

LONDON BOROUGH OF TOWER HAMLETS
GOVERNING BODY OF HARBINGER PRIMARY SCHOOL

Date of Meeting	12 th November 2020
Venue	Virtually Via Zoom
Chair	Martin Young
Clerk & Minutes	Suzette Nicol
Time	5:00 p.m.

MEMBERSHIP:

Governor	Category
Martin Young (Chair)*	Co-opted
Rebecca Abrahams (Executive Headteacher)*	Staff (Head)
Charlie McKnight	Co-opted
Robyn Bruce*	Co-opted
Father Tom Pyke*	Co-opted
Ranjani Shrutisagar*	Co-opted
Caroline Hurley*	Co-opted
John Bradshaw*	Local Authority
Susannah Abdelouahed*	Parent Governor
Kiran Rahman*	Parent Governor
Jasmine Islam*	Parent Governor
Eddie Miller*	Staff

Also In Attendance	Role/Title
Nimesha Nagahawatte	Observer
Lawrence Houldsworth	Associate Member
Mai-Anh Dien (School Business Manager)	Observer
Louise Manthorpe (DPO) (Item 1 only)	Observer

* Denotes attendance

PART 1 – OPEN SECTION

	ITEM
1.	GDPR Presentation
	<p>Louise Manthorpe, the school's Data Protection Officer (DPO) delivered a brief update on how the school was complying with the General Data Protection Regulation (GDPR). Louise gave a brief update on what she had been doing so far and what she planned to do going forward. Salient points from her presentation included the following:</p> <ul style="list-style-type: none"> i. Louise Manthorpe and Mai-Anh Dien, School Business Manager, had done a huge piece of work. This involved moving pupils' records from

	<p>paper files to digital files. All pupils now had digital records. In time, this should save the school a significant amount of money as every piece of paper cost the school 4.5 pence. This amount included the paper, time, filing and printing costs.</p> <ul style="list-style-type: none"> ii. There had been no GDPR breaches in the school so far. iii. One Freedom of Information (FOI) request had been received by the school to date. This request had now been actioned. iv. Going forward, Louise would be responding to all access to records requests from either staff or pupils as well as responding to FOI requests. The response would be going out digitally within the necessary timescales. <p>Governors put no questions to Louise. The Chair thanked Louise Manthorpe for her update and she left the meeting at this point.</p>
2.	<p>Welcome, Apologies For Absence and Declaration of Pecuniary Interests</p>
	<p>The Chair welcomed attendees to the meeting. The Chair introduced Jasmine Islam and Caroline Hurley and welcomed Ranjani Shrutisagar back. Introductions were made for the benefit of the new members.</p> <p>Apologies were received from Kiran Rahman. Governors RESOLVED to accept the given apology.</p> <p>There were no pecuniary interests declared on items on the agenda.</p>
3.	<p>Election Of Chair And Vice-Chair</p>
	<p><i>The Clerk took this item.</i></p> <p>Nominations were invited for the position of Chair. Martin Young was nominated by Father Tom Pyke. The nomination was seconded by Eddi Miller. There being no other nomination, Martin Young was elected as Chair for the 2020/21 academic year.</p> <p>RESOLVED: To appoint Martin Young as Chair of Governors for the 2020/21 academic year.</p> <p>Martin thanked the Governors for electing him as Chair. He asked Governors to start considering succession planning as he would be stepping down as Chair next year after having stepped in to assist the school through a difficult period.</p> <p><i>The Clerk handed over to the Chair at this point.</i></p> <p>Kiran Rahman was nominated for the position of Vice-Chair by Martin Young. The nomination was seconded by Susannah Abdelouahed. There being no other nomination, Kiran Rahman was elected Vice-Chair for the 2020/21 academic year.</p>

