

**LONDON BOROUGH OF TOWER HAMLETS  
GOVERNING BODY OF HARBINGER PRIMARY SCHOOL**

**MINUTES OF GOVERNING BODY MEETING**

<b>Date of Meeting</b>	17th November 2022
<b>Venue</b>	Harbinger Primary School
<b>Chair</b>	Martin Young
<b>Clerk &amp; Minutes</b>	Freeha Raja
<b>Time</b>	5:00 p.m.

**MEMBERSHIP:**

<b>Governor</b>	<b>Category</b>
Martin Young (Chair) *	Co-opted
Rebecca Abrahams (EHT) *	Staff (Head)
Vaughan Pilikian	Co-opted
Caroline Hurley *	Co-opted
Father Tom Pyke	Co-opted
Benedict Brickley (Ben)	Co-opted
Shantanu Deo	Co-opted
<i>Vacancy</i>	Co-opted
Kiran Rahman*	Parent Governor
<i>2xVacancies</i>	Parent Governor
Srividya Srivathsan (Vidya)*	Local Authority Governor
Eddie Miller*	Staff

<b>Also, In Attendance</b>	<b>Role/Title</b>
Nimesha Nagahawatte (Head of School) *	Observer
Mai-Anh Dien (School Business Manager) *	Observer
Jasmine Islam	Observer
Freeha Raja	Clerk

\* Denotes attendance

**PART 1 – OPEN SECTION**

	<b>ITEM</b>
1.	<b>Welcome, Apologies for Absence and Declaration of Pecuniary Interest</b>
	<ul style="list-style-type: none"> <li>The Chair welcomed attendees to the meeting. Vaughan Pilikian stated that he would arrive late for the meeting but did not make it.</li> <li>Ben Brickley, Shantanu Deo and Rev Tom Pyke did not attend the meeting. No apologies for absence were received from Ben Brickley, Shantanu Deo and Rev Tom Pyke.</li> </ul>

	<p>Concerns were raised at this point for several governors not attending the GB meetings without sending in apologies for absence prior to the meetings, due to which, a disproportionate amount of work fell on the shoulders of the few committed individuals instead of being shared by all which seems unfair. It was also mentioned that attendance remains an issue not only in full body</p> <p>It was also mentioned that attendance remained an issue not only in full body governing meetings but also in the committee meetings which not only hindered the flow of information but is also disruptive in efficient conception and delivery of plans by the committees.</p> <p>Some of the possible barriers explored were, the effectiveness and accessibility of governor hub being used by all members, timings of meetings being incompatible for working attendees etc.</p> <p>Introduction of a more hybrid model of attendance (in person and virtually) was suggested as one of a possible solution to increase attendance.</p> <p>Governors agreed that this matter should be investigated further to find out and minimise the possible barriers, to adapt means and solutions for enhancing inclusion and attendance by all governors.</p> <p><b>Resolved</b></p> <ul style="list-style-type: none"> <li>• to accept the absences;</li> <li>• that the Chair investigates inconsistent attendance with governors in question individually, emphasising on the expectation of attending a full range of governing meetings, committee meetings and link governor meetings and clarifying the automated dismissal procedure in case of non-attendance of three consecutive meetings without prior notice.</li> </ul> <p style="text-align: right;"><b>Action: Clerk</b></p> <p><b>Declaration of Pecuniary Interest</b> No pecuniary interests were declared on any items of this meeting's agenda.</p>
2.	<p><b>Elections of the Chair and Vice Chair</b></p>
	<p>The Clerk took over the election.</p> <p><b>Resolved</b> that Martin Young be chair for year 2022/2023. Kiran Rahman was elected as the vice chair for year 2022/2023 with everyone's approval.</p> <p>Martin thanked everyone for entrusting him with the position again and thanked Kiran Rahman for stepping up for another year as well as suggesting that these roles must be circulated and shared by others, for the GB to benefit from varied set of skills and versatility of approaches.</p> <p style="text-align: right;"><b>Action: Clerk</b></p>
3.	<p><b>Governing Body Matters</b></p>

### 3.1 Co-opted Governor Vacancy

The Chair raised the matter of filling in the vacant role and asked if there were any recommendations. Kiran Rahman proposed to introduce a potential governor with 17 years of experience in teaching and Civil engineering background also asked about the procedure to introduce someone for the above.

The Chair suggested for the recommended person to contact him and explained the procedure to be considered for the potential applicant for being able to fill in the gaps of skills within the GB.

