

ST MARY & ST PANCRAS CE PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

held on

Tuesday 12th January 2016 at 6.00pm

ATTENDEES

Governor Type	Name	Term of Office End	Present/Absent /Apologies
Incumbent (COM)	Rev Anne Stevens	Ex-officio	apologies
	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
	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	Lucy Heard	Ex-officio	Present
Staff	Nick Tidey	Jan 2018	Present
Co-opted	Debra Griffith (SBM)	May 2019	Present
Also present			
AHT	Kathryn Parrott	N/A	Present
Clerk (LDBS)	Matthew Connolly	N/A	Present

Part One (Non Confidential)

33 Opening Prayer

33.1 The meeting opened at 6:00

34 Welcome and Apologies for Absence

34.1 The Chair welcomed governors and observers to the meeting, and introduced the consultant HT Sue Ladipo.

34.2 Apologies had been received from Rev Anne Stevens and Nana Oye Adjepong which were accepted.

35 Declarations of interest

35.1 None pertaining to matters on the agenda

36 Presentation from Sue Ladipo

- 36.1 Sue Ladipo (SL) outlined she has been a HT for ten years all within the borough of Camden, is also an Ofsted Inspector. A Grow Partner for LDBS and a Trustee at Robson House Pupil Referral Unit.
- 36.2 SL outlined that she considered you should work with the material you have and work with the people you have got.
- 36.3 SL shared the values she had spoken to the staff about:
- Ethos of school
 - Core Values
 - Personal responsibility for all
 - Emotional intelligence to “take people on a journey with you”
 - Teachers engage with parents in a positive way
 - For us to be a restless school where complacency cannot thrive”
- 36.4 The priorities for the School Development Plan :
- To support the FGB to secure a new HT and a smooth transition
 - Governors to have a thorough knowledge of school
 - Pupil Progress, already lesson observations with LH acting HT
- 36.5 From the inset day the staff identified the strengths of the school as positive ethos, good collaboration and an effective team. The weaknesses were:
- Too many initiatives not followed through
 - Need more competitive sport
 - Need to progress to Rights Respecting School Level 2
- 36.6 SL wanted to make sure that the children continued to behave well and have a positive attitude to Learning. Not from a reward system but for themselves.
- 36.7 The final slide of the school pond illustrated the need for every corner of the school to encourage staff to have valuable interactions with pupils every day.

37 Training: RAISEonline & Inspection Data Dashboard

- 37.1 Helen Ridding (LDBS) stressed that RAISEonline (ROL) is historic data and there is more focus now on what is happening in the school today, this week. This is quite a shift and the Inspector would meet as many governors as possible.
- 37.2 Ofsted Data Dashboard would continue online and be accessible to all parents and staff. However we and the Inspector now have the Inspection Data Dashboard (IDD).
- 37.3 The areas that need to be understood in the school is can the governors provide a challenge, especially now the National Curriculum has changed,. So can the governors challenge the senior leaders. In response to a question from a governor the acting HT outlined the use of “Classroom Monitor” in school. Helen Ridding (HR) also reminded governor there is focus on disadvantaged groups so what is the school doing to close the gap between those disadvantaged pupils and others in school and nationally. It used to be evaluated within school

between disadvantaged pupils and other pupils that was and is difficult for a one form small school. However progress of children in groups will now be compared to a national average.

