



**MINUTES OF THE FULL GOVERNING BODY MEETING OF
ALL SAINTS' PRIMARY SCHOOL, N20 9EZ, HELD AT THE SCHOOL
ON WEDNESDAY 22nd NOVEMBER 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
vacancy	Foundation PCC			
Lone Carstensen	Foundation PCC			Apologies
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	Present
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	Present
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.

3. APOLOGIES FOR ABSENCE

3.1 Consent was recorded to apologies for absence submitted on behalf of Lone Cartensen.

4. DECLARATIONS OF INTEREST

4.1 None of the governors present declared a pecuniary interest in the business to be discussed.

5. MINUTES OF THE BOARD MEETING HELD ON 20th SEPTEMBER 2023 AND MATTERS ARISING

5.1 The minutes of the meeting held on 20th September 2023 were confirmed and signed by the Chair as a true record.

5.2 Arising from the minutes:

5.3 Item 11.8 ECT Safeguarding Training **ASKED** whether this training had now been completed, it was reported that this was still in progress.

5.4 Item 11.10 Governor Safeguarding Training It was confirmed that most governors had now completed this training.

5.5 Item 18.8 Send communication to parents about the procedures for bringing medication into school This had been completed.

5.6 Item 19.4 Ensure that the School subscribes to the annual LA Governor training offer This had been completed and it was confirmed that the School had subscribed to governor training.

6. HEADTEACHER'S REPORT

- 6.1 A full and detailed report had been shared with the Governing Body.
- 6.2 Arising from the report:
- 6.3 School Roll It was noted that there were currently 225 pupils on roll, with the four vacancies in Reception.
- 6.4 A break down by sex, ethnicity and SEND pupils in each class had been provided.
- 6.5 **ASKED** why the School was not full in Reception, the Headteacher explained that this was in line with the London and national trends of falling birth rates in the EYFS.
- 6.6 **ASKED** whether she was expecting these places to fill by Year 1, the Headteacher said that this was likely through in-year placements.
- 6.7 The Headteacher said that she was looking to raise the Google profile of the Nursery. This was an excellent provision and it was hoped that if places were full, then these children would move on to join Reception.
- 6.8 A Governor emphasised the importance of an extended day nursery provision for parents who would otherwise find private providers of this service. The Headteacher acknowledged that this was something she might need to consider.
- 6.9 Rev Kim Quak-Winslow said that she could publicise the School on the Church website.
- 6.10 **ASKED** whether there was any follow up with the two families who had removed their children to be homeschooled, the Headteacher confirmed that the relevant authorities had been notified.
- 6.11 SEN It was reported that there were currently 34 SEND support children on roll. This had been 36 the previous year.
- 6.12 There were currently 13 children with EHCPs, with a further nine pending. There had been 8 EHCPs in school in January 2022.
- 6.13 Attendance It was noted that whole school attendance was currently 95.77% compared to the national average of 93.7%.
- 6.14 A breakdown of SEND and FSM attendance had also been provided.
- 6.15 The School had also had a focus on improving the punctuality of pupils and this would be continuing throughout the year.
- 6.16 Additional Teaching Hours The Headteacher and Deputy Headteacher were currently covering three roles until the new SENCO returned from maternity leave in January 2024.
- 6.17 Subject leaders were benefitting from the protected time they had been allocated for this part of their teaching role.
- 6.18 **ASKED** whether outside providers still delivered PE as part of the PPA cover, this was confirmed.
- 6.19 Safeguarding Staff continued to log any safeguarding concerns on MyConcern. The Headteacher and Deputy Headteacher carried out an in-depth review of the reporting every ten days to see whether any patterns arose.
- 6.20 The Headteacher said that there was a strong culture of safeguarding and staff reporting and information sharing habits provided confidence that children's well-being was at the heart of all staff do.
- 6.21 It was noted that Paul Usher had completed DSL training meaning that there were now three DSLs in school.
- 6.22 All staff attended a safeguarding inset at the beginning of the academic year.
- 6.23 There was currently one child on a Child in Need (CIN) Plan.
- 6.24 There was one LAC child on roll.
- 6.25 Behaviour The Headteacher reported that behaviour for learning across the School was very positive and was often commented on by visitors.
- 6.26 There were some concerns about behaviour in Year 4 and an additional member of staff had been moved to support their playtime.
- 6.27 Governors were informed that there had been two reports of bullying in school that term.
- 6.28 The Headteacher explained that the first instance had been moved forward significantly, with lots of support for all of the children involved.
- 6.29 **ASKED** whether information about the School's anti-bullying procedures should be sent out in the next newsletter, the Headteacher said that this would not be necessary at present. This was a constant conversation in school with the children.
- 6.30 SEND It was highlighted that the number of children with SEND at the School was continuing to rise. The current Reception class had several children with high levels of need.
- 6.31 This was continuing to put an additional pressure on the School in terms of budget, staffing and SENDCO workload. SEND had risen across the borough and many schools were facing similar challenges.
- 6.32 The information related to the SEND strengths at the School and the areas for development were noted.

