



NIGHTINGALE SCHOOL

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

## CHAIR-AGREED Minutes of the Full Governing Body (FGB) Remote meeting, 24 Apr 2024, 18.30

[Most text in red font [square brackets] means please consider taking action, or edit the text. To be deleted once finalised.]

[Text in amber background means something pressing to consider, or please correct / edit / confirm the text. Text will likely remain.]

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 Present	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 <sup>1</sup>	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 <sup>1</sup>	Present
4.	Barira	Limbada	BL	19/10/2022	18/10/2026	Elected Sept 2022	Parent Governor <sup>2</sup>	Apologies
5.	David	Howells	DH	09/10/2019	17/10/2027 §	Re-co-opted 18/10/2023, SEND Chair	Governor <sup>1</sup>	Present
	Eboni	Ferguson	Eboni F	12/02/2020	03/07/2024?	Parent Gov term Exp 11/02/2024. Assoc to 3 July 2024?	Associate (was Parent Gov <sup>2</sup> )	Apologies? Maternity
6.	Elena	Filekova	Elena F	28/04/2021	27/04/2025	Co-opted, Finance Chair 2021-22	Governor <sup>1</sup>	Apologies
7.	Igor	Rogovoy	IR	25/11/2019	17/10/2027 §	Re-co-opted 18/10/2023. FGB & F&R Vice Chairs**	Governor <sup>1</sup>	Present
8.	Nicolas	Laurent	NL	24/04/2019	25/04/2027 §	Re-Co-opted 26/04/2023	Governor <sup>1</sup>	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 <sup>1</sup>	Apologies
	Chandrika	Sashidharan	CS / SBM	01/09/2015	-	Staff, School Business Manager (SBM)	Associate Member (cannot vote)	Apologies
	Vacancy					Local Authority (LA)	Governor	(AJR Resigned 1/2/2022)
	Vacancy					Election due July 2024?	Parent Governor <sup>2</sup>	
Non-Governors								
	Chris AC	Baker	CACB	18/03/2020	-	LBH Clerk, drafts agendas & minutes	LBH	Present

## B. ATTENDANCE NOTES

<sup>1-2</sup> **Instrument of Government, 26/03/2015** says: 12 governors, of which x7 co-opted <sup>1</sup>, all filled at 7/2/24. And x2 parent governors <sup>2</sup>.

\* 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](#) are not Governors and cannot vote in FGBs, but can in Committees when allowed by FGB. 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: Dark amber: Urgent. 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</i> 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, 07/02/24 24/04/24
30/06/21	14.2	<b>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. <a href="#">People Composition, Skills, Appointments [copies 28/7/21], shared 28/7/21}</a></b>	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 <a href="#">Constitution &amp; membership</a> . 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. <i>No update.</i>
12/07/23	10.4	<b>The HT will upload the breakdown of the £30,000 ARP set up costs to GovernorHub, for review at the next Finance meeting</b>	HT	Next Finance	Initiated FGB 12/07/23. Awaiting the SLA from LBH. For review at the next Finance meeting <i>SLA still awaited.</i>

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, 6/7/22, 19/10/22, 1/3/23, 26/04/23, 12/07/23, 18/10/23, 07/02/24 24/04/24</i>
12/07/23	12.6	Governors to complete <b>termly Link Governor visits</b> , with reports to be posted on GovernorHub. Re-start this from September 2023	All Govs	termly	Initiated FGB 12/07/23. <b>Two visits scheduled</b> . Omitted at this & previous meeting. All to plan visits, using the template. <b>No update. Governors invited to attend open days and the summer fair.</b>
18/10/23	16.17	All to complete their <b>Code of Conduct &amp; KCSIE</b> , & put on their GovernorHub Profiles. PM to chase	Two Govs	Next FGB	Initiated 18/10/23. Code: <u>General Governance Docs</u> . Most done, two to do (Elena, Barbra). <b>Two still to do</b>
18/10/23 24/04/24	8.18 10.5	Invite nominations for 2024-25's Committee Chair roles and request nomination statements. To close a week before the 03/07/2024 FGB (26 June). Vote over 2024 summer break (electronically)	PM	14 June	Initiated 18/10/23, 24/04/24
18/10/23	16.7	<b>Amend SEND policy</b> 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. <b>Awaiting SLA</b>
07/02/24	10.3	Contact Baden Powell Chair of Governors (CoG) to discuss cooperation, sharing documents etc	PM	ASAP	Initiated 07/02/24. <b>To do</b>
07/02/24	10.12	Update the Committee structure on GovernorHub	PM	ASAP	Initiated 07/02/24. <b>To do</b>
24/04/24		HT to update the web published declarations of interests	HT	ASAP	Initiated 24/04/24
24/04/24	10.4	The Chair will consider Governors' roles / Committees in the light of merger and discuss at the October FGB	PM	Oct FGB	Initiated 24/04/24
24/04/24	11.5	For mid-year reviews, HT to produce comparison figures for both national and local Hackney performance.	HT		Initiated 24/04/24
24/04/24	14.3	The HT will keep Governors updated on the SSP spend.	HT	FGB	Initiated 24/04/24
24/04/24	15.3	RS will upload her Equalities Link Governor report to GovernorHub.	RS		Initiated 24/04/24
24/04/24	19.1	HT to send dates of open days and summer fare	HT	ASAP	Initiated 24/04/24

