



## BENTHAL PRIMARY SCHOOL MEETING OF THE FULL GOVERNING BOARD (FGB)

**Date:** Tuesday, 2 April 2019  
**Time:** 18:30  
**Location:** Benthal Primary School, Benthal Road, N16 7AU

### MINUTES

<b>Present:</b>	<b>Jo Carter</b>	Chair of Governor	Chair
	<b>Fatima Haffeji</b>	Staff Governor	FH
	<b>Henry Greenwood</b>	Co-Opted Governor	HG
	<b>Louise Drew</b>	Head Teacher	Headteacher
	<b>Mandy Ayres</b>	Co-Opted Governor	AS
	<b>Nathan Waddington</b>	Co-Opted Governor	NW
	<b>Shabnum Hassan</b>	Parent Governor	SH
	<b>Stella Sandford</b>	Co-Opted Governor	SS
	<b>Susannah Barker</b>	Parent Governor	SB
	<b>Thomas Hindson</b>	Co-Opted Governor	TH
<b>Apologies:</b>	Sem Moema	LA Governor	SM
	Matilda Clode	Co-Opted Governor	MC
<b>In attendance:</b>	Anna Jassim	School Business Manager	AJ
<b>Clerk:</b>	Chenelle Blake		Clerk

- 1. Welcome & Apologies**
  - 1.1. The Chair opened the meeting at 18:35, welcoming the governors and others in attendance.
  - 1.2. It was **noted** that Anna Jassim, School Business Manager was in attendance to observe and contribute to the meeting.
  - 1.3. Apologies were **received** and **accepted** from Sem Moema and Matilda Clode.
  - 1.3.1. The Chair advised that she and the Headteacher have received and accepted MC's resignation and will meet to consider a potential governor to fill the vacant position from Governors for Schools. It was noted that this appointed governor can be the link Governor for Safeguarding.
  - 1.3.2. The Chair thanked MC for her hard work and commitment to the Governing Board and Benthal School Community.
  - 1.4. The meeting was **confirmed** as quorate and accordingly proceeded to business.
- 2. Minutes of the Previous Meeting & Matters Arising**

2.1. The minutes of the previous meeting of the Board of Governors, held on 11 December 2018, was **reviewed** and **approved** as an accurate reflection of the meeting, subject to the following amendment:

- Paragraph 9.1.6 – *correction*: coffee mornings have not yet been held.

2.2. It was noted that there were no matters arising from the minutes of the last meeting.

2.3. It was noted that there was no urgent action taken since the last meeting.

### **3. New OFSTED framework (currently a consultation period) from September 2019**

3.1. The Headteacher presented on the new Ofsted framework and proposal. The framework is scheduled to become live from September 2019, subject to there being no changes following consultation.

3.2. The Headteacher advised that Benthall was last inspected as Good in September 2016; it was noted that 'Good' schools are inspected between 3-4 years, therefore, there is a possibility that Benthall could be inspected under the new framework in September 2019.

3.3. Governors were informed that the proposed framework 'puts the curriculum at the heart', bringing the focus of the inspection back to the substance of education'.

3.4. There will be no separate judgements on 'teaching, learning and assessment' and 'outcomes'; instead, these elements will be considered as a part of a broader view on the quality of education pupils receive.

3.5. The Headteacher expressed that the new framework reflects positive changes for primary schools, as there is a reduction on the focus of data. It is hoped that this will help to reduce the workload for teachers. However, the proposed notification of inspections poses a difficulty for schools, particularly with staff workload and a lack of time to rearrange pre-existing school appointments with parents etc; it was further noted that there is currently a lack of inspectors, however the proposed framework requires more inspectors on site for section 5 and section 8 inspections.

3.6. It was noted that proposal 3 does not apply to Benthall Primary School.

3.7. It was noted that the breakfast club and after school provision will be subject to the Ofsted inspections.

3.8. The Headteacher advised of plans to respond to proposal 5 and 6; Governors suggested to request that Ofsted explain their rationale for making the proposals.

3.9. *It was noted that the PowerPoint presentation slides will be circulated with these minutes.*

3.10. The Headteacher provided Governors with a hard copy of:

- *Ofsted Inspection Framework consultation*

- *Inspecting the substance of education*

3.11. The Headteacher emphasised the importance for governors to be aware of the consultation, however highlighted the possibility that proposals could be changed following the consultation period.

### **4. Core Business**

4.1. **Single Action Plan 18/19– Evaluation of Autumn Term with progress indications of spring.**

4.1.1. It was noted that two Assistant Headteachers are currently undertaking the one year leadership course and have made really good links with other schools; they have also visited each other's schools to learn and share best practice.

