



**MINUTES OF THE FULL GOVERNING BODY MEETING OF
ALL SAINTS' PRIMARY SCHOOL, N20 9EZ, HELD AT THE SCHOOL
ON WEDNESDAY 20th SEPTEMBER 2023 AT 6.30 PM**

PRESENT:

Name	Governor Type	Other Information	Term of Office	Present/Apologies/Absent
Elaine French (EF)	Foundation PCC	Chair of Governors	07.04.2023-06.04.2027	Present
Lone Carstensen	Foundation PCC			Present
Jackie Tyler (JT)	Foundation Deanery		21.05.2019-20.02.2024	Present
Deborah Baptiste	Foundation LDBS	Vice-Chair of Governors	16.11.2022-15.11.2026	Present
Will Kumar (WK)	Foundation LDBS		20.06.2023-19.06.2027	Apologies
Revd Kim Quak-Winslow	Foundation Incumbent		N/a (ex-officio)	Present
Hoa Le-Minh	Elected Parent		8.12.2022-7.12.2026	Present
Ashik Shah (AS)	Elected Parent		13.3.2020-12.3.2024	Present
Jane Corkill	Staff	Head Teacher	N/a (ex officio)	Present
Stuart Olver	Staff		03.10.2022-02.10.2026	Present
Charlotte Lea-Robbins (CLR)	LA		15.01.2020-14.01.2024	Apologies
Non-voting attendees				
Rachel Adams-Constantine		Deputy Headteacher	N/A	In attendance
Caroline Winston (CW)	Clerk		N/A	In attendance

PART ONE

1. OPENING PRAYER

1.1 The meeting opened in prayer.

2. WELCOME & INTRODUCTIONS

2.1 The Chair welcomed everyone to the meeting, extending a special welcome to newly appointed Foundation PCC Governor Lone Cartensen.

2.2 Governors were informed that Charlotte Lea-Robbins would be stepping down at the end of her term of office in January 2024. The Clerk had notified the LA.

3. APOLOGIES FOR ABSENCE

3.1 Consent was recorded to apologies for absence submitted on behalf of Will Kumar and Charlotte Lea-Robbins.

4. DECLARATION OF INTERESTS AND DECLARATION FORMS

4.1 No business or other interests were declared for this meeting.

4.2 Governors were reminded to complete and return to the Clerk the annual declaration form, which included confirmation that Governors had read the updates to KCSIE.

4.3 The Code of Conduct was **ADOPTED**.

5. ELECTION OF CHAIR FOR THE ACADEMIC YEAR 2023-2024

5.1 Nominations were invited for the position of Chair and Elaine French was proposed and seconded. Upon a show of hands, it was **RESOLVED** that she be appointed Chair for the academic year 2023-2024.

6. ELECTION OF VICE CHAIR FOR THE ACADEMIC YEAR 2023-2024

6.1 Nominations were invited for the position of Vice Chair and Deborah Baptiste was proposed and seconded. Upon a show of hands, it was **RESOLVED** that she be appointed Vice Chair for the academic year 2023-2024.

7. REVIEW OF STANDING ORDERS, SCHEME OF DELEGATION, COMMITTEE MEMBERSHIP, TERMS OF REFERENCE AND CHAIRS

7.1 The Chair requested that gender pronouns be removed from the Standing Orders and Scheme of Delegation, but these were otherwise **APPROVED**.

7.2 The Terms of Reference were **APPROVED**.

7.3 Governors were reminded that there were currently five committees, namely:

- Admissions
- Education
- Finance & Resources
- Pay
- Headteacher Performance Management

7.4 It was **AGREED** that the current committee structure remain in place, as this had been working well.

7.5 Committee Membership was confirmed as:

Education

Jane Corkill
Rachel Adams-Constantine
Charlotte Lea-Robbins
Rev Kim Quak-Winslow
Elaine French
Ashik Shah
Stuart Olver
Hoa Le-Minh (Chair)
Lone Carstensen
Deborah Baptiste

Finance & Resources

Jane Corkill
Jackie Tyler
Hoa Le Minh
Will Kumar
Elaine French
Ashik Shah

Admissions

Jane Corkill
Elaine French
Jackie Tyler
Lone Carstensen

HT Appraisal

Elaine French
Will Kumar
Jackie Tyler
Hoa Le Minh

Pay Panel

Elaine French
Will Kumar
Jane Corkill
Kim Quak-Winslow

8. APPROVE LINK GOVERNOR ROLES

- 8.1 Safeguarding – Elaine French
Health & Safety/Premises – Will Kumar
SEN/Pupil Premium/EAL – Charlotte Lea-Robbins
EYFS –
Literacy – Lone Carstensen
Maths – Ashik Shah
RE/Collective Worship – Revd Kim Quak-Winslow
PE – Will Kumar
Parents, Family, Communications and Extra Curricular Activities – Elaine French
ICT – Deborah Baptiste
Science – Jackie Tyler

9. SKILLS AUDIT

- 9.1 Governors were reminded to complete this document and return it to the Clerk by email.