## D. PART 1: NON-CONFIDENTIAL

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

Agenda Items	
<b>Accessed the meeting</b> via <a href="#">Microsoft Teams</a> . Guidance <a href="#">here</a> . Those in the attendance list, Table A, were present virtually.	
1. <b>Welcome and Introductions.</b> Harriet Dodd, who attended last time, was not permitted by her employer to join as a governor. Elena agreed to stay on longer than planned, whilst a replacement for her was sought.	
<b>Agreed to meet virtually</b> , in line with GDPR and School policy, electronically, by Teams video. See <a href="#">(3) Video Call tips.pdf</a> .	
2. <b>Apologies</b> and acceptance or rejection of absences: See table A above. All apologies were accepted.  2.1 The quorum was half of <b>membership</b> (rounded up, excluding <a href="#">Associate Members</a> and vacancies). There were 10 voting Governors due as in Table A, so the quorum was 5. 7 voting Governors were present from the start, so the meeting was quorate.	
3. <b>Declarations of Interests (Dols) Annual Register:</b> All had updated their declarations on GovernorHub. <a href="#">Pecuniary interests</a> were on the School's web site.  <b>ACTION: HT to update the web published declarations.</b>	
4. <b>Declarations of interests, pecuniary or otherwise, in any item on this <u>agenda</u>, even if already in the annual Register of Interests</b>  4.1 None.	
5. <b>Minutes of Previous FGB meeting:</b> 7 Feb 2024  5.1 <b>AGREED</b> , A version amended to be "FINAL" to go on the School website to help with transparency and governor recruitment. This may be helpful for the merger. The Clerk to schedule short virtual meetings with SBM (& if needed HT) to resolve queries in these, previous and future minutes.  5.2 Matters arising: None.  5.3 <b>Minutes of FGB meeting before that:</b> 18 Oct 2023 (Governors had not had a chance to check these before the February meeting): 18 Oct 2023 minutes <b>AGREED</b> .	

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 Keeping Children Safe in Education ([KCSIE](#)) – Most Governors confirmed they had read; two still to do : See 16.17 Action.

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 24th April 2024](#)"

9.1 Plans were going well. However only one staff from Baden Powell (the School merging) applied to join Nightingale. So almost a one form entry team of staff was being recruited. There were 52 candidates, and all but one post was filled. They were a diverse new team, except that all were women. The School mainly recruited more experienced teachers, although there were two Early Career Teachers. The one Baden Powell teacher who applied received a post. There was a shortage of Learning Support Assistants especially in the Additional Resource Provision (ARP). The next priority was to recruit support staff.

9.2 All but approximately 10 children from Baden Powell will come over to Nightingale. Parents seemed happy. A breakfast had been provided for Eid, popular with the Turkish community. There had been Easter and Eid fares. Children were being given tours of Nightingale. The main risk area was Reception, where 45 offers had been made. Hopefully most of those will come.

9.3 Next year's budget looked satisfactory; Nightingale will get 60% of Baden Powell's budget.

QUESTION: How were communications from Baden Powell to their students and parents going?

ANSWER: Nightingale was encouraging them in a positive direction, and moving to cooperate on communications. All parents were encouraged to sign up to the Mail Chimp email list.

Baden Powell's student data was on a physical server in their School. They might want help from London Borough of Hackney (LBH) to move it to the Cloud (shared memory servers accessed over the Internet). The main concern of course was safeguarding. They had the Child Protection Online Management System (CPOMS), but some records were on paper.

