

**GOVERNING BODY MEETING**  
**Streatley Place, London NW3 1HU**  
**Minutes of the Meeting held on Wednesday 11 May 2016**

**ATTENDANCE:**

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

Helen Andrews (HA)  
 Yaa Animashaun (YA)  
 Susan Blake (SB)  
 Stephen Buzzard (SBz)  
 James Eades (JE)  
 Tony Millard (TM)  
 Bianca Mollura (BM)  
 Anna-Maria Morris (AMM)  
 Selina Skipwith (SS)  
 Bernadette Warwick (BW)  
 Rachel Segal (RS)

**OTHERS PRESENT:**

Carol Murphy (CM) – Governor Support Officer  
 Alan Girling (AG) – Deputy Headteacher  
 Natasha Wilson – NUT Observer

	<b>ITEM</b>	<b>ACTION</b>
<b>1.</b>	<b>Welcome and Apologies for absence (Chair)</b>	
	<p>Chair welcomed everyone to the meeting; with a special welcome to Rachel Segal as a new Governor and Carol Murphy, Governor Support Officer.</p> <p>The meeting started at 7.00pm and was quorate.</p> <p>Apologies were received &amp; accepted from Stephen Stark and Mirit Eldor.</p>	
<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)</b>	
	<p>Item 6 – Recruitment &amp; Retention Allowance update It was agreed that all Teaching Staff would be excluded from this item.</p> <p>Linda Davis advised the Governors that the paper circulated regarding the R&amp;R Allowance had an omission. The paper should read as follows:</p>	

	<p>2. (a) There is no change  (b) R&amp;R allowances safeguarded until August 2018.....</p>	
<b>4</b>	<b>Minutes of meetings and Matters Arising</b>	
	<p>Minutes of the FGB meeting held on 13 January 2016, previously circulated to Governors, were <b>agreed</b> to be a true reflection of the meeting with the following amendments and signed by the Chair:</p> <p>Page 3 – Recruitment &amp; Retention Allowance</p> <p>It should say Camden is the last Local Authority to still pay this allowance not last school.</p> <p>Page 6 - it was agreed that the following would be <b>removed</b> from the minutes as it is factually incorrect - Following discussions during <b>Agenda Item 7: Update on Recruitment and Retention Allowance (R&amp;R)</b>, Bernadette Warwick, declared a Declaration of Interest. Chair cautioned Bernadette on the importance and necessity of declaring an interest</p> <p>Matters Arising</p> <p>NONE</p>	
<b>5</b>	<b>Headteacher’s report (Headteacher)</b>	
	<p>Headteacher report was previously circulated to Governors. The HT highlighted the following:</p> <ul style="list-style-type: none"> <li>• Ofsted style monitoring day: Outcome from the lesson observations were good with four classes good to outstanding. Areas for improvement were identified and plans to address developed.</li> <li>• <b>Curriculum development</b> – We have explored promoting British Values through the school values, curriculum and enrichment activities</li> <li>• <b>Citizenship</b> – last year the school voted for a new school motto timed around the general election. This year the children &amp; school community (including Governors) will be voting on whether or not fresh fruit and vegetables are the only acceptable snacks for children at playtime. Children in Year 5 will be in two parties – for and against. In the lead up to the vote there will be assemblies. The vote will be on 24<sup>th</sup> June and there will be a polling station set up.</li> <li>• <b>Book Week.</b> Special thanks to Maria Fay and Selina Skipwith for all their hard work to make the week a success.</li> <li>• <b>Spelling Bee</b> – this was a very successful event. Lots of children engagement. BW stated that it was very positive and inclusive as</li> </ul>	

