

**GOVERNING BODY OF EVERSLEY PRIMARY  
SCHOOL**

Chaseville Park Road, London, N21 1PD  
Telephone No: 0208 360 5159

**23 September 2019**



MEMBERS

| <b>Position</b>        | <b>Name</b>   | <b>Date of Appointment</b>   | <b>End of Term of Office</b>  |
|------------------------|---|--|---|
| LA Governor (1)        | Ingrid Cranfield<br>(Vice Chair)  | 2 July 2018  | 1 July 2022   |
| Parent Governors (4)   | Michael Florides (Chair)<br>Prafulla Pujara<br>2 x Vacancies                        | 10 February 2016<br>9 June 2017  | 9 February 2020<br>8 June 2021  |
| Staff Governor (1)     | Vacancy   |  |   |
| Co-opted Governors (5) | Hadiza Adeyemi<br>Bambos Charalambous<br>Sanah Khan<br>Wahida Khan<br>Paul Thompson | 12 November 2018<br>1 July 2019<br>23 September 2019<br>14 November 2018<br>29 June 2016 | 11 November 2022<br>30 June 2023<br>22 September 2023<br>13 November 2022<br>28 June 2020 |
| Headteacher            | Sam Williams  | 1 September 2018   |   |

Also Invited:

Flora Georgiou – Associate Member Resources and Achievement  
Hayley Kirkpatrick – Associate Member Resources and Achievement  
Doulla Kleanthous Towli  
Ann Munro – Minute and Advisory Clerk

MINUTES – PART 1

**1. APOLOGIES FOR ABSENCE**

**NOTED** that all Governors were in attendance.

2. **DECLARATION OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. No declarations were made.

3. **ELECTION OF CHAIR AND VICE-CHAIR**

(a) Term of Office

**NOTED** the terms of office for the Chair and Vice-Chair.

**RESOLVED** that the Chair has a term of office until February 2020 and Vice-Chair 1 year.

(b) Election of Chair

**RESOLVED** that Michael Florides be Chair of the Governing Body.

(c) Election of Vice-Chair

**RESOLVED** that Ingrid Cranfield be Vice-Chair of the Governing Body.

4. **MEMBERSHIP AND CONSTITUTION**

(a) Parent Governor

**NOTED** the vacancy for 2 Parent Governors.

**RESOLVED** that a Parent Governor election be arranged.

**ACTION: HEADTEACHER**

(b) Co-opted Governor

**NOTED** the vacancy for one Co-opted Governor and consider the appointment to that post of Sanah Khan.

**RESOLVED** to appoint Sanah Khan as Co-opted Governor with effect from 23 September 2019.

(c) Staff Governor

**NOTED** the vacancy for 1 Staff Governor. There had been 3 nominations for the vacancy.

**RESOLVED** that a staff election be arranged.

**ACTION: HEADTEACHER**

**5. GOVERNANCE ARRANGEMENTS**

(a) Code of Conduct

**RECEIVED** the Governing Body's Code of Conduct and the 2018 NGA model Code of Conduct, copies of which are included in the Minute Book.

**RESOLVED** the Governing Body sign to confirm that they had read this document.

(c) Governance Annual Statement

**RECEIVED** the Governance Annual Statement.

**RESOLVED** to approve the Annual Statement and it be circulated.

(d) DPO Annual Report

**NOTED** that the DPO Annual Report is produced by the Local Authority Data Protection Officer, Steve Durban, and the school held a copy.

(d) GovernorHub

**RESOLVED** to ensure that all information on Governor Hub was complete and current.

**ACTION: GOVERNORS**

**6. COMMITTEE COMPOSITION AND ORGANISATION**

(a) Committee Membership

The Governing Body reviewed the organisation and membership of its Committees and Panels.

**RESOLVED** to amend the membership of the Governing Body's various Committees and Panels with delegated responsibilities as detailed in the Appendix to these Minutes.

(b) Annual Review of Delegated Responsibilities

**RECEIVED** the Governing Body's Organisational Arrangements Document, a copy of which is included in the Minute Book. The Document included recommended amendments to reflect recent changes in education policy and legislation. Governors reviewed the Document, focusing particularly on the recommended

amendments.

**RESOLVED** that the amendments to the Organisational Arrangement Document be agreed.

**7. MINUTES AND MATTERS ARISING**

The Minutes of the meeting held on 1 July 2019 were confirmed and signed by the Chair as a correct record.

**8. AIMS, VISION AND VALUES**

The Governing Body reviewed the School's Aims, Vision and Values to ensure they continued to reflect the ethos of the School.

