

**Minutes of the
Full Governing Board meeting of
Duncombe Primary School
held in the school premises on
Thursday 1st September 2022 at 6:30pm**

Governors present:

Pete Bacon Darwin - Co-opted Governor (*Chair of the Governing Board*)

Juliet Benis - Co-opted Governor (*left the meeting at 7:15pm*)

David Carter - Co-opted Governor

Rachel Kinnock Bentham - Co-opted Governor

Natalie Fiawoo - Parent Elected Governor

Laila Naanaa - Parent Elected Governor

Zoe Rickard - Staff Elected Governor

Helen Ryan - Headteacher Exofficio Governor

Richard Watts - Local Authority Governor

In attendance:

Katija Ali - Deputy Head

Victoria Mitchell - Clerk to the Governing Board (*London Borough of Islington employee*)

Caroline Haydon - Assistant Head

Pete Bacon Darwin chaired the meeting and Victoria Mitchell wrote the minutes.

1. Apologies for absence

1.1 Apologies for absence were received from Sophie Bridge and Paul Tonkinson. Both these apologies were noted and accepted. The meeting was quorate.

2. Declarations of pecuniary interest

2.1 There were none declared for this meeting agenda.

2.2 Annual Declaration of Pecuniary Interest Forms were circulated to all governors present at the meeting. Governors completed these and returned them to the Clerk.

3.3 Annual Declaration of Pecuniary Interest Forms for academic year 2022-23 are still to be completed by Sophie Bridge and Paul Tonkinson.

ACTION: Annual Declaration of Pecuniary Interest Forms for academic year 2022-23 are to be completed by Sophie Bridge and Paul Tonkinson.

3. Governance

Parent Elected Governor

3.1 The Governing Board congratulated Laila Naanaa on her re-election as a Parent Governor.

Staff Elected Governor

3.2 The Governing Board welcomed Zoe Rickard to the meeting and noted she had been elected by the staff of the school to be the new Staff Elected Governor.

Co-opted Governors

3.3 The Governing Board noted that four co-opted governors had reached the end of their terms in office. Pete Bacon Darwin and David Carter then left the room.

3.4 The Governing Board considered a proposal for Pete Bacon Darwin to be co-opted for a further term in office as a Co-opted Governor. An election took place. The result was Pete Bacon Darwin was elected for a four year term in office.

(Pete Bacon Darwin returned to the room)

3.5 The Governing Board considered a proposal for David Carter to be co-opted for a further term in office as a Co-opted Governor. An election took place. The result was David Carter was elected for a four year term in office.

(David Carter returned to the room)

3.6 It was noted that Sophie Bridge had apologised for absence from this meeting but had sent in a written statement to the Clerk stating that she was willing and wished to continue as a Co-opted Governor. The Governing Board then considered a proposal for Sophie Bridge to be co-opted for a further term in office as a Co-opted Governor. An election took place. The result was Sophie Bridge was elected for a four year term in office.

ACTION: Clerk to inform Sophie Bridge via email of her Co-option.

3.7 It was noted that Paul Tonkinson had apologised for absence from this meeting but had been contacted by the Chair and asked if he wished to continue as a Co-opted Governor. The Governing Board then considered a proposal for Paul Tonkinson to be co-opted for a further term in office as a Co-opted Governor. An election took place. The result was Paul Tonkinson was elected for a four year term in office.

ACTION: Clerk to inform Paul Tonkinson via email of his Co-option.

3.8 It was noted that there remained one vacancy for a Co-opted Governor on the FGB.

Local Authority Governor

3.9 The Governing Board noted that Richard Watts had reached the end of his term in office. Richard Watts then left the room.

3.10 The Clerk informed the meeting that a letter had been received from the Chief Whips Office at Islington Council nominating Richard Watts as the school's Local Authority Governor. The Governing Board considered this nomination. An election then took place. The result was Richard Watts was elected for a further four year term in office.

(Richard Watts returned to the room)

3.11 It was agreed that the Clerk is to update GovernorHub with all the above changes.

ACTION: Clerk to update GovernorHub to note all the new term in office end dates and of the new Staff Governor elected.

4. Minutes of the previous Governing Board meeting held on 28th April 2022

4.1 The FGB read through the minutes of the Full Governing Board meeting held on 28th April 2022. There were no amendments requested and these minutes were approved as accurate.

Matters arising

4.2 Item 2.4 and 2.5 - These two items have been completed.

4.3 Item 3.2 - Juliet Benis completed a Declaration Of Interests Form for 2021-22 and Jo Mercer has resigned as a governor.

4.4 Item 4.4 and 4.6 - previous minutes have been signed off by the Chair.

4.5 Item 5.18 - Data on the catch up of last year's year 3 cohort is included in the Headteachers Report to this meeting.

