



NIGHTINGALE SCHOOL

Nightingale Primary School, Tiger Way, Hackney, London E5 8NA
0208 985 4259 <http://www.nightingale.hackney.sch.uk>

Minutes of the Full Governing Body (FGB) in-person meeting. 18 Oct 2023, 18.30. NON-CONFIDENTIAL Final Version

Only one paragraph (26) difference from the confidential version. Documents in GovernorHub at [Nightingale](#)

A. ATTENDANCE In alphabetical order by first name, except **Chair of Governors (CoG)** first. *Non-Governors in grey italic font. See [Governance](#)*

No	First Name	Last name	Initials	Start date*	End date*	Category / Notes	Type	Here today?
1.	Paul	Mules	PM, CoG	18/05/2022	17/05/2025 §	Co-opted. Chaired meeting **	Governor, FGB Chair ¹	Present
2.	Abigail	Hopper	AH / HT	01/09/2016	Ex Officio	Staff, Ex Officio	Headteacher	Present
3.	Azmina	Siddique	AzS	10/02/2021	10/02/2025	Co-opted	Governor ¹	Apologies
4.	Barira	Limbada	BL	19/10/2022	18/10/2026	Elected Sept 2022	Parent Governor ²	Present
5.	David	Howells	DH	09/10/2019	17/10/2027 §	Re-co-opted 18/10/2023	Governor ¹	Present
	<i>Eboni</i>	<i>Ferguson</i>	<i>Eboni F</i>	<i>12/02/2020</i>	<i>11/02/2024</i>	<i>Parent</i>	<i>Parent Governor ²</i>	<i>Apologies Maternity / flexible</i>
6.	Elena	Filekova	Elena F	28/04/2021	27/04/2025	Co-opted, Finance Chair 2021-22	Governor ¹	Present
7.	Igor	Rogovoy	IR	25/11/2019	17/10/2027 §	Re-co-opted 18/10/2023. FGB & F&R Vice Chairs**	Governor ¹	Apologies
8.	Nicolas	Laurent	NL	24/04/2019	25/04/2027 §	Re-Co-opted 26/04/2023	Governor ¹	Apologies
9.	Romaine	Sweeney	RS	19/10/2022	18/10/2026	Elected Sept 2022	Staff Governor	Present
10.	Xavier	Roeseler	XR	12/02/2020	11/02/2024	Co-opted	Governor ¹	Present
	<i>Vacancy</i>					<i>Local Authority (LA)</i>	<i>Governor</i>	<i>(AJR Resigned 1/2/2022)</i>
	<i>Chandrika</i>	<i>Sashidharan</i>	<i>CS / SBM</i>	<i>01/09/2015</i>	-	<i>Staff, School Business Manager (SBM)</i>	<i>Associate (cannot vote)</i>	<i>Apologies</i>
	<i>Adam</i>	<i>Steele</i>	<i>AdS</i>	-	-	<i>Staff, Assistant Headteacher</i>	<i>Associate (cannot vote)</i>	<i>Present</i>
	<i>Chris AC</i>	<i>Baker</i>	<i>CACB</i>	<i>18/03/2020</i>	-	<i>LBH Clerk, drafts agendas & minutes</i>	<i>LBH</i>	<i>Present</i>

B. ATTENDANCE NOTES

1-2 Instrument of Government, [26/03/2015](#) says: 12 governors, of which x7 co-opted ¹ and x2 parent governors ².

* Start and End dates are for terms of office as Governors, not for any other role such as on a Committee, chairing or a Link Governor. The terms of office for Governors are four years, starting from the date of their first FGB. Max two four-year terms (18/5/22 decision).
 § These are end dates for the final of two four-year terms.

** The term of office for the Chair of Governors is three years (agreed 7/10/20 & 18/5/22). PM's second of max two terms as Chair started 18/5/22 - election is due May 2025.
 The same for IR as FGB Vice Chair.

The quorum is half of **membership** (rounded up, excluding [Associate Members](#) and vacancies). [Associate Members](#) are not Governors and cannot vote in FGBs. Link roles were in "Nightingale_Prim_LBH_FGB_Minutes_28.04.2021_Chair_Approved" 9.8, then in "22-23 Scheme of Delegation".
Committee chairs must be elected at the beginning of each School year.