4.1.2. It was noted that the school will not continue with the Educational Psychologist (EP) service from HLT going forward; alternative provision is being considered for September 2019.

4.1.3. Class Swap day has been scheduled for the first week after Easter; this has been communicated to the school community.

- 4.1.4. Attendance leaflet: A new document has been created for in year admissions, which will include the new home school agreement. This will be presented at the next FGB meeting.
- 4.1.4.1. **Action 1: Attendance leaflet to be presented at the next FGB meeting.**
- 4.1.5. Reception and year 1 parents have been invited to read with their children in the morning once a week; this has been well attended by parents. Workshops have also been held for parents for 'Read, Write Inc'.
- 4.1.6. Objective 3 – second action: termly visits from 'Read, Write Inc.' have taken place; it was noted that the consultant was very impressed with the level of work the children are evidencing in their writing books.
- 4.1.7. Governors were informed of the new computer room; laptops have been purchased and the IT lead has purchased a scheme of work for teachers to implement after Easter.
- 4.1.8. Objective 4: Teachers have targeted pupil premium children, to discuss their understanding of the lessons.
- 4.1.9. Homework approach: Home Learning projects are working well and a showcase will be arranged after Easter.
- 4.1.10. Objective 4 - Personal Development: Good work from Jill Joseph, SENCo.
- 4.1.11. Objective 5 has been completed.
- 4.1.12. The Headteacher advised that the Senior Leaders regularly review the Single Action Plan.
- 4.2. **Headteachers report**
- 4.2.1. Effectiveness of Leadership and Management: Performance management of all teaching staff and lesson observations have taken place for the spring term.
- 4.2.1.1. New leaders appointed for RE and Art & DT, to commence in April 2019.
- 4.2.1.2. There is currently one member of staff on long term sickness absence; in line with the Sickness Absence Policy, this is currently at stage 1 and moving to a stage 2. The school is receiving support from HLT HR.
- 4.2.1.3. There are no disciplinary procedures to be reported.
- 4.2.2. Outcomes for pupils: It was noted that the year 6 SATs data is based on 57 pupils who completed the 2018 SATs paper.
- 4.2.2.1. It was anticipated that the reading would be low; senior leaders, literacy leads and TA's are taking targeted pupils during assembly times and during the reading lesson with targeted support. The Headteacher highlighted the difficulty in achieving the FFT target of 80%. The Head Teacher shared that she had had a discussion with the school's SIP Jason Marantz , where the target was changed to 72% for reading; however this is still very challenging and it is more likely to be in the mid to low 60s% .
- 4.2.2.2. It was noted that this particular cohort has had the least exposure to Destination Reader. Mobility has also been extremely high in this cohort, as 19 children have come and gone since Year 2 which the targets are based on. In addition, 24 pupils are receiving pupil premium grants; this is the highest across the school.
- 4.2.2.3. There are 2 pupils with EHCPs and 3 pupils that are not working at age related standard, these five pupils are not being entered for the SATS. There are 20 SEND pupils in total.
- 4.2.2.4. It was noted that this is challenging for the school.
- 4.2.2.5. The Head Teacher shared that the school would be running a Year 6 Easter School for 5 mornings for targeted pupils, using Benthall staff to run the sessions.
- 4.2.3. *The Headteacher circulated the data wall for the rest of the school.*
- 4.2.3.1. There is improvement with the attainment for boys overall, as this has moved from red to amber.
- 4.2.3.2. SEND pupil's attainment remains red on the data wall; the progress data is not reflected on the wall, however the progress is always 90% and above.
- 4.2.4. Quality of Teaching, Learning and Assessment: All teachers across the school have been observed. The profile of teachers evidences strong teaching and there is a recognised continuation of teachers demonstrating 'outstanding' teaching this term.

