

Head Teacher Governor (1) Jo Sassienie (HT) (JS)	Community Governors (8) Paul Dossett (PD) Steve Miller (Chair) (SM) Brian Lerner (BL)	Co-opted Governors (3) +Shpetim Cama (TC) Simone G Newton (SN) Gabriel Rozenberg (GR)
Staff Governor (1)		Others Helen Graff (DHT) (HG) Deniz Ozturk (SBM) (DO)
Parent Governors (2) Amelia Lasserson (AL) Celia Newman (CN)		Clerk Chris Lambert (HEP) (CL)
+denotes absence		

Part 1 – Public matters
1. Dvar Torah

The Chair opened the meeting with his Dvar Torah, which was appreciated.

2. Welcome, Apologies for Absence and Declarations

2.1 The Chair welcomed all to the meeting, on site, which was quorate. DO was welcomed back after her maternity leave. TC was noted as being absent.

3. Declarations on Interest, Pecuniary or otherwise in respect of items on the agenda

3.1 None were made.

4. Minutes of the Meeting of 5 December 2022

The Minutes were accepted as being an accurate record of the meeting and were **Approved** and signed by the Chair, to be retained by the school for filing.

4.1 Matters Arising from the Meeting of 5 December 2022

1.4 Clerk confirmed that governor declarations on Governorhub were current.

1.4 SM encouraged governors to complete their Safeguarding training. The NSPCC on-line course “Governor Safeguarding Training” was recommended. HEP also ran an appropriate course.

Action: CN to speak to B Bruno at HEP about the next available Safeguarding training course.

7.5 The school had decided that with current limited resources the development of a parent volunteer timetable was not a priority.

8.2 Governors had received the Child Protection and Safeguarding Policies and the Staff Code of Conduct.

5. Minutes of the meeting of 10 January 2023

5.1 These were Pt 2 Confidential Minutes to be discussed under part 2 of the meeting.

6. Committee Reports

6.1 Achievement Committee (AL verbal report)

AL advised governors that the Committee minutes were on Governorhub and invited questions. The Committee had reviewed the SDP and received an informative presentation from the Maths lead. It was noted that given the composition of the Y6 cohort this year the year-end academic expectations would be lower than those achieved last year. Steady progress was being made with the Y2 cohort. Governors were asked to read a paper by HG on "Success and Struggles" – filed in the Committee folder.

6.2 Audit, Finance and Staffing Committee (PD verbal report)

PD reported that the external audit on the 2021/22 accounts had now started with a completion date expected in April. DO and Kim Hooper (financial consultant) were supporting the audit process. An extraordinary FGB meeting would be convened to review and approve the final audited accounts.

Action: FGB to meet to review and approve the final audited accounts for 2021/22

PD reported on the six-month consolidated February 2023 management accounts which showed an expected deficit of £(57,079) at year-end, 31 August 2023. Governors noted the recent work achieved by DO and KH in reconciling the accounts ready for presentation. PD reported that discussions the ESFA consultant assigned to the school had been positive and his report, recommendations and Action Plan was expected shortly. It was noted that the school would (at least) be expected to introduce a Contracts' Register and review its staff cost base which was higher than comparator schools in a benchmark exercise. A review of the school Contracts would be a priority to ensure that each contract was delivering best value for money.

SM reported that a review with JS on the source of the Voluntary Donations had been completed and a plan was being developed to encourage more parent Donations. Governors suggested that the timing of the email to parents seeking voluntary contributions should be factored into the plan. It was noted that at present the initial email was circulated in July, with a reminder in September and January. SM stated that the communications with parents would be reviewed to ensure that messages reached parents at the most beneficial times.

SM reported on the London Mayor's scheme to fund free school meals for all pupils. It was noted that the expected income from this scheme was unlikely to cover the full meal cost and the school would have to fund the balance unless parents could be persuaded to make contribution. This issue would be addressed in the budget planning for 2023/24.

PD informed governors of the fee paid to date for KH's services and proposed an additional fee in recognition of the unexpected additional work required to support the preparation of the management accounts. Governors requested more information about KH's work achieved to date and when her contract was likely to expire and what she would do for the school in this latter phase. This information would help to inform governors' decision on any additional fee to be paid to KH.

Action: DO, KH and PD to meet to discuss KH's role

SM reported that the priority was to engage parents in the Voluntary Contribution scheme and as a result the Fundraising initiative had been postponed.

Governors thanked DO for her contribution to the meeting: she left at 8.05pm.

7. Headteacher's Report

7.1 Governors noted the HT's report:

- Despite all the issues facing the school and staff the focus is always on the children and how to support their individual development
- PD was thanked for his significant input in helping to resolve the school's financial position.
- JS (HT) is retiring from end of August 2023
- DO (SBM) returned from maternity leave on 20/02/2023.
- Kate Caplan appointed as Inclusion Lead; moves to 3-day week in Summer term.
- Two agency TA's employed to cover maternity leave and additional EHCP requirements
- Roll: 202 pupils
- Attendance 95.3% (target 96%); parents being advised on the consequences of unauthorised absenteeism.
- Many children currently ill with chickenpox and various colds
- SEN: 3 new EHCP approved; one application pending

Visits & Trips

- British Museum: Y4: 27 March
- Shabbaton sleepover at Eden: Y6: 17 March
- London Transport Museum: Y2: pending.
- Wigmore Hall Choir: Y4,Y5,Y6 choir: 23 March
- Residential trip – Kingswood: Y5: 24 – 26 April
- Camping trip: Moat Mount: 8& 9 June
- Residential trip Chester: Y6: 26 – 30 June

7.2 **Safeguarding:** JS is the school Designated Safeguarding Lead (DSL); there are three Deputy DSL (DO,HG, KC); new staff are inducted into the Safeguarding requirements of the school.
2 children CIN – noted.

1 allegation made against a supply staff member: case closed.

Annual safeguarding audit: Tony Hartney, (HT at Gladesmore school) will undertake the independent audit: noted.

There is an issue with the lack of continuity among social workers within the borough which creates delay and frustration in managing cases: noted.

Governors thanked JS for her report and raised no additional questions.

8. Policies

8.1 Policy	Review date	Action
• Disciplinary Policy (this is the LBH Model Policy tailored to the school) Practice Notes	March 2024	Approved Approved
• Accessibility	March 2024	Updates only: Approved

9 Governance

9.1 GDPR: no breaches and nothing to report.

9.2 Risk Register: The Register has been reviewed by JS: a further review by JS and BL will take place before the next FGB in May.

10 Governor Visits, Development and Training

10.1 SM reported on his Safeguarding Visit on 20 March

11. Any Other Business

11.1 It was noted that Ofsted are due to visit the school on 21 March for 2 hours; they will talk to JS and HG and observe Rachel.

11.2 It was agreed that Committee minutes be uploaded to the appropriate folder on Governorhub, for information, ahead of a forthcoming meeting.

11.2 There was no further business under Pt 1 of the agenda and the meeting closed at 8.35pm

12. Date of Next meeting

The next meeting of the FGB will be on Monday 22 May 2023 at 7pm, in school

There were matters to be considered under Part 2 – Confidential matters

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Signed:
Steve Miller,
Chair of Governors

Date:

Actions - from the meeting of 20 March 2023

4.1 (1.4) CN to speak to B Bruno at HEP about the next available Safeguarding training course

6.2 FGB to meet to review and approve the final audited accounts for 2021/22

6.2 DO, KH and PD to meet to discuss KH's on-going role.

Agenda items for the FGB meeting in May 2023

- Financial Report
- Risk Register
- HT recruitment
- Safeguarding Audit Report