C. ACTION TABLE Background Colour Key: Amber: Pending. Green: Complete or closed
 Most recent updates are in the right-most column at the end of each cell, and in the last rows, in yellow highlight.
 Action owners are recommended to update three weeks ahead of the next meeting.

Source Date	Minute/agenda Ref	Description and some updates <small>Mostly in date order, except some similar actions grouped together</small>	By whom	Due date	Updates by date colours: 29/4/20, 8/7/20 , 7/10/20 , <i>Italics: PM 28/10/20 10/02/21 28/04/21 30/06/21 13/10/21 09/02/22, 27/04/22, 18/05/22, 8/7/23, 19/10/22, 1/3/23, 26/04/23, 12/07/23, 18/10/23</i>
30/06/21	14.2	Governor Vacancies: PM will call for nominations for Parent Governor (PG)*, Local Authority and Committee Chair ELECTIONS* . Clerk will forward details on the processes to the Chair* {This is at 4 People Composition, Skills, Appointments [copies 28/7/21], shared 28/7/21}	PM	Sept 2021	Initiated 30/06/21. 13/10/2021: Finance Cttee Chair was Elena, rest outstanding. 09/02/22: MA-elected Parent Governor . HT/PM to contact AJR and seek a local Local Authority Governor. 18/05/22 Clerk: See Constitution & membership . MA resigned. PM started the LA application. HT will arrange Staff Governor election. Parents Gov times on GovHub. Complete except LA Gov. Complete except LA Gov. for which names being considered. Finance Cttee: Elena F elected Chair, PM Acting and Vice Chair during Elena F maternity. LA Gov: PM sought LBH's Madalina Brockmann's advice, & HT asked someone. PM will contact the two Governors on maternity. LA: PM approached several, not successful. HT will give Young Governors' information to PM. Clerk to consider the nearby School. Eboni F, Elena F & AS should be considered as returned from maternity? but allow flexibility. The LA vacancy could be seen in the context of the possible merger with Baden Powell, so to be considered in January if a merger decision is made. Consider if merge
26/04/23	7.6	Give more absence information, e.g. compare to London/LBH/1-form entry schools, benchmarking/demographics/SEND	HT	Sept	Initiated FGB 26/04/23. DONE
26/04/23	10.8	School video tour quotes	HT	ASAP	Initiated FGB 26/04/23. CANCELLED
26/04/23	11.10	Possible Merger: Options for joint culture/enrichment activities, shared INSETs, 2-form entry etc. Listening to parents mtg?	HT	Next FGB	Initiated FGB 26/04/23. To await decision on merger; if so an extra FGB in January. HT will also publish FGB topics to cover, e.g. contracts, facilities. On 18/10/23 agenda, so DONE
12/07/23	4.3	The Clerk will check with LBH whether meetings can be recorded . Next FGB will decide.	Clerk	Next FGB	Initiated FGB 12/07/23. Post 18/10/23 meeting note: LBH advised this is up to the School . Consider GDPR, eg permission from all participants each time

