



**MINUTES OF THE FULL GOVERNING BODY MEETING OF  
ALL SAINTS' PRIMARY SCHOOL, N20 9EZ, HELD AT THE SCHOOL  
ON FRIDAY 12<sup>th</sup> JANUARY 2024 AT 12.30 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			Present
Jackie Tyler (JT)	Foundation Deanery		21.05.2019-20.02.2024	Apologies
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
vacancy	LA			
<b>Non-voting attendees</b>				
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 Jackie Tyler.

**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 22<sup>nd</sup> NOVEMBER 2023 AND MATTERS ARISING**

5.1 The minutes of the meeting held on 22<sup>nd</sup> November 2023 were confirmed and signed by the Chair as a true record, subject to an amendment to item 5.3 which was changed to read 'it was reported that additional training was still in progress.'

5.2 Arising from the minutes:

5.3 Item 6.16 SENCO **ASKED** when the SENCO would be returning from maternity leave, the Headteacher said that this would be in February.

5.4 Item 9.1 Pupil Premium Progress and Attainment Report This would be discussed later in the meeting. The Headteacher reminded Governors that this funding was used to support PP children with music lessons for those who wanted them, after school clubs and trips, as well as funding support staff in school supporting these children.

5.5 Item 15.5 Intimate Care Policy It was confirmed that there would be two members of staff present for intimate care and this had been explicitly worded within the policy, which had been published on the school website.

- 5.6 Item 15.9 lockdown Policy Governors were informed that staff mobile phones were put away in class rather than locked away. Pupil phones were locked away each day.
- 5.7 Item 16.2 LA Ofsted Training It was reported that the Chair, Rev Kim Quak-Winslow and Ashik Shah had attended this training.
- 5.8 The actions from the last meeting were reviewed:
- 5.9 Item 6.39 Find out if the School would qualify for support from Magic Breakfast The Headteacher confirmed that she had investigated this, and the School did not qualify as their Pupil Premium (PP) numbers on roll were not high enough to meet the criteria.
- 5.10 Item 9.1 Add Pupil Premium Progress and Attainment Report to the next agenda This had been completed and the Headteacher tabled the data for discussion later in the meeting.
- 5.11 Item 10.5 Carry out a spot check of the inventory The Headteacher reported that this matter was in progress. It had been confirmed that there were 52 Chromebooks, 45 of which had been accounted for, one had been logged as broken, and 7 were currently not accounted for. Governors were informed that she was awaiting confirmation from the School's technical support team on whether the missing computers were in their repair queue.
- 5.12 **ASKED** whether the missing items were expected to be located, the Headteacher said that she thought that they would be found within school somewhere. It was possible that there had been thefts during lettings, but this was unlikely as the computers would be unusable. The lockers for the Chromebooks were now routinely checked to ensure they were locked at the end of each day.

*Kim Quak-Winslow joined the meeting at this point.*

- 5.13 Item 11.2 Add Update Risk Register to the next Finance Committee agenda This had been completed.
- 5.14 Item 13.1 Add Approval of SFVS to next agenda This had been completed and would be discussed later in this meeting.
- 5.15 Item 14.1 Create a schedule to update the assessment format in line with the SIAMS format before Christmas This action was in progress and the SLT had been considering the best format for this.
- 5.16 Item 16.9 Find out what the maintenance would be of the History timeline display The Headteacher reported that she had contacted the supplier, who had confirmed that it was outdoor proof and hard wearing so maintenance was not an issue.

Item	Action	Who?	Deadline
5.15	Create a schedule to update the assessment format in line with the SIAMS format before Christmas	JC, RAC, KQW, EF	March 2024