	<p>spellings were tailored to ability groups</p> <ul style="list-style-type: none"> <li>• <b>Music Event</b> – Special thanks to Maria Walker</li> <li>• <b>Healthy Living Week</b> – Thanks to Julie Gage</li> <li>• <b>CSSA Football</b> – boys just missed out on the playoffs &amp; girls reached the semi-finals. Both teams were mid-table in the fairplay league. SBz raised concern that as things currently stand there will be no competitive sport next year. The LBC Sports Development Officer has been made redundant and although there will still be a Active Sport Officer the schools element of this role will only be small. AMM stated that the school has already signed up to the Traded Service SLA for this for 16/17 so there is an expectation that the service will be provided. HT advised that there seemed to be an expectation that schools will take on a co-ordination/leadership role but the situation is currently far from clear. An update will be provided to the next meeting.</li> <li>• <b>Quiz Team.</b> Congratulations to the girls who won their competition</li> <li>• <b>Premises:</b> Playground Improvements. The children are very happy with the changes. This will be expanded to the other playground</li> <li>• <b>Asbestos:</b> The storage area is closed. The stock is inaccessible. Negotiations are still on going with Camden regarding reimbursement for the stock. Camden are undertaking a cleaning of the area in the summer holidays. As a result large areas of the school will be inaccessible for the majority of the holiday.</li> <li>• <b>Attendance</b> – This is currently at 94.58% which is below the good standard of 96%. This would put New End's attendance in the lower quartile. Lots of work has been done to improve attendance, however it is still below an acceptable level. Rewards are in place for high attendance, parents are spoken to; EWO meets with parents and children.</li> </ul> <p>SBz stated there is also a correlation between poor attendance &amp; poor punctuality with low attainment and less than expected progress. AG advised that the student survey clearly showed that the children recognise the issues around lateness and absence. HT advised that with the changes to the curriculum the impact of poor attendance/punctuality were increasingly obviously.</p> <p>There was a discussion regarding actions that could be taken and possible measures. <b>Action: The Chair agreed that this would be discussed at the next Home School Liaison Committee.</b></p> <ul style="list-style-type: none"> <li>• <b>Worry Box</b> – The HT confirmed that this was a new initiative. Children can write concerns and place them in the box. The teachers check box and read them regularly and acts as necessary. Very positive feedback from teachers and parent governors. <b>Action: HT agreed to promote in the next newsletter.</b></li> </ul>	<p>Chair</p> <p>HT</p>
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	LD thanked KR for her report.	
<b>6</b>	<b>Update on Recruitment and Retention Allowance (R&amp;R) (Chair/Head)</b>	
	<p>Prior to the teaching staff attending leaving the meeting for this item, Bernadette asked for clarification of the cost figures quoted in the report circulated prior to the meeting as the costs quoted were far higher than the monies received by the staff. LD confirmed that the figures quoted include the costs to the school, which is salary plus on-costs (employers pension contributions and employer national insurance contributions). The figures quoted are also per full time equivalent (FTE).</p> <p>LD confirmed that the item up for discussion is whether or not the Governing body should go to consultation on the R&amp;R allowance <b>not</b> making a decision on which option to take.</p> <p>At this point the following left the meeting -</p> <p>Again LD stressed that the only decision that needed to be made tonight was whether or not to move onto a formal consultation process regarding the R&amp;R allowance.</p> <p>One Governor commented that the paper was helpful to understanding the history around the R&amp;R allowance. At the last meeting it was difficult at times as emotions were running high and some of the facts were lost.</p> <p>Governors were asked to vote by a show of hands whether or not to go to consultation on the R&amp;R allowance. It was <b>agreed</b> by a majority of 9 to 1 to go to consultation.</p> <p>Those who left the meeting were asked to return and were advised of the outcome of the vote.</p> <p>Further advice would be sought from HR prior to the consultation formally commencing, but it was proposed the consultation would start at the earliest opportunity.</p>	
<b>7</b>	<b>Budget 2016/17</b>	
	<p>AAM &amp; YA tabled a budget report outlining the year end position for 15/16 and the 16/17 proposed budget presented the budget and explained that it had been discussed at length at the Finance &amp; Staffing Committee.</p> <p>AAM summarised the year end position for 15/16</p> <ul style="list-style-type: none"> <li>• 15/16 had a year end position of £146K overspent</li> <li>• Agency costs &amp; utility costs were high</li> </ul>	

	<ul style="list-style-type: none"> <li>• Capital budget has had to be used to help balance the budget as Camden advised that a deficit budget could not be set</li> </ul> <p>16/17 Budget</p> <ul style="list-style-type: none"> <li>• The budget is very tight</li> <li>• Income less than previous year</li> <li>• Increased costs including increase in employer national insurance and pension costs</li> <li>• The school has had a reduced workforce of 10 compared to the start of the previous year</li> </ul> <p>Future pressures for 17/18 onwards include:</p> <ul style="list-style-type: none"> <li>• Living wage costs</li> <li>• Fairer funding. Although a national formula has yet to be agreed it is expected that the school will receive less money from a new formula</li> <li>• No contingency in budget</li> </ul> <p>There followed a general discussion regarding elements of the budget and how it will impact. The following points of note were made:</p> <ul style="list-style-type: none"> <li>• HT advised that the pressures are very real and require creative and flexible solutions. It is likely HT &amp; DHT will need to go back into the classroom for a proportion of their time.</li> <li>• HA asked why is the school picking up the school house costs still. HT advised that this is being investigated by Camden.</li> <li>• School trips will be reviewed. Parents can be asked for contribution to costs but are not required to pay. Shortfall in trips have in the past been carried by the school or NESAs have contributed. The school budget will not be able to support this in future and NESAs funds should be used to benefit the whole school.</li> <li>• After school clubs will also be reviewed to ensure that they are self funding and all costs related to the clubs are identified prior to the approval of the club. Finance committee is looking at this in detail.</li> </ul> <p>Following the end of the discussion the budget was <b>ratified unanimously</b> by the FGB.</p>	
<b>8</b>	<b>Committee Reports</b>	
<b>8a</b>	<b>Finance &amp; Staffing</b> See item 7	
<b>8b</b>	<b>Standard &amp; Curriculum</b> – deferred till the next meeting	
<b>8c</b>	<b>Home School Liaison</b> – deferred till the next meeting	

8d	<p><b>Premises</b> – deferred till the next meeting</p> <p><b>Action:</b> All committee Chairs were requested to forward all committee minutes for 15/16 to CM, Governor Support Clerk.</p>	Committee Chairs
9	<p><b>Governor monitoring, development and training</b></p>	
	<p>LD advised that all governor training requests should be made via her. This is to manage costs and to ensure training is being coordinated.</p> <p>LD stressed the importance of learning from training being shared. LD advised that a governor skills and training audit needed to be completed and she would advise further regarding this.</p> <p>LD advised that the Camden Chair of Governors meeting is taking place on Thursday 12 May 2016. These meetings have been opened out so that up to 3 Governors per school can attend. YA advised that she would like to attend the meeting on 12<sup>th</sup>. LD advised that for future meetings to co-ordinate with her if any governor wishes to attend.</p>	LD
10	<p><b>Dates of future meetings</b></p>	
	<p>Dates of meetings, <b>agreed</b> at FGB Reconstitution meeting (14<sup>th</sup> July):</p> <ul style="list-style-type: none"> <li>• 6.7.16 – FGB</li> </ul> <p><b>ACTION:</b> The Chair reminded everyone to bring their diaries to the next FGB meeting so dates for 16/17 FGB and Committee meetings can be set.</p>	All
11	<p><b>Confidential Items</b></p>	

<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**