

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

**MINUTES OF GOVERNING BODY MEETING**

<b>Date of Meeting</b>	27 <sup>th</sup> May 2021
<b>Venue</b>	Virtually Via Zoom
<b>Chair</b>	Martin Young
<b>Clerk &amp; Minutes</b>	Suzette Nicol
<b>Time</b>	5:00 p.m.

**MEMBERSHIP:**

<b>Governor</b>	<b>Category</b>
Martin Young (Chair)*	Co-opted
Rebecca Abrahams (Executive Headteacher)*	Staff (Head)
Charlie McKnight	Co-opted
Father Tom Pyke*	Co-opted
Ranjani Shrutisagar	Co-opted
Caroline Hurley*	Co-opted
Srividya Srivathsan*	Local Authority
Susannah Abdelouahed*	Parent Governor
Kiran Rahman*	Parent Governor
Jasmine Islam*	Parent Governor
Eddie Miller*	Staff

<b>Also In Attendance</b>	<b>Role/Title</b>
Nimesha Nagahawatte (Head of School)	Observer
Lawrence Houldsworth	Associate Member
Mai-Anh Dien (School Business Manager)	Observer

\* Denotes attendance

**PART 1 – OPEN SECTION**

	<b>ITEM</b>
1.	<b>Welcome, Apologies For Absence And Declaration Of Pecuniary Interest</b>
	<p>The Chair welcomed all to the meeting.</p> <p>There were no apologies for absence.</p> <p>There were no declarations of pecuniary interests.</p>
2.	<b>Minutes Of The Governing Body Meeting Held On 18 March 2021 &amp; Matters Arising (circulated)</b>

	<p>The minutes of the governing body meeting of 18<sup>th</sup> March 2021 had been circulated prior to the meeting. These were reviewed and approved by the governing body.</p> <p><b>RESOLVED:</b> To approve the minutes of the governing body meeting of 18<sup>th</sup> March 2021.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> <li>i. RSE – Feedback on RSE would be given during this meeting.</li> </ul>
3.	<p><b>Governing Body Matters</b></p>
	<ul style="list-style-type: none"> <li>i. <u>Skills Audit</u> The Chair reminded Governors to complete the skills audit. <b>Action: All</b></li> <li>ii. <u>To report the resignation of Ranjani Shrutisagar</u> The Chair reported the resignation of Ranjani Shrutisagar from the governing body. He thanked her on behalf of the governing body for the work she had been doing in the governing body.</li> <li>iii. <u>Vacancies for 3 Co-opted Governors</u> The Chair informed Governors that with the resignation of Ranjani, there were now 3 vacancies for Co-opted Governors on the governing body. He mentioned that he had tried to contact Charlie McKnight unsuccessfully to find out whether he still intended to continue on the governing body.</li> <li>iv. <u>Appointment of Mental Health Link Governor</u> Governors were informed that a Mental Health Link Governor needed to be appointed. Rebecca Abrahams reported that a Mental Health Link Governor was needed as there was a national drive for this due to the effects of the pandemic. Caroline Hurley volunteered to take on this role if there were no other volunteers. It was agreed that Caroline Hurley would liaise with Rebecca Abrahams to discuss the role. <b>Action: Caroline Hurley/Rebecca Abrahams/Chair</b></li> </ul> <p>The Chair asked the Executive Head to pass on the thanks of the governing body to the SENCO for identifying the need for this role. <b>Action: Rebecca Abrahams</b></p> <ul style="list-style-type: none"> <li>v. <u>Preparing for Ofsted Resources (Caroline Hurley)</u> Caroline Hurley informed Governors that she had attended a THEP run training programme for Governors on preparing for Ofsted. The documents circulated prior to the meeting came from that training. The documents would help Governors prepare for an inspection. Following a brief discussion, it was agreed that the following Governors would form the group which would meet to discuss the questions and report to the governing body:</li> </ul>

