

**MINUTES OF THE MEETING OF THE
EDINBURGH PRIMARY SCHOOL GOVERNING BODY
HELD ON 3 DECEMBER 2024 AT 6PM VIRTUAL**

Present: Miss Moronke Olubobokun (Chair) (Co-opted Governor)

Co-opted Governors:

Ms. Holly Midwinter
Miss Tarlochan Ghale
Mr. Mohammad Patel

Local Authority Governor:

Mr. Aktar Beg

Headteacher:

Mrs. Faye Rider

Parent Governors:

Ms. Fiona Fairmaner
Ms. Tracey Goddard

Staff Governor:

Mr. Andrew Cherry

Clerk to the Governors: Mrs. Pauline Dorney

Also present: Mrs. Annette House (School Business Manager)

Summary of Agreements/Actions taken:

Minute Ref:	Formal agreements and/or actions identified:	Named person(s) for action(s) identified:	Completion Date:
3.9	Clarification on Governing Board Diversity required.	Governor Services	ASAP

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed all those present to the meeting. All Governors introduced themselves.

1.2 There were no Apologies for Absence not accepted.

1.3 The Clerk confirmed that the meeting was quorate with nine Governors present.

2. DECLARATIONS OF INTEREST

2.1 Pecuniary Interests – Governors confirmed receipt of the register of interests.

2.2 There were no declarations made pertaining to any of the agenda items for this meeting.

2.3 Standing Declarations:

2.3.1 Ms. Tracey Goddard is a member of staff at London Borough of Waltham Forest (Children Social Care).

Chair's Initials:

2.3.2 Mr. Aktar Beg is a Governor at Walthamstow School for Girls

3. GOVERNING BODY

3.1.1 The Clerk confirmed the current Governing Board/Body membership – noting that there were no vacancies at the present time. There were no terms of office coming to an end in the Spring Term 2025.

3.1.2 The Vice Chair welcomed Mr. Andrew Cherry at Staff Governor to the Governing Body.

3.2. There were no disqualifications noted.

3.3 The Clerk confirmed that DBS checks had been completed for all governors and details are held on file by Governor Services.

3.4 The school confirmed that the Governing Body membership was also published on the DfE GIAS database.

3.5 Governors noted that the Governing Board Diversity on Governor Hub had to be completed. Governors required more clarification on this item.

ACTION: Governor Services

4. MINUTES

4.1 Governors received the minutes of the meeting held on 9 October 2024 and agreed these to be an accurate record of the meeting. Ms. Moronke Olubobokun (Chair) agreed to sign a copy of the minutes on Governor Hub.

4.2 Matters arising:

4.2.1 It was noted that the Qtr 2 Financial Report had been uploaded for Governors' perusal – this was further to the resources report submitted for 9.10.24 - no questions were asked.

5. HEADTEACHER'S REPORT

5.1 The Headteacher referred Governors to her Report which had previously been circulated. The following points were highlighted:-

5.2 Black History week was a great success, with a focus on inspirational artists. The completed work by the pupils was proudly displayed in the corridors.

5.3 Anti bullying week went well. Children reflected on the importance of kindness, which was the focus value of the week.

5.4 The School are always keen to support others in need and have been exploring the theme of charity, taking part in several activities this half-term.

5.5 Parents' Evening went very well with visits made either in person or virtually.

5.6 Governor Day was a success with four Governors in attendance and visits to classrooms undertaken in the morning with a lunch talking to pupils at lunch time.

5.7 Various school trips had taken place which were enjoyed by all the pupils.

5.8 Attendance was reported at 95% with Persistent Absence at 11%.

5.9 A Staffing Update was provided to Governors for their information. This was reported separately under Confidential Items.

There were no questions raised by Governors.

Thanks were conveyed to the Headteacher for her very informative Report.

6. CHAIR'S ACTION

6.1 The Chair stated that she does visit the School on a regular basis to support the Headteacher. However, there was nothing to report.