QUESTION: For 6-formers, would Nightingale be inheriting something like 20 years of records? Shouldn't those to go to LBH?

ANSWER: Yes, and CPOMS covered six years anyway.

QUESTION: Did we have enough space to store paper records?

ANSWER: They will be scanned, uploaded, and shredded.

QUESTION: How could records be merged - for some years, records of which students came from Baden Powell would need keeping?  
ANSWER: All pupils had unique pupil numbers. There were good merging facilities within CPOMS. From September there will be one coherent system; records will show who came from Baden Powell.

QUESTION: How will you do staff induction?  
ANSWER: The two Early Careers Teachers finish their training in July, then they will shadow. Current staff will have policy refreshers to increase mentoring capacity. There will be three INSET days in September.

QUESTION: What about school uniforms?  
ANSWER: LBH provided grants of £35 per pupil. The only kit with a special logo was the jumper. The summer fare will assist with second-hand uniforms.

QUESTION: Any other worries?  
ANSWER: No. But there was a high workload, and lots of children with SEND. Interactive whiteboards were on order, and new laptops for teachers. Classrooms should be set up by the May half term. The café will become the new Additional Resource Provision (ARP).

## 10. **Governance**

10.1 *Local Authority (LA) Governor vacancy nomination (Action Log (14.2))*  
This will be addressed in September after the merger.

10.2 *Parent Governor vacancy*

An election was due in a few weeks. At the Clerk's suggestion Governors agreed to retain Eboni F as an [Associate Member](#) till July 2024 when another election was expected. She will still sit on the SEND Committee (though did not count to its quorum). **CORRECT?**

10.3 *SEND Cttee members:* There were only 3 voting members (plus Eboni F), and 3 was also the quorum. Perhaps parents could be invited to join later?

10.4 *Review Governors' roles / Committees in the light of merger?* See [The Key](#).

**ACTION: The Chair PM will consider Governors' roles / Committees in the light of merger and discuss at the October FGB.**

10.5 Agreed 7 Feb 2024: Nominate 2024-25's Committee Chair roles and obtain nomination statements before the end of this year (at July FGB), and vote over the 2024 summer break (electronically).

**ACTION: The Chair PM will invite nominations for 2024-25's Committee Chair roles and request nomination statements. To close a week before the 03/07/2024 FGB (26 June).** That will give nominees time to decide if they accept nomination.

10.6 Associate Members can attend FGB. They are not governors and cannot vote. They can vote in committees if agreed by FGB.

10.7 **DECISION: Associate Members are not to vote in the Committees.** This can be reviewed in the autumn.

11. **Headteacher's Report.** It was assumed that Governors had read HT reports.

11.1 SIMS was the Student Information Management System. GDS was working at Greater Depth within the expected Standard.

11.2 QUESTION: How was attendance, and what was done to improve it?

ANSWER: This was a national problem since Covid. The School's performance was similar to national; and persistent absence was low. Staff communicated daily about each relevant student. Warning letters were issued. For families facing stress and disruption, sometimes staff physically collected students. The emphasis was on helping children to enjoy school. Classes with the best attendance were highlighted at Friday assemblies, and children with 100% attendance got a free trip. There were termly reports to parents. Emel who led attendance struck a fine balance between being helpful and strict.

11.3 QUESTION: How did persistent absence relate to safeguarding?

ANSWER: Almost all students were seen at some time. Regular updates were obtained from parents. Some children and/or parents had complex needs. One child was being educated at home, as Education Other Than At School (EOTAS). None were missing from education. So safeguarding was satisfactory. Multi-agency hub referrals were made when needed.

11.4 QUESTION: How did persistent absence relate to SEND?

ANSWER: SEND students could have high absence, for example if needing hospital visits for conditions such as sickle cell. School could be difficult for children with autism. One child attended School four days per week, and one day at Forest School. Regular patterns such as this could be agreed. For students away for long periods, work was issued, and home or Zoom tuition provided. There were SEND surgery and advice sessions, and coffee mornings.

11.5 QUESTION: For mid-year reviews, could there be comparison figures for both national and Hackney performance?

ANSWER: Yes.

**ACTION: For mid-year reviews, HT to produce comparison figures for both national and local Hackney performance.**

12. **Break** Not taken

13. **Reports from Committees:**

13.1 *Finance Committee (EF, Finance Chair) [2024 Mar 20](#)*

The small surplus was growing, and will be carefully invested. For example there had been unexpected special needs place funding. The ARP was almost full.

