

ST MARY & ST PANCRAS CE PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
held on

Tuesday 8th December 2015 at 6.00pm

ATTENDEES

Governor Type	Name	Term of Office End	Present/Absent /Apologies
Incumbent (COM)	Rev Anne Stevens	Ex-officio	present
	Father Paschal Worton	Ex-officio	present
LDBS	Gregory Watson	March 2017	present
	Sophie Steel (Chair)	Feb 2016	present
Deanery (South Camden)	James Poole	Dec 2019	present
	Marion Rushbrook	Sept 2017	Present
PCC	Mark Paul-Clark	Aug 2016	Present from
	Caroline Rink	July 2019	present
Local Authority	Nana Oye Adjepong	Nov 2016	apologies
Parents	Marie LeMaitre	Sept 2017	present
	Lawrence Tampu-Eya	May 2019	present
Headteacher	Sheila McCalla-Gordon	Ex-officio	Present
Staff	Nick Tidey	Jan 2018	Present
Co-opted	Debra Griffith (SBM)	May 2019	Present
Also present			
DHT	Lucy Heard	N/A	Present
AHT	Kathryn Parrott	N/A	present
Clerk (LDBS)	Matthew Connolly	N/A	Present

Part One (Non Confidential)

16 Opening Prayer

16.1 The meeting opened at 6:05

17 Welcome and Apologies for Absence

17.1 The Chair welcomed governors and observers to the meeting. Governors noted that the November FGB had been cancelled due to insufficient availability of governors. Governors also noted that this was to be the final FGB for the outgoing Headteacher.

17.2 James Poole had been nominated as a Foundation Governor by the Deanery.

17.3 An apology from Nana Oye Adjepong was ACCEPTED. Mark Paul-Clark was expected and the meeting was quorate.

18 Declaration of Interest – Pecuniary and Otherwise

18.1 None for items on agenda.

19 Cover Arrangements for HT from January 2016

19.1 The Chair outlined that from the three applicants to the recent HT advert none had been suitable to interview. With the assistance of LDBS the following arrangements was in place:

- Lucy Heard to be Acting Headteacher and would use Headteacher email
- Kathryn Parrott to act up to DHT
- That the school would have the support of Sue Ladipo an experienced HT who would always be available by phone/email and in the school on average 2 days a week. Although some flexibility would be required, for example perhaps one day one week & following week three days. The current HT outlined handover meetings had progressed well. Email for Sue Lapido being arranged.

19.2 Sue Lapido would attend FGB meetings, plus staff meetings and all School Leadership Team meetings.

19.3 The Chair outlined this arrangement would be in place for two terms and meanwhile the post would be advertised again.

20 HT Recruitment

20.1 Clerk confirmed with Chair that all present could remain while this matter was discussed.

20.2 The pack to accompany the HT recruitment advert at TES was being reworked in light of lessons learnt. MPC would check final version. Those governors available had been timetabled to tours of school, visits to applicant's school, shortlisting and interviews. Key dates were the revised advert pack to LDBS by 5th Jan and to TES by 7th January 2016.

Action: HT recruitment reworked pack to LDBS by 5 th Jan & to TES by 7 th Jan

21 Part 1 Minutes of the Governing Body meeting held on the 13th October 2015 & Matters Arising

21.1 The Part 1 Minutes of the meeting held on 13th October 2015 had been previously circulated with the agenda papers were reviewed by all governors in attendance at that meeting.

21.2 The Minutes were **agreed as a true and accurate record, subject to notes below.**

A copy of these minutes was SIGNED by the Chair of Governors and handed to the School Business Manager for filing.

- At 2.2 "Sophie Steel has sent apologies" not as "Sophie Steel as apologies"
- At 6.5 "Outstanding Schools are exempt" not "Outstanding are exempt"
- At 6.13 PD, B&W is Personal development, behaviour and welfare. Clerk asked to spell out abbreviations first time they are used.
- At 7.1 "has not" rather than "ha snot"
- At 8.1 at action, "rider" not "raider"
- At 8.2 errant 11.3 at end
- At 10.2 errant "a" after "website"
- At 10.2 "year report" not "yearreport"
- At 10.3 "2017/18" not "20117/18"

- At 11.2 “if we could” rather than “if we old”
- At 10,2 governors noted Marion Rushbrook would lead on SEND report to be endorsed by governors for website

21.3 Actions: The agreed actions from the previous minutes were reviewed and outcomes shown at appendix A: New actions as follows

21.4 At 116.5. GW reported from his H&S visit and tours of school for HT recruitment that some minor works had not been done and some major works were still incomplete. GW to send list to SBM. SLT would remind all teachers of H&S checks to be completed in classrooms and GW as Link H&S Governor would visit once a term

Action: GW to send list to SBM of minor & significant works that need attention

21.5 At 127.2 there had been an initial good response form Unite. JP outlined he had found the lease had expired and the school had not been a party to the lease. JP to contact LDBS. The DHT LH outlined that Unite had not come back with a maintenance schedule as promised and would follow up. The concern was that if and when another leak occurs the response is slow.