4.6 Item 5.19 - Any governor volunteering to visit the School Council to contact the Headteacher after this meeting. This action is ongoing during the school year.

4.7 Item 5.24 - The Headteacher stated that one governor had contacted her about possibly taking on the role of Personal Development Link Governor and the Headteacher will follow this up.

4.8 Item 9.4 - It was noted that a copy of the ratified school budget had been appended to the end of the Minutes of the FGB on 28th April 2022. It was noted that there had been some changes to this budget since that time.

4.9 The minutes of the FGB meeting held on 28th April 2022 were then approved as accurate and it was agreed that the Chair of the Governing Board can now sign them off and place them on file at the school.

ACTION: Minutes of the FGB meeting held on 28th April 2022 approved as accurate and to be signed off by the Chair of the Governing Board and then they are to be placed on file at the school.

5. Minutes of the inquorate Governing Board meeting held on 14th July 2022

5.1 The FGB read through the minutes of the inquorate Governing Board meeting held on 14th July 2022. There were no amendments requested and these minutes were approved as accurate.

Matters arising

5.2 Item 2.1 - The one action from these minutes was for arrangements to be made for this FGB meeting of 1st September 2022 to be held.

5.3 The minutes of the inquorate Governing Board meeting of 14th July 2022 were then placed on file at the school.

6. Report from the Headteacher to the FGB

6.1 The Governing Board received an 18 page written report from the Headteacher with their meeting papers sent to them prior to this meeting. The Headteacher informed the meeting that this report had been written in July 2022 at the end of the first uninterrupted complete year back in the school following the Covid-19 pandemic.

Curriculum

6.2 The FGB was informed that the Deputy Head Katija Ali had worked with staff at Ambler Primary School on developing the Duncombe Primary School curriculum. Work had been done on empowering subject leaders in the school so that it was not always the school leadership who was driving the changes to the curriculum in each subject. Many documents, meetings and training was provided to those subject leaders. There has been a revision of the school curriculum in order to ensure it is relevant to the current pupils in the school. The measurement of the impact of subject leaders developing the curriculum for teaching their curriculum subjects will be measured during this academic year 2022-23.

6.3 The school has rewritten the subject statements in line with the ASPIRE ethos of the school. It was explained that this is so the ASPIRE ethos becomes embedded in the subject teaching at the school rather than just being taught as an add on to the curriculum.

Early Years Curriculum

6.4 Meetings have taken place in the school in order for the early years leaders to meet with subject leaders in the rest of the school. Progression ladders have been written that map out the progression of pupils from early years all the way through to year 6 in the school. As these progression ladders were only completed in the final term of the previous academic year 2021-22, work on measuring their impact still needs to be carried out during his academic year 2022-23.

School teaching environment

6.5 Each subject lead has been given a noticeboard in the school building to keep updated with a display on their subject. The subject leads have been given expectations on what is required to be displayed on these subject noticeboards.

Subject weeks and the joined up curriculum

6.6 The FGB was informed that subject weeks had taken place for pupils to become immersed in a number of curriculum subjects. For example a religious education week had taken place.

6.7 Question: Can you give us some examples of how the curriculum has been changed to be more diverse?

Answer: Yes. Due to the diverse nature of the pupil population at the school the curriculum that is taught is now more diverse to reflect that population. For example when teaching the tudors the school used to focus on crime and punishment during tudor times. However we now look at the non-white history of the tudors. Also when teaching about the Roman Empire, instead of teaching about gladiators the teaching focuses on how the empire spread across the ancient world. The history unit also teaches about the Windrush labour migration and there is a focus on black women in history.

6.8 Question: Does the school frequently tie subjects together when it teaches the curriculum?

Answer: Yes. For example in fiction the novel "*The boy in the stripey pajamas*" is read while teaching about the fascist holocaust. The school also looks at the history of the River Thames while reading relevant literature as illustrations of its history.

6.9 One governor informed the meeting that the foundation she works for has done much work on researching black women in British history and suggested the school contacts them for information. The Headteacher agreed to pursue this offer.

6.10 One governor offered to work with the Headteacher to refine the Headteacher's Report for future meetings in order to cut down the amount of reading that governors are required to do and to cut down on the work that the Headteacher devotes to writing this report for each meeting.

Data

6.11 The Headteacher presented the data from the Headteacher's report. This included data showing: Whole school attainment at the end of Summer term 2022; context data for reception pupils; Key stage 1 and 2 SATs results; results from the year 1 phonics screening check; results from the multiplication tables check; and progress across the school per year group.

