



London Borough of Enfield
GOVERNING BODY OF EVERSLEY PRIMARY SCHOOL
MINUTES OF MEETING
Monday 25th March 2019 at 7.00pm

Parent Governors [4]	Co-opted Governors [5]	Local Authority Governor [1]
Ms Judy Ellerby (Co-Chair) 08.06.21 Mr Michael Florides (Co-Chair) 09.02.20 Ms Hannah Connors 15.03.22 Ms Prafulla Pujara 08.06.21	Ms Hodiza Adeyami 11.11.22 <i>Cllr Bambos Charalambous</i> 22.03.19 Ms Wahida Khan Mr Paul Thompson 28.06.21 Vacancy	Ingrid Cranfield 24.03.22
Headteacher [1]	Staff Governor [1]	Associate Members [2]
Sam Williams Ex-officio	Ms Doulla Kleanthous Towli 08.08.19	<i>Ms Flora Georgiou</i> Ms Haley Kirkpatrick, Deputy Headteacher

Others Present:

Italics denotes absence

Lineth Hypolite-Lett, Locum Clerk

Part 1

1. WELCOME/APOLOGIES FOR ABSENCE

- 1.1 Ms Judy Ellerby (*Chair of the meeting*) opened the meeting by welcoming those present.
- 1.2 Apologies for absence was received and **accepted** from Cllr Bambos Charalambous and Flora Georgiou

2. GOVERNOR INTERESTS

- 2.1 **Declarations of Interests in Respect to Items of the Agenda**
There were no such declarations made.
- 2.2 **Annual Business Declarations of Interests**
A request was made to ask the respective Clerk to investigate as to whether all members had completed an annual declaration of business interest pro forma. **ACTION: Locum Clerk/Clerk**

3. MEMBERSHIP OF THE GOVERNING BODY/COMMITTEES/LINK GOVERNORS

3.1 Governing Body

- 3.1.1 The Chair reported that the term of office for Mandy Bird expired on 22nd March. However, Ms Bird had indicated prior to today's meeting that she did not want to renew it. It was noted that the same applied to the term of office for Cllr Bambos Charalambous. The Chair said that she would make enquiries with him to ascertain if would like to continue as a member of the governing body. **ACTION: Chair**
- 3.1.2 There now remained one vacancy under the co-opted governor category. Ingrid Cranfield suggested using '**Governors for Schools**' website to try and appoint someone. **ACTION: Ingrid Cranfield**

Committees

3.2 Achievement Committee

- 3.2.1 It was noted that Hodiza Adeyami will attend both committees with a view to deciding which one she would join as a member. She indicated that her preferred choice was Resources.

ACTION: Hodiza Adeyami

3.3 Resources Committee

- 3.3.1 There were no changes noted from the Resources Committee membership

3.4 Link Governors

- 3.4.1 It was noted that Prafulla Pujara had visited the school to look at the central record. Both Prafulla Pujara and Hodiza Adeyami agreed to share the responsibility of Safeguarding and decide what areas to lead on. **ACTION: Hodiza Adeyami/Prafulla Pujara**

- 3.4.2 **Hodiza Adeyami made enquiries about having a link person for ICT?** The Chair explained that the governing body had previously decided to limit the number of governor links. She suggested however, that Ms Adeyami take on the role if she wishes. This was agreed by governors. **ACTION: Hodiza Adeyami/Clerk**

4. MINUTES OF THE PREVIOUS MEETING HELD ON 12TH NOVEMBER 2018

- 4.1 Minutes of the previous meeting held on 12th November 2018 were **approved** as an accurate record and were duly signed and dated by the Chair subject to the following amendments:

ACTION: Clerk to amend (↓)

Associate members were previously approved as members of the governing and not just the achievement Committee. Therefore, this needs to be reflected in the minutes.

Item 7: remove comment

Governors in the month has been removed.

5. MATTERS ARISING FROM THE MINUTES

- 5.1 **ICE Pack:** The Headteacher said that the Ice Pack was ongoing. She suggested that a working party be set up to work alongside Hayley Kirkpatrick, for instance on behaviour. This was **agreed**. It was decided that the matter be delegated to the relevant committee. **ACTION: Achievement Committee**

- 5.2 **Newsletter:** It was noted that a termly newsletter for governors would be organised to commence after Easter. **ACTION: Hannah Connor**

- 5.3 **Governor's Reports:** It was noted that governor reports would come shortly. **ACTION: Headteacher**

- 5.4 **Governor Visits:**

- a) **Michael Florides** and **Cllr Bambos Charalambous** came in for a health and safety walk around the school to look at the condition of the premises.
- b) **Hodiza Adeyami** visited the school in relation to English.
- c) **Ingrid Cranfield** indicated that she will be visiting the school tomorrow.
- d) **Hannah Connor** was due to visit the school on next Monday.

