

# ELEANOR PALMER PRIMARY SCHOOL

## Minutes of the Full Governing Body Meeting Held on 29 January 2020 at 6.00pm

### Apologies received:

Boris Telyatnikov

### LB Camden

#### Parent

Charlie Condou  
Flora Cornish  
Christophe Frèrebeau  
Rifca Le Dieu  
Nanouche Umeadi

#### Staff

Kate Frod, Head teacher  
Rosie Thomson

#### Co-opted

Jennifer Allan – Chair of Governors  
Shanti Fricker  
Tim Peake  
Matthew Lawrence

#### Associate members

Natalie Stevenson  
Sally Hill

### Also present:

Tania Voaden, Clerk

**1.00** There were no declarations of interest.

### 1.2 Corrections and matters arising

No corrections were made.

### 1.3 Actions –

- **ACTION** Item 4.1 - Continuation of French Club and club charging – rollover action for PPC committee.  
Flora Cornish said that the PPC Committee had discussed this having acknowledged that French Club was an anomaly in the school's offer of free clubs for all children. PPC had agreed that the principle of inclusive free clubs should become policy and that the school would give notice to the French Club for September. The Head added that having made links with South Hampstead School, they would provide a French teacher for half a day each week to teach French to Juniors in the next school year. This partnership would have no associated cost, as private schools are required to demonstrate public benefit in order to retain charitable status. Christophe Frerebeau suggested that the announcement around the cessation of French Club is timed to coincide with that for new French classes.
- **ACTION** 3.11 Charlie Condou to link Rosie Thomson with The Childhood Institute. The contact had been made but Rosie Thomson reported that no date had yet been set.
- **ACTION** 8.1 CBC Evening added to PPC Committee agenda. Rollover. Flora Cornish will add to next meeting's agenda.  
Other actions completed.

## **2.00 HEADTEACHER'S REPORT**

The Head's report 29 January 2020 was shared with Governors in advance of the meeting. The Head welcomed comments and feedback on her report.

### **Finance**

**2.1** The Head had provided a financial update in her report. Looking at the end of the financial year the Head noted that the school was over £100,000 ahead of anticipated budget. Tim Peake asked whether staff were aware of the financial position as this may provide reassurances about redundancies. The Head said that teachers were aware, but that as schools had not received Government budgets yet, it was too soon for a wider communication.

Governors agreed that the school was in good financial position currently and would not need to move funds across from Teaching School to supplement the budget at the end of the financial year. It had been agreed previously that £50,000 could be moved across from Teaching School annually if required. Christophe Frerebeau commented that the school had budgeted on the assumption that the money would be moved across this financial year. Tim Peake reminded Governors that moving money from Teaching School would not provide sustainable income.

**2.2** Governors discussed the Keep it EP campaign in light of the improved financial position. Matthew Lawrence said that whilst the need was not immediate, there should still be a longer term approach to build up funds. Christophe Frerebeau said that after the initial launch, there had been very few people setting up direct debit donations. Governors suggested making sure that the campaign was promoted at school events, in particular the Summer Fair. Taking the opportunity to reach out to parents of Year 6 leavers for donations was also mentioned as this had raised considerable funds in previous years.

**2.3** The Head commended Sally Hill in her successful application for more SEN funding. She also flagged to Governors that no teachers had been off sick in the last four terms which meant that there were no additional costs for supply teachers.

### **2.4 Extended schools**

The Head confirmed that the contract with P3 for Playcentre will terminate on 3<sup>rd</sup> April. [REDACTED] This gives time for the school to prepare to take over the service both in terms of the service offer and the operational aspects.

### **2.5 Challenge Partners Report**

The Head had shared the report from the recent Challenge Partners in advance of the meeting and asked Governors for comment and feedback. The report evaluated the school as 'Leading' in all areas.

Rifca Le Dieu commended the school for an excellent report. The Head said that the school was very pleased with the report. The new curriculum framework is more challenging and the school had put a lot of work into developing the curriculum plans, including the work on vertical plans. The Head said that she was very proud of the teachers. The report had been shared with parents via the school website, with John Abbey, director of Camden Learning and with the School Improvement Partner (SIP).

Flora Cornish had met the inspectors to discuss the school and governance. She said that it was very useful to get a sense of what was being looked at and asked. With members of the school's SEN team she talked about inclusion. She said that the style of questioning was open-ended eg. 'How do Governors support...?' and that the probing was for information and knowledge that the Governors have, but needed to gather thoughts to put into answers. Questions were framed with an expectation that Governors are not silent partners, but are clearly monitoring progress and holding the school to account. Flora Cornish said Governors should articulate the work done in committee and give examples of their focus groups and monitoring work.

Governors commended the school on the outcome of the Challenge Partners inspection.

## **3.00 SPECIAL ITEM – Governor Preparation for Ofsted**

In previous meetings and committees there has been discussion on what Ofsted will look for from Governors during an inspection. In this meeting Governors were given the opportunity to work in pairs and explore potential lines of enquiry on leadership, curriculum, disadvantaged pupils and safeguarding from provided questions. This took the form of a role play exercise with one governor taking the role of inspector and the other as governor respondent. Governors were reminded to think

about their work in committees to provide examples in the answers and to consider the purpose of governance.

Governors spent 30 minutes on this exercise and reported it challenging, but very useful.

**3.1** In review it was agreed that some areas of questioning were more challenging if not belonging to a committee with specific focus on this area. Reassurance was given that there was not an expectation that Governors are expert in all areas, but that across the Governing Body different committees and individuals have greater depth of knowledge and understanding.