	<p>As Kiran was not present at the meeting, it was agreed that she would be asked to confirm whether she was happy to fill the role.</p> <p>Action: Chair</p> <p>RESOLVED: To appoint Kiran Rahman as Vice-Chair for the 2020/21 academic year subject to confirmation from her.</p>
4.	<p>Governing Body Matters</p>
	<p>4.1 <u>Membership Update</u></p> <ul style="list-style-type: none"> • <u>To note the resignation of John Bradshaw as Local Authority Governor</u> <p>Governors noted the resignation of John Bradshaw as Local Authority Governor. The Chair expressed thanks to John Bradshaw on behalf of the governing body for his immense contribution to the work of the governing body. He added that John Bradshaw had been instrumental in getting things done.</p> <ul style="list-style-type: none"> • <u>Appointment of Jasmine Islam as Parent Governor</u> <p>The Chair welcomed Jasmine Islam who had been elected as Parent Governor.</p> <p>RESOLVED: To confirm the appointment of Jasmine Islam as Parent Governor for a four-year term with effect from this meeting.</p> <ul style="list-style-type: none"> • <u>Appointment of Caroline Hurley as Co-opted Governor</u> <p>Caroline Hurley was introduced by the Chair. Caroline was hoping to be appointed as a Co-opted Governor.</p> <p>Governors RESOLVED to appoint Caroline Hurley as Co-opted Governor for a four-year term with effect from this meeting.</p> <p>The new Governors each presented themselves.</p> <ul style="list-style-type: none"> • <u>Vacancies</u> <p>The following vacancies on the governing body were highlighted:</p> <ul style="list-style-type: none"> • LA Governor Vacancy (x1) – It was noted that identification of a suitable candidate was in progress. • Co-opted Governor Vacancy (x1) – A suitable candidate would be identified for this position based on the skills that were needed on the governing body. <p>4.2 <u>Annual Register of Business Interests</u></p> <p>To Complete Annual Register of Business Interests – Governors were reminded of the requirement to complete the Business Interests Form every year. This can be done on GovernorHub.</p> <ul style="list-style-type: none"> • <u>To review</u> • Disclosure and Barring Service (DBS) Checks – Governors were informed

that Mai-Anh Dien, School Business Manager, was the contact point for DBS checks. New Governors were asked to liaise with Mai-Anh to get their DBS checks done. It was agreed that Father Tom Pyke would come into the school to conduct a verification exercise once all the DBS certificates had been received.

Action: Father Tom Pyke

- Governing Body Code of Conduct – Governors reviewed and **RESOLVED** to approve the National Governance Association’s Governor Code of Conduct 2020.
- National Governor Database – Governors were reminded that their details needed to be uploaded on the National Governor Database (GIAS). The School Business Manager (SBM) asked the Clerk to send her an up to date list of Governors so that she could update the school’s entry on the website.

Action: Clerk/SBM

4.4 To agree

Committees’ structure – Governors discussed the membership of the various committees and agreed membership as follows:

- Curriculum & Standards Committee

Caroline Hurley (Chair)
 Martin Young
 Rebecca Abrahams
 Lawrence Houldsworth
 Robyn Bruce
 Susannah Abdelouahed
 Jasmine Islam
 Charlie McKnight
 Kiran Rahman
 Eddi Miller

(Observer) - Nimesha Nagahawatte

- Finance & General Purposes Committee

Kiran Rahman (Chair)
 Martin Young
 Rebecca Abrahams
 Ranjani Shrutisagar

(Observers) – Nimesha Nagahawatte & Mai-Anh Dien

- Pay Committee

Membership as per Finance & General Purposes Committee

- Headteacher’s Appraisal Panel

To be agreed

	<p>The Chair asked how the Headteacher’s performance management review would be conducted under the school’s partnership between Harbinger and St Luke’s and who was being appraised. He wanted to know whether it was the Executive Head or the Head of School that was being appraised. Rebecca Abrahams said that she would take this back to Alison Gawthrope, Leadership Consultation for both Harbinger and St Luke’s. Alison had asked whether she would like her to be part of her performance management review and she had agreed to this. The Head said that she would ask Alison whether she could have one set of performance management targets with both governing bodies reflected on the panel. She undertook to find out about this and report back to Governors.</p> <p>Action: Headteacher</p> <ul style="list-style-type: none"> • <u>Review of Link Governor Roles</u> <p>The Link Governor roles were reviewed and Governors RESOLVED to approve the following Link Governor roles:</p> <ul style="list-style-type: none"> • Safeguarding & LAC Link Governor – Father Tom Pyke • KS1 Link Governor – Susannah Abdelouahed • KS2 Link Governor – Kiran Rahman <p>RESOLVED: To confirm the above Link Governor roles.</p> <p>Appointment to the following Link Governor roles was deferred:</p> <ul style="list-style-type: none"> • EYU Link Governor – • SEND Link Governor – • Healthy School Governor - • Health & Safety Link Governor – • Upper KS2 Link Governor – • RSE Link Governor – <p>RESOLVED: To fill the above roles via email correspondence between the Chair and Governors.</p> <p>The Clerk was asked to circulate the list of Link Governor roles with a short note on what the role of Link Governor involved. Governors to then choose which role they preferred.</p> <p>Action: Clerk</p> <ul style="list-style-type: none"> • <u>Terms of Reference for all committees</u> <p><u>Curriculum & Standards, Finance & General Purposes, Headteacher’s Performance Management Review and Pay Committees</u></p> <p>Governors reviewed and RESOLVED to agree the terms of reference of the above committees.</p>
5.	Minutes Of The Meeting Held On 9th July 2020 And Matters Arising
	<ul style="list-style-type: none"> • To review and approve the minutes of the summer term meeting held on