- 5.5 The Headteacher took the opportunity to thank governors for their support to the school.

6. ACHIEVEMENT COMMITTEE REPORT

- 6.1 It was noted that draft minutes of a meeting held on 23rd January 2019 arrived too late therefore, time did not permit to enable accuracies and to determine whether the minutes reflected a true report of what was discussed. The governing body agreed that the minutes were inaccurate and did not reflect the meeting. Therefore, with the agreement of the governing body the Chair recommended that those minutes be deemed void. The Locum Clerk

indicated that she would relay those concerns back to HEP with a view to some compensation being made. **ACTION: Locum Clerk**

7. RESOURCES COMMITTEE REPORT

7.1 Draft minutes of a meeting held on 23rd January 2019 were sent out to governors prior to the meeting. The Committee Chair summarised the key points as follows:

- i. **Fire Safety Audit:** There were no issues presented. However, there was a need to investigate whether the door closer had been replaced. **ACTION: Michael Florides**
- ii. **CCTV:** The Headteacher reported that cameras were now in place and there was scope to request more cameras if necessary.
- iii. **A question was raised in relation to the Site Manager's house?** It was noted that the Headteacher had contacted the LA at various times as well as requesting the support of Cllr Charalambous. However, there had been no success thus far. With this in view, the Committee Chair asked the Headteacher to draw up a plan so that he could assist with the issue. **ACTION: Headteacher/Michael Florides**
This led to further discussions whereby the Headteacher said that the school wants to create a SEN nurture room in the house.
- iv. **Windows:** The Committee Chair advised the meeting that an action remained outstanding in relation to windows being replaced at a cost of £13K as recommended by the Committee. However, the necessary papers were not provided at this meeting. This meant that the recommendation could not be ratified and was therefore, deferred. **ACTION: Headteacher / Resources Committee**
- v. **Dynamites:** It was noted that positive views had been made by staff, pupils and parents.
- vi. **Budget and Finance:** Governors noted a building maintenance planner that was sent out prior to the meeting.
- vii. **Staffing:** The Headteacher advised governors that links with Highlands school for additional support did not happen. She explained that it was felt that Year 6 children could receive better support with staff they were familiar with as opposed to those they did not know.
- viii. **Parent Pay:** A discussion took place in relation to the possibility of raising money for various projects such as the grass field area and ICT boards by asking parents for the funding commencing after the Easter holidays. There was a concern however, in terms of asking parents for money on a regular basis as this method of fundraising could put financial pressure on some parents. Parent donations, however, were deemed acceptable.
- ix. **Building Project: The Chair asked for ideas on the first project?** The Headteacher responded by saying that the grass area and the area outside Reception needed refurbishing. It was further noted that the school was considering setting up a donate button on the EPSA website. This led to further discussions and suggestions on ways forward to raise money. The Headteacher reported that one parent that has links with Sports England approached her regarding trying to obtain some funding from the organisation for the school. In addition, she made governors aware that EPSA want to sponsor a project that would benefit the whole school and not just one area such as Reception. Following discussions, governors **approved** to re-establishing a funding working party. The Headteacher indicated that she would send out a questionnaire to parents in the first instance. Prafulla Pujara volunteered to inform parents about projects that require funding. **ACTION: Prafulla Pujara**

7.2 The governing body **ratified** the Summary of Buildings Works 2019.

8. POLICY REVIEW

8.1 Lettings Policy

8.1.1 Prior to approving, governors discussed certain aspects of the Lettings policy for clarification. Such as **cancellation terms**. It was felt that information about cancellations ought to be clearly written in the policy and to include policies under Safeguarding (page 3.). The governing body

ratified the policy subject to those amendments being made. **ACTION: Headteacher**

8.2 Debt Policy

8.2.1 It was felt that the Debt policy needed to be revised to include a maximum debt that can be incurred before action begins for all types of debt (*school dinner money, lettings, invoices*). Governors noted that the school would usually send out a reminder email where there is a minus £5 debt. **Michael Florides was of the view that some policies should contain more in-depth information to provide full clarity. He suggested that ideas are obtained from other schools with a view to being delegated to the Resources Committee.** This was agreed by the governing body. **ACTION: Headteacher/Resources Committee**