### **3.2 Safeguarding**

Whilst all Governors have a responsibility for safeguarding, the Governing Body has a safeguarding governor, Shanti Fricker, who meets termly with the school to review safeguarding and then shares a report from this meeting with the Governing Body.

The Head referred to the question regarding 'the school enabling students to act safely and understand risk'. Governors suggested examples of this which included; online safety lessons, PHSE lessons, external providers educating children through assemblies e.g. NSPCC, teaching children to swim, the Home Zone area outside school. The Head also said that the school puts emphasis on relationships and respect and uses restorative conversations effectively.

Some Governors reported that they had little involvement in staff recruitment. The Head said that a Governor was involved in all recruitment interviews, but as there was very little staff turnover, few opportunities to become involved. Governors could explain this when questioned and cite stability in staffing as a strength.

The Head reminded Governors that any allegations against staff should be directed to the Head and Chair of Governors. Allegations against either of them should be directed to MASH (Multi-Agency Safeguarding Hub).

### **3.3 Disadvantaged children**

The school has its PPC Committee with a commitment to inclusivity. Not all schools have a separate committee for this. The SDP (School Development Plan) has targets, actions, identifies clear measurements of success for disadvantaged children and is monitored closely by the Curriculum Committee. The Head reminded Governors to consider how the school sought feedback from stakeholders, surveys to parents and invited in experts such as SEN consultant David Bartram.

The Head advised that Governors spend some time reviewing the school website for more detail on how pupil premium money is spent. This money is spent on 1:1 tuition in Year 6 and for enrichment across the school. The school believes that the biggest difference for pupil premium children (and for all children) is to recruit and retain outstanding teachers and to enable coaching and mentoring from senior staff.

### **3.4 Curriculum**

The Head advised Governors to think about the totality of the student experience. To consider the totality of the enriched curriculum at our school and the importance within that given to knowledge and skills. She suggested that Governors consider the topic based curriculum and the vertical planning in answering curriculum questions and reminded them that the curriculum was rigorous and connected. She prompted Governors to the ways in which they were involved in understanding and monitoring the curriculum, which included: pupil focus groups, the Head's Report, pupil monitoring, Book Looks and through the work of the Curriculum Committee.

As many examples and suggestions had come from the role-play exercise, Governors agreed it would be useful to compile some responses and examples into one document.

- **ACTION** Christophe Frerebeau to compile Google document to share amongst Governors. Governors to add suggestions into the document.

**4.00 STAFFING COMMITTEE** - minutes dated 16 January 2020 were shared in advance of the meeting.

The committee had shared three SDP monitoring reports from focus groups for pupils, teachers and support staff. These meetings had been positive and informative. Rifca Le Dieu would be following up on a concern raised by support staff about reduced staffing and playground safety. She will complete some playground observations and report back. It was noted that reduced staffing had not led to an increase in CPOMs reporting of playtime injury.

The Chair praised the committee monitoring and noted how well it demonstrated Governors' listening and acting.

**5.00 CURRICULUM COMMITTEE-** minutes of 8 January 2020 were shared in advance of the meeting.

The monitoring report on Year 3 disadvantaged children with high learning potential was a focus in the committee meeting and had been shared with Governors. The headteacher welcomed the insightful and useful suggestions from the report.

**6.00 RESOURCES COMMITTEE –** minutes 9 January 2020 were shared in advance of the meeting. Also shared; works plan and the Schools Financial Value Standard (SFVS).

Tim Peake drew attention to the RAG section of the SFVS and noted that there were no areas of specific concern identified.

The SFVS was agreed and signed by the Chair.

**7.00 PPC COMMITTEE –** minutes dated 22 January 2020 were shared in advance of the meeting.

Flora Cornish summarised that the committee had focussed on after-school Clubs and Playcentre.

As already discussed in the meeting, school will take over the management of Playcentre from the Summer Term. The school had completed a survey of parents about the Playcentre offer and had 33 respondents.

The committee had also conducted focus groups on pupil behaviour. This was in response to the end of year parental survey in which some respondents flagged pupil behaviour as a concern. Governors had conducted focus groups with three groups of children. They found that children articulated well what was appropriate and inappropriate behaviour, knew what to do in response to poor behaviour and were impressed by their understanding of friendship and behaviour.

The Head commended PPC Committee on this monitoring and strong governance.

- **ACTION** The Chair to include this monitoring in the end of term newsletter referencing that it was in response to results of the parental survey.

#### **AOB**

**8.00** Governors had previously completed a skills audit and reviewed results at the meeting. They agreed that there was a good balance of experience and skills in the Governing Body. In areas showing fewer respondents with a 'lots of skills and expertise', there was always at least one respondent and it was agreed that this was sufficient to address any need in this area.

The Chair commended excellent governance by committees in the monitoring completed and reported on at the meeting.

#### **ADVOCATES 2019-2020**

Boys	Tim Peake and Christophe Frèrebeau
EAL (English as an additional language)	Boris Telyatnikov
Girls	Shanti Fricker
High attainers	Rosie Thomson
LAC (Looked After/ previously Looked After children)	Flora Cornish
Children working at 'expected' levels	Charlie Condou
Pupil Premium	Nanouche Umeadi
Summer born	Matthew Lawrence
SEND (special educational needs and disability)	Rifca Le Dieu

#### **POLICIES APPROVED**

Resources committee-

- SFVS agreed and signed off

PPC Committee

- Admissions Policy – Camden manages school admissions and committee reviewed website statement and left unchanged.

The meeting finished at 8.00pm.