Action:
Update on progress with Unite/LDBS with regards to expired lease (JP)
Update on requested maintenance schedule (DHT LH)

21.6 Matters Arising: (Captured as Actions)

- AS to visit on Science Day 21st Jan (others welcome)
- CR/LTE to visit on 2nd March 10-4
- Monitoring Visits to School Mon 7th March 10-2 (First Day of Assessment week)

22 SEND report for website (Chairs Item)

22.1 As above governors noted Marion Rushbrook would lead on SEND report to be endorsed by governors for website.

23 Headteacher’s Written Report

23.1 The Headteacher had circulated a full written report.

- At page 2 governors noted the Strengths and some Weakness items from the Inspection Data Dashboard.
- At page 2 & 3 the targets for 2016
- At page 4 for “The Behaviour & Safety of Pupils” the current HT had hoped to return to Level 2 as a Rights Respecting School however this would be focused on by Sue Ladipo supporting the school in 2016
- At page 4 for “Quality of Leadership & Management” that the school is looking to the succession plan particularly for middle managers.
- At page 5 the new standards for assessment without levels, no longer about moving child to next level but depth of understanding. Both LH & KP were able to report that this school was ahead of other schools in this area. The current HT stressed governors must keep looking at progress.
- At page 5 governors noted the LA would support the SBM in setting a 3 year finance strategy
- AT page 5 governors noted that the school must supervise any children withdrawn from attending church by parents/carers. This is a drain on teacher resource and Sue Ladipo would review these arrangements.

- At page 6 & 7 governors noted the key details of the School Improvement Plan (SIP)
- At page 10 governors noted attendance for Year 4 is below target.
- At page 20 governors noted the need to focus on Reading from EYFS
- At page 26 onwards governors noted the extensive Training & Development for staff

23.2 The HT stressed governors needed to understand the RAISEonline report and Inspection Data Dashboard. For example from IDD our inclusion is strong but why are SEN children not achieving. Those governors who support SEND in school felt the arrangements were strong so difficult to identify what the issue is. The HT outlined the need for case studies on SEN children even including videos of progress. Clerk to ascertain who circulates “Bristol Summaries” these are compiled by the University of Bristol looking at data around SEN pupils.

Action: Clerk to ascertain how “Bristol Summaries” are circulated locally

23.3 The HT reminded governors that RAISEonline is a “snapshot” of one cohort at end of Year 6. However data should challenge governors to ask questions. Governors felt a training session on ROL & IDD would be essential as no recent training.

Action: Chair to pursue possible training on ROL/IDD
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24 School Business Manager’s Report

24.1 Report from the SBM had been circulated in advance, governors noted the contents an in particular the need to monitor the year end outturn. SBM to liaise on setting budget planning meeting dates.

24.2 From the Budget Monitoring Report governors asked for clarity on the “Total Catering Cost” & “Total School Meals” lines.

Action: Clarification on “Total Catering Cost” & “Total School Meals” lines. (SBM)
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24.3 School Benchmarking Analysis: This document compares school spends in key areas across Camden schools.

- At page 12 governors noted that the staff spend was generally mid table which was good in terms of budget but governors recognised they need to monitor enough is being spent on staff.
- At page 17 governors noted energy & water costs tended to be high quartile but noted spend was less than 2% of budget. SBM confirmed LA supports good management in this area.

24.4 Governors understood the challenge for the SBM setting a 3year finance plan as LBofCamden required and SBM would be supported by Joe Lynch from Camden.

25 Admissions Working Group

25.1 The clerk confirmed LBofCamden was undertaking wider circulation of draft Admission policies. SBM confirmed policies were on website. After discussion it was agreed SBM would send details of draft Admissions Polices for 2017 to local nurseries.

Action: SBM to send copies of draft Admissions Policies to local nurseries

25.2 The Admissions Committee was agreed in line with LDBS guidance as follows to give a mix of experience and develop new governors in the role:

- Headteacher
- Marion Rushbrook (has previous experience)
- Caroline Rink (on learning curve)
- Gregory Watson (nominal reserve)

- Minute taker: Elizabeth Daly from School Office

26 Policies

26.1 Complaints Policy: LBofCamden Policy adopted, the use of “perverse” at 2.4.1 was discussed and JP to suggest alternative phrase. Subject to that amendment policy ratified. Next review 2017.