8.2.2 The governing body agreed to defer ratification of the Debt policy to enable additional information to be added then approve at the next FGB meeting. **ACTION: Resources Committee/FGB/Clerk (agenda)**

8.2.3 A discussion took place in relation to £10K that had accumulated over a period of time for unpaid school trips. A suggestion made (*agreed by governors*) that the Headteacher contact Enfield for options on how to tackle costs of school trips in terms of transport. **ACTION: Headteacher**

8.3 Drug Policy

8.3.1 Governors noted that the Drug policy followed Enfield's model policy. The following was discussed:

Q: On page 6 of the policy, what is meant by immediate locality?

A: It is usually a mile away from the school (*Headteacher*)

Q: What can staff do if they see a pupil without uniform taking drugs?

A: Staff would view it as a safeguarding issue. They would complete a Safeguarding issue form and pass it on to either the Headteacher or Hayley Kirkpatrick. Shirley Gonzales is also assisting Ms Kirkpatrick in terms of covering Safeguarding on behalf of Flora Georgiou (*Headteacher*).

Q: Is the policy shared with all staff?

A: There will shortly be a whole school training session on PSHE (*Headteacher*)

8.3.2 Following discussions, the governing body ratified the Drug Policy.

8.4 Whole School Food Policy

8.4.1 The governing body ratified the Whole School Food Policy.

8.5 Staff Code of Conduct

8.5.1 It was noted that although the borough model version Staff Code of Conduct Policy was reviewed and ratified by the governing body at the previous meeting, it was not recorded in the minutes of that meeting.

8.6 Lockdown Plan

8.6.1 The governing body ratified the school's Lockdown Safety Plan.

8.7 Scheme of Delegation

8.7.1 A discussion of the Scheme of Delegation took place as follows:

- i. **Financial Reports:** An internal audit was completed on 9th March 2019. Auditors looked through the school's financial reports and were very pleased with work carried out thus far.
- ii. **Delegation:** Delegated functions were considered a medium category.
- iii. **GDPR:** An agreed action was made for the school to review its GDPR. Wahida Khan had planned to come into school tomorrow to meet with the SLT in relation to testing GDPR knowledge. The Headteacher highlighted that the auditor was very impressed with the GDPR work carried out by Maria. The school however, needed to ensure that staff were sending emails more securely. The Headteacher indicated that she would invite Maria to a Resources Committee meeting to update governors on GDPR.
ACTION: Headteacher

- iv. **Banking:** Cash and online banking was in the process of being revised which, will include setting up new signatories.

8.7.2 The governing body ratified the Scheme of Delegation subject to the following amendments (**ACTION: Headteacher**):

- a) Delete names of Deputy Headteachers and keep Alison ? as she is the only person approved to sign cheques;
- b) Expenses to be retitled;
- c) Headteacher only, to be recorded as the person responsible for authorising up to £10K;
- d) 'Approval from governors' to be added to first page of the document.

8.7.3 On behalf of the governing body the Chair asked that thanks be conveyed to Maria and all other staff that were involved with reviewing the Scheme of Delegation. **ACTION: Headteacher**

8.8 Other Policies

8.8.1 It was noted that the following policies needed to be reviewed (**ACTION: Headteacher**):

- Visitor Behaviour Policy
- PE Policy

9. CLEANING CONTRACT

9.1 The Headteacher explained that ECSS was cleaning company that were previously contracted to carry out cleaning at the school prior to Knorrs. She said there were a lot of problems with ECSS and now there were concerns with Knorrs such as staff having to cleaning which was not best use of their time. Hayley Kirkpatrick added that the cleaning element was okay, but the issues were in relation to organisation.

9.2 Michael Florides advised the meeting that 4 quotes were received. Governors reviewed the provision of service provided by those companies in depth alongside costs. Following discussions, the governing body approved to buy into a contract from **Lewis Graves** subject to a break clause and further clarity about services they intend to provide as well as expectations before a final decision can be made. It was further decided that the Achievement Committee would monitor the situation. **ACTION: Headteacher/Achievement Committee**

10. HEADTEACHER UPDATE

The Headteacher summarised her report. A discussion took place whereby governors raised questions on some aspects as follows:

- i. **Absence:** The school was well below the national average for absence.
- ii. **SIP:** Alison Martin, a mentor for the Headteacher scrutinised the SIP. She was very impressed with it and suggested some minor amendments that have now been carried out.
- iii. **Year 6: A concern was raised by one governor in relation to the timing of Assistant Headteachers being out of class especially as SATs was imminent?**
The Headteacher explained that Year 6 pupils will be teaching their own children. Governors noted that some Year 6 parents were very concerned about the matter. This led to a discussion as governors were also concerned about Year 6 SATs results. The Headteacher advised the meeting that Jo ? will be carrying out booster classes for Year 6 pupils. Therefore, the school was not concerned. Hayley Kirkpatrick added that the issues were as a result of long-term sick and maternity cover.
- iv. **ICT: One governor sought the answer to whether the new ICT teacher had been DBS Checked and how long they were intended to be at the school?** The Headteacher responded by confirming that all checks had been carried and that the term was for 18 months.
- v. **Nurture Groups:**
Q: Who runs nurture groups?
A: Shirley ? deals with the planning of it and 2 experienced TA's run it.

- vi. **Highlands School:**
Q: What is meant by the term Enfield Alliance?
A: It means that Highlands is a teaching school.
Q: Are they an alliance on their own?
A: Yes. They have asked Eversley to join their alliance. The school has agreed to this on the basis that Eversley deal with its own promotions.
Q: What have we lost by not being a teaching school?
A: £40K. Added to that, we are no longer a teaching school, but we will be part of a school alliance that will bring in some revenue although, not a lump sum (Hayley Kirkpatrick). The Headteacher added that as Eversley was also supporting other schools, money from this support is generated. She further commented that the alliance was a positive aspect for the school.
- vii. **Parent Engagement Survey:** It was noted that 392 parents responded to the questionnaire. The results suggested that parents were much more positive about the school although, certain areas needed to be looked at. **Michael Florides commented about difficulties with parents' evenings.** The Headteacher said that the school was currently in the process of exploring a better method of organising timings and dates. It was further noted that the Headteacher was waiting to receive feedback from parent representatives to ascertain parent expectations.

11. ANY OTHER BUSINESS

- 11.1 Hayley suggested using the interactive whiteboard for presenting documents as opposed to printing hard copies for GB meetings. Her suggestion was well received by governors with a view to revisiting the matter.

12. DATES OF FUTURE MEETINGS

- 12.1
- **Achievement Committee:** Wednesday 1st May 2019 at 7.00pm
 - **Resources Committee:** Wednesday 1st May 2019 at 08.00am

The meeting closed at 9.18pm (parts 1 and 2)

Signed: _____ Date: _____
Judy Ellerby, Co-Chair of Eversley Primary School Governing Body

AGREED ACTIONS [25th March 2019]

ITEM:	ACTION	BY WHOM
2.2	Investigate whether all governors have completed annual business of interest's forms	Clerk
3.1.1	Confirm whether Cllr Bambos Charalambous wants to remain on the board.	Judy
3.1.2	Search for a co-opted governor via 'Governors for Schools website	Ingrid
3.2.1	Attend both Committees with a view to confirming which one to join (or both).	Hodiza
3.4.2	ICT link governor / amend link governor membership	Clerk
4.1	Amend minutes of meeting 12 th November 2018	Clerk
5.1	Ice pack: Working party to be set up	Achievement Cttee
5.2	Newsletter for governors to commence after Easter	Hannah
5.3	Governor reports to come to FGB meeting	Sam
6.1	Speak with HEP about minutes of last Achievement Committee (23/01/19)	Locum Clerk
7.1		(completed)
i.	Investigate whether door closer has been replaced	Michael
iii.	Plan to be drawn up regarding site manager's house and send to Mr Florides to action	Sam / Michael
iv.	Papers regarding ratification of funding windows project to come to the next FGB	Sam / Resources Cttee
ix.	Parents to be informed about funding required for various projects	Prafulla
8.1.1	Lettings Policy: amendments to be made as noted	Sam
8.2.1	Debt policy to be looked at in-depth	Resources Cttee
8.2.2	Debt policy to come back to FGB for ratification	Sam/Resources / Clerk
8.2.3	Support with transport costs for school trips to be investigated	Sam
8.7.1	iii. Maria to be invited to meet with the Resources Committee to present on GDPR	Sam
8.7.2	Agreed amendments to be made to Scheme of Delegation	Sam
8.7.3	Commendation regarding Scheme of Delegation to be conveyed to relevant staff	Sam
8.8.1	Visitor Behaviour and PE policies to be reviewed	Sam / Committees
9.2	Cleaning contract: Clarity regarding services provided and clause to be investigated / Achievement to monitor	Sam / Achievement Cttee

