

Minutes of the Full Governing Body Meeting
Friday 7th July 2023 at 7.45am
In-person meeting

Governors present: Reem Al Rasheed, Anne Canning, Mark Chapman (*Chair*), Jo Davey (*Co-headteacher*), Pat Dugdale, Rachel Howarth, Lorraine Hudson, Zoe Judge (*Co-headteacher*), Ian Macaulay, Antonia Shortall, Tessa Hauswedell

Staff present: Darrel Barsby, Emily Brooks, Nofer Fari, Florence Herrero, Stewart Hesse, Kirsty Holder, Louise Prodromou, Kirsten Sullivan

Also present: Sam Murray (*Clerk*)

The Chair welcomed everyone and introductions around the table were made.

1. There were no apologies received

2. Declaration of interests

There were no meeting specific declarations of interest made by anyone present. Governors were reminded to ensure their entry in the register of business interests was kept up to date.

3. Special Educational Needs & Disability Annual Report (NF)

Governors had received a written report prepared by Nofer Fari. NF highlighted the following:

- Data on numbers of SEN students across the school shows numbers rising with a particular increase in those with ADHD. Private reports from parents have increased and the school will consider how to use these to support the school/Haringey's own reports.
- The main areas of need were outlined; dyslexia and social, emotional and mental health (SEMH) are the biggest groups. A review of the SEN Register had been carried out and data prepared for transfer to the new MIS.
- In response to a governor query, NF outlined what the Waves of support 1-3 look like in action in the classroom or in out of class interventions.
- The SEN Governor, Rachel Howarth, had met with NF to discuss in detail the Linc key priorities and Linc improvement plan. They meet regularly for updates and discussion.
- NF outlined staffing changes that will increase capacity within the department next year and described to governors the weekly staff training programme – there was positive feedback from Haringey on Fortismere's training offer to staff.
- In response to a governor question, NF explained how the department uses agency Teaching Assistants in conjunction with directly employed TAs and how the changing nature of students' needs necessitates a flexible team of TAs. The school want to build knowledge and consistency among the TA team by employing more TA staff on permanent contracts.
- Feedback from parents to NF in the Annual Review Survey had been positive about the process for reviewing their child's EHCP. In response to a governor question about the number of parental requests for EHCP statutory assessment, NF explained that there had been an increase in the number and in the number that are unlikely to meet the LA threshold.
- NF is part of the Teaching & Learning Team and outlined how SEN teaching and learning is observed and monitored as part of the school's policy and process.

- Communication and parental engagement are key priorities for the department, NF shared some of the work already completed and plans in terms of broad home-school SEN communication and individual parent-school SEND comms. There are links to the Pastoral Review changes in place from the start of next year particularly in relation to the role of the tutor. The SEN Link governor will discuss this with the CoHeads and NF.
Action: NF to update governors later on SEND school-parent comms plans.
- SEND Policies had also been reviewed and minor updating changes made.

3.1 Access Arrangements

The Joint Council for Qualifications (JCQ) had recently inspected exam arrangements at the school and their feedback on access arrangements had been positive.

The AA policy has been reviewed and revised to make it clearer for parents/carers on the process and what evidence the school can take into account. Governors made comments regarding the use of word processing equipment and online safety and making it sufficiently clear where decision making lies in terms of AAs. NF will make some minor adjustments to wording and share with SLT prior to publication.

Governors agreed the policy subject to NF's minor revisions.

Action: NF to finalise AA policy and publish

4. Safeguarding Annual Report (KS)

Governors had received a detailed written report from the Designated Safeguarding Lead (KS). The key areas covered in the report included:

- Training completed by staff and data on incidents and referrals by type across the year.
- A number of related policies and procedures have been reviewed and updated in line with changes to law and guidance including: Online Safety, Staff Code of Conduct and Child Protection/Safeguarding Policy.
- Safeguarding measures in relation to safer recruitment and staff induction were set out in the report including monitoring the Single Central Record.
- The Safeguarding Link governor (PD) gave feedback on her regular monitoring visits and inspections of the SCR.
- Online safety monitoring and filtering systems were outlined and KS explained her work with IT and London Grid for Learning to ensure safety requirements are in place.
- Updates on safeguarding information for parents/carers and content delivered to students through the curriculum and events.
- Anonymised case studies illustrate multiagency referrals in action and how the school works with external agencies.
- Safeguarding governor (PD) noted the increasing high workload and the very complex nature of many of the referrals. The well-being of the Safeguarding Team must be monitored to ensure appropriate professional support is available to them.