- 6.33 A Governor suggested that Headteachers in primary schools in Barnet be provided with better representation to push for clinical services in the Borough.
- 6.34 Buildings and Health & Safety This had been discussed in detail at the recent Finance Committee meeting.
- 6.35 A fire drill practise and lockdown drill had taken place that month.
- 6.36 The Headteacher reported that the local server had been upgraded during the summer and the LGFL bandwidth had also been updated free of charge.
- 6.37 Breakfast and After School Clubs The Headteacher reported that Smart Play had been in negotiations with the previous Headteacher to try to make themselves more financially viable. They had since contacted the School to give notice for the end of the Autumn term.
- 6.38 The Headteacher had messaged staff about the possibility of the School running an in-house after school club and some TAs had volunteered to do this. The Headteacher had therefore timetabled this for the new term. She said that she felt that it was important to continue to provide this service as part of their wrap around care offer to parents. The current prices would not be increased and the Headteacher said that she would update parents about the change to the provision in January.
- 6.39 A Governor suggested applying to Magic Breakfast, the non-profit organisation who provided free breakfasts for schools. The Headteacher undertook to look into this.
- 6.40 School Council It was highlighted that the School Council was still active and had recently been monitoring poor parking and traffic issues outside the School.
- 6.41 Curriculum The information was noted.
- 6.42 The Headteacher reported that Katie Dawbarn, Learning Network Inspector, had paid an extra visit to the School looking at early reading and teaching. She had then returned to review Science and PE.
- 6.43 The SLT were currently reviewing assessment in school and the policy would be updated accordingly.
- 6.44 **ASKED** whether safeguarding was reflected throughout the curriculum, the Headteacher confirmed this and said the pupils were constantly being taught to have a voice. This developed a culture of safeguarding. Oracy was the driver of the curriculum.
- 6.45 ECTs It was noted that Stuart Olver and Rachel Adams-Constantine were mentoring the ECTs.
- 6.46 The Headteacher was the school induction tutor and lead.
- 6.47 Wellbeing The Headteacher was delighted to report that Terapia was being funded for another three years at the School. Capacity would also be increasing next year, with the return of the original lead therapist from her maternity leave.
- 6.48 Pupil Progress The information was noted.
- 6.49 Leadership & Management It was highlighted that the new Headteacher and Deputy Headteacher were committed to continue to build on the strong Christian ethos of the School. They were embracing the support from the LDBS mentor, as well as continuing to work with Rev Kim Quak-Winslow and the Church.
- 6.50 Worship assemblies were more settled and the Headteacher was going to strategically map out the worship cycle, which would be included within her report in the future.
- 6.51 Pupil Premium The information was noted.
- 6.52 The School was continuing to fund a club for all PP children who wanted to attend. Children from Y 3 upwards were offered a music lesson.
- 6.53 Events The broad range of events and visits were noted.

Item	Action	Who?	Deadline
6.39	Find out if the School would qualify for support from Magic Breakfast	JC	December 2023

7. UPDATE HEALTH & WELLBEING

- 7.1 This had already been discussed under item 6.50.
- 7.2 The Headteacher said that the cost-of-living crisis was having an impact on some members of staff and the school was supporting them where possible.

8. UPDATE ON SAFEGUARDING

- 8.1 It was reported that Prevent training had recently been delivered in school for all staff. Those staff unavailable that day would be updated separately.

9. PUPIL PREMIUM PROGRESS AND ATTAINMENT REPORT

- 9.1 This item was deferred to the next agenda.