## 6. HEADTEACHER'S REPORT

- 6.1 A verbal update was provided:
- 6.2 Safeguarding The Headteacher reported that safeguarding continued to be a high priority and that open communication with staff and excellent record keeping meant that safeguarding remained in a strong position.
- 6.3 Governors were informed that there had been an incident at the end of term when a Year 2 pupil had pressed the green buzzer in the hall to open the door and managed to exit the door in the foyer. The Headteacher said that the next day an electrician had been into school to move the buzzer higher to prevent a recurrence of this type of incident. He had advised that the button had been installed at the original height for accessibility for wheelchair users.
- 6.4 **ASKED** whether the buzzer button at the gate near the Nursery was placed high enough to prevent a risk, the Headteacher undertook to check this.
- 6.5 Governors were informed that this type of issue was risk assessed in accordance with the pupils attending the School. A number lock could be an option in some locations if necessary.
- 6.6 The Headteacher reported that all members of staff had safeguarding targets within their appraisals.
- 6.7 Premises The Headteacher reported that the school had recently experienced various issues with pieces of kitchen equipment. The oven had recently required a repair, along with the freezer, which had stopped working. She had contacted the previous headteacher to find out who owned the equipment, and it had been confirmed that this was the School rather than ISS.
- 6.8 Governors were informed that during the Christmas break the Year 4 classroom had flooded due to heavy rainfall accumulating on the flat roof above. This had been made safe the first day back in school. The

- Headteacher said that she had contacted the LDBS surveyor, who would be visiting the site to view the roof and it was hoped that the school could obtain emergency funding from the LDBS for this repair.
- 6.9 **ASKED** whether this repair would be covered by the premises insurance, the Headteacher said that this was possible, but the domes fitted were no longer fit for purpose and this could impact a claim. More would be known following the LDBS surveyor visit. The site manager had informed her that lots of leaves had settled in this area of the roof which could have affected the drainage.
- 6.10 **ASKED** whether this was still having an impact in Year 4, the Headteacher said that the site manager had been asked to be mindful of the time of year that leaves were likely to have an impact on the roofs and gutters.
- 6.11 **ASKED** whether the room was now fully dry, the Headteacher said that she would be assessing this with the site manager later that day. A dehumidifier would be purchased for the room if necessary. Staff had been mindful of keeping the area well-ventilated that week.
- 6.12 Governors were informed that the canopy discussed at the last meeting had been investigated further. The Headteacher said that it had been confirmed that it would not have an impact on the light in the adjacent classroom. She would therefore like to proceed with this project and was awaiting more detailed plans from the supplier and would share these with Governors once available.
- 6.13 Attendance It was reported that attendance was currently 95.4% compared to the national figure of 93.2%.
- 6.14 **ASKED** what attendance had been reported to be at the last meeting, this was 95.77%.
- 6.15 A brief discussion ensued, and it was explained that attendance in Reception was the lowest, but lots of those children were not yet of statutory school age. In most classes attendance was reported to be 96%.
- 6.16 **ASKED** whether there were safeguarding concerns for any of the pupils who were persistently absent, the Headteacher said that one child was being closely monitored as their attendance was impacting on their progress. The School was working with this family as it was their punctuality which was having an impact on this child's attendance.
- 6.17 **ASKED** whether anything additional needed adding to the School's attendance policy, the Headteacher said that this was not necessary.
- 6.18 The Deputy Headteacher reminded Governors that for those children for whom attendance was an issue, the School had evidenced case studies.
- 6.19 The Headteacher provided a brief overview of the phrases 'lost in education' and 'missing in education'. Governors were reminded that the office called home every day if a child was not reported as absent by their parent.
- 6.20 **ASKED** whether authorised absences still affected the attendance figure, this was confirmed.
- 6.21 It was reported that the School was still buying in support from the educational welfare officer (EWO).
- 6.22 The Headteacher informed Governors that one child with poor attendance the previous year was now on a child in need (CIN) plan and their attendance had improved significantly.
- 6.23 **ASKED** whether the attendance data could be broken down further when reported, this was confirmed. The Headteacher would include figures for SEN and PP children.
- 6.24 Governors were reminded that a policy was in place for children not attending school due to an ongoing health condition.
- 6.25 The Headteacher said that the School continued to remind parents of the importance of good punctuality and attendance and the impact this had. The register was open until 9.30am, pupils arriving after this time were marked absent for the morning session.
- 6.26 A Governor suggested that the gate be shut at 9.00am but the Headteacher said that this would require further consideration.
- 6.27 One idea had been to give late children a token to hand to their teacher to ensure that they were recorded appropriately in the register.
- 6.28 Fundraising The Headteacher was delighted to report that the ASSA fundraising for the wall art project had been completed, so this could proceed.
- 6.29 Extended Day Provision Governors were informed that the new after school club being run internally by a group of TAs had been opened that term. Staff were working on rota systems so cover could be arranged internally if necessary and this was working well. The Headteacher or Deputy Headteacher stayed onsite until 6.00pm in order to lock up the school.
- 6.30 The Headteacher said that she had been monitoring the use of the extended provision in order to offset the costs. Attendance in the first week of term had been the same as in December 2023. There were currently more children attending breakfast club than after school club.