**9. HEADTEACHER REPORT**

The Headteacher gave a presentation to the Governors, analysing the school performance on what had been done and what needed to be done next.

SIP

EYFS

81% of children had a good level of development.

Reading, writing and numbers to be a focus for 2019-2020.

In all other areas, over 90%+ of pupils achieved the expected level, which was above the National and the LA.

Year 1

Phonics – 86% of children achieved the pass mark.

Year 2

In Maths there was an increase from 84% to 85% ARE and those exceeding increased from 30% to 33%.

Reading remained the same at 84% achieving ARE and those exceeding increased from 42% to 43%.

Writing, however, decreased from 87% to 82% achieving ARE, although those exceeding increased from 27% to 28%. Writing was to be a focus for SIP in KS1.

Science decreased from 91% to 90%.

The Headteacher explained that a new Science Coordinator had been appointed and would be developing this area across the school.

## KS2

Reading decreased from 92% to 86%, although children made above average progress in reading. Those who had not done so well in KS1 had made better than expected progress by Year 6.

Writing increased to 85%, those children achieving ARE.

SPAG went down by 6% from 87% to 81%. As a result, children would now have SPAG homework weekly to try to improve. The school had also brought in a spelling programme, and SPAG lessons would be taught weekly, including booster groups.

Maths decreased from 92% to 86%. The progress from KS1 to KS2 was average 0.4. The school was introducing Top Tips for maths to build up maths skills. CPD had been planned for teachers and TAs to support them in delivering high quality lessons.

Combined decreased from 77% to 76%, which was still above national and LA.

## Ofsted Changes

Ofsted inspectors will be judging the school on four areas, i.e. Leadership and Management, Quality of Education, Personal Development and Behaviour and Attitude. The curriculum will be inspected in terms of Intent, Implementation and Impact. Sam Williams, Hayley Kirkpatrick and Flora Georgiou were to attend Ofsted training on 'Securing the Evidence', which will highlight changes schools need to make.

## SIP Objectives

To put mental health at the heart of strategic school improvement to support pupils and staff in line with national priorities.

To ensure the whole curriculum has a clear focus on intent, implementation and impact.

To ensure high quality daily provision is being provided for all SEND pupils.

Increase attainment and progress for all pupils in reading, writing and maths at the end of EYFS, KS1 and KS2.

To ensure outcomes for Pupil Premium pupils are in line with other pupils, increasing the number of pupils achieving Greater Depth.

Reading, writing and maths will be tracked with high quality interventions.

The mental health lead was taken by Hayley Kirkpatrick and Doulla Towli including a Nurture Group, Mindfulness for Years 6 and 5, well planned trips and visitors. Parent and Toddlers and Parent Meetings had also taken place. Split lunchtimes, quiet club and library were introduced for children who feel vulnerable. Increased communication for staff such as briefings, staff rep meetings, questionnaires and staff surveys had been well received. There had also been additional no contact time, including Inset Days and Star Days. Growth mindset had been introduced.

#### Leadership and Management and Quality of Education

There was a Lead Forest School teacher and further 6 members of staff trained to Level 1 with 2 training to Level 3.

A French quote or phrase was shared regularly with parents and staff in the newsletter.

There have been Erasmus newsletters and an evening shared with parents/carers.

7 teachers visited France on the Erasmus Plus Programme.

Scream the Theme continued to inspire the children through Teaching and Learning, well planned trips and visitors.

The school aim was to make the curriculum unique, offering something over and above the usual subjects.

#### SEND

High quality daily provision was provided for all SEND pupils by developing the skills of the teachers and planning specific learning tasks to the right level of the challenge, ensuring all children make good or better progress.

The SEND profile was being updated fortnightly, there was a Nurture Group and Learning Mentors and CPD or teachers on planning for children with SEND.

Summer observations had a focus on planning, teaching and learning of SEND children which saw 100% good or better teaching.

There was increased support from outside agencies – the Behaviour Support Service and Waverly, Oaktree and West Lea schools.

#### Leadership and Management – Behaviour and Attitude and Quality of Education

All teachers and TAs were planning weekly together.

There were Intervention and Booster Groups, termly pupil progress and Pupil Premium meetings.

There was an EYFS outdoor area developed to support independent learning.

Regular moderation across the school and with the LA. There were agreed judgements with the LA for Year 6 and detailed marking with next steps and targets moving children's learning on.

Increased attainment and progress.

#### Leadership and Management – Quality of Education

To ensure the outcomes for Pupil Premium are in line with other pupils, increasing the number achieving Greater Depth.