	<ul style="list-style-type: none"> <li>a. Lawrence Holdsworth</li> <li>b. Caroline Hurley</li> <li>c. Martin Young</li> <li>d. Father Tom Pyke</li> <li>e. Susannah Abdelouahed</li> </ul> <p><b>Action: Lawrence Holdsworth/Caroline Hurley/Martin Young/Father Tom Pyke/Susannah Abdelouahed</b></p> <p>Caroline mentioned that SEND would be a focus during an inspection. The Executive Head suggested either making the questions an activity at a Governing body meeting or discussing them during a safeguarding training which could be held at the beginning of the year. She asked Governors to consider having this extra meeting where this document would be part of the agenda.</p> <p>Following a discussion, it was agreed that a safeguarding training session would be held at the start of the year and that before that, the above group would have a scoping meeting. It was noted that the school was expecting an inspection next academic year.</p>
4.	<p><b>Headteacher's Oral Update</b></p>
	<p>The Headteacher presented a brief oral update. Salient points from the update included the following:</p> <ul style="list-style-type: none"> <li>i. The school had started consultation on the restructure with staff. An initial meeting was held with all staff. Two meetings had been held with the unions and the Head had had face to face one to one meetings with all of the support staff. The school remained on track with the process and the consultation would be closing two weeks after half term after which any amendments needed would be identified. There had been no objections to the proposals so far. The staff were excited about the opportunities the change would present. There was a lot of interest in the new HLTA position.</li> <li>ii. In other matters, Nimesha Nagahawatte had been leading on a lot of work with the leadership team on behaviour, the curriculum, consistency of marking and feedback.</li> <li>iii. Behaviour - A learning walk was done looking at the whole school through the lens of behaviour to see whether the new behaviour policy was being implemented consistently and looking for areas for further development.</li> <li>iv. The curriculum – A big piece of work was done in the summer term, looking at what the children had not experienced in the autumn and spring terms and looking at the disruption in order to adapt the planned curriculum for the summer term and ensure that the children had what they needed to take to the next year. That work had been done and teachers were seeing evidence of this in the children's books. There was a need to look at whole year expectations. Nimesha would be meeting with all of the subject leaders this term to look at this. She added that although the curriculum would need to cover discrete content in the national curriculum, it would also need to see what made the</li> </ul>

Harbinger curriculum different from other schools particularly in terms of much longer term outcomes.

- v. In Harbinger, the school would need to identify what it wanted the curriculum to address that was specific to ours Harbinger community.
- vi. Marking and feedback - This was another piece of work being undertaken by the school. It involved looking at how the children at an individual level having a conversation with teachers regarding what was good for them. Minimal marking had been developed in the past but there was no consistency.
- vii. SEF – The SEF was evolving consistently and would be circulated in July.
- viii. Work was continuing on attendance. Matthew Warhurst and the Head had looked at whole school attendance. Letters were sent out to 80 families on the impact of attendance on learning. About 56% of pupils in Years 1-6 were attending the school's target of 96% or higher. Attention was being focused on the families sitting on the cusp of the target while the Attendance and Welfare Officer liaised with the persistent absentees.

Governors thanked the Executive Head for her oral report while the Chair commended her for the way that the school had dealt with the pandemic.

A Governor asked The Head how parents could contribute by way of ideas to what was being developed in the school. The Head said that she would welcome feedback by email.

**Q&A:** Are there any trends that have been identified among the students since they returned to school and have any burning issues been identified?

Yes there are. Caroline will feedback on this under committee report. It is known nationally that the gap between the disadvantaged and the non-disadvantaged children has widened significantly in spite of schools' efforts to get computers into homes. We are seeing a considerable widening of the gap. The Curriculum Committee discussed a range of initiatives to address this. This is why we need the restructure.

The Head said that the progress was not down to her and Nimesha alone. She commended the leadership team for rallying the staff around. The school had a RI judgement and the Head of School and the Executive Head were doing lot of work to ensure that the judgement in the next inspection would be much improved.

**Q&A:** You have just mentioned that the gap has widened. Has there been any change in the data since it was last shared? Have any of the interventions changed around those gaps identified in Year 6 and have they had an effect?

We do not have any more data. In the most recent Curriculum and Standards committee meeting we discussed both the autumn and spring data. We will have another data collection towards the end of this term. The work in the children's books can also be considered as data. That is something that we look at a lot and we continue to be pleased with the engagement we have been seeing in the books.