26.2 Pandemic Flu: No changes, policy ratified.

26.3 Sex & Relationship Education Policy: No changes, policy ratified. Next review 2017.

26.4 School Access Plan: Policy ratified, review in 2018.

26.5 Behaviour & Discipline Statement: Ratified by governors and to be placed on website.

Action: Behaviour & Discipline Statement: Ratified by governors and to be placed on website (NT)

26.6 Emergency Response Plan: Ratified by governors.

26.7 Capability of Staff (LDBS Policy) & Staff Discipline, Conduct and Grievance (LDBS Policy) had not been circulated and no changes were reported. Governors ratified policies subject to both policies being circulated at next FGB.

Action: Capability of Staff (LDBS Policy) & Staff Discipline, Conduct and Grievance (LDBS Policy) to be circulated for Jan 2016 FGB

27 Website & eSafety

27.1 Enhanced Declarations: NT confirmed these were on website with rolling 12 month attendance table.

28 Subject Link Liaison:

28.1 Clerk reminded governors it was the intention for each governor to make a visit or conversation with their subject link teacher each term. Clerk to draw up rolling programme

Action: Each governor to make a visit or hold a conversation with their subject link teacher each term. Clerk to draw up rolling programme.

29 Visits to School

29.1 ML had visited the nursery

29.2 Governors commented that when taking visitors round the school that the visitors had commented on what a positive and happy school it was.

29.3 Governors asked for Visits Policy & Form to be circulated.

Action: Governors asked for Visits Policy & Form to be circulated (SBM)

30 Training

30.1 Possible ROL/IDD training planned for Spring 2016 as above at 23.3.

31 AOB

31.1 None.

32 Date of Next meeting

32.1 The next FGB meeting was NOTED as 6pm on Tuesday 12th January 2016

There being no other non-confidential items to discuss the meeting closed at 8:10pm

Meeting went into Confidential.

Signed:

Date:

On behalf of Chair of Governors Sophie Steel

**On behalf of the Governing Body for
St Mary's and St Pancras Church of England Primary School**

Appendix

Minute		When	notes
From June			
112.3	Action Point: Clerk/HT to identify possible Safer Recruitment training for AS/MR. MR attended 28 th Sept AS cancelled 2 nd Dec as clashed with recruitment cycle Now 1 st March at Camden, clerk to check any earlier options at LDBS (no)	now	AS 1 st March Camden
116.5	Action point: GW as an interim arrangement to go through H&S/Premises arrangements with SBM	Oct	In early September Deferred to October, now Fri 16 th Oct COMPLETED New action
From July			
122.3	Chair & AS to nominate James Poole to Deanery	now	Appointed Action complete
125.3	Website pics/bios of governors.	now	NT to chase any outstanding [bio for SBM]
127.3	Working group of Chair, AS & JP to attempt to expedite matters relating to the leasehold and water ingress from flats above.	Sept	Conference call arranged for 29 th Sept working group to discuss. Letter drafted & sent to Mark Allen CEO Unite NEW ACTION see minutes
From Sept			
5.1	Clerk to confirm mentors to new governors MR for CR/JP, clerk for LTE	now	COMPLETE
12.2	Pupil Premium Policy to be place on website (NT)	Oct	LH to forward policy to NT
13.1	NT to chase outstanding Declaration forms and to start placing on website.	Oct	COMPLETE
13.1	Clerk to email governors with further statutory changes from August	Oct	Action complete
?	Update Excess Balances Table	SBM	COMPLETE
	From Oct FGB		
6.4	ROL & DD to be circulated when available	HT	Action complete
7.1	Outcomes from Camden H&S report to be raised at FGB (SBM)	SBM	Agenda Jan
8.1	Clerk to check with LDBS if any raider can be	clerk	No

	added to the statement with regards to SEN/EHC potential pupils.		Action complete
10.2	NT to post Pupil Premium and PE/Sports Funding information In both cases report on last year spend & outcomes then this year proposed budget	NT LH to forward to NT when done & Feb FGB	PP last year outcomes & this year budget is up Sports – budget for 2013/14 up only
10.2	SEND report for website to be drafted by MR for agreement by FGB	MR	Agenda
11.2	Governors who may be able to assist with 1:1 pupil support during school day to contact DHT Lucy Heard.	all	AS/PW to ask for suitable volunteers through church family