There were increased opportunities for Pupil Premium children – interventions, boosters, maths club, instrumental lessons, Nurture Group and learning mentor support.

Pupil Premium action plans were to be updated and evaluated termly.

There were only 2 Pupil Premium children but there had been persistent absenteeism. Teachers were made aware of Pupil Premium children and were planning appropriately with the challenge.

Behaviour and attitude could be improved by having a Behaviour Policy, Positive Rewards, Learning Mentor, Nurture Group, Indoor Club and Values.

There was an indoor club for KS2 at lunchtimes for those children who felt vulnerable and didn't want to go in the playground.

It was **NOTED** that all Governors' ideas would be put into the SIP.

## ACCOUNTABILITY AND COMPLIANCE

### 10. ACHIEVEMENT

It was agreed that the ICE Pack would be written by the Governors who will represent the Governing Board when an Ofsted inspection takes place, namely the Chair, the Vice Chair and Chair of one of the Committees. The information that had already been inserted into the pack was quite good, but sections, especially those containing data, needed updating. It was agreed that there would be a separate Ice Pack Workshop for all Governors to attend and input for training purposes. This would be held on **2<sup>nd</sup> December at 6.30pm.**

## RESOURCES

(a) Policies

**RECEIVED** the Lettings, Debt Recovery and School Meals Debt Policies.

**RESOLVED** to ratify the Lettings, Debt Recovery and School Meals Debt Policies.

(b) Waivers

**RECEIVED** the Grounds Maintenance and Improvement waiver for ASM Grounds Management Ltd.

**RESOLVED** to ratify the Grounds Maintenance and Improvement waiver for ASM Grounds Management Ltd.

(c) Quarterly Returns

**RECEIVED** the quarterly returns.

**RESOLVED** to ratify the quarterly returns.

(d) Site Managers House

**NOTED** that surveyors were sent by the Local Authority to the Site Manager's house. The Headteacher was asked what might be done with the house and answered that it could perhaps be hired out as a day nursery and get rental income. Eversley parents might want to drop their toddlers there when they drop their children off at school. A Governor knew of a parent who was very interested in using the house as a music hall.

(e) School Funding

**NOTED** that the £3,700 will be allocated to secondary schools first. At the moment, Eversley is just breaking even day by day. There is no money for children who need additional support. The income has increased by letting out the school. The percentage that Sherpa Kids gives the school should increase from January from 10% to 15%.

The teacher pay rise is 2.75%. It was confirmed by Bambos Charalambous that the Government will fund 0.75% but the schools need to fund the other 2%.

The HT was going to create a crowdfunding page, but many parents were not too keen. HT would write bids to 6 or 7 companies and put a crowdfunding page out but first wait and check with EPSA so as not to clash. EPSA funding provided the Year 6 interactive whiteboards.



**11. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES**

- (a) Governor Training to be booked via <https://www.enfieldpdonline.org.uk/cpd/portal.asp>

It was noted that Governor Training was to be booked through Marie Maduro.

- (b) Member Governors Forum

Noted that the next meeting was on 29 October 2019 at 7pm at the Civic Centre.

**12. GOVERNORS' BRIEFING**

- (a) **NOTED** the Information for Governors Pack was available on GovernorHub.

- (b) Feedback was received from Prafulla Pujara who attended the last Member Governors Forum:

People were given the opportunity to talk about courses.

There were lots of job losses in schools and there was discussion about how each school was trying to manage.

There was a SEND presentation that helped with understanding the process and what needed to happen with parents and the timeline. The process was being reviewed as it was thought too long.

There was a talk on School Readiness, (having children come into the school right now and how to cope with them).

An update was received from the Council regarding the Wren planning permission and a decision was to be made very soon.

Attendance had dropped at the Member Governor Forum. It was stated that there was an open invitation and any Governor could attend the Forums.

Information was received from other schools and Council officers as to what was going on in the borough.

**13. NEW SAFEGUARDING BRIEFING**

**NOTED** that Safeguarding will not be graded specifically in the new Ofsted Education Inspection Framework for September 2019 but will be referenced in the Leadership and Management section of the report.

**RECEIVED** the Child Protection and Safeguarding Policy and Procedures.

**RESOLVED** to ratify the Child Protection and Safeguarding Policy and Procedures.

The briefing in the Report to Governors Autumn Term was noted.

Hadiza Adeyemi and Prafulla Pujara attended a Safeguarding meeting in the school and would give Safeguarding training at another meeting. The Governors did a Safeguarding Audit and commented that it was a positive experience overall. There was good feedback from the children and the staff felt they were being valued and fully supported. The children spoke highly about initiatives. Prafulla and Hadiza would give a review after the second part of the visit to share with the Governors. ICT will be included in the next part of the Audit, where there was a new member of staff. There was a new Science teacher who was very enthusiastic and keen to help make improvements to the statistics.