	<p><b>Q&amp;A:</b> Writing was being targeted. Has that improved and is the improvement seen in books?  I would say so. The curriculum was designed in such a way as to provide longer writing task opportunities for the children. The hesitation that we had on the basis of the spring data was the fact that the children whilst they had been away from school may or may not have done some writing independently. The reality was that the writing that they did tended to be shorter pieces and there was also the question of the independence of the writing. We did not have the evidence to show. Now that the children are back, we would hope that we will start to see improvement in that area. This is a national issue.</p> <p>Eddi Miller said that his experience in the classroom showed that the children's stamina for writing had been affected. The children were now catching up. There was a cohort of children who were struggling due to lack of support at home. They were the children that teachers were focusing on.</p>
5.	<p><b>Safeguarding Update (Standing Item)</b></p>
	<p>The Headteacher said that there were no reportable incidents. On 8 June, the school would be having their safeguarding review and a report of this would be presented at the governing body meeting on 8 July. Father Tom Pyke, Safeguarding Link Governor, said that the SENCO had been in contact with him to prepare for the review.</p> <p><b>Action: SENCO/Father Tom Pyke</b></p> <p>A Governor asked whether Cafcass was linked to LAC children and whether that would have any impact on the school in terms of safeguarding. She said that she had seen something about this in a press release on the Ofsted website. The Head said that the school had only occasional contact with Cafcass when there was a court proceeding between 2 parents. Apart from that, the school had no involvement with Cafcass.</p>
6.	<p><b>Committee Reports (draft minutes circulated)</b></p>
	<ul style="list-style-type: none"> <li>• <u>Finance &amp; General Purposes Committee – Minutes of 29 April 2021</u>  Kiran gave a brief summary of the above meeting. Governors received draft minutes of the meeting.</li> <li>• <u>Curriculum and Standards Committee – Minutes of meeting of 6 May 2021</u>  Draft minutes of the above meeting had also been circulated prior to the meeting. These were received by Governors. Caroline Hurley, Committee Chair gave a brief summary of the above meeting.</li> </ul>
7.	<p><b>Draft Budget 2021/22 For Approval</b></p>
	<p>The draft budget for 2021/22 had been approved at the Finance and General Purposes Committee meeting of 29 April and recommended to the governing body for approval.</p>

	<p>The School Business Manager talked through the draft budget. There had been no changes to the budget that was approved at the Finance and General Purposes committee meeting.</p> <p>Governors reviewed the budget and <b>RESOLVED</b> to approve it. The Chair thanked all those who had worked on the budget.</p>
8.	<p><b>Reports from Governors</b></p>
	<ul style="list-style-type: none"> <li>• <u>Training and Visits to the school</u></li> </ul> <p>Kiran Rahman reported that she had attended a RSE presentation given by the RSE Lead. She said that it was a good presentation which allayed some of the fears that parents had. He handled the concerns raised by parents. She said that she had taken some notes of the meeting. The Chair thanked her for her notes and asked her to send the notes to the Chair, Head and Clerk.</p> <p><b>Action: Kiran Rahman</b></p> <p>Susannah asked what the procedure was with regard to booking training. The Chair said that Governors could book into training after sending in a request to the School Business Manager, copied to the Chair, to ensure that the school had enough money in the budget.</p> <p>Father Tom reported that he had been in school to sign the Single Central Register. He reported that he had made some suggestions which had now been taken on board.</p> <ul style="list-style-type: none"> <li>• Chair's Action</li> </ul> <p>There was one item which would be reported under confidential items.</p>
9.	<p><b>Policies For Ratification</b></p>
	<p>The following policies had been approved at committee level and presented to the governing body for ratification:</p> <p><u>From Finance &amp; General Purposes Committee</u></p> <ul style="list-style-type: none"> <li>• Safer Recruitment Policy</li> <li>• Fire Management Plan</li> <li>• Fire Risk Assessment – Management Action Plan</li> <li>• Scheme of Delegation</li> <li>• Data Protection Policy</li> <li>• Charging Policy</li> <li>• Best Value Statement</li> </ul> <p><u>From Curriculum &amp; Standards Committee</u></p> <ul style="list-style-type: none"> <li>• Intimate Care Policy</li> <li>• Asthma and Allergy Policy</li> <li>• Support Children With Medical Conditions Policy</li> <li>• SEND Policy &amp; Report</li> </ul>

	<ul style="list-style-type: none"> <li>• PSHE and RSHE Policy</li> </ul> <p>Governors <b>RESOLVED</b> to ratify the above policies.</p> <p>The following policies were presented for approval:</p> <p><u>For Approval</u></p> <ul style="list-style-type: none"> <li>• Cash Handling Procedure</li> <li>• Capability Procedure</li> <li>• Flexible Working Policy</li> <li>• School Accessibility Plan</li> <li>• Looked After Children Policy</li> </ul> <p>Governors <b>RESOLVED</b> to approve the above policies.</p>
10.	<b>Items For The Next Agenda</b>
	<ul style="list-style-type: none"> <li>• The Chair said that a presentation on the PFI contract should be placed on a future agenda</li> </ul>
11.	<b>Any Urgent Business</b>
	There was no urgent business.
12.	<b>Date Of Next Meeting</b> Thursday 8 <sup>th</sup> July 2021 at 5:00 p.m.

The open section of the meeting closed at this point and Eddie Miller and Lawrence Houldsworth left the meeting at this point.

Chair's signature: ..... Date: .....