Source Date	Minute/agenda Ref	Description and some updates Mostly in date order, except some similar actions grouped together	By whom	Due date	Updates by date colours: 29/4/20, 8/7/20, 7/10/20, <i>Italics: PM 28/10/20 10/02/21 28/04/21 30/06/21 13/10/21 09/02/22, 27/04/22, 18/05/22, 8/7/22, 19/10/22, 1/3/23, 26/04/23, 12/07/23, 18/10/23</i>
12/07/23	7.12	HT will feedback to next FGB on any adjustments which may flow from the recent OFSTED visit.	HT	Next FGB	Initiated FGB 12/07/23. CLOSED
12/07/23	10.4	The HT will upload the breakdown of the £30,000 ARP set up costs to GovernorHub, for review at the next Finance meeting.	HT	Next Finance	Initiated FGB 12/07/23. Awaiting the SLA from LBH
12/07/23	11.6	Add to Action 11.10 of 26/04/23: HT will also publish FGB merger topics to cover if merger proposal progresses, e.g. contracts, facilities.	HT	Next FGB	Initiated FGB 12/07/23. HT to put on Governorhub shortly
12/07/23	12.6	Governors to complete termly Link Governor visits , with reports to be posted on GovernorHub. Re-start this from September 2023.	All Gobs	termly	Initiated FGB 12/07/23. Two visits were scheduled
12/07/23	14.2	Policies: VB to put a safeguarding update in GovHub, based on a Key template.	VB	Next FGB	Initiated FGB 12/07/23. DONE
12/07/23	16	SBM to send 2023-24 FGB calendar invites	CS	ASAP	Initiated 12/07/23. FGB still to be done? DONE
18/10/23		Anti-racism curriculum audit will be put on GovernorHub and a Link Governor visit made	HT BL RS		Initiated 18/10/23
18/10/23	16.17	All to complete their Code of Conduct & KCSIE , & put on their GovernorHub Profiles	ALL	Next FGB	Initiated 18/10/23. Code is here: General Governance Docs
18/10/23	6.2	AzS to complete Safeguarding Single Central Record	AzS	Next FGB	Initiated 18/10/23
18/10/23	8.16	Conduct the Finance and SEND Committee Chairs & Vice Chairs elections at the next FGB. Meanwhile all of the nominees should confirm they accept / reject nomination.	Nominees /Clerk	Next FGB	Initiated 18/10/23
18/10/23	8.18	Nominate 2024-25's Cttee Chair roles and obtain nomination statements before end of this year, and vote over the 2024 summer break (electronically). Vote this proposal at the Jan 2024 FGB	All	Next FGB	Initiated 18/10/23
18/10/23	16.7	Amend SEND policy once the Service Level Agreement (SLA) for the ARP is clarified. Other policies to be amended as in items 16.2 – 16.13.	HT		Initiated 18/10/23
18/10/23	17.3	PM will give Governors' contact details to Maggie Kalnins to assist in getting training notifications from her to all	PM		Initiated 18/10/23

D. PART 1: NON-CONFIDENTIAL

Text in italics is headings from the agenda. Green: main items.

Agenda Items

1. *Welcome and Introductions.*

2. **Apologies** and acceptance or rejection of absences: As in table A above. The apologies were accepted. The meeting was in School. Eboni F, on maternity, will attend flexibly.

2.1 The quorum was half of **membership** (rounded up, excluding [Associate Members](#) and vacancies). There were 10 voting Governors due as in Table A, so the quorum was 5. 7 Governors were present from the start, so the meeting was quorate.

3. **Declarations of Interests (Dols) Annual Register**: Most had updated their declarations on GovernorHub; two Governors were still due to complete. [Post-meeting: New pecuniary interests are on [web](#) and attendance updated.

4. **Declarations of interests, pecuniary or otherwise, in any item on this agenda, even if already in the annual Register of Interests**

4.1 None.

5. **Minutes of Previous FGB meeting**: 12 July 2023

5.1 **AGREED**. A version amended to be “FINAL” may go on the School website to help with transparency and governor recruitment.

5.2 Governors proposed that the Clerk record all meetings, to assist with drafting minutes.

5.3 The Clerk was authorised from next meeting to record on-line governance meetings, subject to LBH agreement and GDPR checks, including obtaining permission from all participants each time. [Post-meeting note: LBH advised this is up to the School.]

5.4 Actions: Updated in Table C.

5.5 Matters arising: None.

6. **Safeguarding** (for all April and October agendas, action (f) from 30/6/21 meeting) (Veronica Benjamin VB)

6.1 Keeping Children Safe in Education ([KCSIE](#)) - Governors to confirm they've read via GovernorHub: PM, DH, AzS, XR, RS & HT confirmed they had completed the course, some still had to note it on GovernorHub. Other Governors still needed to complete. It can take about two hours. See 16.17 Action.

6.2 Review Safeguarding Single Central Record: XR was passing this on to AzS.

6.3 ACTION: AzS to complete the Safeguarding Single Central Record

6.4 QUESTION: Who checked or filtered Internet use, and was the School permitted to search children's mobile phones?

ANSWER: There was a system called "Turn It On". Mobiles could be searched in certain circumstances.

6.5 VB to put a safeguarding update in GovHub, based on a Key template (Action 14.2 from 12/07/23): DONE.

6.6 QUESTION: Were policies being reviewed in the light of the new Autism Resource Provision (ARP)?

ANSWER: Yes, including behaviour, uniform, attendance and homework. Most policies may need review, depending on the LBH Service Level Agreement (SLA).