	9 th July 2020
	<p>Governors reviewed the minutes of the governing body meeting of 9th July 2020 which had been circulated prior to the meeting.</p> <p>RESOLVED: To approve the minutes of the governing body meeting of 9th July 2020.</p> <p><u>Matters Arising:</u> There were no matters arising.</p>
6.	Headteacher's Report
	<p>The Headteacher presented her report which had been circulated prior to the meeting. The report was taken as read and a summary of where the school was at was presented to Governors. The summary included the following highlights:</p> <p>i. <u>School's Self-Evaluation Form (SEF) Update</u> The Head said that the SEF was an important document which could be shared with the Inspectors in advance. It would be well pitched before the inspection. This SEF summary had been given to the Executive Head by the previous Headteacher. The Executive headteacher would expect the SEF to have considerably more detail. The SEF was one of the big priorities for the Head as well as the School Development Plan (SDP) which would be shared at the next meeting of the governing body.</p> <p>ii. <u>Pupil Outcomes</u> There was no up-to-date data available as there had not been any national assessment since 2019. The next formal assessment would take place later on this term. Meetings had been held with teachers during which aspirational targets had been set for the children. The majority of the targets were in the upper 60-70%. The children had missed out on a lot but there was optimism that now the school is back with continuous learning and then progress meetings held after each of the assessment points, the leadership would be able to have more details conversations with teachers which might lead to raising some of those aspirations.</p> <p>The Head explained that the Year 1 targets appeared weaker than the others as it was a transition year. This was understandable as it was very difficult for the children to transition into Year 1 when they had not had a year in Reception. When children came into Reception, there was usually the need for teachers to provide the children with personalized education whereby the school would understand where they were competent and where they wanted to be. They would then be encouraged to try other areas so that when they left Reception, they left with a broad foundation. Clearly the children in the current Year 1 had not been able to benefit from all of that personalized learning in Reception so there is a lot of catching up to do.</p> <p>iii. <u>Start Of The Year</u> The Head said that the staffing structure had been inherited from the previous</p>

Headteacher. The structure had children in 3 classes in key stage 1. Having mixed age groups in this key stage was a concern. It had also become apparent that the job that teachers had to do to equip the children with those early years foundations and move on with the Year 1 curriculum involved a lot of work and to have the children in a mixed group at this key stage was a concern. The prospect of opening a 4th class had been considered. Rebecca had had meetings with the school's Financial Adviser to see whether this was feasible. A decision had been taken to split KS1 into 4 smaller classes with no class having more than 20 children. Parents had been advised of this earlier in the day. As a result, for the remaining part of this year, Years 1 and 2 children would be with children in their own year groups. This would support the Year 2 teachers in delivering the standard that they were expected to deliver.

iv. Baseline Data

The baseline data comprised the data of children coming into Nursery and Reception. This was an early assessment of where the children were at when they came into the school. The Head said that it would appear that the cohort coming in this year was very low indeed. She did not however know how that compared with the cohorts the school had been having in previous years. She said that there was a need to track the children's progress carefully and that hopefully with good teaching the children would improve. The Early Years environment had been improved and the children now had a good environment in which to learn. It was hoped that as the year progressed, the children working at just below would be able to move to the working at box.

v. Phonics Check

The Head reported that the phonic check data had been encouraging. It was noted that Year 2 pupils would now be doing the check that they should have done in Year 1. The early data was between 80-85%. The check itself would take place later in the term.

The Head reminded Governors of the last set of data that the school had at the last inspection. This was a reminder of how the school had performed across each of those national performance measures.

