



NIGHTINGALE SCHOOL

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

Final Version MINUTES of the Full Governing Body (FGB) Remote meeting, 07 Feb 2024, 18.30

Held virtually. Here is [Guidance](#) on virtual meetings. How MS Teams works is [here](#). Documents in GovernorHub at [Nightingale](#)

A. ATTENDANCE In alphabetical order by first name, except **Chair of Governors (CoG)** first. Non-Governors in grey 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. Safeguarding, SEND	Governor ¹	Present
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. SEND Chair	Governor ¹	Present
6.	Eboni	Ferguson	Eboni F	12/02/2020	11/02/2024	Parent [First term expired 11/02/2024]	Parent Governor ²	Present Maternity / flexible
	Elena	Filekova	Elena F	28/04/2021	27/04/2025	Co-opted, Finance Chair 2021-22	Governor ¹	Apologies
7.	Igor	Rogovoy	IR	25/11/2019	17/10/2027 §	Re-co-opted 18/10/2023. FGB & F&R Vice Chairs**	Governor ¹	Present
8.	Nicolas	Laurent	NL	24/04/2019	25/04/2027 §	Re-Co-opted 26/04/2023	Governor ¹	Present
9.	Romaine	Sweeney	RS	19/10/2022	18/10/2026	Elected Sept 2022	Staff Governor	Present
10.	Xavier	Roeseler	XR	12/02/2020	06/02/2028 §	Re-co-opted 07/02/2024	Governor ¹	Present
	Chandrika	Sashidharan	CS / SBM	01/09/2015	-	Staff, School Business Manager (SBM)	Associate (cannot vote)	Present
	Veronica	Benjamin	VB	-	-	Assistant Headteacher	Associate (cannot vote)	Present
	Adam	Steele	AdS	-	-	Staff, Assistant Headteacher	Associate (cannot vote)	Present
	Vacancy					Local Authority (LA)	Governor	(AJR Resigned 1/2/2022)
Non-Governors								
	Harriet	Dodd	HD	-	-	Shadowed, prospective new Finance Governor	-	Present
	Chris AC	Baker	CACB	18/03/2020	-	LBH Clerk, drafts agendas & minutes	LBH	Present

B. ATTENDANCE NOTES

¹⁻² **Instrument of Government**, [26/03/2015](#) says: 12 governors, of which x7 co-opted ¹, all filled at 7/2/24. 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. **Committee chairs** must be elected at the beginning of each School year (this year done 7/2/24).

The quorum is half of membership (rounded up, excluding [Associate Members](#) and vacancies). [Associate Members](#) cannot vote in FGBs, but can in Committees [24/04/24 (10.7) FGB decision: [Associate Members](#) cannot vote at all.]

Link roles were in "Nightingale_Prim_LBH_FGB_Minutes_28.04.2021_Chair_Approved" 9.8, then in "22-23 Scheme of Delegation".

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 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</i> 28/04/21 30/06/21 13/10/21 09/02/22 , 27/04/22, 18/05/22 , 6/7/22 , 19/10/22 , 1/3/23, 26/04/23, 12/07/23, 18/10/23 , 07/02/24
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. Parent 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 Jan 2024 if a merger decision is made. Consider if merge. Parent Governor election in September 2024? See Governance, item 10 BELOW
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. For review at the next Finance meeting
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. Draft budget produced this week. Soft FM will go to tender. CLOSE: Part of budget etc.

