

LONDON BOROUGH OF ENFIELD
GOVERNING BODY OF WILBURY PRIMARY SCHOOL

8 MARCH 2018

MINUTES – PART 1

MEMBERS:

Mr Leon Levy (Chair) - Co-opted Governor
Mrs Marilyn Stein (Vice-Chair) - Co-opted Governor

LA Governor

* Mrs Patricia Hanton

Parent Governors

Mrs Shirin Chowdhury
Mrs Pierrette Njoum

Co-opted Governors

Councillor Abdul Abdullahi
* Mrs Kate Anolue
* Mrs Norma Beharie
Mr Gary Christofi (by WebEx)
Mrs Lorita Collins
* Councillor Christiana During
Ms Natasha Fields
Mr Steve Walsh

Staff Governor

Ms Stephanie Zenonos

Headteacher Governor

Mrs Kate Turnpenney

* Denotes absence

Also attending:

Ms Caroline Clifford –Deputy Headteacher
Ms Lisa Wise – Deputy Headteacher
Mrs Anu Chopra – School Business Manager
Mrs Paulette Edwards – Minute and Advisory Clerk

25. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Anoule, Mrs Beharie and Mrs Hanton.

NOTED the absence of Councillor During.

RESOLVED

- (a) to consent to the absence of Mrs Anolue, Mrs Beharie and Mrs Hanton;
- (b) not to consent to the absence of Councillor During.

- (c) that a letter be sent to Councillor During regarding her attendance at Governing Body meetings.

ACTION: CHAIR

26. DECLARATION OF INTEREST

Governors were reminded that they should declare any interest relating to items on this agenda. None were made.

NOTED that three Governors had not returned their completed Annual Register of Business Interest forms to the School.

RESOLVED that the forms be completed and returned to the school as a matter of urgency.

ACTION: MRS BEHARIE, MRS COLLINS, COUNCILLOR DURING

27. MINUTES

The Minutes of the meeting held on 23 November 2017 were agreed and signed by the Chair as a correct record.

28. MATTERS ARISING FROM THE MINUTES

NOTED there were no matters arising from the Minutes not covered elsewhere on the agenda.

29. REPORT OF THE HEADTEACHER

RECEIVED the written report of the Headteacher, Mrs Turnpenney, a copy of which is included in the Minute Book. The following matters were highlighted during discussion and in response to Governors' questions.

(a) Strengths and Weaknesses

NOTED that

- (i) by the January 2018 census the number of pupils on roll had fallen by 31 to 929, compared to this time last year, which was having a negative impact on the budget. In Year 1 there were eight vacancies and in Year 3 there were four vacancies. In Nursery 84 of the 90 places were filled. It remained challenging to fill Reception with 19 vacancies remaining and it was expected that this would not change for the coming year, this position was reflected across the LA.
- (iii) predicted results for Year 6 were looking positive with pupils on track to increase their results particularly in Reading and Maths;
- (iv) outcomes were high and progress from starting points excellent. Progress data from KS1-KS2 was above national averages in reading and significantly above in writing and maths. KS2 results for 2017 were above national averages in

writing and Grammar, Punctuation, Spelling (GPS) and a combined (Reading, Writing, Maths) result of 64% higher had been achieved, which was higher than the national and LA result. The aspirational targets for the Year 1 Phonics Test was 80%, although the Spring data indicated that this target would be a challenge;

- (v) the senior leaders continued to drive the school forward in all areas, setting a culture of high expectations for all groups of pupils and continued to ensure that a broad and balanced curriculum was provided across the School;
- (vi) the pupils continued to enjoy learning and there had been many opportunities to enrich the curriculum through clubs, day trips and other events such as:
 - World Book Day;
 - International Learning Day – Erasmus+ project;
 - Enfield Dance Festival (21 March);
 - Young Voices at the O2;
 - Mayor’s Choral Competition (through to the final on 27 March);
 - Debating Team (Semi-finals);
 - Elite Dance Club (2nd in London Regional Competition of Big Dance);
 - Year 5 visit to Fitchett Castle linked to their topic on Medieval times;
 - Year 2 to London to follow the route of the Great Fire;
 - Year 3 to visit Alexandra Palace as part of their geography project;
 - 15 pupils went to a Story-telling day at Westminster Abbey;
 - 90 pupils in Years 5 & 6 had visited the Houses of Parliament;
 - 120 pupils in Years 3 & 4 had visited the Copper Box at the Olympic Stadium to watch World Table Tennis Championship;
 - Gangs Workshop for Year 6;
 - Anglo Saxon workshop for Year 4;
 - More able maths workshop for Enfield schools;
 - Saracens Rugby Club working in Years 3 & 4;
 - a planned Chocolate Sleepover and musical ‘Chocolate’ for Year 3;

(b) Safeguarding and Pastoral update

NOTED that during the Autumn term 2017 there had been:

- (i) no child protection (Safeguarding) referrals to social care;
- (ii) one reported racial incident;
- (iii) one reported serious bullying incident;
- (iv) two one-day exclusions.