- 4.2.4.1. It was noted that teaching and learning judgements have been quality assured as correct by Jason Marantz, SIP, during the SIP 2 visit.
- 4.2.4.2. It was noted that staff and School Council representatives brainstormed the curriculum at Benthall; parents were given the opportunity to share positive comments about Benthall at the recent parents evening, which included positive comments on the curriculum. Governors were advised that comments will be compiled and shared.
- 4.2.5. There are 73 pupils on the SEND register (23%)
- 4.2.6. Personal Development, Behaviour and Welfare: The Headteacher advised that there is positive behaviour for learning; there is a consistent calm atmosphere across the school. It was noted that this was a strength of the school during the recent SIP 2 visit
- 4.2.6.1. Two pupils have received fixed term exclusions.
- 4.2.6.2. Admissions: There are 94 places available across the school; this does not include the nursery. It was noted that reception has the lowest numbers on roll, with 32 pupils out of 60.
- 4.2.6.2.1. **Governor question:** If there was a full roll at Benthall, would there be enough staff?
- 4.2.6.2.2. **Answer:** Yes.
- 4.2.6.3. Attendance: Benthall now has a trained member of office staff, who will become an Attendance Officer. Therefore, it is not required to buy into the EWO HLT package.
- 4.2.6.4. Accidents: There have been no staff injuries reported for the spring term.
- 4.2.6.5. Children Protection Register and Children in need: There are currently 5 looked after children across the school, 3 with additional funding and 2 with private arrangements.
- 4.2.6.6. Easter holiday play scheme: There are 14 children signed up across the 5 days; this is a first time offer for the school and it is hoped that the numbers will increase and this will generate good income for the schools. It was noted that the first play scheme will cover the costs, based on the 14 signed up and 2 school adults arranged to run the sessions.
- 4.2.6.7. The first indoor car boot sale took place on Saturday 30 March 2019 and was a good event.
  
- 4.3. **E-Safety Policy (for sign off)**
- 4.3.1. Nathan suggested the need to have a more positive opening and **agreed** to send an example to the Headteacher.
- 4.3.1.1. **Action 2: Nathan to send examples of positive opening online safety statements to the Headteacher.**
- 4.3.2. Nathan suggested to include a statement to discourage parents from using phones in the school playground; the Headteacher noted the significant increase in the amount of parents using their phones and lack of engagement with children in the playground. It was noted that there are signs across the school highlighting that Benthall is a mobile phone free school.
- 4.3.3. It was suggested to change the title to 'Digital / Social Media Policy'.
- 4.3.4. Governors **agreed** to sign off the policy, in accordance with the suggestions made.
  
- 5. **Finance & Premises Feedback Matters**
- 5.1. Committee Feedback:
- 5.1.1. TH advised that the school is on budget and on plan for the year; £250,000 has been earmarked to increase teachers' pay and school improvements.
- 5.1.2. The committee discussed the impact of the decreasing roll at Benthall; however, despite this, the school is still forecasting positively.
- 5.1.3. There are a number of options being explored to increase revenue, which includes renting the school premises.
- 5.1.4. Cleaning Services- It has been decided to tender to new companies for the cleaning contract on a trial basis for 12-24 months.

- 5.1.5. The indicative budget for 2019-20 is slightly smaller.

## **6. Curriculum & Standards Feedback Matters**

### **6.1. Committee Feedback:**

- 6.1.1. SB advised of discussions to move towards more personalised marking.
- 6.1.2. An inset day on outdoor learning was held, with an emphasis on use of outdoor spaces.
- 6.1.3. The committee discussed the new Ofsted Framework and curriculum intent.
- 6.1.4. The committee reviewed barriers to boys learning and addressed the gap between boys and girls. The Headteacher shared a range of specific interventions being used across the spring and summer Term to reduce the gender gap.

## **7. Personnel Committee**

### **7.1. Committee Feedback**

- 7.1.1. JC advised that the meeting was not quorate, therefore all decisions were redirected to the Finance and Premises committee.
- 7.1.1.1. Both decisions regarding changes in staffing structures in the office and caretaking, were **agreed** and approved by the Finance and Premises committee.
- 7.1.2. All performance management for staff have been completed, with no capabilities.
- 7.1.3. The Headteachers Performance Management was completed with the SIP; it was noted that this was positive with good discussions. The Headteacher's new targets for the coming year were shared with Governors.
- 7.1.4. JC highlighted excellent work around staff wellbeing; teachers are given time off for wellbeing each term and they are able to have late mornings after parent's evenings; the Headteacher leads assembly during this time.

## **8. Link Governor Feedback**

- 8.1. SB provided an update on the **Stakeholder Voice link area**: SB and MA met with the School Council and link for stakeholder voice; this was a good meeting and a great way for governors to have a more visible presence. During the meeting, there was an exploration of overall thoughts about the school, which aims be linked in with the school vision.
- 8.1.1. SB advised of recently attending training at HLT, which addressed dealing with concerns and complaints. Following this training session, SB has engaged in discussions with the Headteacher and it has been suggested to amend the current complaints policy.
- 8.1.2. SB and the Headteacher have also discussed the possibility of establishing a separate Communications Working Group and Communications Committee. This will be further discussed at the last FGB of the academic year 2018/19, in preparation for the new academic year.
- 8.2. HG provided an update on the **Teaching and Learning link area**: HG completed the link visit in February 2019 with a focus on Benthall Creative Curriculum (BCC), alongside the BCC Leader. During the visit HG had a chat with pupils about their classroom displays and they were able to talk about the links with other areas of the curriculum. Children also discussed their school trips and showed enthusiasm and good understanding.
- 8.2.1. HG advised that there are great topics within the curriculum, however there is no continuation of the topics all the way through from year 1 -6; it was noted that this can be explored for the new academic year, with a focus on incorporating outdoor learning into the creative curriculum.
- 8.3. SS provided an update on the **Pupil Outcomes link area**: SS met with the Deputy Headteacher (DHT) to discuss SEND statistics and concerns. The DHT advised that there is 1:1 in class support, which SS was able to observe.

