

**NEW END PRIMARY SCHOOL  
GOVERNING BODY MEETING**

*Streatley Place, London NW3 1HU*

**Minutes of the Meeting held on Wednesday 13<sup>th</sup> January 2016**

**ATTENDANCE:**

Linda Davies – **Chair**  
Karyn Ray – **Head**

Helen Andrews  
Yaa Animashaun  
Susan Blake  
Stephen Buzzard (late arrival)  
James Eades (late arrival)  
Mirit Eldor - **Vice Chair**  
Tony Millard  
Bianca Mollura  
Anna-Maria Morris (Bursar)  
Selina Skipwith  
Stephen Stark  
Bernadette Warwick

**OTHERS PRESENT:**

Jenny Connolly – **Independent Governor Support Officer**

	ITEM	ACTION
<b>1.</b>	<b>Welcome and Apologies for absence (Chair)</b>	
	Chair welcomed everyone to the meeting and introduced Tony Millard as a new parent governor. The meeting started at 7.00pm and was quorate.	
<b>2</b>	<b>Notification of Any Other Urgent Business (All)</b>	
	None to note.	
<b>3</b>	<b>Declaration of interest, pecuniary or otherwise, in respect of items on the Agenda (All)</b>	
	No declarations relating to business interest or conflict of interest to items on the agenda declared. <sup>1</sup>	
	Chair requested that Agenda Item (8) <b>Chair's Item</b> be discussed prior to <b>(7) Update on Recruitment and Retention Allowance (R&amp;R)</b> (Chair/Head). Governors agreed	
<b>4</b>	<b>Membership and organisation of the Governing Body and Committees (Chair)</b>	
	Steve Buzzard and Vassilis Zarifis to become Co-opted Governors, with a vacancy available for a Parent Governor. Governors <b>agreed</b> .	

