

**NEW END PRIMARY SCHOOL
GOVERNING BODY MEETING**

Streatley Place, London NW3 1HU

Minutes of the Meeting held on Wednesday 9th September 2015

ATTENDANCE:

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

Stephen Stark (arrival 7.30pm)
Bernadette Warwick
James Eades
Mirit Eldor - **Vice Chair**
Selina Skipwith
Vassilis Zarifis
Yaa Animashaun
Helen Andrews
Alan Girling
Susan Blake
Stephen Buzzard

OTHERS PRESENT:

Jenny Connolly – **Independent Governor Support Clerk**

	ITEM	ACTION
1.	Welcome and Apologies for absence	
	Linda welcomed everyone and the meeting started at 7.00pm. Apologies received from Anna-Maria Morris and Bianca Mollura. Governors accepted apologies. The meeting was quorate.	
2	Notification of Any Other Urgent Business	
	None to note	
3	Declaration of interest, pecuniary or otherwise	
	The clerk circulated Register of Interest forms for Governors to complete and return to the school. The form needs to be signed, kept up to date and made readily accessible through the school web site.	All
4	Election of Chair and Vice Chair	
	It was unanimously agreed that the Chair and Vice Chair remain in office.	
5	Membership and organisation of the Governing Body and Committees	
	To be discussed at the next FGB on 13th January 2016.	

6	Minutes of meetings and Matters Arising	
	Previously circulated to Governors. Amendments to be made to the minutes of the FGB meetings held on 4 th February and 14 th July 2015 and the Budget meeting held on 13 th May 2015.	
7	Headteacher's report	
	<p>Previously circulated to Governors. Report carried forward from FGB meeting scheduled for 1st July, which was cancelled. Head highlighted:</p> <ul style="list-style-type: none"> • Universal Free School meals uptake • Staffing – retirements – Steve Harris and Sara Harris. Special Assembly to be held on 11th September. Social evening to be arranged and Governors to be invited. Governors thanked Steve and Sara for their support to the school • Staffing update – Dennis McNulty continues to live in the school house as part of his pay and conditions. Governors questioned the reimbursed costs, as GMB do not cover all costs. SS agreed to follow this up, following discussions at Finance Committee. • Staff changes – Head and Governors thanked Allison Bennie, Gillian Lush, Michelle Conteh, Regis Peyraque, Dina Mohammed, Jen Lockie and Margaret Smith for their support to the school as they leave to pursue new opportunities. • New staff – Charlie Elvidge (Computing & Digital Literacy Leader, KS1), Rachel Goodman (Science Leader, Upper KS2), Lilly Meades (NQT), Dominique Habboo (PPA and intervention teacher) and Siobhan Flack welcomed to the school. • Office and Premises Restructure briefly discussed. • Curriculum – to be discussed at next FGB on 13th January 2016. • Achievements – Head highlighted a number of events and achievements including Camden Choir Festival; CSSA Football; Primary Careers Conference; CSSA Swimming Gala; CSSA Cross country and CSSA tennis. Congratulations to all who took part and to staff who helped. Governors thanked for their support on the Careers Day. • School Motto Election – this was a good exercise in democracy and co-incided with the General Election. Governors agreed it would be a good to do something similar for the Mayoral Election this year. • Celebration of New End Music (Baptist Church, Hampstead) – performances from children, staff and parents. • Audit – action plan to be discussed in-depth at Finance Committee. • Site and Premises – toilet works continue. Staff toilets to be rebuilt in half-term. Playground development – to be redesigned, so a more interactive and enjoyable space. • Parents questionnaires – not yet done. • Secondary transfers – Meet the Parents Session to be held on 15th September, 6.30pm. <p>Governors thanked Head for the report and the school successes.</p>	<p>SS</p> <p>Head</p> <p>Head</p>
8	Chairs' Item	
	Nothing to report. Meeting with the Chairs to be held shortly.	

9	Committee Reports	
9a	Finance & Staffing Amendments to be made to FGB Budget meeting minutes (13 th May).	
9b	Standard & Curriculum (9th February 2015) Focused on statutory requirements of SEND. Mirit Eldor highlighted: <ul style="list-style-type: none"> • Local Offer (describes school provision for SEND children). • New End interactions with SEND families. • Assessment (new approach now applies to the whole school). Governors suggested it would be useful to have further discussions on how this is progressing this year. 	
9c	Home School Liaison (2nd February 2015) Vassilis Zarifis circulated the minutes and highlighted: <ul style="list-style-type: none"> • School Social Appreciation Event – to be postponed • School Website – events on the website are showing 2013 dates; this could be a typing error. Head to update. • Governors Open Morning – termly invites to continue to be sent 	Head Head
9d	Premises (19th June 2015) Helen Andrews highlighted: <ul style="list-style-type: none"> • Summer works • Water drainage - roof • Cleaning contract • Restructuring of staff following Rob's retirement in April • Local planning permissions which can affect the school and safety of children. Area Working Group to be set up to ensure that when work is undertaken, it causes the least amount of disruption. <p>Next meeting - Friday 25th September at 3.45pm at the school.</p>	
10	Governor monitoring, development and training	
	Governors reminded to email training and development to the clerk.	All
11	Dates of future meetings	
	Dates of meetings, agreed at FGB Reconstitution meeting (14 th July): <ul style="list-style-type: none"> • 13.1.16 – FGB • 20.4.16 – FGB • 11.5.16 – FGB (Budget) • 6.7.16 – FGB 	
12	Any Other Business	
12.1	Fire Drill dates Dates to be circulated to Governors - one will be held this term.	Head

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