(c) Attendance

REPORTED that

- (i) attendance had considerably improved, overall attendance was above national averages and there was a reduction in the number of persistent absentees. This was mainly due to the consistent and relentless efforts of staff including the office staff, Inclusion manager, Attendance Officer, the Parent Support Worker and Education Welfare Officer;
- (ii) in response to a question, the Headteacher informed Governors that she was pleased with the upward trajectory of attendance levels.

30. ENGAGEMENT WITH STAKEHOLDERS

RECEIVED feedback on results of the surveys recently undertaken. The following matters were highlighted following Governors discussions.

(a) Staff Survey

NOTED that the staff survey had not yet been completed but would be undertaken in the near future.

(b) Parent Survey

REPORTED that the results of the parental survey were very positive. 190 responses had been received. 99% of parents said that they considered that the standard of teaching their child received was good. 97% of parents felt their child was safe in school and behaviour was good. Governors were very encouraged by these results.

(c) Pupil Survey

REPORTED that a survey had taken place during Anti-Bullying week in November 2017. A Governor expressed concern that bullying was reported to have taken place in the quiet zone and toilet area in the playground. The Headteacher explained that many of the younger children did not appear to understand what was meant by bullying and assemblies and talk time sessions were held to address this and to further explain how and to whom to report incidents of bullying. There would be further monitoring of the quiet zones with the possibility of shutting off certain areas at specific times if it was considered appropriate.

(d) Parental Engagement

NOTED that Governors were asked to consider mechanisms to increase engagement with parents/carers.

REPORTED that parent/staff relationships were good, as evidenced in the Parent Survey. The Parent Support Worker and the Community Development Manager engaged with parents and enjoyed good relationships. Several activities and clubs to

encourage parents to come into school had been established, for example Coffee Mornings, Day of International Learning, Computer Courses, English for Speakers of Other Languages (ESOL) classes and Exercise Classes. These were particularly intended for parents with communication or language difficulties. More classes and activities were planned for the future.

Clerk's note: Mr Christofi joined the meeting by WebEx.

31. STANDARDS AND CURRICULUM

(a) Meetings

RECEIVED the Minutes of the meeting of the Standards and Curriculum Committee held on 25 January 2018, a copy of which is included in the Minute Book.

REPORTED that

- (i) Mrs Stein and Mrs Hanton had accompanied an Assistant Headteacher (one with HoD KS1 and one with HoD KS2) on a Learning Walk to observe how the work of the Heads of Department impacted on the school now they were out of class. The walk had been interesting and provided a good insight into the changes being introduced this year;
- (ii) **in response to a question** whether an earlier investigation regarding boys' achievements in maths, when separated from girls had provided any conclusions, the Headteacher explained that whilst segregation of the sexes was not usual, there had been a Year 5 boys set in literacy, for the last year. However, the success of this initiative would not be known until this year's results had been received. Governors were interested to know whether other schools took a similar approach.

RESOLVED to investigate if other schools segregated boys and girls and provide feedback to the next meeting.

ACTION: HEADTEACHER

(b) Governors' Visits

NOTED that Mr Walsh had made a Safeguarding visit to the School on 29 January 2018.

The Chair encouraged Governors to arrange visits when the School was in operation to gain an understanding of its workings and atmosphere.

(c) One Year School Development Plan

RECEIVED One Year School Development 2018/19 produced by Ms Wise and discussed at the Awayday, a copy of which is included in the Minute Book.

NOTED that

- (i) the Plan had been written for one year as opposed to two, due to the proposed formation of the MAT and a number of positive changes had been made since September. These included:
- Development of the role of the Heads of Departments – making the best use of their time out of class;
 - A new approach to Teaching and Learning, focussed on openness, urgency, support and challenge;
 - Teachers planning for themselves – Planning, Preparation and Assessment was now again undertaken weekly rather than fortnightly
 - The replacement of guided reading with whole class fluency sessions and more whole class reading sessions;
 - Investment in high quality Phonics training for leaders, teachers and TAs;
 - Development of a new approach in Maths, using the White Rose hub planning tools and training by Peter Warwick, External Consultant;
 - Development of Reading and Maths working parties providing the opportunity to share practice across the school and innovate, giving class teachers some leadership experience and support the DHTs in their role.