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</i> , 27/04/22, 18/05/22, 8/7/22, 19/10/22, 1/3/23, 26/04/23, 12/07/23, 18/10/23, 07/02/24
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 scheduled . Omitted at this & previous meeting. All to plan visits, using the template
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. Initial observations were posted. When a new middle leadership post is filled, this would be part of a Link Governor visit. DONE
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: General Governance Docs . Most done, two to do
18/10/23	6.2	AzS to complete the Safeguarding Single Central Record	AzS	Next FGB	Initiated 18/10/23. DONE
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 See Governance, item 10 below, DONE
18/10/23	8.18	Nominate 2024-25's Cttee Chair roles and obtain nomination statements before end of 2023-24, and vote over the 2024 summer break (electronically)	All	Next FGB	Initiated 18/10/23. AGREED , nomination statements due end of 2023-24 (<i>at FGB?</i>) Vote over Summer break
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. HT to chase the SLA
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. DONE
07/02/24	10.3	Contact Baden Powell Chair of Governors (CoG) to discuss cooperation, sharing documents etc	PM	ASAP	Initiated 07/02/24
07/02/24	10.12	Update the Committee structure on GovernorHub	PM	ASAP	Initiated 07/02/24

D. PART 1: NON-CONFIDENTIAL

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

Agenda Items	
Accessed the meeting via Microsoft Teams . Guidance here . Those in the attendance list, Table A, were present virtually.	
1. Welcome and Introductions The meeting was delayed from January, due to a tragic incident involving a pupil, and the merger decision delay. Welcome to Harriet Dodd, who was not a Governor, but may join later as a finance advisor.	
Agreed to meet virtually , in line with GDPR and School policy, electronically, by Teams video. See (3) Video Call tips.pdf .	
2. Apologies and acceptance or rejection of absences: See table A above. Elena F's apologies were accepted. Eboni F, maternity, attends flexibly.	
2.1	The quorum was half of membership (rounded up, excluding Associate Members and vacancies). There were 11 voting Governors due as in Table A, so the quorum was 6. 10 voting Governors were present from the start, so the meeting was quorate.
3. Declarations of Interests (Dols) <u>Annual Register</u> : All but one had updated their declarations on GovernorHub. Pecuniary interests were on the School's web site, and attendance updated.	
4. Declarations of interests, pecuniary or otherwise, in any item on this <u>agenda</u>, even if already in the annual Register of Interests	
4.1	None.
5. Minutes of Previous FGB meeting: <u>18 Oct 2023</u> (confidential section, ask for password) 18.10.2023	
5.1	NOT AGREED, as more time was needed to read them; deferred to next meeting. If agreed, a version amended to be "FINAL" may go on the School website to help with transparency and governor recruitment. [18 Oct Minutes AGREED at the 24 April 2024 meeting.]
5.2	Matters arising: None.
6. Actions See Table C above.	
7. Safeguarding (for all April and October agendas, action (f) from 30/6/21 meeting) (Veronica Benjamin VB)	
7.1	Safeguarding responsibility had transferred from XR back to AzS.
7.2	All had done the S128 mandatory safeguarding checks, and on the single central register.

7.3	Keeping Children Safe in Education (KCSIE) - Governors confirmed they had read via GovernorHub: See 16.17 Action. One Governor still to do.
7.4	Review Safeguarding Single Central Record: XR had passed this on to AzS (Action 6.2); DONE.
8.	Chair's report on any urgent action taken since the previous meeting:
8.1	No urgent action taken.
9.	Schools to Merge Sept 2024 (School Estate Strategy), and SBM's report SBM Report 0702
9.1	LBH merger decision: update on closure and merger plans Four primary schools in Hackney will close next September due to the ongoing decrease in the number of school-aged children
9.2	Action 11.10 from 12 July 2023 meeting: "HT will propose options if a merger: joint School culture/enrichment activities, classes, shared INSETs, 2-form entry etc."
9.3	The School roll was rising and the School was full. Attendance was up, and better than the national level. Regarding the strategic objectives, the ARP was going well and nearly full. The sensory classroom was nearly finished. There will be a second sensory room. There had been a successful SEND coffee morning.
9.4	LBH's School merger decision was now definite. Nightingale was working closely with the Baden Powell community. Their teachers had visited, but sadly they were being made redundant. They will be welcome to apply for new roles at Nightingale. LBH Human Resources had accepted an invitation to help with the process, including at interviews. Parents had been given two tour dates and there were plenty of connections. E.g. the Parent Teacher Association and a parent coffee morning. The Turkish community was engaged.
9.5	The SBM shared a draft budget spreadsheet on the screen, Scenario 1 , including Baden Powell. An estimated 7/12ths of the total - £788,588 - will come from Baden Powell. A spreadsheet tab listed teachers and support staff, and new posts needed. In some cases 50% had been added to budget lines because of the merger. There were issues with hard Facilities Management (FM): the contract needed review this summer. New ICT hardware was needed.
9.6	QUESTION: Could Baden Powell's equipment be moved to Nightingale? ANSWER: Their assets needed review. They may not have been updated, due to their falling school roll.
9.7	QUESTION: Did Nightingale have adequate furniture for Two Form Entry (2FE)? ANSWER: Yes, Nightingale was set up for 2FE at the start. But some purchases may be necessary.
9.8	QUESTION: In the HT's report, it said Baden Powell's teachers were paid more. How was that accounted for in the budget?