7. SCHOOL ITEMS

7.1 School Development Plan

7.1.1 The Headteacher referred Governors to the School Development Plan which had previously been shared with Governors. This included the SEF document and its contents were clarified. The School had been undertaking some good work and it would be necessary to ensure that this is always embedded. The usual Teaching and Learning focus was included and the intention to move towards 60% Outstanding which the staff are moving to already!

7.1.2 It was noted that the Local Authority had purchased a membership to the Haringey Partnership and a whole range of training modules can now be accessed, in person training events and many resources for School Leaders. The School Improvement Partner would also be supplied from the Haringey Partnership. The School continues to support their teachers in their planning. The School is also working on the quality of mixed-age teaching ensuring that the pupils are 'stretched' to achieve. Speaking and Listening still remains an area of development for the pupils.

7.1.3 The School has continued with the small group strategies for the SEND pupils and undertake short-burst interventions, working with Teaching Assistants as much as possible. Visits to the local Library take place to encourage the love of reading with the pupils

7.1.4 It was noted that the present Plan is progressing very well.

7.1.5 In the Headteacher's departure it would be necessary to ensure that the transition to the new Leadership takes place successfully and was considered to be very important. This was clarified further to Governors.

7.2 Curriculum Focus – SEND

7.2.1 It was agreed to defer this item. A Presentation would be conducted at the next Meeting.

Agenda item

7.3 Review Draft Pupil Premium Strategy Statement

7.3.1 Governors were referred to the overview of the Pupil Premium Statement which had been placed on the Website. This document is now tied into the strategic plan which will move into 2025. This document was clarified to Governors for their information.

7.3.2 The outcomes for Summer 2024 were shown which highlighted the outcomes of achievement for disadvantaged pupils compared to disadvantaged Nationally which was +11% for Year 6 Reading at the expected standard. Writing +2% compared to National and Maths +8% and Combined Attainment +15% which are amazing results. The Year 1 Phonics Pupils achieved 100%. This showed how effective the strategy is. This was clarified to Governors.

7.3.3 The Provision was also shown for Governors information. All classes would have a Teaching Assistant to provide support to the pupils.

7.4 Sports Premium Statement 2024-2025

7.4.1 Mr. Andrew Cherry referred Governors to the Sports Premium Statement. The format had been created in a digital format which was clarified to Governors. The Statement had identified the successes from last year and the key indicators were shown.

7.4.2 It is hoped that some of the funding can be used for Staff CPD to improve teachers' knowledge and confidence in delivering high quality PE., and encouraging pupils to attend swimming lessons more regularly.

- 7.4.3 It is intended to increase the opportunity of competitive sport and the School is currently working with Salem Peace. After School Club Pupils will have the opportunity to engage in competitive sports in relation to the particular sports club they are attending. This gives the Pupils that extra goal and drive to practice and enjoy sport.
- 7.4.4 It is also intended to improve the physical activity of pupils across the School. This was clarified in detail to Governors for their information.

General discussion took place amongst Governors.

Questions were answered as they arose.

Thanks were conveyed to Andrew Cherry for his very informative Report.

8. FINANCIAL RISK REGISTER

- 8.1 The School Business Manager referred Governors to this document which had been uploaded. There were fourteen items on this Register to note. Governors noted this document.

9. REVIEW GB STRATEGIC PLAN/SELF EVALUATION – RO

- 9.1 This item was deferred to the next Meeting.

Agenda item

10. FEEDBACK ON SKILLS AUDIT

- 10.1 This item was deferred to the next Meeting. Governors were reminded to complete this document on Governor Hub.

Agenda item

11. LINK GOVERNOR REPORTS

- 11.1 Tracey Goddard advised Governors that she had visited the School recently and linked with Andrew Cherry – relating to Homework.

- 11.2 The Chair advised Governors that she had visited the School recently in her role as Safeguarding Link Governor.

12. STANDARDS AND TARGET SETTING

- 12.1 Nothing to report.