10. MINUTES OF THE BOARD MEETING HELD ON 6th JULY 2023 AND MATTERS ARISING

- 10.1 The minutes of the meeting held on 6th July 2023 were confirmed and signed by the Chair as a true record, subject to the correction of a typo in 6.8 which should have read *SENCO* and 6.9 which should have read *NCETM*.
- 10.2 There were no matters arising.

11. HEADTEACHER'S VERBAL REPORT

- 11.1 A verbal update was provided:
- 11.2 Safeguarding The Headteacher reminded Governors that the School had received an LDBS safeguarding audit the previous term, the report from which had been shared.
- 11.3 Staff had received training on the updates to KCSIE and Governors were reminded to read the document.
- 11.4 It was reported that there was a new focus on online filtering and monitoring in KCSIE. The SLT had attended LGFL training on this in order to fully understand the requirements. Stuart Olver had been looking at the School's systems with Inspire, the IT provider.
- 11.5 Governors were informed that the Deputy Headteacher had completed their DSL training over the summer and was now a named DSL at the School.
- 11.6 Paul Usher was doing DSL training.
- 11.7 The Deputy Headteacher had booked Prevent training for all staff.
- 11.8 Some ECTs were awaiting their safeguarding training, which would be happening soon.
- 11.9 The Headteacher reported that she had been reviewing the School's Safeguarding and Child Protection Policy and was taking advice on this from the School's LA Advisor.
- 11.10 Governors had been emailed a selection of dates for Safeguarding training and were reminded to let the Headteacher know when they had booked their slot.
- 11.11 It was reported that the contextual risks for the school community had changed substantially within the last 6 years, with the risks from gangs a growing concern, along with domestic violence.
- 11.12 Year 6 SATs Data The results were reported as follows:
- Reading 90% at expected, 23% GD
 - Writing 70% at expected, 20% GD
 - Maths 73% at expected, 33% GD
 - RWM 84% at expected, 10% GD
 - SPAG 90% at expected, 30% GD
- 11.13 The Headteacher said that the disparity in Maths aligned with one of the priorities in the School Improvement Plan.
- 11.14 It was reported that there was no comparative data available yet as it had not been published.
- 11.15 The Headteacher said that she was pleased with Reading and SPAG, which both aligned with the results from the previous year.
- 11.16 Writing would remain an area of focus, although the results were aligned with the national picture.
- 11.17 It was reported that there were five PP children in that Year 6 class and the results had been:
- Reading – 100% met expected
 - Maths – 60% met expected
 - SPAG – 80% met expected

- Writing – 80% met expected

- 11.18 Governors were reminded that the School had been moderated in Writing.
- 11.19 Wellbeing The Headteacher reported that the term had started positively.
- 11.20 Terapia continued to support children and staff within school. This was a three-year project which was due to finish at the end of the Autumn term. Terapia had applied to John Lyons for funding and they were expected to find out the outcome of this bid soon. They would then be able to confirm whether they could continue to work in school.
- 11.21 The Headteacher said that there was currently a really positive atmosphere in school, supported by good communication and an excellent team.
- 11.22 The Headteacher and Deputy Headteacher had undertaken a learning walk in EYFS and reported that, despite the significant needs of some children in Reception, the class atmosphere was already settled.
- 11.23 SIAMS Update The Headteacher reported that this would now be an agenda item at every meeting.
- 11.24 The report following the recent SIAMS audit had been shared on the server for information, the actions were highlighted and noted.
- 11.25 Governors were informed that the School's new LDBS advisor was Sally Moore. She had offered to provide some support to the Governing Body. It was suggested that she be invited to the Governors' Day in January 2024 to provide a session on roles and responsibilities.
- 11.26 Mentor The Headteacher reported that she was currently being supported in her new role by the Headteacher of Trent CE Primary School.
- 11.27 Safeguarding Questions **ASKED** whether all children had returned to school following the summer break, this was confirmed. The Headteacher said that there were no concerns.
- 11.28 She added that there was now one new LAC attending the school and a full set of procedures had been put in place for them.
- 11.29 **ASKED** whether any families had relocated over the summer break, this was confirmed.
- 11.30 **ASKED** for an update on the CIN family discussed at the last meeting, the Headteacher said that there was one CIN family at present who were new to this category. The other family had been removed from the CIN plan due to the positive changes they had implemented and had since relocated, so no longer attended the School.

12. UPDATE HEALTH & WELLBEING

- 12.1 This had already been discussed under item 14.19.

13. UPDATE ON SAFEGUARDING

- 13.1 This had already been discussed under items 11.2 and 11.27.

