



HNS Board Meeting – Executive Summary

Date 23rd October 2013

Time 1930 - 2245

Location 1-9 Downham Road, London N1 5AA

Present Governors Andreas Wesemann, Chairman
 Phillippa De’Ath, Vice Chairman
 Lesley Falconer, Headteacher
 Sophie Solomon, Member Governor
 Andrew Tetlow, Member Governor
 Jan Culley, Co-opted Governor
 David Heales, Co-opted Governor
 Durell Barnes, Co-opted Governor

The agenda for the board meeting and the main items discussed were as follows:-

1. Apologies for Absence	<ul style="list-style-type: none"> • None
2. Review of Performance Tracking & Data Management System	<ul style="list-style-type: none"> • Ms Williams, assistant headteacher, gave a detailed presentation of HNS’ performance tracking and data management system
3. Minutes from 2-Sep-13 board meeting	<ul style="list-style-type: none"> • These were reviewed and approved • It was noted that the next meeting of the Education Committee would take place in December 2013
4. Headteacher’s report	<ul style="list-style-type: none"> • The headteacher’s report was presented and discussed
5. Admissions preparation & arrangement for 2014/15 academic year	<ul style="list-style-type: none"> • An update on this workstream was discussed • Regular dialogue with Hackney Learning Trust is taking place and its importance was emphasised
6. Financial Review	<ul style="list-style-type: none"> • The Finance & General Purposes Committee met as part of this board meeting • An updated budget for 2013-14 was reviewed • The implications of the late withdrawal of HNS’ catering supplier shortly before opening were discussed • A first draft of September management accounts was reviewed
7. Building Report	<ul style="list-style-type: none"> • The board reviewed an update on the project plan for the main site, including target completion dates for extensions to Downham Road and the main Kingsland Road site, following planning approval in September 2013 • Fundraising initiatives to support refurbishment of the



	Wharfmaster's House were discussed
8. Ofsted Preparation	<ul style="list-style-type: none">• The first DfE inspection will take place on 12th November 2013
9. Policy Review	<ul style="list-style-type: none">• A series of HNS policies were reviewed and approved by the board
10. Register of Interest	<ul style="list-style-type: none">• The register of interest of HNS governors was reviewed, and governors were asked to provide any updates if necessary
11. Risk Register	<ul style="list-style-type: none">• The board asked the headteacher to maintain a complete risk register, and to have done so by the end of this term
12. Insurance Register	<ul style="list-style-type: none">• A register of all outstanding insurance policies was reviewed by the board
13. Nominations Update	<ul style="list-style-type: none">• The election of the first parent governor was discussed, and a process for doing so was agreed
14. Hackney New Primary School	<ul style="list-style-type: none">• The planned application to open a primary school in September 2015 was discussed extensively
15. AOB	<ul style="list-style-type: none">• The Vice Chairman agreed to make enquiries about appropriate governor training
16. Next board meeting	<ul style="list-style-type: none">• Date set for 4th December• F&GP committee meeting to take place immediately afterwards