Governors **RESOLVED** to approve the Headteacher's proposal to invite the Head of Early Years to deliver a presentation to Governors. Governors acknowledged the fact that the children who had come into the Nursery and Reception this year could well have been affected by the pandemic hence their low performance during the baseline assessment. However, the baseline assessment could not be underestimated with 18% of children below the expected level in Reading. It was noted that if class sizes were reduced in Year 1 and there was an increase in the amount of one to one interaction in small groups, there would be an improvement. The Chair added that there was a need to find ways of supporting an increased allocation of resources into the school and into early years in particular. It was agreed that Jackie Garner would be invited to the next meeting of the governing body in March to explain how her team would be able to address the on entry data.

Action: Headteacher/Jackie Garner

The possibility of inviting external support for Reading was discussed. The Head said that alongside reducing class sizes there was the need to prioritise the number of adults that were available to work across Key Stage 1 and Eddi Miller had been creative in organising the timetable. As a result, all of the children in KS1 would have the opportunity to read with an adult everyday (not on one to one basis but within a small group). The school was also prioritising reading for the next Inset Day in the beginning of January.

A Governor reported that Barclays and BP had well established Reading Partner programmes that could be used. The Head said that there was a programme being used at St Luke's, Tutor Mate, which would be started at Harbinger. The programme could be conducted remotely. She added that it was effective and would be built into the provision in Harbinger.

It was noted that the school had 43 vacancies and this was a serious concern as this meant that the school has lost around £130k in income. It was noted that the school needed to focus on getting a positive report from Ofsted so that positive messages could be sent about the school. Governors were informed that other schools on the Island carried vacancies but not to this extent. There however appeared to be an error in the number of vacancies in Year 6 and it was agreed that the School Business Manager would look into that.

Action: Mai-Anh Dien

The Chair encouraged Governors to think of ways of promoting the school.

Action: All

The Head said that a SEND update and a safeguarding update could not be tabled at this meeting as the SENCO was away from school. She undertook to circulate this electronically when it became available.

Action: Headteacher

The Chair encouraged Governors to undertake safeguarding training. He asked them to undertake the safeguarding training offered by Governor Services.

vi. Staffing

A staffing update was presented. The Chair expressed the thanks of the governing body for the extraordinary work the staff was doing during the pandemic. The Head commended the work that Nimesha and Matthew were doing in the school to coordinate staffing across the school during these challenging times. She highlighted the fact that it had become apparent that there was a need to develop career pathways for middle leaders and support staff. In addition, she said that there was a need to look at the working hours of support staff as they started when the children did and left when the children did. This did not give them enough professional time to discuss the provision in the classroom with the teachers. She explained that before looking at staff hours there was a need to look at the length of the school day at Harbinger. It was currently from 9.00 a.m. to 3.15 p.m. and this was different to other schools. This constituted almost 50 hours less learning time in the school year. She said that she was considering an additional 15 minutes to the school day

	<p>either at the beginning or at the end of the school day. She mentioned that she was planning to consult parents about the length of the school day and sought the approval of Governors to consult with parents and offer alternatives including different lengths of day for different ages of children.</p> <p>The Chair asked Parent Governors about their views on the proposal. Parent Governors said that they did not envisage any problems with the proposal. However, they felt it would be preferable for the extra time to be added to the end of the day rather than at the beginning.</p> <p>Governors RESOLVED to agree for parents to be consulted after the lockdown. The Head undertook to draft something and take it from there.</p> <p>vii. <u>Pupil Enrichment</u></p> <p>It was noted that there had not been much opportunity for pupil enrichment due to the pandemic. The Chair however informed Governors that construction was likely to be a significant feature of the economy going forward. He said that there were opportunities for school children to have contact with building and construction developments on the Isle of Dogs. This would provide an opportunity for enrichment and also introduce the children to a career in construction, surveying or property development. He mentioned that he had been approached by a Property Developer interested in having Harbinger visit their site they were also interested in striking a relationship with Harbinger. They did have a relationship with another school but because of the nature of the Developer (The West Ferry Printers Development) and their past record in other businesses the school in question, Seven Mills, terminated their relationship with them. He asked the Head to consider the proposal.</p> <p>A Governor mentioned while having links with construction was a good idea, the site was a conflicted piece of ground and that the school needed to be careful about what it was seen to be giving support for. The Chair asked Governors to send him their thoughts via email.</p> <p>Action: All</p> <p>It was also agreed that Robyn Bruce who had contact with Seven Mills would liaise with them to find out what had happened between the school and the Developers.</p> <p>Action: Robyn Bruce</p> <p>The Headteacher undertook to discuss this with the Chair outside of the meeting.</p> <p>Action: Head & Chair</p> <p>Governors thanked the Headteacher for her update.</p>
7.	School Development Plan (SDP)
	<ul style="list-style-type: none"> • <u>To review and approve the school's SDP</u> <p>The Headteacher presented a summary of where the school was at with regard to the SDP. The Chair suggested that an extraordinary governing body</p>