**Resolved** that Martin, Rebecca and Nimisha liaise with Kiran regarding filling the vacancy for co-opted governor.

**Action: Martin, Rebecca, Nimesha, and Kiran**

### 3.2 Parent Governor Vacancies

Reported the resignation of Jasmine Islam on 5 September 2022. The Chair acknowledged and thanked Jasmine for her attendance and contribution to the Governing Body (GB).

**In answer to a question** about the status regarding the election of new parent governors, it was stated that new election process has been initiated for the second time as there was no response the first time around. There has been one nomination so far.

**A governor asked** whether they could have two parent governors form KS1 and KS2, respectively. In answer, it was stated that the school could recruit interested parents, by helping them understand how they worked in KS1&KS2.

A governor considered that the focus should be on the quality of governance, commitment, and dedication of the governors rather than just filling in all vacancies to complete the numbers.

Governors further discussed the barriers and strategies to be considered to encourage governors' participation to achieve the objective of having appropriate support for the school.

Kiran pointed out some of the possible barriers in parent's involvement in GB i.e., some parents viewed parent governors as their representative but post Covid, interest in the role had waned. She added that some parents also felt intimidated because of their perception of the members of GB as being very academic and this made them feel less equipped to participate and join in.

The following proposals arose from discussion:

- a) The HT's report could be used to help parents understand how teaching took place in school and how well the school was doing, as well as to invite them to participate. To build a parent committee.
- b) Informal discussions could be held at the school gates to develop this understanding in parents.

**Action: Kiran**

- c) Parents could be given information on how they could build themselves to become governors.
- d) Parents could be presented with the benefits of developing their understanding, improving their own skills, and having a significant impact on school and their children's education at the same time.
- e) Parents could be supported by adapting flexible, inclusive and hybrid ways of communication to ensure and encourage their commitment and participation.
- f) A 'meet the governor' event could be arranged during the Christmas Fair or in the new year.
- g) Parents could be invited to join in a GB meeting as an observer or shadow a governor to build their understanding and interest.

3.3 Governors reviewed the Instrument of Government (IOG), and no change was proposed.

3.4 Annual Register of Interest - Governors were reminded to complete their register of annual interests via GovernorHub.

**Resolved** that the Clerks checks any outstanding declarations.

**Action: Clerk**

3.5 Review Disclosure and Barring Service (DBS) – Noted that all DBS checks were completed.

3.6 Reported that the Single Central Record (SCR) was checked in October 2022.

3.7 Resolved to approve the Governing Body Code of Conduct 2022.

3.8 National Governor Database- The school **confirmed** that all details were up to date.

3.9 Governors reviewed and approved their committee membership as detailed in the appendix. On Caroline Hurley's suggestion it was agreed that the Chair and Caroline would create a well-structured program for a focus day/meeting, to have a critical strength challenge, building on strengths, finding out gaps and propose strategies to improve practices to become Ofsted ready.

**Action: Chair/Caroline**

3.10 Review of Link Governor Roles

It was brought to notice that at the last meeting of the last academic year, some changes in the link governor roles were discussed and few new members were assigned roles, but this information was not shared amongst all governors in one clear document format.

**Resolved** that the Clerk checks and update on this.

**Action: Clerk**

3.11 Terms of Reference for all committees

	<p><b>Resolved</b> to approve the Terms of reference for all committees. These can be accessed on GovernorHub.</p> <p>3.12 School's Financial Value Standards (SFVS)</p> <p><b>Resolved</b> that to defer this to the next GB meeting for approval.</p> <p style="text-align: right;"><b>Action: Claire, Mai-Anh</b></p>
4.	<p><b>Minutes of the meeting held on 8<sup>th</sup> September 2022 and 18<sup>th</sup> of July 2022 and Matters Arising</b></p>
	<p>The Minutes of the meetings held on 8 September 2022 and 18 July 2022 were agreed and would be signed by the Chair via GovernorHub.</p> <p>There were no matters arising not discussed elsewhere in these Minutes.</p>
5.	<p><b>Headteacher's Report</b></p>
	<p>A governor stated that the school must be acknowledged for their hard work in achieving remarkable results in both KS1 and KS2, above national average. She observed that There had been a 7% increase in the numbers of pupils on roll, which was great news, but there were still a lot of vacancies to be filled. In order to help with the budget deficit, she suggested that they should negotiate with LA to get funding for those spaces. The Chair thanked the governor for her input.</p> <p>The EHT stated that the significant increase in the role in year 6 was very reassuring however Nursery was still a concern because numbers were very low, but the school was hoping for an increase in January.</p> <p>Noted that attendance remained a great concern at 92%. It was explained that Covid culture seemed to be coming back. There was much improvement last year but this year the numbers were getting low again which is a huge concern and worry as this will impact adversely on pupil's learning. Governors heard that other local schools have also been affected badly.</p> <p>The school intended to develop personalised targets for families to encourage good children's attendance.</p> <p>The attendance data showed a decline from 92.78 %to 92.11% from the previous few weeks. Possible reasons for increase in illnesses could be that people are much less careful as compared to last autumn, not thinking about Covid not being cautious enough resulting in a vast spreading viral infection, scarlet fever and Covid. People were also unable to afford the tests due to their costs which increases the spread of virus.</p> <p>Approximately 6% of the absences were authorised and 317 unauthorised absences on record. The school had therefore arranged another meeting with parents to discuss a more personalised approach, reminding people of the importance of hygiene, wearing masks, washing hands etc. with more information to follow in the newsletter.</p>