14. SCHOOL SELF EVALUATION FORM

- 14.1 This document had been shared with Governors ahead of the meeting.
- 14.2 The contextual data was to be updated by the Headteacher.
- 14.3 Governors were informed that the SIP section had been discussed in recent SLT meetings.
- 14.4 Katie Dawbarn, School Improvement Partner, would be visiting the School on 6th October to undertake a review of Reading and would be formulating an action plan which would go into the SIP.
- 14.5 Maths remained a priority and the SLT and Subject leader were looking at number sense, implementing a new scheme in Years 1 and 2.
- 14.6 **ASKED** whether changes to Maths were also required in Key Stage 2, the Headteacher confirmed that this would be happening as part of the NCETM project. Maths Mission incentives were also being reintroduced.
- 14.7 The next priority area was noted as *Assessment of Broader Curriculum*. They would be looking to see how the School supported the bottom 20% of learners.
- 14.8 *Develop Subject Leaders* was a priority now that the curriculum was in place. The mapping was in place and working effectively and the children were benefitting from this. Subject leaders now needed to drive this work forward.
- 14.9 The staff teaching hours had been adjusted to accommodate this work, allowing release time for subject leaders.
- 14.10 The final priority would be *Assessment*.
- 14.11 The list of priorities were as follows:
- Develop subject leaders
 - To embed a systematic approach to number fluency throughout the school
 - Ensure the lowest 20% attainers have access to the broad curriculum

- Teachers and leaders use assessment effectively

15. SIAMS UPDATE

- 15.1 The Chair requested that Rev Kim Quak-Winslow support the Governing Body in their understanding of spirituality.
- 15.2 The SIAMS criteria required review and it was suggested that this also be discussed at the Governors' Day in January.

16. PREMISES UPDATE

- 16.1 The Headteacher was pleased to report that there were no major premises issues at present.
- 16.2 An external health & safety audit had been undertaken the previous term and the report had been shared with Governors.
- 16.3 **ASKED** whether the boiler issues previously discussed had been resolved, this was confirmed.
- 16.4 **ASKED** whether there were any planned works, the Headteacher reported that the lighting in school had all been upgraded over the summer break with LED lighting. This had been for sustainability purposes and had been fully funded by the LDBS.
- 16.5 The Headteacher was pleased to report that there was no RAAC in the School.

17. RISK REGISTER UPDATE

- 17.1 The document had been shared and was noted.
- 17.2 **ASKED** whether classrooms would continue to be ventilated this winter season, this was confirmed.
- 17.3 The Deputy Headteacher reported that she was booked to attend training on dealing with winter illnesses.

18. RATIFICATION OF POLICIES

- 18.1 Instrument of Government The document was reviewed, and no updates were made.
- 18.2 Safeguarding and Child Protection Policy **ASKED** whether a staff disqualification form was still required, the Headteacher undertook to check this.

MOTION OF CONFIDENTIALITY

It was resolved that, because of its nature, the business to be discussed be treated as confidential and not for publication.

(Part I resumed)

- 18.3 Behaviour Policy **ASKED** whether fixed term exclusions should be added to the list under item 5.2, the Headteacher said that there was a separate exclusions policy.
- 18.4 **ASKED** whether reduced timetables should also be included under item 5.2. this was confirmed.
- 18.5 Subject to this change and some minor typographical updates, the document was **RATIFIED**.
- 18.6 First Aid Policy After full consideration the document was **RATIFIED**.
- 18.7 **ASKED** whether there were any children requiring long-term medication in school, this was confirmed.
- 18.8 The Headteacher undertook to send communication out to parents reminding them that medication should be brought into school in the original box and matched the information in the First Aid policy.
- 18.9 Visitors to School Policy After full consideration the document was **RATIFIED**.
- 18.10 **ASKED** whether the police paid regular visits to speak to the children in school, the Headteacher said that this was not a service provided anymore. It was hoped some ad hoc visits could be arranged.
- 18.11 It was suggested that all policies included tracked changes and a version number when being reviewed.

Item	Action	Who?	Deadline
18.8	Send communication to parents about the procedures for bringing medication into school	HT	September 2023

19. REVIEW GOVERNOR WORKPLAN AND GOVERNOR TRAINING

- 19.1 The annual workplan had been shared with Governors and was **APPROVED**.
- 19.2 Governors were reminded to book onto the safeguarding training session circulated by the Headteacher.
- 19.3 The Chair commended the following courses with Barnet Governor Services:
- BELS General Safeguarding - 11th December 6.00-8.00pm

- Governor Responsible for Online Safety – 12th October 6.00-8.00pm
- Induction for Newish Governors
- Ofsted Knowing Your School – 31st October 6.00-8.00 pm
- Ofsted Ready – Interview Preparation Course – 30th October 6.00-8.00 pm

- 19.4 The Headteacher undertook to check that the School bought in to Governor Services this financial year. It was **AGREED** that the Governing Body would fund this subscription.
- 19.5 Governors were reminded to inform the Clerk if they attended any training.

Item	Action	Who?	Deadline
19.4	Ensure that the School subscribes to the annual LA Governor training offer	HT	September 2023

20. ANY OTHER BUSINESS

- 20.1 The Headteacher recorded thanks to the Governing Body for their support in her new role.

21. DATE OF NEXT MEETINGS

- 21.1 The dates of the next meetings were confirmed as:
Wednesday 11th October 2023 at 6.30 pm – Education Committee
Friday 10th November 2023 at 8.15 am – Finance Committee
Wednesday 22nd November 2023 at 6.30 pm – FGB

22. CONFIDENTIAL ITEMS

- 22.1 A discussion was held on confidential items, which were subject to separate confidential minutes.

Signed:.....
 Chair of Governors

Date:.....