Safeguarding audit - KS updated governors on a recent audit carried out by the local authority. A full report will be sent in due course. There are only minor recommendations relating to some policy areas including moving to 3-year DBS renewals and low-level concerns in the staff code of conduct. The Safeguarding governor (PD) had been interviewed as part of the audit and gave feedback to governors. CoHeads commented that feedback from the auditors at the end of visit had been overwhelmingly positive and it was noted that most of what they had seen was best practice and some of it was innovative. A huge well done to KS and the Safeguarding Team.

In response to a governor question, KS explained that a social worker, funded by Haringey taskforce funding, will be in school every day, working with specific groups and providing support to the safeguarding team. The aim is to reduce MASH referrals.

A governor asked about capturing the student voice in relation to safeguarding and KS explained the role of the Ambassadors. A question on safeguarding is included in student surveys.

Actions for the 2023-24 year ahead are set out in the report and include the changes in KCSIE 2023 that will apply from September.

Governors thanked KS for the comprehensive report.

5. School Improvement Plan – Summer Term Update (JD/ZJ)

Governors had received a copy of the full SIP 2022-23 updated and a supporting commentary document. CoHeads reminded governors that the SIP annual cycle completes in the autumn term.

The commentary document RAG rates the main SIP priorities. CoHeads outlined the areas rated amber/red and discussed some of these with governors, highlighting the following items:

(1.6) The MIS migration project has meant that some other areas have been paused while this is completed. The SIMS migration project is on track as planned.

(1.8-1.11) There is still work to be done in the area of high impact adaptive teaching strategies and progress has been made but where policy is not yet fully embedded it is rated amber.

(1.19,1.22-23) Some sixth form priorities are amber rated including data collection but SIMS implementation will resolve this. (1.23, 1.28) attendance will be a focus next year with a specific TLR post dedicated to this area. T Level courses coming on line which will necessitate a review of the sixth form offer. Governors agreed that an early strategic conversation about this should take place as part of the review.

Action: Review of sixth form offer to involve a strategic conversation with FGB at a later date.

(2. Behaviour & safety) Attendance target was not and will continue to be a focus next year alongside punctuality and persistent absence. These priorities link to actions coming from the pastoral review to be implemented from September.

(3. Community cohesion) Work remains on improving communication both internally and externally. Some actions link to the pastoral review changes coming on board.

(3.4-5) The development of the character curriculum is pushed back to 2024

(3.7-8) Staff wellbeing will continue to be a focus. Lots of feedback was gathered from staff during the pastoral review this year. The workload survey was pushed back and will take place next year.

(4. Finance/Site) The appointment of a Director of Operations will help move some areas forward now. The budget items are tight but balanced. Site redevelopment plans are still being considered by DfE/LBH.

6. Operations Report (LP)

Governors had received a written report from the new Director of Operations covering the main areas of responsibility and setting out the main objectives in relation to:

Budget monitoring and income generation.

Systems and procedures to support premises and site compliance.

Projects to enhance the buildings to maximise income generation.

Implementation of an HR strategy.

LP has been in post a week and is still meeting with her team. Link governors for finance and operations will meet with LP.

Quarter 1 budget return will be shared with link governors before the end of term.

7. Minutes of the last meeting

The minutes of the last meeting held on 22 May 2023 were agreed as an accurate record of the meeting.

7.1 Matters arising

There were no outstanding actions from the last meeting

8. Policies for approval

- Special Educational Needs & Disability policy – reviewed and updated by NF. **Agreed** by governors as presented.
- SEN Information Report - reviewed and updated by NF. **Agreed** by governors as presented.
- Access Arrangements policy - reviewed and updated by NF. **Agreed** by governors subject to changes *at 3.1 above*
- Online safety policy. **Agreed** by governors subject to changes (red text in draft).
- Staff capability policy – noted updated model LBH policy. **Agreed**

10. Chair's Actions

None to report

11. Any other business

Sixth form enrichment offer – Governors would like to support DR but could not commit to weekly sessions or to running a whole class alone. Governors would be open to one-off sessions or working as a team to provide enrichment. Clerk will pass comments to DR.

12. Meeting dates 2023-24

Meeting dates for next year are on GovernoHub. Governors also agreed to set a date for an informal strategy session in September.

Part One Meeting closed