- 9.9 ANSWER: Yes, some Baden Powell teachers had enhancements. Unfortunately they cannot roll across to Nightingale. Learning Support Assistant salary ranges may be reviewed. The first recruitment round will be from Baden Powell. The 7/12ths from Baden Powell was based on projections of Baden Powell's students moving across. The biggest risk was Reception, where there may only be 39 students for 60 places. A small surplus of about £8579 was in the draft budget, so there was no significant risk to the budget.
- 9.10 QUESTION: The Local Education Authority (LBH) put aside extra funds for the transition. How will this be used?
- 9.11 ANSWER: LBH was still considering this; some may be allocated for well-being. Baden Powell students will get help with uniforms. The sports day will be joint.
- 9.12 QUESTION: Were there many pupils with SEND from Baden Powell?
ANSWER: There were fewer, perhaps five with EHCPs, so they were more typical of the national picture.
- 9.13 QUESTIONS: Were there any concerns about the merger, for example about different cultures, and how could Governors support?
ANSWER: It was an exciting challenge. Having a recent good OFSTED inspection was helpful. The main task was to scale activities up. Care was needed when merging classes. The Year Six classes will be kept separate. The budget needed to be conservative. Soft and hard Facilities Management needed attention. Policies and practices needed to be right, especially for inductions.

10. **Governance**

- 10.1 All Governor roles were to be reviewed once the two Schools have merged. See Baden Powell's [Committee structure](#). [Associate Members](#) roles should also be considered.
- 10.2 *Action 14.2: Terms expiring: Eboni F (Parent Governor, expired 11/02/2024) & XR (Co-opted Governor, expired 11/02/2024):*
- 10.2.1 *Parent Governor:* The vacancy will be advertised to Nightingale parents. CS may start the nomination process around Easter, with a view to elections before May Half Term. [But see 10.2 in 24/4/24 minutes]
- 10.2.2 *Co-opted:* The Clerk chaired this section: At 18:53, XR left the meeting briefly to allow discussion. Governors commented that he had been an exceptionally good and effective Governor. A vote was held (electronic hands raised). All 9 voted to re-co-opt him - there were no abstentions nor votes against.
- 10.2.3 VOTE: XAVIER ROESLER WAS RE-CO-OPTED FOR HIS FINAL FOUR-YEAR TERM (BY UNANIMOUS VOTE, 9/0)**
- 10.3 ACTION: PM to contact the Baden Powell Chair of Governors (CoG) to discuss cooperation, sharing documents etc.**
- Elect Committee Chairs & Vice Chairs for Finance and SEND Committees. Clerk chaired this section.*

- 10.4 Nominations were made over the summer. See section 8 of the 18 Oct 2023 minutes: Elections were postponed to today. Elections were conducted during this 7 Feb meeting by electronic shows of hands. All candidates were voted into place by all nine other governors, no abstentions, unanimously. There was no competition for positions; candidates matched the posts available.

Chair and Vice Chair of Finance Committee

- 10.5 Elena F wanted to step down as Finance Chair and as a Governor, but she was willing to continue for now.