13.2 QUESTION: Would the café be converted to the new ARP?

ANSWER: Yes, this was the second ARP, for older children. There would be six children in each ARP.

13.3 *Special Educational Needs and Disabilities (SEND) Committee (DH, SEND Chair).* This had not met since the last FGB.

14. **FINANCE** (*Sub-headings sourced & amended from the advanced reading folder, as that info came late*)

14.1 *Year-end Apr 2023 - Mar 2024 [Year End 2324](#):* This had been agreed by Finance Committee. **AGREED UNANIMOUSLY**

14.2 *5 Year Budget 2024-2029 (incl. provisional budget 2024-2025):* This was satisfactory. The 2025 catchment was unknown. Another round of school closures was anticipated. **AGREED UNANIMOUSLY**

14.3 *Surplus Spend Plan 2024 - 2027:* This will be spent, on items such as the ARP café conversion. Teachers will get new laptops. And there will be new Chrome Book trolleys. Redecoration was likely. Some funds will be kept aside for hard FM life-cycle items replacement.

**ACTION: The HT will keep Governors updated on the SSP spend.**

14.4 QUESTION: Would Nightingale benefit from Baden Powell's non-financial resources?

ANSWER: Yes, Nightingale would have first option on these. NL offered to help. **SSP AGREED UNANIMOUSLY**

15. **Link Governors' reports:**

15.1 *Equalities Link Governor feedback:* Romaine (RS) had studied the whole community including parents, SEND, new "blind" recruitment procedures, and extra-curricular activities. Objectives included mental health and well-being, and closing the achievement gap for those from under-resourced backgrounds.

15.2 Governors thanked RS for having completed such a comprehensive refresh of equalities.

**15.3 Action RS will upload her Equalities Link Governor Report to GovernorHub.**



16. **Policies** *This list was from the agenda:*
- 16.1 See [Policy Schedule 23-24](#) and [Governor Strategic Timeline 23-24](#)
  - 16.2 Schools Financial Value Standards (SFVS): [SFVS2324](#) ref'd from Finance Cttee 20 Mar: **AGREED UNANIMOUSLY**
  - 16.3 (Single Central Record – Safeguarding Gov.: AzS checked this in February, it was done. It was not a policy).
  - 16.4 Volunteer Policy, due 1/1/2024, deferred from 7 Feb meeting 15.4. **Deferred.**
  - 16.5 SEND: To be amended once the Service Level Agreement (SLA) for the ARP was clarified. **Deferred.**
  - 16.6 [Data Protection Breach Retention 23 -24.docx](#)– Igor. (Deferred 18/10/23 and 07/02/24) – Igor R signed; it did not need to go to FGB.
  - 16.7 Control Assurance Statement: **Deferred**; it is in the SFVS.
  - 16.8 Staff Discipline, Grievance and Conduct: **AGREED UNANIMOUSLY**
  - 16.9 “Teachers Pay Policy 24-25 Small Change - Uplift to Salaries”: Subject to that change which the HT showed, **AGREED UNANIMOUSLY**
  
  - 16.10 All policies in the advanced reading folder were **AGREED UNANIMOUSLY.**

17. **Training**

- 17.1 Not covered. The LBH Governor Training programme was [here](#), and the brochure for [primary](#) (p. 4-5). Governors 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: 03/07/2024 in person in School.
- 18.2 Finance: 19/06/2024 all virtual for 1.5 hrs.
- 18.3 SEND: None due. All in person in School, 9:00 - 10:30 am.
- 18.4 Headteacher’s Performance Management (PM) Committee: Due Oct 2023, in person (face to face). Done 20 Feb 2024.

19. **Any Other Business (AOB)**

- 19.1 **Action: HT to send dates of the open days and summer fare.**
  
- 19.2 NL’s sponsored 477 km cycle trip to Belgium raised about £500. He ordered two new bikes and repair kits for the School. Governors thanked him, and NL will speak at assembly.

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 – None**

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

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

[Clerk's advice: Consider actively recording that there are zero cases in items 23 - 25 if that is the case. If there are incidents, it may be worth including an anonymous one sentence summary, to demonstrate that Governors are proactively addressing any potential issues.]

26. **Other confidential matters:** None.

The meeting ended at 20:32.

~~Agreed as the correct record at the following meeting of date: ..... 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~~

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