- Noted the following suggestions that would be shared to help improve attendance:
- Information and education campaign to target these issues and promoting good health.
- Selling school dinners as an incentive to encourage more children coming in.
- Parents are not aware of nor understand the impacts of the gaps in learning due to absence, sharing this information with them might improve attendance.
- School could plan ways that can be adapted to promote good health and attendance by gathering the data of illnesses to then create effective strategies to reduce authorised absence.
- Helping parents understand the work that has been done in school for the curriculum, showing how much the children would accomplish if they attended the school regularly can also provide an incentive. This can be promoted during Christmas Fair by showing parents the exciting school curriculum, maths and writing books.
- Have the curriculum design page on school's website.
- Inviting parents to come in the school for one day to see the school, to see how we work, also for children to show their work to parents which makes them feel so proud of themselves and reflects on how children learn through play in school as many parents do not understand this concept.
- Hold PHONICS workshops or assemblies, which will not only help improve parents understanding but will also impact positively on children learning by reinforcing the same strategies and guidance at home.
- Hold a Curriculum Fair, linking this with another day i.e., a cultural day where parents and children can come in their traditional outfits and parents can also see their children's work.
- Organise reward assemblies, introducing Star of the week as someone showing full attendance form each class.
- The class showing better attendance than others might be given some incentives for class with better attendance like ten extra minutes play, they could jump in the dinner queue as a reward for one day.
- A bigger reward for child/ren showing good attendance at the end of the year e.g., a football, a certificate, a movie ticket etc. this will be an attractive incentive for the younger children.
- A trip to Thorpe Park at the end of the year. We can ask banks to sponsor our school for such events/rewards.
- Winning a free school meal for a day/week.
- Acknowledging children showing good attendance not necessarily some material incentive.
- This could generate a healthy competition amongst the children.
- Individual letters would be sent to parents, followed by a letter of progress in attendance. This would also be highlighted in school's newsletter.

**Resolved** that the EHT follows up on suggestions and report in due course.

**Action: EHT**

**Outcomes of learning:**

- The outcomes at the end of last year in terms of children's learning, showed great progress, particularly in phonics where pupils had achieved their targets in phonics.
- Challenging end of year targets had been set and achieving these would mean significant progress compared to last year's data.
- Governors were invited to see first-hand how the curriculum is evolving

### **School Expansion**

- The school met with Terry Bryan (LA) and Tracy Smith (THEP) to discuss possible expansion to a two-form entry school in the coming years. The LA were committed to remove mixed aged classes. It was agreed that progress to a two-form entry school was feasible and might not require a huge amount of work, but not possible to start from September 2023, due to the school still being in the PFI contract.
- Tracy Smith had suggested an expansion of one year group at a time, between 2024-2027 starting with KS1 and then moving on to KS2, which would almost coincide with the end of the PFI contract.
- It was agreed that the LA would help fund the repair the early years toilets The proposal of some structural changes with inclusion of a lift in the reception were also put forward, which was taken into consideration positively by LA, which could help making the school more accessible, also contributing greatly to improve the number of children enrolling.
- Terry Bryan seemed to contemplate whether investing in this building would be more productive and beneficial or to move the school to another area or another building however, this building had been serving this community from a long time and, moving the school to a different development would mean abandoning the local community which did not seem like a good option to consider however this was open for discussion at another time. For now, the school would focus on formulating a plan for expansion and removing the mixed age classes which is achievable and something that parents wanted. This would help increase pupil numbers of us which would be beneficial for our future.