- 10.6 VOTE: Elena Filekova elected as Finance Chair** (all nine other Governors in favour, none against, no abstentions, so unanimous).

- 10.7 VOTE: Igor Rogovoy elected as Finance Vice Chair** (all nine other Governors in favour, none against, no abstentions, so unanimous).

Chair and Vice Chair of SEND Committee

- 10.8 AzS was happy to return as Safeguarding Governor, **AGREED**. And it was agreed she would return to SEND Committee, replacing XR.

- 10.9 VOTE: David Howells elected as SEND Chair** (all nine other Governors in favour, none against, no abstentions, so unanimous).

- 10.10 ~~VOTE: Eboni Ferguson elected as SEND Vice Chair (all nine other Governors in favour, none against, no abstentions, so unanimous).~~**
[Post-meeting note: Her term expired 11/02/2024, but see FGB 24/04/24 (10.2).]

- 10.11 QUESTION: Who were members of the SEND Committee?

ANSWER: DH (Chair), AzS, Eboni F [expired 11/02/2024], HT. As the quorum was three, adding another Governor was suggested.

- 10.12 ACTION: PM to update the Committee structure on GovernorHub.**

- 10.13 DECISION: Nominate 2024-25's Committee Chair roles and obtain nomination statements before the end of this year by the FGB, and vote over the 2024 summer break (electronically).** All 10 Governors voted in favour, none against, no abstentions, so unanimous.

11. **Headteacher's Report** [Spring FGB HT Report](#). It was assumed that Governors have read HT reports.

11.1 On 20/12/23, tragically a nursery child was killed at home. An INSET day was held. It was difficult to break the news to some pupils. Support was offered to families, and a memory book composed. LBH and Nightingale School did not think anything could have been done to prevent it. There will be a safeguarding practice review. It was genuinely unforeseen. It was also difficult for staff, who had been very helpful. The School tried to maintain routines for the children.

11.2 (Several topics covered under "Schools to Merge Sept 2024", item 9).

12. **Break** Not taken

13. **Reports from Committees**

13.1 Both not needed - previous meetings were both 4 Oct, reported at the 18 Oct FGB.

13.2 Due to the merger and tragic event, the SEND Committee was postponed, with no new date set. DH, VB and HT will suggest agenda items and propose a new date.

14. **Link Governors' reports:** Not covered due to lack of time.

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

15.1 See [Advanced Reading](#) and [Policy Schedule 23-24](#). Some below were deferred to the next FGB. (*Policies requiring annual agreement: Statutory policies for schools and academy trusts*)

15.2 Single Central Record – Safeguarding Governor AzS to check: DONE.

15.3 [Early Career Teacher Policy 24-25](#) (ECTs): Unanimously **AGREED**.

15.4 Volunteer Policy, due 1/1/2024: **DEFERRED**.

15.5 SEND policy: To be amended once the Service Level Agreement (SLA) for the ARP is clarified (Action 16.7).

15.5.1 [Data Protection Breach Retention 23 -24.docx](#) Agreed by Igor. **AGREED**.

16. **Training**

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

17. **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](#)".

17.1 FGB: 24/04/2024 virtual, 03/07/2024 in School.

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

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

17.4 Headteacher's Performance Management (PM) Committee: Oct 2023 TBC, in person (face to face). Due in 2 weeks.

18. **Any Other Business**

18.1 The hard Facilities Management contract with Pinnacle will end in February 2025. LBH will do the procurement, and the School should be involved. The Management Company was happy for the School to procure its own soft Facilities Management.

18.2 NL will do a sponsored cycle ride, raising funds for Nightingale bikes. There was also a cycling league between LBH schools, with monthly competitions.

19. Decide if any of the above discussion should be made **Confidential**: None.

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

E. PART 2: CONFIDENTIAL – None

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

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

23. **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 because they may have to hear the complaint at Stage 2.

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

25. **Other confidential matters:** None.

The meeting ended at 20:39.

Agreed as the correct record at the following meeting of date: 24 Apr 2024

When the "Final" 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
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