6.12 It was noted that 61% of pupils achieved a good level of development at the end of reception year. The Headteacher reminded governors that these children had not attended the school's nursery due to lockdowns. However a significant number of pupils are not achieving a good level of development. As a result the school will need to ensure these pupils continue to be taught the seven key stages of early years primary learning in order to get them ready for their year one teaching - these pupils will need to achieve these seven key stages before they can even begin learning to read and write.

6.13 79% of year 1 pupils passed the phonics screening check - this is a 25% increase in comparison to the 2019 results.

6.14 71% achieved the expected level or higher in reading and mathematics at the end of key stage 1.

6.15 82% of pupils achieved the expected level in reading at the end of keystage 2 and there were 25% who were learning at greater depth.

6.16 At the end of academic year 2021-22 there was a 15% increase in the number of pupils who were working at the expected level in year 4 than there were at the beginning of the academic year 2021-22.

6.17 In year 6 the improved results at the end of the academic year reflects the increase in the amount of support that was provided to these pupils in their year 6 class. 25% were in greater depth in writing - Duncombe Primary School has never achieved such a large number of pupils at greater depth in year 6 before.

6.18 Question: Can you explain why the year 6 pupils were able to achieve this boost but the year 5 and 4 pupils did not? Why not provide extra support for these year groups as well?

Answer: Governors need to remember that the years 3, 4 and 5 pupils did not complete a phonics programme due to the Covid-19 pandemic and interruption to schooling at that time. The additional support that has been put in for year 6 classes is booster classes and Saturday classes. There are only so many staff available for these additional classes, that extra support cannot be provided for all year

groups due to a limit to the available staffing.

6.19 Question: So the school's approach has been to try and improve the pupils once they are in year 6?

Answer: Yes. You can see that this additional support has had a good impact by the year end data for year 6 in academic year 2021-22.

6.20 Question: There was poor pupil attendance in the year 3 classes. Are there any other reasons for the academic performance of that year group in the academic year 2021-22?

Answer: That year 3 cohort is a concern. Contextually this is the most disadvantaged year group, there are many SEND pupils and disadvantaged pupils in that cohort. A graduate teaching assistant has been put on duty with this year group cohort to provide additional support to them and further support will be provided as well. The school is also looking at using the pupil premium budget to provide additional measures for this year group cohort now they are in year 4.

6.21 Question: So will the school put all that extra support into this year 3 cohort when they reach year 6?

Answer: Yes we will.

Pupil admissions, attendance and behaviour in the school

6.22 Admissions data was provided in the Headteacher's Report per year group for academic year 2022-23. Details on how the school will address poor pupil attendance during this academic year 2022-23 was provided, and details on the procedures in place to ensure good pupil behaviour.

7. Safeguarding data

7.1 The following safeguarding data was provided to the Governing Board in the Headteacher's Report:

- Number of referrals to Children's Social Care this term = 5;
- Number of children who are looked after children = 3;
- Number of children who are under special guardianship = 1;
- Number of children on Child Protection = 3;
- Number of children who are Children In Need = 4;
- Number of fixed term exclusions = 1 x year 6 = 3 days (bullying), and 1 x reception = total of 7 days (violence towards staff and children).

(7.15pm Governor Juliet Benis then left the meeting)

8. Policy for ratification

8.1 The Governing Board received with their meeting papers a copy of the School Finance Policy. It was noted that this policy was received, discussed and approved by the Resources Committee at its meeting on 5th July 2022.

8.2 The FGB considered whether to ratify this policy and a vote was taken. The result was the School Finance Policy was ratified by the Full Governing Board.

8.3 The Clerk noted that the Policy had incorrectly written on the front that it had been ratified on 14th July 2022 but it had not been due to the inordinate nature of that FGB meeting. The date of ratification on the front of this policy is to be corrected to read 1st September 2022 as a result.

ACTION: School Finance Policy ratified on 1st September 2022. The date of ratification on the front of the policy is to be corrected to read 1st September 2022 as a result.

9. Presentation on school priorities and the School Development Plan

9.1 The Governing Board received the new School Development Plan for 2022-23 prior to the meeting and were given printed copies at the meeting. The governors noted its content and the school priorities for academic year 2022-23.

9.2 Question: What has informed these priority areas of development for this academic year 2022-23?

Answer: The data gathered by the school during last academic year 2021-22. It is also recognised there is a need for improved leadership in the school as this will help to improve the school all over the coming year. Since Helen Ryan began working in the role of headteacher the school's priorities have been

focused on ensuring pupils catch up with lost learning. However now that the new leadership is established in the school and the school has moved past the Covid-19 pandemic and lockdowns the school has moved its priorities on to other areas too in order to continue to improve the school.