6.7 QUESTION: Did the School seek advice from other schools with ARPs?

ANSWER: Yes, the School attended an ARP forum.

7. **Chair's report on any urgent action** taken since the previous meeting:

7.1 No urgent action, but this could be an important year if there was to be a School merger. Documents on this may be posted on GovernorHub. Pupil numbers will need to be monitored. Governance structures may require review. Progress is satisfactory.

8. **Governance**

8.1 *Terms expiring: IR & DH:*

8.2 The Clerk chaired this section. IR had given apologies, and DH was asked to leave the room for this section only.

8.3 Everyone agreed that both Governors had done all and more of the required work and training, and attendance was excellent. Subject to IR's acceptance of his:

8.4 BY UNANIMOUS VOTE BY SHOW OF HANDS, DH AND IR WERE RE-CO-OPTED FOR THEIR FINAL FOUR-YEAR TERMS.

8.5 *Governors who were on maternity x 2 and Eboni F:*

8.6 AzS and Elena F had returned. Eboni F who had a young baby was attending flexibly, and had participated in the SEND Committee.

8.7 Governors can claim childcare expenses.

8.8 *Local Authority (LA) Governor vacancy re-nomination (Action Log (14.2)):*

8.9 This could be addressed in January subject to the proposed School merger.

8.10 *Elect Committee Chairs & Vice Chairs for Finance and SEND Committees. The Clerk chaired this section:*

- 8.11 The Clerk had requested nominations over the summer break, and received:
- 8.11.1 FGB Chair: Paul Mules. Vice Chair: Igor. In fact both PM and IR had already been elected to those roles until May 2025 at a previous meeting, and those roles were not up for election this time.
 - 8.11.2 Finance Chair: Elena Filekova x2. Vice Chair: Igor.
 - 8.11.3 SEND Committee Chair: David H and Azmina. Vice Chair: David H and Eboni Ferguson.
- 8.12 Both SEND roles therefore required a competitive vote. Since Azmina was absent, this will be done at the next FGB meeting. If Azmina was to be SEND Chair, someone else would need to lead safeguarding.
- 8.13 **ACTION: The Finance (Elena) and SEND Committee Chairs (DH) & Vice Chairs elections will be conducted at the next FGB meeting. Meanwhile all of the nominees should confirm they accept / reject nomination.**
- 8.14 **DECISION: THE FINANCE (ELENA) AND SEND COMMITTEE (DH) CHAIRS & VICE CHAIRS ROLES WILL REMAIN AS LAST YEAR UNTIL THE NEXT FGB DUE IN JANUARY** [Post meeting note: postponed to 7 Feb 2024].
- 8.15 **PROPOSAL: Nominate 2024-25's Committee Chair roles and obtain nomination statements before the end of this year, and vote over the 2024 summer break (electronically). Vote on this proposal at the January 2024 FGB?**
- 8.16 [Post meeting note: Baden Powell Committee structure is different; they have a Children's Committee and a Governor Link Committee: [https://baden-powell.hackney.sch.uk/about-us/our-governing-body/.](https://baden-powell.hackney.sch.uk/about-us/our-governing-body/)]

9. Headteacher's Report (incl. Schools Merge Proposal (School Estate Strategy))

- 9.1 Agenda items:
- 9.1.1 *Additional (Autism) Resource Provision (ARP)*
 - 9.1.2 *Strategic Priorities, One Page Strategic Plan (OPSP), School Development Plan*
 - 9.1.3 *OFSTED report and actions arising*
 - 9.1.4 *Review of Previous Year's Results*
- 9.2 AH's report listed potential Link Governor visits.
- 9.3 Schools were in the four-week merger consultation period. The decision will be made in December. Baden Powell School pupils may be invited to tour the buildings, and children may meet for activities in the Park. [Post-meeting: See link: [Four primary schools in Hackney will close next September due to the ongoing decrease in the number of school-aged children](#)]