A check list for Safeguarding was to be sent by the Vice Chair.

#### **14. DATES OF FUTURE MEETINGS**

**NOTED** the following meeting dates for the academic year 2019-20:

Full Governing Body – Monday 23<sup>rd</sup> September – 7 pm  
Resources Committee – Wednesday 16<sup>th</sup> October – 8 am  
Achievement Committee – Tuesday 12<sup>th</sup> November – 7 pm

Full Governing Body – Monday 16<sup>th</sup> March – 7 pm  
Resources Committee – Wednesday 12<sup>th</sup> February – 8 am  
Achievement Committee Wednesday 26<sup>th</sup> February – 7 pm

Full Governing Body – Wednesday 1<sup>st</sup> July – 7 pm  
Resources Committee – Wednesday 3<sup>rd</sup> June – 8 am  
Achievement Committee – Wednesday 17<sup>th</sup> June – 7pm.

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**RESOLVED** that the following items be included on the agenda for the next meeting of the Governing Body:

Review of Safeguarding Audit – Part 2.

Review of anonymised version of the Single Central Register.

#### **15. ITEMS TO REMAIN CONFIDENTIAL**

**RESOLVED** that none of the above be considered confidential.

Confirmed and signed at a  
meeting of the Governing  
Body held on the      day  
of                      2019/20

## APPENDIX

### GOVERNING BODY OF EVERSLEY PRIMARY SCHOOL COMMITTEE MEMBERSHIP 2019-20– FOR REVIEW

The Governing Body is required to review its constitution, membership, any delegated powers and the Committees procedures annually. Listed below are details of the current Committees and Panels previously adopted by your Governing Body.

**RESOLVED** that

in the event of a casual vacancy or the unavailability of a specific member of a Committee/Panel, the Governing Body authorise the Chair to appoint any Governor to join that Committee;

- the membership of the Governors’ various Committees and Panels with delegated responsibilities as follows:

(a) Achievement Committee

Ingrid Cranfield  
Prafulla Pujara  
Sam Williams (Headteacher)  
Flora Georgiou (Associate Member) (Deputy Headteacher)  
Hayley Kirkpatrick (Associate Member) (Deputy Headteacher}.

(i) Appointment of Headteacher and Deputy Headteacher Panel

Panel to include the following:

Chair of Governing Body  
Vice-Chair of Governing Body  
3 other governors as appropriate.

(ii) Appointment of Teaching and Non-teaching Staff

Delegated to Headteacher, plus one additional Governor if requested by the Headteacher.

(iii) Staff Capability and Discipline

Delegated to Headteacher up to and including dismissal. Governing Body to be involved at appeal stage only: Appeal Panel – 2 or 3 Governors to be formed when necessary.

(iv) Staff Grievance

2 or 3 Governors: Initial and Appeal Panels to be drawn from the Governing Body without any overlap of membership.

(v) Redundancy and Re-deployment of Teaching and Non-Teaching Staff

An initial Panel (2 or 3 Governors) to be drawn from the Resources Committee and Appeal Panel (2 or 3 Governors) to be established if required.

(vi) Pay and Performance Management of the Headteacher

Chair  
Vice Chair  
School Improvement Adviser.

(b) Resources Committee

Hadiza Adeyemi  
Bambos Charalambous  
Michael Florides (Chair)  
Sanah Khan  
Wahida Khan  
Paul Thompson  
Sam Williams (Headteacher)  
Marie Maduro (Business Manager)  
Flora Georgiou (Associate Member) (Deputy Headteacher)  
Hayley Kirkpatrick (Associate Member) (Deputy Headteacher)

(c) Complaints Panel

Any 3 Governors as available.

(d) Pupil Discipline Committee (to hear pupil exclusions)

Any 3 Governors as available who had no prior knowledge of the circumstances leading to the exclusion.

(e) Recruitment Panel

Any 3 Governors as available.

To identify the skill set of the Governing Body, any gaps in the skill set, and to then seek to identify suitable candidates for appointment to the Governing Body.

The Headteacher would meet potential candidates but not be on the Panel.

Individual Governor Responsibilities

Health and Safety – Michael Florides

Safeguarding and Child Protection – Prafulla Pujara/Hadiza Adeyemi

Member Governor Forum – Ingrid Cranfield

GDPR – Wahida Khan

Achievement and Standards – Paul Thompson

SEN Governor – Sanah Khan