	<p>meeting be scheduled in early January to discuss the SDP at length. The SDP would be the only item on the agenda. It was agreed that the Chair and Headteacher would look at the logistics of the meeting taking place in the school outside of this meeting.</p> <p>Action: Head & Chair</p> <p>The Headteacher said that the process would be for Governors to arrive at a plan and then share a summary with parents as it was important for parents to know what the school was working on. It was agreed that the summary would be taken to parents after the extraordinary governing body meeting.</p> <p><i>Ranjani Shrutisagar left the meeting at this point.</i></p>
8.	<p>Safeguarding Update (Standing Item)</p>
	<p>This item had been discussed under agenda the Headteacher's report (Agenda item 6).</p>
9.	<p>Committee Reports</p>
	<p>Governors received the following committee minutes for their information.</p> <p>a. Finance and Resources Committee – Minutes of 24th September 2020 The Chair informed the committee that this was the last year in which the school had to take effective steps to deal with the budget deficit. He added that there was a need for clarity with regard to where the school sat with regard to the PFI contract. It was agreed that a presentation on where the school was at with the PFI contract, what could be done and what could not be done would be given at the governing body meeting in the summer term.</p> <p>Action: Clerk/School</p> <p>b. Curriculum & Standards Committee (Oral Update) – 5 November 2020 Governors received the minutes of the Curriculum & Standards Committee meeting of 5th November 2020.</p> <p>c. Pay Committee – (Oral Update) - 12 November 2020 The Pay Committee meeting did not meet as scheduled as the school was still carrying out the performance management review of the staff. it was agreed that the committee would correspond by email within the next two weeks.</p> <p>Governors RESOLVED to agree the recommendations via email.</p>
10.	<p>Policies For Review and Approval</p>
	<p>The following policies which had already been reviewed at committee level were presented for review and ratification:</p> <p><u>From Finance & General Purposes Committee</u></p> <ul style="list-style-type: none"> • Health & Safety Policy • Whistleblowing Policy

	<ul style="list-style-type: none"> • Charging & Remissions Policy • Best Value Statement • Scheme of Delegation • Managing Allegations Against Staff • Pay Policy • Online Safety Policy <p><u>From Curriculum & Standards Committee</u></p> <ul style="list-style-type: none"> • Safeguarding and Child Protection September 2020 • Behaviour Policy • Harbinger Remote Learning Guide For Parents • Remote Learning Contingency Plan <p>Governors RESOLVED to ratify the above-mentioned policies which had already been agreed at committee level.</p>
11.	Reports From Governors
	<ul style="list-style-type: none"> • <u>Including Training and Visits to the school</u> <p>Governors provided the following information on visits to the school:</p> <ol style="list-style-type: none"> i. Father Tom visited the school to meet with Nimesha Nagahawatte. He said that it was a very useful meeting. ii. The Chair visited the school a few months ago to see how the classrooms had been set up and how things were going. iii. Kiran Rahman conducted a Health and Safety walk in the school. Kiran to produce a report on her visit. <ul style="list-style-type: none"> • Chair's Action None
12.	Items For Next Agenda
	<ol style="list-style-type: none"> i. School Development Plan (SDP) ii. SEF iii. Early Years Presentation – Looking at the transition work the school undertook to prepare the children coming into Harbinger
13.	Any Urgent Business
	None
14.	Dates Of Future Meetings
	<p><u>Governing Board Meetings</u> Thursday 18th March 2021 at 5:00pm Thursday 27th May 2021 at 5:00pm - Meeting to ratify budget for 2021/22 Thursday 8th July 2021 at 5:00pm</p>

	<p><u>Finance & General Purposes Committee</u> Thursday 14th January 2021 at 5:00pm Thursday 29th April 2021 at 5:00pm – To approve draft budget for 2021/22</p> <p><u>Curriculum & Standards Committee</u> Thursday 21st January 2021 at 5:00pm Thursday 6th May 2021 at 5:00pm</p>
15.	PART 2 – CONFIDENTIAL ITEMS
	None

The Chair closed the meeting at 19:55 p.m.

Chair's Signature: _____

Date: _____