### **Self-Evaluation (SEF)**

- It was suggested that there should be a day arranged for school's self-evaluation to be discussed in detail which would be eminent especially now when an Ofsted visit is expected soon.
- Noted that the level of need n school at present was greater than ever and was adversely affecting the quality of education and progress being delivered. Moreover, the school was not resourced appropriately according to meet that level of need.

Governors were informed that staff on maternity leave had not been replaced with cover due to financial constraints therefore the school was running on skeleton staff. Other resources were also stretched which impacted on staff's wellbeing as well as children's needs not being met in the best possible ways, but the school was doing its best to deliver with all available means.

- The Chair thanked the EHT for her thorough and well-presented report and mentioned that the overall trajectory from the report seems to be showing a

	steady and positive autumn term The report was recognised by all governors as a detailed piece of commendable work with good analysis and solutions.
6.	<b>School development plan (SDP)</b>
	<ul style="list-style-type: none"> <li>• The previous school development plan was evaluated carefully, and the outcomes were fed into the current plan so both documents complement each other.</li> <li>• In order to be Ofsted ready, there was a strong emphasis on the provision of an effective curriculum and effective safeguarding.</li> <li>• Safeguarding was highly effective and continuous efforts were being made to ensure the best practices are being adapted throughout the school to reinforce this.</li> <li>• The school considered that the SDP aligned with the objectives the school aimed to accomplish.</li> <li>• Governors were informed that could if they agreed with the SDP, they could play a significant role in promoting and implementation it.</li> </ul> <p><b>Resolved</b> to agree the SDP as received.</p>
7.	<b>Committee Reports (Draft Minutes circulated)</b>
	<p><b>Finance and General Purposes Committee-Minutes of 20<sup>th</sup> October2022</b></p> <p>The Committee Chair reported the following key points</p> <ul style="list-style-type: none"> <li>• The teacher’s pay and the supply staff’s pay this year is unfunded which meant that this would be paid from the school budget. For the teachers, the main pay scale is averaging between 7-10% for the main scale and UPS and the leadership is at 5%. The difference between what the school had budgeted, and actual costs had been met by the school thus making changing the end of year projections The school would have a better idea of the end of year position at the end of December.</li> <li>• All the measures that were discussed at the beginning of the budget setting were in place and implicitly followed.</li> <li>• <b>In answer to a question</b> about a fundraising event, it was clarified that a fund-raising event was arranged in November/December a by the Parent Teacher Association (PTA), but specifically by the parent body.</li> <li>• It was further explained that the school had a school fund account which is not the main account but an add-on account for our charity. The Committee e agreed to amend the finance policy to reflect that the school would continue to be the authorised signatory for the school fund, and they will loan out money to the parent body who will then submit all accounts and do the fundraising through the school fund account. This was reflected in the policy that has been presented for consideration and ratification.</li> <li>• The Chair thanked Srividya Srivathsan for her report.</li> </ul> <p><b>Curriculum and Standards Committee-Minutes of 3<sup>rd</sup> November2022</b></p>



	<p>Caroline Hurley (Committee Chair) summarised the main areas of discussion:</p> <ul style="list-style-type: none"> <li>• The Committee received statutory assessment outcomes and were proud of the great achievements and the progress made by the students especially as compared to the national average.</li> <li>• The school are very aware of the few areas that still need improvement and have a clear understanding on how to address them.</li> <li>• The Committee received Curriculum presentations and different approaches are being used to enhance the Curriculum, with particular focus on listening and reading skills.</li> <li>• Governors were impressed with the extracurricular opportunities that the school offered</li> <li>• The school was recently voted for the bronze award for ORACY and now working towards the silver award</li> <li>• The Microsoft Showcase School Board was excellent for promoting the school and what they were doing in terms of curriculum, but it was also inspiring to see what the students had to offer. Some students, for example, demonstrated outstanding Oracy skills. The Chair thanked Caroline for her report and observations.</li> </ul>
8.	<p><b>Policies</b></p>
	<p>Governors considered, reviewed, and <b>approved</b> the following policies:</p> <ul style="list-style-type: none"> <li>• Acceptable use - KS1</li> <li>• Acceptable use - KS2</li> <li>• Acceptable use policy for staff, governors &amp; volunteers</li> <li>• Behaviour Policy</li> <li>• ECT induction policy</li> <li>• Financial Code of Practice</li> <li>• H&amp;S Fire Management &amp; Evacuation Policy</li> <li>• Health &amp; Safety Policy</li> <li>• Intimate care policy</li> <li>• Online safety Policy</li> <li>• Pay Policy</li> <li>• Safeguarding &amp; Child protection policy</li> <li>• Safeguarding code of conduct &amp; safe working practices</li> <li>• Safer Recruitment Policy</li> <li>• Special Leave Policy</li> <li>• Support Staff Appraisal</li> <li>• Teacher Appraisal</li> <li>• Visitors &amp; Visiting Speakers Policy</li> <li>• Whistleblowing policy</li> </ul> <p>Noted that:</p> <p>The H&amp;S Fire Management &amp; Evacuation Policy was approved with the recommendation of applying for access facilities to accommodate a disabled child (if there is one in school in future) in case of fire evacuation.</p>