Item	Action	Who?	Deadline
9.1	Add Pupil Premium Progress and Attainment Report to the next agenda	Clerk	January 2023

10. REPORTS OF COMMITTEES

- 10.1 **Education Committee** The minutes of the meeting held on 11th October 2023, copies of which had been previously circulated, was received and noted.
- 10.2 **Finance Committee** The minutes of the meeting held on 10th November 2023, copies of which had been previously circulated, was received and noted. Arising from the minutes:
- 10.3 **Inventory** The Headteacher reported that she was currently reviewing the way that the Chromebooks were locked away in the evenings. The inventory was then going to be divided into classrooms for teachers to keep updated.
- 10.4 Governors heard that the Eco Change Maker children were reminding teaching staff to switch off their computers and whiteboards when not in use. They would also be going round the School at 2.50pm each day to make sure no Chromebooks or iPads were left out.
- 10.5 Deborah Baptiste undertook to complete a spot check of the inventory once it had been updated.

Item	Action	Who?	Deadline
10.5	Carry out a spot check of the inventory	DB	January 2023

11. RISK REGISTER UPDATE

- 11.1 This had been discussed in full at the FGB meeting held in September.
- 11.2 It was suggested that the document be updated to include further financial risk due to the spaces available on roll in Reception. This would be added to the next Finance Committee meeting.

Item	Action	Who?	Deadline
11.2	Add Update Risk Register to the next Finance Committee agenda	Clerk	January 2023

12. APPROVAL OF TERM DATES FOR 2024-2025

- 12.1 The proposed term dates for 2024-2025 had been shared on GovernorHub for consideration.
- 12.2 It was suggested that the start date for pupils in September be made clearer.
- 12.3 The Governing Body **APPROVED** the dates.

13. APPROVAL OF SFVS RETURN

- 13.1 This item was deferred to January 2024.

Item	Action	Who?	Deadline
13.1	Add Approval of SFVS to next agenda	Clerk	January 2023

14. SIAMS UPDATE

- 14.1 The Headteacher said that work was required to create an assessment format that cross referenced the SIAMS format. It was agreed that the Headteacher, Chair, Rev Kim Quak-Winslow and the Deputy Headteacher would work on a schedule for this before the Christmas break.

Item	Action	Who?	Deadline
14.1	Create a schedule to update the assessment format inline with the SIAMS format before Christmas	JC, RAC, KQW, EF	January 2023

15. REVIEW OF POLICIES

- 15.1 The following policies were considered:
- 15.2 **EYFS Policy** This document had been reviewed and updated to include information for staff on supervision.

- 15.3 After full consideration the policy was **RATIFIED**.
- 15.4 Intimate Care Policy Governors heard that this policy was first introduced as more children were joining the School who were not toilet trained.
- 15.5 A discussion ensued about the number of staff who should be present during intimate care. Governors were reminded that all adults working at the school were DBS checked and safeguarding trained. It was agreed that the policy be reworded so that two adults be present, with one observing, when in an open space.
- 15.6 **ASKED** how this would be managed at after school club, the Deputy Headteacher said that this facility would not be attended by pupils who were not toilet trained.
- 15.7 The policy was **RATIFIED** subject to this update.
- 15.8 Lockdown Policy **ASKED** whether two-way radios were checked regularly, the Headteacher said that this could be added to the site manager's schedule of checks.
- 15.9 **ASKED** whether staff had their mobile phones in the classroom, it was reported that these were in class but locked away.
- 15.10 **ASKED** whether there had been consultation with Alonim Nursery about this policy, the Headteacher confirmed this and added that the Nursery headteacher had been invited into school. They had run through arrangements they would follow to access the site and once onsite.