<b>5</b>	<b>Minutes of meetings and Matters Arising</b>	
	<p>Minutes of the FGB meeting held on 9<sup>th</sup> September, previously circulated to Governors, <b>agreed</b> to be a true reflection of the meeting and signed by the Chair.</p> <p>Amendments had been made to minutes of the FGB meetings held on 4<sup>th</sup> February, 14<sup>th</sup> July 2015 and the Budget meeting held on 13<sup>th</sup> May 2015. These were <b>agreed</b> to be a true reflection of the meeting and signed by the Chair.</p>	
<b>6</b>	<b>Headteacher's report (Headteacher)</b>	
	<p>Previously circulated to Governors. Head apologised for the late circulation of the report, which reflects the period July 2015 to January 2016. Head highlighted:</p> <ul style="list-style-type: none"> <li>• Rod Sheehan (Temporary Assistant Site Manager) retired Christmas 2015.</li> <li>• Curriculum – changes to the Ofsted inspection process (September 2015): <ul style="list-style-type: none"> <li>• introduction of common inspection framework for all early year settings on Early Years Register, maintained schools and academics, non –association independent schools and further education and skills providers.</li> <li>• short inspections (one day) for maintained schools, academies and further education and skills providers that were judged good at their last full inspection. Governors <b>questioned</b> what happens if Inspectors come into the school and feel there is potential for “outstanding”? Head confirmed this will trigger a full inspection (usually by lunch-time).</li> </ul> </li> <li>• Safeguarding – staff completed Prevent training in November 2015. Governors <b>questioned</b> how staff felt? It was difficult to watch, but raised awareness. Head added it was important to be aware of changes in children behaviour. However, staff felt it didn't relate to New End necessarily. Governors <b>questioned</b> if the segregation of boys/girls teaching was raised? No, this was tailored to schools. Governors <b>questioned</b> if there are concerns what would be the next step? Head confirmed that Camden Council have contact details. Head <b>reminded</b> governors that there are Safeguarding training courses for governors available through Camden Council.</li> <li>• Curriculum Development – Year 6 Careers Day – the children heard about a variety of careers. Head thanked Alan Girling for arranging the memorable event.</li> <li>• Citizenship – to widen knowledge of voting and democracy process House Captain Elections took place on 6<sup>th</sup> November 2015 – children wishing to stand as House or Vice House Captains gave short presentations to the children (Reception to Year 5) in their Houses. Governors <b>questioned</b> if there was a mix of boys and girls. Head confirmed there was, with a male and female House and Vice House Captain.</li> <li>• Finance – Head <b>reminded</b> governors of the need to be aware of the budget reductions.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Site and Premises: <ul style="list-style-type: none"> <li>• Summer work - children's toilets completely renovated. Staff toilets have been replaced.</li> <li>• Playground – working with NESAs to improve and revamp the playgrounds. Head to keep governors updated with progress.</li> </ul> </li> <li>• Secondary School Information Events – Meet the Parent Event, supported by Camden Council – invited parents and children from local schools to come and ask questions (15<sup>th</sup> September 2015). Interesting event, hope to do again next year.</li> <li>• Harvest Collection – a lot of donations bought in for Chalk Farm Foodbank. Thanks for Alan Girling for his efforts in organising the event.</li> <li>• Big Draw Exhibition – held in the Baptist Church, Heath Street (w/b 2<sup>nd</sup> November 2015). Thanks passed to Laura Mullender for putting the Exhibition together and Selina Skipwith for her support.</li> <li>• Wicked Witch of Oz Production – held in December. Alan Girling is considering downloading the production onto CD, available for a donation.</li> <li>• End of Term dates – the proposed dates for 2016-17 vary from Camden dates, but are in line with the three other Hampstead primary schools. INSET days proposed as follows: <ul style="list-style-type: none"> <li>• Thursday 1<sup>st</sup> September 2016; Friday 2<sup>nd</sup> September 2016. Children return to school Monday 5<sup>th</sup> September 2016.</li> <li>• Tuesday 3<sup>rd</sup> January 2017; children return Wednesday 4<sup>th</sup> January 2017</li> <li>• Thursday 4<sup>th</sup> May 2017 (London Mayoral elections).</li> <li>• Monday 24<sup>th</sup> July 2017</li> </ul> </li> </ul> <p>Governors <b>questioned</b> if schools can have a choice of term dates. Head confirmed yes, but this must be agreed by governors. Governors <b>agreed</b> to the proposed INSET days.</p> <p>Chair thanked Head for the report and the school successes.</p>	
<b>7</b>	<b>Update on Recruitment and Retention Allowance (R&amp;R) (Chair/Head)</b>	
	<p><i>Discussed after Agenda Item 8:</i></p> <p>This Allowance was offered 15 years ago to teaching staff as an incentive to remain in post and was then phased out by most LAs. At the time, this was considered to be a permanent payment. Camden moved to discontinue the Allowance, but New End has not yet done this. Camden has now requested that New End consider this again.</p> <p>The cessation of this Allowance will affect nine members of staff. The proposal is that this is gradually reduced over three years (receive £2,000 this year; £1,000 following year; £500 following year and then £0). Governors <b>questioned</b> whether staff were made aware that payment was for a specific time period only? Head confirmed that, at the time, payment was expected to be permanent. 19 schools within Camden pay R&amp;R, but Camden is the last school to still pay this Allowance. Governors</p>	