- 6.31 **Staffing** It was reported that staff absence had been high at the end of the Autumn term due to a number of illnesses in school. The Headteacher praised the efforts of the staff team as most absences had been covered internally.
- 6.32 **Pupil Progress** Governors were informed that the SLT had met that week to review the progress data and put together a plan for the current Year 6.
- 6.33 Pupil Progress meetings would be taking place over the next week.
- 6.34 An Inset had been planned that week on the school's new Assessment Policy.
- 6.35 **Premises** The Headteacher reported that at the end of the Autumn term, an unattended child running into school one morning had fallen and broken their wrist. It was not a frosty day and there were no wet leaves on the path.
- 6.36 The Headteacher said that she had raised a RIDDOR for the accident.
- 6.37 A theoretical discussion ensued about whether signs should be erected if there were hazards such as wet leaves. A Governor said that this should not be necessary as you could not mitigate against all accidents.
- 6.38 **ASKED** whether a tree stump in that area of the pathway caused any issues, the Headteacher said that it did not as it was within a planted flower bed against the fence.
- 6.39 **ASKED** whether a sign should go up reminding children to walk on the premises, governors heard that children did not generally walk when they were in the playground so this would probably not be an effective measure.

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6.14	Check the height of the buzzer button at the gate near the Nursery.	JC, RAC, KQW, EF	March 2024

## 7. HEALTH & WELLBEING

- 7.1 Governors were reminded that Terapia had secured a new contract and would be working in the school for a further three years.
- 7.2 The Headteacher said that there would be one lead therapist and four trainees.
- 7.3 **ASKED** whether the school paid for this service, the Headteacher said that this was a graduated cost over three years so was a cost-effective option of providing this valuable service for the children and staff. The school had also been able to offer some reflective parenting sessions through this service.
- 7.4 The Headteacher reminded governors that the school also sourced the support of other external agencies to meet the needs of some children.
- 7.5 The Deputy Headteacher was now leading the Terapia project.
- 7.6 The Headteacher reported that staff wellbeing was generally good, although some were struggling with financial pressures in the current cost of living crisis.
- 7.7 **ASKED** whether the impact of Terapia was measured in school, the Headteacher said that they had evidence of the impact although it was difficult to measure. Staff particularly benefitted from the impact, both personally and in terms of the children.
- 7.8 A Governor said that it was important that the Board monitored the wellbeing of the SLT. The Headteacher said that she felt fortunate to have such a supportive Board of Governors and that dialogue was open and sympathetic.

## 8. SAFEGUARDING

- 8.1 During their visit to school that morning, Governors had had the opportunity to speak to various groups of children and asked questions related to safeguarding:
- 8.2 **Do you feel safe in school?** Children responded that they felt safe in school. One anomaly was a child who had recently had a fall outside school leading to an injury. They had said that they were unsure if they felt safe.
- 8.3 **Does bullying happen here?** A Governor reported that he had received feedback from a child feeling racially secluded at playtime and the SLT undertook to follow up on this matter. They said that they were aware of the child and were already supporting them but were concerned that they were reporting to be feeling like this.
- 8.4 General feedback on bullying had been that children felt supported if issues arose.
- 8.5 One child had commented on some rough play at playtime and the Headteacher said that LSAs were already being strategically placed within the playground to ensure the safety of the pupils.

- 8.6 One cohort of children had experienced friendship group issues and were being supported as a priority by the SLT.
- 8.7 The majority of children reported to feel safe and listened to.
- 8.8 A Governor praised the staff as he said that every child he had spoken to that morning had told him that they felt safe and secure in school.
- 8.9 A Governor said that it had been interesting to hear what the children perceived bullying to be and how staff dealt with it. One child had highlighted how observant their class teacher was on picking up issues amongst the children.
- 8.10 The Chair reported that she had had the opportunity to speak with ten children from Year 6 and none had reported any issues.
- 8.11 A number of children had commented on the seamless transition between the Headteacher and her predecessor.