- 9.4 Attendance this term was above 94%. That meant that 2 in 10 pupils attended less than 90% of the time, and was about the national average. The aim was to return to pre-Covid attendance.
- 9.5 QUESTION: Was attendance mostly affected by the pupils, or parents?
ANSWER: It was hard to change habits that developed during Covid. Everyone was cautious about infectious diseases.
- 9.6 The ARP had two classes and was half full. It started well. The challenge was funding, and integrating with the mainstream. Activities such as camping and the Tea Time Club will need to be carefully considered to allow equality of access.
- 9.7
- 9.8 QUESTION: Have you co-operated with other schools that have ARPs?
ANSWER: Yes, staff attended ARP forms. The Nest was also a blueprint. Need levels were high, and special needs schools were full.
- 9.9 QUESTION: Were different staff leading on different priorities?
ANSWER: Yes, but the HT was leading on the potential merger.
- 9.10 QUESTION: Was there a waiting list to join?
ANSWER: Yes, for Reception.
- 9.11 QUESTION: How was learning from the anti-racism curriculum audit being progressed?
ANSWER: This will be posted on GovernorHub. It will also be the subject of a Link Governor visit (BL &RS).

10. **Break:** Not taken

11. **Reports from Committees**

11.1 *Finance, 4 Oct 2023 (Elena F, Finance Chair):*

11.1.1 A replacement soft Facilities Management (FM) provider will be sought by going out to tender. The timescale may be affected by the possible merger.

11.1.2 The mid-year budget showed a small surplus. The Tea Time Club was still making a loss despite a price increase. However child care until 17:30 was a plus for many parents.

11.2 *Special Educational Needs and Disabilities (SEND) Committee, 4 Oct 2023 (David Howells, Chair):*

11.3 Much of the meeting was taken by Veronica Benjamin (VB) explaining the difficult budget. The Committee congratulated the School on managing it. Visits were being organised.

12. Achievement of pupils with Special Educational Needs & Disabilities (SEND) compared to others (trends over time/variance key groups)

- 12.1 From 26/06/23 SEND agenda item 9d “Questions for Governors to ask”, Adam S had been asked to present at this FGB, and kindly did.
- 12.2 Adam gave a PowerPoint presentation on the previous year’s Standard Attainment Tests (SATs) for Years 6 and 2. DH had attended reading tests which were well organised.

Year 6

- 12.3 For Reading, Writing, and Maths (RWM) the combined the score was 70% (whereas the national was 59%). The School was about halfway in the pack compared to the rest of LBH.
- 12.4 There were 27 children, of whom 48% (13) were disadvantaged. Those with Special Educational Needs (SEN) support were 11%, and with English as an Additional Language (EAL) were 71%. RWM for the disadvantaged was 77%, whereas the national was 44%.
- 12.5 QUESTION: Why so much variation?
ANSWER: Reading was hard for those with EAL. Speech and Language Therapy (SaLT) was important.

Year 2

- 12.6 Reading and Writing was above national and Maths was below. For those with SEND, all were well above the LBH average.
- 12.7 QUESTION: What action was taken for those below standard?
ANSWER: They were given more support and staff assistance.

13. FINANCE (Elena F)

- 13.1 *Mid-Year 2023-24 Budget Review, with new staffing for ARP/SEND ARP funding*
- 13.2 *Surplus Spend Plan (SSP) 2023 – 2026*
- 13.3 CS forecasted a small surplus this year if all expected funds arrived.
- 13.4 QUESTION: Did that take account of the anticipated 6.5% teacher pay rise?
ANSWER: The Government was part funding this, and hopefully LBH would top it up. The financial impact was hoped to be neutral.
- 13.5 QUESTION: Would heating costs be mitigated by two-form entry?
ANSWER: Yes.

14. **Schools Merge Proposal (School Estate Strategy):** Timeline of steps over rest of 2023/24: Covered at (9) Headteacher's Report

15. **Link Governors' reports**

None received - visits were due.

16. **Policies** This list is from the agenda:

16.1 The Clerk suggested reconsidering the terminology "Ratify" in "Strategic Meetings Timeline 23-24" and similar. "Ratify" could imply minimal tick-box approval, whereas instead Governors should actively read, consider, debate and may then agree documents.

16.2 All policies were **AGREED** without voting, subject to qualifications below. Where changes are needed they are mostly not listed as actions. HT to confirm they are under way, or re-submit to next FGB.