	<p><b>questioned</b> whether, of the other schools within Camden who have stopped paying R&amp;R, this has affected retention of staff? Unfortunately, this information is not available. Governors <b>questioned</b> whether this affects pension? No, as the Allowance is non-pensionable. Governors also <b>questioned</b> whether R&amp;R was offered as part of the job? Yes, this information would have been put in advertisements. Head also confirmed that this Allowance was also given to staff already employed within the school at the time. Governors <b>questioned</b> why the Allowance was continued after Camden requested it be stopped. Head confirmed that this had been at the discretion of the Governing Body.</p> <p>Head confirmed that if payment is to be continued (£30,000) by the school to the nine members of staff, this money will need to be taken from somewhere else in the budget. Head confirmed she has had discussions with the relevant staff, there will be consultancy period and views will be taken. Governors <b>questioned</b> whether Head was concerned with retention risk? Head commented that the school must be prepared for staff to leave. However, this is a group of staff who receive this Allowance that others now don't. Governors <b>questioned</b> whether this is a move that needs to be done; when is the deadline; what will the knock-on effect be and what is Camden's viewpoint? Chair agreed to follow up this information with Camden Council and will advise governors at the next FGB on 20<sup>th</sup> April 2016.</p>	<b>Chair</b>
<b>8</b>	<b>Chair's Item</b>	
	<p><i>Discussed prior to Agenda Item 7:</i></p> <p><b>Camden Community School-Led Partnership</b>  Chair discussed the Education Adoption Bill and gave a brief summary – this Bill makes provision about schools in England which are causing concern, including conversion into Academies and joint arrangements for carrying out LA adoption functions. The Camden Community School-Led Partnership Workshop is taking place on Friday 15<sup>th</sup> January 2016 in the Irish Centre. Both Head and Chair attending.</p> <p>Chair commented that although New End Primary School is not a school for concern, governors need to be aware of the current climate. In addition, classification as an outstanding school may be difficult to achieve. Governors discussed issues and concerns, but agreed it was difficult to make decisions without full knowledge of the Camden Community School-Led Partnership. Head agreed to update governors following the Workshop on Friday.</p> <p><b>Fairer Funding for Schools</b>  Chair discussed the arrangements for funding and how this will be allocated by setting minimum funding levels that every LA will attract for pupils and schools. New End has been fortunate in the past with funding, but the budget will decrease 12% per pupil. Governors <b>questioned</b> if funding reductions can happen in this financial year? Head confirmed that yes, this is possible. Governors <b>questioned</b> how the school is preparing for the cuts? Head and Bursar confirmed that the budget has been</p>	<b>Head</b>

	looked at and savings made this term. Head also reminded governors that numbers on the school roll are good.	
<b>9</b>	<b>Committee Reports</b>	
<b>9a</b>	<b>Finance &amp; Staffing (10<sup>th</sup> December 2015)</b> Special Meeting to discuss R&R – discussed in Agenda Item 7 of FGB.	
<b>9b</b>	<b>Standard &amp; Curriculum (5<sup>th</sup> October 2015)</b> Previously circulated. Highlights: <ul style="list-style-type: none"> <li>• Minutes being shared in more timely fashion.</li> <li>• Assessment Policy – Policy updated and shared by Alan Girling. Reflects new assessment approach and changes to national curriculum.</li> <li>• Assessment without Levels – 85% of year group needs to meet year group expectations.</li> </ul>	
<b>9c</b>	<b>Home School Liaison (28<sup>th</sup> September 2015)</b> Previously circulated. Highlights: <ul style="list-style-type: none"> <li>• Feasibility of Breakfast Club – previously insufficient interest. Governors <b>questioned</b> why there was no interest? Are parents being asked? Parents are now expressing an interest in the Breakfast Club</li> </ul>	
<b>9d</b>	<b>Premises (25<sup>th</sup> September 2015, 27<sup>th</sup> November 2015)</b> No minutes circulated as last meetings not quorate. Highlights: <ul style="list-style-type: none"> <li>• Looking at progress building work.</li> </ul> <p>Next meeting, 22<sup>nd</sup> January 2016.</p>	
<b>10</b>	<b>Governor monitoring, development and training</b>	
	Selina Skipwith attended: <ul style="list-style-type: none"> <li>• Understanding Governors Roles and Responsibilities training: Accountability and Finance</li> <li>• Understanding Governors Roles and Responsibilities training: Strategic Planning, Leadership and Management</li> <li>• Safeguarding Training – Safer Recruitment Training Day;</li> <li>• Safeguarding Training: Child Protection Safeguarding - School Governor Specific; Camden Governors and Headteachers Conference.</li> </ul> <p>Governors reminded to email training and development to the clerk.</p>	<b>All</b>
<b>11</b>	<b>Dates of future meetings</b>	
	Dates of meetings, <b>agreed</b> at FGB Reconstitution meeting (14 <sup>th</sup> July): <ul style="list-style-type: none"> <li>• 20.4.16 – FGB</li> <li>• 11.5.16 – FGB (Budget)</li> <li>• 6.7.16 – FGB</li> </ul>	

<b>12</b>	<b>Any Other Urgent Business</b>	
	None	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting.

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

- 1 Following discussions during **Agenda Item 7: Update on Recruitment and Retention Allowance (R&R)**, Bernadette Warwick, declared a Declaration of Interest. Chair cautioned Bernadette on the importance and necessity of declaring an interest.