REPORTED that

- (ii) key themes to be addressed were:
- Time needed to embed all of the positive changes listed above;
 - Greater investment in high quality training for teachers and school leaders;
 - Developing internal skills sharing and external skills sharing across the MAT;
 - All staff to be more accountable and be expected to take full ownership of their part in taking teaching, learning and assessment forward;
 - Teachers to be given the freedom to innovate in terms of planning for the foundation subjects and be encouraged to plan new topics based on the pupils' interests;
 - More focus on developing Oracy, IT and Skills for Life (creativity, critical thinking, communication, collaboration);
 - Ensuring the process of academy conversion was successful, working hard to retain and recruit high quality staff and develop leaders of the future.;
 - Ensuring that there was good value for money and an increase in the numbers of Pupil Premium pupils and pupils in Early Years.
- (iii) Governors were interested to know how the school planned to achieve the above objectives with the current challenges and pressures. Ms Wise agreed that whilst there would be challenges, senior leaders would continue to drive the school forward in all areas including collaboration, sharing of good practice, investing in high quality training, valuing and retaining good staff and providing opportunities for personal development across the MAT.

The Chair thanked Ms Wise for her report.

32. GOVERNORS' REPORTS

NOTED that no Governors' reports were received.

34. GOVERNOR LEARNING AND DEVELOPMENT OPPORTUNITIES

NOTED that the details of training programme provided by Haringey Local Authority were not yet available. Governors may register their interest in any further training through Mrs Hanton.

35. ADMISSION NUMBERS 2018-19

REPORTED that the school admission number of the September 2018 – 2019 was 120 per year.

37. GENERAL DATA PROTECTION REGULATIONS (GDPR) ISSUES FOR SCHOOLS

REPORTED that to comply with the law by 25 May schools would need to have:

- appointed an independent Data Protection Officer;
- reviewed and if necessary updated all policies, privacy statements and consents to ensure compliance;
- reviewed and if necessary documented their data holdings, retention periods and data sharing in order to be able to inform data subjects at collection time and in the event of a Subject Access Request;
- ensured they have processes in place to meet the new Subject Access Request, Data Export/Import and Right to be Forgotten deliveries;
- review Data Protection / Privacy Impact Assessments in the light of the new law.

NOTED that the LA was providing a SLA which would provide support and advice to schools in ensuring that they were GDPR compliant and undertake the role of independent Data Protection Officer. This would ensure compliance under the new GDPR, regulations with effect from 25 May 2018, however no further details had been forthcoming and it seemed unlikely that this deadline would be met. Further guidance from the LA was awaited. The School had been unsuccessful in its application to become a pilot school.

RESOLVED that an update be provided at the next Governing Body meeting.

ACTION: HEADTEACHER, CLERK

38. APPRENTICESHIP LEVY AND ENFIELD SCHOOLS

NOTED the information provided in the Apprenticeship Levy and Enfield Schools briefing. The School would not be using the Apprenticeship funding at this time.

39. GOVERNOR AWARDS 2018

NOTED that Governors were reminded to submit nominations for a Governor who had made an outstanding contribution to Governance and nominations for 4 young people who have made a positive contribution to school life. Nomination forms were available from the Governor Support Service and the submission deadline was 1 May 2018.

40. DATES OF FUTURE MEETINGS

NOTED the dates of meetings for the remainder of the academic year:

- Standards and Curriculum – 10 May 2018 at 5 pm;
- Staffing Committee – 17 May 2018 at 5 pm;
- Finance and Premises Committee - 17 May 2018 at 6 pm;
- Governing Body – 28 June 2018 at 6 pm.

41. ANY OTHER BUSINESS

School Vacancies

NOTED that Councillor Abdullahi had attended a Council Meeting where he had been informed that there are approximately 500 school vacancies in Reception classes across the borough, and that the first signs of improvement would be seen in the South West of the borough by 2022. Governors were concerned how this would impact on schools.

RESOLVED to update Governors as appropriate.

ACTION: COUNCILLOR ABDULLAHI

Confirmed and signed at a
meeting of the Governing
Body held on the day
of 2018