## **9. UPDATE ON SIAMS**

- 9.1 It was reported that the SLT had reviewed the SIAMS Framework.
- 9.2 Governors had seen evidence of The Parable of the Sower during their monitoring visit that morning. They had witnessed the RE curriculum and behaviour for learning being driven by the Christian vision.
- 9.3 Governors had been tasked with a scavenger hunt during their visit. Things they were encouraged to look for were:
  - What are your observations of typical school life and relationships?
  - How does the school's theologically rooted Christian vision enable pupils and adults to flourish?
  - How does the Christian vision shape the learning experience for pupils who were deemed to be vulnerable and/or disadvantaged?
  - How does the theologically rooted Christian vision enable all to live well together in an inclusive, dignifying, and equitable culture?
  - How does the theologically rooted Christian vision enable positive relationships that balance individual freedom and rights, with responsibility towards others?
  - How does this culture encourage justice and courageous advocacy, enabling pupils to make ethical choices and to be agents of change?
- 9.4 It was reported that a vulnerable child spoken to had very positive feedback beyond the academic impact the school was having on her and other children.
- 9.5 The Headteacher said that, although concerning, the fact that the child who raised the racism issue was able to discuss this with a governor they had never met before was impressive, and highlighted their feelings on equality.
- 9.6 Children were regularly encouraged to be change makers.
- 9.7 The recent personal development review report provided by Sally Moore, LDBS Primary Advisor, had been shared on GovernorHub for information.
- 9.8 The Headteacher highlighted that there were two areas for improvement in the report which the SLT had already identified:
  - Ensure that the children understand, and can talk about, the British values.
  - Continue to develop the culture of adaptive teaching rather than interventions.
- 9.9 Staff had brainstormed with the children to reflect on the 'Inspired By Christ' school motto and what these values were. The Headteacher said that a bank of words would be created, for example 'resilience, change maker' and this piece of work would be brought back to the Governing Body.
- 9.10 A British Values display would be included within the Change Makers display.

## **10. REPORTS OF COMMITTEES**

- 10.1 The committees had not yet met that term.

## **11. OVERVIEW OF SCHOOL DATA**

- 11.1 The data had been reviewed in detail at the last meeting.
- 11.2 The Headteacher tabled the Pupil Premium data for Governors' information.
- 11.3 The Headteacher drew Governors' attention to the benchmarked data which related to Reception class last year. It was explained that this data related to the six PP children in this cohort, one of whom was also on the SEN profile.
- 11.4 The SEN child had not achieved the Early Learning Goals but had made progress and a plan was in place for them.

- 11.5 The other five children had achieved better than their non-disadvantaged peers and the LA average.
- 11.6 The Headteacher then highlighted the Key Stage 1 gap analysis data, which were the current Year 3 cohort.
- 11.7 There were 13 PP children in this class and the Headteacher highlighted that outcomes were positive.
- 11.8 **ASKED** how many children had not met expected, the Headteacher said that this was 4.
- 11.9 **ASKED** how many of the non-disadvantaged pupils in this class were on the SEN profile, this was reported to be one.
- 11.10 The Key Stage 2 data was then highlighted. It was explained that there had been 5 PP children in this class.
- 11.11 In Reading, 80% of the PP children had been working at or above expected standards. The Headteacher said that it had been unfortunate that one child who had made excellent progress had not reached the standard in the SATs.
- 11.12 In Maths, 20% of the five PP children achieved expected, which was therefore one child.
- 11.13 Governors were reminded that the Headteacher had interrogated the Year 6 data combined scores and several children had missed things by only one point which was frustrating. One PP child had got 98 points when 100 had been the pass mark, another had got 98, the next 97 and the last 93.

**12. REPORT ON RE AND COLLECTIVE WORSHIP**

- 12.1 It was reported that the Deputy Headteacher had reviewed the coverage of the RE curriculum within the books, which were very much led by the Big Question which was what she wanted to see. She added that the books were presented well, and any which weren't had been flagged with the class teacher.
- 12.2 In Nursery and Reception they continued to use the Floor Books, with explicit RE teaching taking place.
- 12.3 There had been an RE assessment in every cohort, which had highlighted some areas for improvement.
- 12.4 The SLT were looking further at how RE was assessed, as there was a need to capture the essence of the school's work on RE and collective worship. The Deputy Headteacher would lead on this piece of work once the SENCO returned from maternity leave in February 2024.
- 12.5 Class worship had been reviewed, and the SLT had been pleased to note that there was joined up thinking, with reflections introduced on Mondays. A discussion would take place with teachers on how to make more of this in class weekly.
- 12.6 Governor Rev Kim Quak-Winslow said that she would be happy to provide training on worship for staff.
- 12.7 The Deputy Headteacher provided a brief overview of collective worship she had observed in Year 2 the previous day. She said that this had been a really beautiful session, with music playing gently.
- 12.8 The school prayer would be linked to their values.