16. ANY OTHER BUSINESS

- 16.1 Ofsted Governors were reminded that an Ofsted inspection was likely soon.
- 16.2 The chair commended the LA Ofsted training course on 30th November 2023 at 6.00pm and encouraged governors to attend. Rev Kim Quak-Winslow undertook to attend this course.
- 16.3 EYFS Tracksuits The Deputy Headteacher proposed that tracksuits be introduced in Nursery and Reception, rather than the children wearing the standard school uniform. This would be a grey branded tracksuit with a white polo shirt. It was explained that this was in line with other providers.
- 16.4 This proposal was **APPROVED** by Governors.
- 16.5 The Deputy Headteacher said that she would update the uniform information on the School website and provide details to new parents in the EYFS.
- 16.6 History Timeline External Display The Headteacher reported that ASSA had volunteered to donate funds for the installation of a History timeline. A quotation for this had been circulated to Governors for information and it was explained that this display would match the History curriculum.
- 16.7 This was **AGREED** by the Governing Body.
- 16.8 The Headteacher added that a parent with graphics experience had agreed to work with the School Council on ideas for this project.
- 16.9 **ASKED** what the maintenance would be of this display, the Headteacher said that it came with a full warranty, and she undertook to contact the company to ask this question.
- 16.10 Proposed Shelter Area The Headteacher reported that ASSA had also offered to fund a shelter area for the School playground which would be attached to the school building. A suggested design had been shared with Governors for information.
- 16.11 **ASKED** whether there were not items on the school's premises updates list which should be given greater priority than this project, the Headteacher said that the remit of ASSA was to fund additional things for the children, rather than covering maintenance costs.
- 16.12 Governors acknowledged the significant cost of this particular project.
- 16.13 The Headteacher reminded the Governing Body that the School Council had repeatedly requested a sheltered quiet area outside for breaktime and lunchtime.
- 16.14 ASSA would be setting up a fundraising target for the history timeline. Other funds were to be spent improving outside for the EYFS, so ASSA wanted to invest the remaining funds for the rest of the children.
- 16.15 After full consideration, the proposal was **APPROVED**.
- 16.16 The Headteacher recognised that with the current financial pressures on schools, it might be possible that ASSA be asked to fundraise for capital type projects in the future.
- 16.17 Governors were informed that the costs for the shelter would be further negotiated, with alternative quotations also sought.
- 16.18 It was highlighted that there was a need for a longer-term contingency plan for premises issues such as the boiler. The Headteacher explained that the School was near the top of the LDBS list for improvements. Another local school had just been changed to air heat source pumps. The site manager and headteacher would arrange to visit the school once their system was up and running. It was also possible that funding might be available from charities.

- 16.19 **ASKED** whether a retractable awning could be an option instead of the permanent shelter structure, it was reported that this was not suitable as the School needed something with longevity.
- 16.20 A Governor highlighted that some of the proposed sheltered area would be non-effective due to the ramp and the Headteacher said that she would review how much space wastage this would be.
- 16.21 It was reported that when ASSA set up new goals the following year, the Governing Body could consider a potential project for them.
- 16.22 PSHE Link Governor It was highlighted that this role was not currently filled, and Rev Kim Quak-Winslow undertook to do this.
- 16.23 An overview was provided of the purpose of the link roles.
- 16.24 Safeguarding Training Feedback A Governor said that during recent safeguarding training that they had attended, it had been explained that Governors needed to be able to provide evidence that the School were doing what they said they did.
- 16.25 **ASKED** how this was managed, it was explained that this was through regular reporting at meetings and the work of the Safeguarding Link Governor.
- 16.26 It was reported that Governors should have knowledge of contextual safeguarding matters affecting the School, and the Headteacher said that in this setting this would be things such as gangs and domestic violence.
- 16.28 Governor Departure It was reported that this would be the last meeting attended by Charlotte Lea-Robbins, whose term of office would be ending on 14th January 2024. Charlotte was thanked for the contribution she had made to the School during her 8 years as LA Governor. She was presented with a bouquet of flowers as a token of thanks, and she wished the Governing Body well for the future.

Item	Action	Who?	Deadline
16.9	Find out what the maintenance would be of the History timeline display	JC	January 2023

17. DATE OF NEXT MEETINGS

- 17.1 The dates of the next meetings were confirmed as:
- **Friday 12th January 2024** – Governors’ Day and FGB Meeting
 - **Wednesday 7th February 2024 at 6.30 pm** – Education Committee
 - **Friday 8th March 2024 at 8.15 am** – Finance Committee
 - **Wednesday 20th March 2024 at 6.30 pm** – FGB

18. CONFIDENTIAL ITEMS

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

Signed:.....
Chair of Governors

Date:.....

ACTION LOG

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9.1	Add Pupil Premium Progress and Attainment Report to the next agenda	Clerk	January 2023
10.5	Carry out a spot check of the inventory	DB	January 2023
11.2	Add Update Risk Register to the next Finance Committee agenda	Clerk	January 2023
13.1	Add Approval of SFVS to next agenda	Clerk	January 2023
14.1	Create a schedule to update the assessment format inline with the SIAMS format before Christmas	JC, RAC, KQW, EF	January 2023
16.9	Find out what the maintenance would be of the History timeline display	JC	January 2023