none"> <li>• Minutes were circulated with the papers</li> <li>• HT wanted to put on record thanks to the Governors and parents who had recently come in to provide cover to enable the staff to attend the funeral of the partner of a staff member.</li> <li>• Absence Policy <b>Question</b> <ul style="list-style-type: none"> <li>• BM asked has it been possible to measure the impact of the changes to the absence/attendance policy. HT advised it was too soon this would be reviewed following a full year. However the HT advised that attendance was slightly up on last year at the end of December, but due to high levels of sickness absence due to flu (both children and staff) in January it has</li> </ul> </li> </ul>

	been a challenging few weeks.
<b>12.4</b>	<b>Premises &amp; Environment Committee</b> Minutes of last meeting were circulated with papers.
<b>13</b>	<b>Policies</b>
<b>13.1</b>	There were no policies for approval.
<b>13.2</b>	HT advised that the Safeguarding policy is now on the website and stressed the importance that all Governors have read and fully understand their responsibilities in regards to Safeguarding.
<b>14</b>	<b>Governor's Monitoring, Development, Training and Visits</b>
<b>14.1</b>	Clerk advised that she had only received feedback from two Governors (SSw & LD) since the last meeting. Following discussion it was agreed that the Clerk would develop a template for Governors to submit prior to each FGB detailing their activity.  <b>Action: Clerk to develop template and send to all</b>
<b>14.2</b>	SSw provided details of events attended.
<b>14.3</b>	LD advised that she attends the school at least three times each week, one visit to nursery & on other days reading with children in different year groups or supporting classroom activity while also meeting with HT in her capacity as Chair of Governors.
<b>14.4</b>	The Chair confirmed that requests for Governor training has been limited and no requests since last FGB.
<b>14.5</b>	AMM clarified that the Governor training allocation is separate from staff.
<b>14.6</b>	Following discussion it was agreed that LD would be the Training Link Governor and all requests for Governor training should continue to be made through her.
<b>14.7</b>	Safer Recruitment Training. It was clarified that only the Governor Safeguarding lead requires to be trained.
<b>15</b>	<b>Chair's Item</b>
	None
<b>16</b>	<b>AOB</b>
<b>16.1</b>	SS advised that comments regarding the planning application need to be made by 17 February. It was agreed that the School would be able to respond following the meeting on 9 February with the developer. The plans will be on display in Pizza Express.

<b>16.2</b>	SS advised that the current round of voting for CIL ends on 3 February.
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The meeting attended at 8:15pm.

**Dates & Times for Future Meetings**

Wednesday 10 May 2017 (budget)

Wednesday 5 July 2017

All meetings start at 7pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Linda Davies, Chair of New End Primary School Governing Body**