**13. REVIEW OF POLICIES**

- 13.1 Home School Agreement The Headteacher reminded Governors that this had been replaced by the Parental Agreement document which had recently already been reviewed and approved.
- 13.2 Assessment Policy The document had been shared on GovernorHub. The Headteacher said that assessment was to be purposeful, and this new policy had been presented to staff.
- 13.3 After full consideration the policy was **RATIFIED**.
- 13.4 Pay Policy The document had been shared on GovernorHub. The Headteacher undertook to check that the version on the school website included the recent updates to pay scales and dates.
- 13.5 Attendance and Punctuality Policy It was suggested that the gender pronouns be removed from the policy.
- 13.6 A Governor suggested that on page 4 it be amended to read 'to be contacted by 9.00am' rather than as soon as possible.
- 13.7 On page 6 it should read that term time holidays could potentially be authorised if attendance was above 96%.
- 13.8 After full consideration the policy was **RATIFIED**.

Item		Action	Who?	Deadline
13.4	a.	Check the most recent version of the Pay Policy was on the school website	JC	April 2024

**14. CONSIDERATION OF APPOINTMENT OF LA GOVERNOR**

- 14.1 An LA Governor nomination had been received and the form shared on GovernorHub.
- 14.2 After full consideration the nomination for Umeadi Ifeonye was **APPROVED**.

14.3 The Chair reported that Jackie Tyler’s term of office would be coming to an end on 20<sup>th</sup> February 2024. Jackie had agreed to continue to support the Governing Body in terms of finance and the Governors’ maintenance account. It was unanimously **AGREED** to appoint Jackie Tyler as an Associate member.

**15. ANY OTHER BUSINESS**

15.1 Schools Financial Value Standard (SFVS) The document had been reviewed in detail by the Finance Committee.

15.2 Subject to the removal of Jackie Tyler’s name, the document was **APPROVED**.

15.3 Risk Register The document had been shared on GovernorHub for information.

15.4 **ASKED** whether the item ‘school places not being filled’ should be graded as 5, a brief discussion ensued about the impact on funding nationally for schools with falling rolls. Although this was not a concern at present at the school, it was decided to keep this graded as 5.

15.5 SEND Information Report The document had been shared for information and was **APPROVED**.

15.6 This was a statutory document and would be published on the school website.

15.7 SIAMS The documents shared on GovernorHub were noted.

15.8 It was suggested that the following points be discussed at future meetings:

- British Values
- Adaptive teaching
- Categorisation of behaviour incidents

15.9 School Council Presentation Governors enjoyed a short presentation given by members of the School Council. They joined the meeting to talk about their roles as change makers. This had included:

- A meeting with Cllr Rawlings to discuss parking issues outside the school gate. He had then conducted a local survey and the School Council were awaiting the outcome of this.
- They shared that ASSA had raised money towards the £6,000 target for the history timeline.
- They had discussed how they would like the new covered area outside to be used once it was installed. The School Council had suggested it be a quiet area for reading and colouring.

15.10 The School Council had met three times so far this academic year.

15.11 Governors thanked them for their informative presentation.

**16. DATE OF NEXT MEETINGS**

16.1 The dates of the next meetings were confirmed as:

- **Wednesday 7<sup>th</sup> February 2024 at 6.30 pm** – Education Committee (Zoom)
- **Friday 8<sup>th</sup> March 2024 at 8.15 am** – Finance Committee (Zoom)
- **Wednesday 17<sup>th</sup> April 2024 at 6.30 pm** – FGB (Zoom)

**17. CONFIDENTIAL ITEMS**

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

Signed:.....  
Chair of Governors

Date:.....

ACTION LOG

<b>Item</b>	<b>Action</b>	<b>Who?</b>	<b>Deadline</b>
5.15	Create a schedule to update the assessment format in line with the SIAMS format before Christmas	JC, RAC, KQW, EF	March 2024
6.14	Check the height of the buzzer button at the gate near the Nursery.	JC, RAC, KQW, EF	March 2024
13.4	Check the most recent version of the Pay Policy was on the school website	JC	April 2024