9.3 Question: The School Development Plan shows that there are 28 keystones of development to be achieved by December 2022. Does the school have sufficient resources in place to achieve this number of keystones of development in this timescale?

Answer: Yes, 28 keystones of development is two per each member of staff. Yes the school does have sufficient resources to achieve this number of keystones of development by the end of December 2022.

9.4 Question: Are these priorities in the School Development Plan the only thing the school staff need to do or are there other objectives elsewhere that the staff will need to be focusing on as well?

Answer: No, this is it, this is all the priorities that we will be focusing on.

9.5 Question: The school is to have two extra CAMHS clinicians to provide personal and emotional support to pupils?

Answer: Yes and these two extra include the lead CAMHS clinician in Islington.

9.6 Question: Can the school articulate success in these areas so that the FGB will know if these objectives have been reached?

Answer: Yes, this is set out in the monitoring and evaluation part of each section in the tables in the School Development Plan.

9.7 Question: Can the school focus on achieving these priorities primarily and put less time into providing us with reports showing that this has all been done? The important thing is to achieve the priorities, not to report the details and their outcomes to the governors.

Answer: The school has to report the progress on these items anyway and provide evidence and evaluation reports for any future Ofsted inspection, so we will need to prepare the written reports anyway.

9.8 Question: For each keystone we need to see an evaluation to see that it has been done and then links to any documents that provide the evidence for our further reading please.

Answer: Yes we can provide this. Each governor will also carry out various link governor visits in the school where you can view the work and progress that is taking place on various keystones.

9.9 The Headteacher drew attention to page 11 in the School Development Plan where there were various suggested areas and topics for governor link visits to the school. The Chair agreed that governors could each carry out one of these link governor visits each term and then report back their findings to one of the two committees. This was agreed and the Headteacher will contact individual governors to carry out specific link governor visits.

ACTION: Headteacher to contact individual governors to carry out specific link governor visits in accordance with the School Development Plan. Each governor will then report back to one or other of the committees.

10. Date of the next meetings

10.1 Governors received a draft schedule of dates for meetings during this academic year and a number of changes were made. The following dates were agreed:

Full Governing Board meetings

Full Governing Board Thursday 8 December 2022 at 6.30pm-8.30pm in the school;

Full Governing Board Thursday 23 March 2023 at 6.30pm-8.30pm in the school;

Full Governing Board Thursday 13 July 2023 at 6.30pm-8.30pm in the school;

Resources and Finance Committee meetings

(one per half term, spaced to be two weeks between that and FGB)

Tuesday evening at 6pm on 20 September 2022 online;

Tuesday evening at 6pm on 22 November 2022 online;

Tuesday evening at 6pm on 17 January 2023 online;

Tuesday evening at 6pm on 7 March 2023 online;

Tuesday evening at 6pm on 25 April 2023 online;
 Tuesday evening at 6pm on 27 June 2022 online;

ABC committee meetings

(same week as Resources and Finance Committee)

Thursday evening at 6pm on 22 September 2022 online;
 Thursday evening at 6pm on 24 November 2022 online;
 Thursday evening at 6pm on 19 January 2023 online;
 Thursday evening at 6pm on 9 March 2023 online;
 Thursday evening at 6pm on 27 April 2023 online;
 Thursday evening at 6pm on 29 June 2023 online.

11. Any other business

11.1 None.

12. Confidential items

12.1 There were no confidential items.

Summary of Action Points

<u>Action Point No.</u>	<u>Agenda Item No.</u>	<u>Action Required</u>	<u>Responsibility/ Deadline</u>
1	3.3	Annual Declaration of Pecuniary Interest Forms for academic year 2022-23 are to be completed by Sophie Bridge and Paul Tonkinson.	Sophie Bridge and Paul Tonkinson
2.	3.6 and 3.7	Clerk to inform Sophie Bridge and Paul Tonkinson via email of their further co-option onto the FGB.	The Clerk
3.	3.11	Clerk to update GovernorHub to note all the new term in office end dates and of the new Staff Governor elected.	The Clerk
4.	4.9 and 5.3	Minutes of the FGB meeting held on 28th April 2022 and inquorate meeting of 14th July 2022 approved as accurate and to be signed off by the Chair of the Governing Board and then placed on file at the school.	The Chair of FGB
5.	8.3	School Finance Policy ratified on 1st September 2022. The date of ratification on the front of the policy is to be corrected to read 1st September 2022 as a result.	The Headteacher
6.	9.9	Headteacher to contact individual governors to carry out specific link governor visits in accordance with the School Development Plan. Each governor will then report back to one or other of the committees.	The Headteacher and all governors
7.	10.1	All governors to note the amended schedule of meeting dates.	All governors