16.3 See [Policy Schedule 23-24](#) and [Policies for annual check that have changed](#), and [Policies for annual check that haven't changed](#)

16.4 *Safeguarding*: Covered by 16.5, Child protection and procedures, below.

Single Central Record – Safeguarding Gov.: Responsibility swapped from XR back to AzS to be noted. See Action 6.2.

16.5 *Child protection and procedures*: Some changes. **AGREED**. This would need review if there was a merger.

16.6 *SEND*: **NO CHANGE, AGREED**. Key recommendations needed amendment in the light of the ARP.

16.7 ACTION: SEND policy to be amended once the Service Level Agreement (SLA) for the ARP is clarified. Other policies to be amended as indicated in items 16.2 – 16.13.

16.8 *Children with Health Needs Who Cannot Attend School*: **NO CHANGE, AGREED** (subject to Safeguarding swapped from XR back to AzS).

16.9 *Instrument of Governance (governance constitution)*: **NO CHANGE, AGREED**.

16.10 *FGB Terms of Reference (ToRs) with Finance Cttee ToRs and SEND Cttee ToRs*: **NO CHANGE, AGREED**.

16.11 *Written Statement of Behaviour Principles*: **NO CHANGE, AGREED**.

16.12 *Staff Capability: Capability of Staff 23-24*: **NO CHANGE, AGREED**.

16.13 *Data Protection, Retention, Breach, Privacy Notices*: To be submitted to next FGB.

16.14 *Scheme of Delegation*: **NO CHANGE, AGREED**.

16.15 *Governors Allowances – Scheme for paying*: **NO CHANGE, AGREED**.

16.16 *Governors' Code of Conduct*: **NO CHANGE, AGREED**.

16.17 **ACTION: All to sign Code of Conduct and KCSIE** (see 6.1 and Action Table 16.17).

16.18 *(Policies requiring annual agreement: Statutory policies for schools and academy trusts)*

17. **Training**

17.1 The priority was Keeping Children Safe In Education (KCSIE). Then mental health training (which lasted two years).

17.2 It would be useful if a couple of Governors undertook Safer Recruitment training.

17.3 **ACTION: PM will give Governors' contact details to Maggie Kalnins to assist in getting training notifications from her to all.**

17.4 The LBH Governor Training programme was [here](#), and the brochure for [primary](#) (p. 4-5). Governors were encouraged to check.

18. **Next Meeting Dates 2023-24**, at 18:30 for up to 2 hours and virtual except where stated. Details in "[Strategic Meetings Timeline 23-24](#)".

18.1 FGB: 10/01/2024 virtual, 24/04/2024 virtual, 03/07/2024 in School.

18.2 Finance: 20/03/2024, 19/06/2024 all virtual for 1.5 hrs.

18.3 SEND: 31/01/2024, 08/05/2024 all in person at School, 9:00 - 10:30 am.

18.4 Headteacher's Performance Management (PM) Committee: Oct 2023 TBC, in person (face to face).

19. **Any Other Business:** None.

[Post meeting NGA update: [NGA Membership update Nov 23 - Hackney Governor Services](#)]

20. Decide if any of the above discussion should be made **confidential:** None.

21. Recommend **agenda items for the next meeting** (minimum three weeks ahead): Only as already mentioned.

E. PART 2: CONFIDENTIAL

22. **Confidential minutes** of the previous meeting, if any: None.

23. **HR / staffing / other:** None.

24. **Complaints:** Only those formally referred to FGB: None.

If Governors are approached by someone wishing to make a complaint, please follow the School's policy. The Headteacher will normally consider it first. Governors should avoid becoming involved in case they have to hear the complaint at stage 2.

25. **Disciplinary** Report: Bullying / harassment: None.

26. **Other confidential matters:**

[See Confidential version]

The meeting ended at 20:21.

Agreed as the correct record at the meeting after next, of date: 24 Apr 2024

When this "Final" NON-CONFIDENTIAL version was agreed as ready to be published on the School's website.

Signed by the Chair _____ as the correct record on date: _____ 2024

Nightingale Primary School Tiger Way, Hackney, London E5 8NA
0208 985 4259 <http://www.nightingale.hackney.sch.uk>