	Some minor updates would be made to the Safeguarding & Child Protection Policy to bring it to the standards of Keeping Children Safe in Education 2022.
9.	<p><b>Reports from Governors</b></p> <p>PTA updates from Kiran Rahman:</p> <ul style="list-style-type: none"> <li>• The PTA received a grant of £3000. A very successful event was organised on November 5<sup>th</sup>, 2022, for parents of children between the age of 16-25, and with the intention of creating the awareness even in the primary school children with regards to the support that is available within the community including interventions and activities. The turnout was very encouraging, and the event provided a great opportunity for learning on the job. The support provided for the event by the school staff and the community was very rewarding and much appreciated as this was the first time an event of this sort was organised and proved to be a huge success.</li> <li>• She had been contacted by several organisations from Tower Hamlets especially The Council of Volunteer Services in Tower Hamlets, who are able to allocate funds to any local small organisations that receive less than £100,000 -£250,000. If you get a turnover less than that then you are eligible for grants that you do not have to pay back.</li> <li>• She had had forwarded the latest open fund link to Nimesha, where the grants from £500-£10,000 are available as long as there is community involvement. These funds can be very beneficial towards helping the school, but the only issue is that these funds cannot be granted to any school accounts or school fund accounts which is why they may have to look into opening a separate bank account for the PTA. Kiran shared further information about other grants available and deadlines for applications.</li> </ul> <p><b>Resolved</b> that Kiran investigates opening a PTA account.</p> <p style="text-align: right;"><b>Action: Kiran</b></p> <ul style="list-style-type: none"> <li>• Kiran suggested contacting a construction company called “Construction Youth In,” who provided youngsters between the age of 14-25, with the apprenticeship offers to see if they could help the school convert the Caretakers Cottage into something which might be more beneficial for the school for instance as a sensory room. The Chair stated that the proposal to use that cottage as a SEN training and resource facility had been previously considered, and the EHT was to report whether or not this could go ahead when she received the update. Following that, the construction company's offer could be considered.</li> </ul> <p style="text-align: right;"><b>Action: EHT</b></p> <p>The Chair thanked Kiran for her report.</p>
10.	<p><b>Chairs Action</b></p> <p>The Chair reported that he had undertaken a risk assessment for a new member of staff. The DBS had come back, with all checks satisfactory.</p>

11.	<b>Items for the next Agenda</b>
	<b>Resolved</b> that Attendance and School uniform are included on the next agenda. <b>Action: Clerk</b>
12.	<b>Date of next meeting-</b> Thursday 23 <sup>rd</sup> March 2023 at 5:00pm
13.	<b>Any other business</b>
	Finance and General Purposes Committee  <b>Resolved</b> that an ad-hoc meeting with Srividya, Chairing the committee and Kiran in attendance as a member and the Chair present be held next week Thursday 2pm to discuss the staff pay. Mai-Anh would be the minute taker. The meeting would focus on the pay related items.  <b>Action: Srividya</b>
14	<b>Confidential Items</b>  <b>Resolved</b> that none of the above be considered confidential.

**Chair's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Appendix

**GOVERNING BODY OF HARBINGER PRIMARY SCHOOL  
COMMITTEE MEMBERSHIP 2022-2023**

**Resolved** the following membership of the Governing Body's committees and panels.

Finance & General Purpose Committee

Rebecca Abrahams  
Ben Brickley  
Shantanu Deo  
Nimesha Nagahawatte  
Kiran Rahman  
Srividya Srivathsan  
Martin Young

Curriculum & Standards Committee

Rebecca Abrahams

Lawrence Houldsworth

Caroline Hurley (Chair)

Eddi Miller

Nimesha Nagahawatte

Vaughan Pilikian

Kiran Rahman

Executive Headteachers' Performance & Management Committee

Rebecca Abrahams

Martin Young

Any other Governor available who is not a member of staff

External Advisor