- 8.3.1. SS noted that there is a calm learning atmosphere for all the children at Benthall.
- 8.3.2. SS also met with Claire Bryan, Pupil Learning Mentor and noted that she is making a big impact.
- 8.3.3. There is a problem in understanding SEND data based on grouping, however individually they are making different progress.
- 8.4. MA provided an update on the **Marketing link area**: MA advised that talking to the School Council was very useful; the group love the school and emphasised the family network and inclusion across the school. It was noted that MA also met Councillor Bramble, Deputy Mayor during her visit to the school.
- 8.4.1. Revisions of the school website are priority with the aim for the revamped website to go live in September 2019. It was noted that there is a strong sense of values and school branding.
- 8.4.2. MA will focus on collating pupil stories, which will be used to promote the school; this will be good promotional material for prospective parents, when considering the school as an option for their children.
- 8.4.3. MA emphasised the importance to establish an upbeat and positive way of communicating through social media, whilst approaching it in a sensitive and careful way.
- 8.4.4. MA expressed that this year has been a learning curve, looking through the lenses of how to market the school. It was noted that a Communications Group is key.
- 8.5. SH provided an update on the **Inclusion link area**: SH advised that she has been unable to meet with Jill, however, they have communicated by email.
- 8.5.1. SH advised that the SEND Policy was edited after significant reformatting and hopes to meet with Jill early next term.
- 8.5.1.1. JC emphasised the importance to get a meeting scheduled next term .
- 8.5.2. SH advised of conversation with Claire Bryan, Pupil Learning Mentor and noted that she is working really well with the children; SH plans to observe circle time next term.
- 8.6. JC praised governors for the great involvement and engagement with the school.
- 8.7. It was noted that TH has been appointed as the Finance link; JC encouraged TH to engage with the school and arrange a meeting next term.

## **9. Governance Matters**

- 9.1. **Review governance work plan and agree reports required for the next FGB meeting**
- 9.1.1. The Headteacher advised that the work plan will continue as planned.
- 9.1.2. NW thanked governors for replying about the courses they have attended.
- 9.1.3. It was noted that governors are to continue sending training requests to Anna, until the booking issue is resolved.
- 9.1.4. NW advised that there are interesting courses and webinars available for governors.
- 9.1.5. Governors were encouraged to share / feedback to governors, once they have attended a useful course/training session.

## **10. Any Other Business**

- 10.1. It was noted that no urgent action has been taken since the last meeting.
- 10.2. It was noted that the next FGB meeting is scheduled on **9 July 2019**
- 10.3. The Chair signed the Single Central Register for the Spring Term 2018/19.
- 10.4. The Headteacher advised of the various discussions held, to ensure children are safeguarded from risks whilst on school trips. The FGB **agreed** to sign off Risk Assessment for Year 4 Residential Trip to Kench Hill in Kent and Year 6 Frylands.
- 10.5. The Chair advised of the Hackney Schools Group (HSG) consultation this term; a council meeting is scheduled to approve the proposal; if it is approved the HSG Board will commence in September 2019.

- 10.5.1. JC advised governors that the HSG Board will be an independent body, which will have varied representation, including Headteachers.
- 10.5.2. JC noted the importance to ensure the Benthall School Community will benefit from the Hackney Schools Group.
- 10.5.3. It was noted that a letter regarding the HSG Proposals was received from AG; it was **agreed** that this be circulated to the FGB.
- 10.5.3.1. **Action 3: Headteacher / Chair to circulate the Hackney Schools Group letter from Annie Gammon, Director of Education and Head of HLT.**
- 10.6. **Benthall Governors Spring Term Newsletter**
- 10.6.1. *The final draft of the newsletter was circulated for governors to review.*
- 10.6.2. Governors **agreed** for the newsletter to be circulated to the Headteacher and School Business Manager, for circulation to the school community before the end of term.

## **Part 2: Confidential Business**

- 11. There was no confidential business discussed.
- 11.1. The business of the meeting concluded at 20:30.