13. FINANCIAL DOCUMENTATION

- 13.1 The School Business Manager advised Governors that there was no cause for concern and the School was on track with their financial position – see Q2 report (further to 9.10.24), Q2 documents are on governor hub for questions – no questions were asked.

13.2 Statement of Internal Control

- 13.2.1 This document is valid for one year which showed the controls in place relating to the School's finances. The School are undergoing a full financial audit at the present time which covers all the areas of governance, banking staffing, school data and school fund. This Audit should take seven days to conclude – the report will take some weeks.

The Governing Body ratified this document.

- 13.3 Scheme of Delegation
13.3.1 This document listed the matters that have to be approved within the School and who would be responsible for doing them. Andrew Cherry's name had been added to this document in view of the Headteacher leaving the School at the end of this term.
The Governing Body ratified this document.
- 14. ANNUAL EFFECTIVENESS REPORT**
14.1 This item had been deferred.
- 15. THEMED AUDIT REPORT**
15.1 The themed Audit Report at the present time is the Finance Report which will be available in the spring term.
Agenda item
- 16. PUBLICATION OF GOVERNOR INFORMATION**
16.1 School Website Review
16.1.1 It was confirmed that the School Website was in order.
16.2 Governing Body Publication of Information
16.2.1 It was confirmed that this had been completed and uploaded to the school website.
16.3 Attendance 2023/2024
16.3.1 It was confirmed that this had been completed and uploaded to the school website.
16.4 Declaration of Interest – 2023/2024 and 2024/2025
16.4.1 It was confirmed that this had been listed and uploaded to the school website.
16.5 Current Governing Body Membership
16.5.1 It was confirmed that this information had been published and uploaded to the school website.
- 17. PERFORMANCE MANAGEMENT REVIEWS**
17.1 It was confirmed that the Staff Performance Management Reviews had taken place and all staff had progressed through the Pay Ranges accordingly.
17.2 This item was not applicable as the Headteacher would be leaving the School at the end of the term.
- 18. HEALTH AND SAFETY AT SCHOOL**
18.1 There were no concerns noted.
- 19. SAFEGUARDING AUDIT**
19.1 Nothing to report.
- 20. SCHOOL POLICIES**
20.1 EDPS – Credit/Debit Charge Card Policy
20.1.1 There were no amendments made to this Policy.
The Governing Body ratified this Policy
- 20.2 School Fund Constitution
20.2.1 This Policy is a Model Policy from the Local Authority; in relation to the Financial Regulations.
The Governing Body ratified this Document.

20.3 Anti Bribery Policy
20.3.1 This Policy is a Model Policy from the Local Authority; in relation to the Financial Regulations.
The Governing Body ratified this Policy.

20.4 School Lettings
20.4.1 This Policy included the new rates that were agreed on the 4 October 2024.
The Governing Body ratified this Policy.

20.5 Looked After Children Policy
20.5.1 This Policy remained unchanged.
The Governing Body ratified this Policy.

20.6 Pay Policy
20.6.1 This Policy has just been issued by the Local Authority. A summary of changes had been logged on Governor Hub for information.
The Governing Body ratified this Policy.

21. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

21.1	Governing Body Meeting	28 January 2025	6pm viia Zoom
	Governing Body Meeting	18 March 2025	5pm at the School
	Governing Body Meeting	6 May 2025	5pm at the School
	Governing Body Meeting	8 July 2025	5pm at the School

21.2 Agenda Items:
21.2.1 SFVS

21.3 The following Governors' Briefings were noted by Governors:-
Wednesday 12 February 2025
Wednesday 21 May 2025
At 6pm vis MS Teams

22. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

22.1 Confidential item – reported separately.
22.2 The Term Dates for 2026/2027 were agreed by the Governing Body.
22.3 The Chair thanked the Headteacher for all her hard work and commitment since being employed at the School. The Governing Body were very sad to see her leave the School.

The Chair thanked everyone for attending the Meeting.

The Meeting closed at 7.45pm

SIGNED: _____ (CHAIR)

DATE: _____