- 37.4 HR shared the layout of ROL and the context section
- 37.5 Looking at p9 on ROL report for “Basic Characteristics of your school” the centre line is national average so this page helps to see how SMSP compares. A governor asked about the “School Deprivation Index” and HR explained this was arrived at using postcode information on for example over crowding and income.
- 37.6 At p13 on ROL around absence, acting HT confirmed that information is in HT report to governors.
- 37.7 SL outlined that if governors know the key points when for example taking a potential new HT round the school it shows the FGB is engaged.
- 37.8 At p15 ROL this page shows KS1 performance for current pupils except Year 6 left last summer and so Year 5 is now Year 6 and so on. Key to know where cohort was at KS1 and this is broadly in line with national.
- 37.9 At page 16 EYFS from end of academic year 2014 so now current Yr 2. Is this overall picture of outcomes still similar at year 2. We are moving to assessing progress of pupils from EYFS baseline to Yr 6, this year at SMSP we trialled the EYFS assessment but from Sept 16 it is compulsory.
- 37.10 At p17 noted three year trend on Phonics through to detailed breakdown on p20
- 37.11 At p23 governors noted on “Attainment at KS1” that school was 14% ahead of national in Maths. At p25 with comparison across 5yrs to give trends followed by breakdown into the key groups on pa26/27. Governors noted to be wary of very small group sizes.
- 37.12 At p28 start of KS2 information, and at p36 noting the 2014 cohort has a significant improvement up arrow in 2015 for all subjects.
- 37.13 At p39 the “Progress Measure Value Added” overall, governors noted that the group breakdown on following pages could be very small or small groups. However also noting in terms of progress the need to look for pupils with a statement and support that progress with case studies. Governors were aware that the school does that well.
- 37.14 In terms of looking at the “Expected Progress” from p44 onwards the governors were asked to decide what they thought was the best fit with Ofsted “Grade Descriptors for outcomes” (Sept 2015) and governors considered “good”.
- 37.15 HR outlined attainment for pupils is now all about progress. “Expected and greater than expected progress compared to the national”. From p48 governors examined the “Transition Matrices” and HR explained what they were looking at.
- 37.16 At p55 governors noted the new “closing the gap” report at p55.
- 37.17 HR had used slides to support her presentation throughout which governors had copies of to refer back to.

Inspection Data Dashboard (IDD)

37.18 HR outlined that the front page shows Strengths blocked in green and weaknesses in yellow block. Hence it is an easy format for governors. When validated the “National Floor Standards” comparing school to national for 2015 will emerge. Governors noted the good use of graphs throughout and noted at p11 the need to know if absence was impacting on performance of any pupils particularly in disadvantaged groups and what the school is doing about it.

37.19 Again HR presented with slides available to governors to refer back to.

37.20 Governors asked in general about how to ensure expected progress without being over ambitious. HR considered the key was breadth & depth. The consultant HT SL reminded governors that this years KS2 tests would be on the new curriculum.

Recruitment of new HT

37.21 In terms of Recruitment for the HT, governors had been asked to only field generic questions by the clerk as staff were present who could apply. Those governors involved in visiting the schools of those shortlisted asked for any suggested structure. HR outlined that those doing these visits are quite often nervous but find them invaluable to see people in situ in their school.

37.22 A governor asked if we could split the team across schools, but HR outlined if at all possible the same governors should go to each school.

37.23 HR was thanked and the FGB took a short break.

37 Items deferred to Feb FGB due to Training this month

- Minutes from December deferred
- Actions circulated but not to be reviewed
- No urgent items from acting HT LH
- Report from SBM deferred
- Clerk reported no objections so far to draft admissions policies for 2017

38 Chair items

38.1 The Chair reported her term of office as a LDBS appointed governor ceases in Feb 2016. SS outlined she would like to remain to see the transition through to a new HT embedded in the school but would then consider stepping down as Chair and possibly resigning. Governors appreciated her input and commitment and clerk to follow through on reappointment process.

Action: Clerk to follow through on reappointment process for Sophie Steel at LDBS

39 Policies

39.1 Health & Safety Policy has been previously circulated and was approved by governors.

39.2 H&S Audit. Governors noted the requirement to set up “Evolve” to manage risks on school visits and before next planned school trip. Clerk asked why Legionella was flagged as a particular Action and whether a risk had been identified. The SBM reported that every H&S audit raises awareness of the requirements in that area every year and that is why action is shown as “ongoing”

39.3 Noted the two policies governors approved in December with no changes but which had not been circulated; that those policies are available on the LDBS website. The policies being Capability of Staff (LDBS Policy) & Staff Discipline, Conduct and Grievance (LDBS Policy).

Action: Clerk to source and circulate Capability of Staff (LDBS Policy) & Staff Discipline, Conduct and Grievance (LDBS Policy)

39.4 [Confidential Item]

39.5 Special Leave Policy for Staff to take Leave during School Term Time. Agreed to review for March FGB

Action: Special Leave policy for Staff to take leave during School Term Time to be reviewed for presentation at March FGB. HT/SBM/Clerk/MR

40 Date of Next Meeting

40.1 Next FGB Tuesday 9th February 2016.

40.2 HT recruitment closes 1st Feb with interviews Mon 8th February.

40.3 Clerk sought clarification as to who was attending the Science Day at the school on the 19th Jan. It was noted some governors would be in school for HT candidate visits anyway.

40.4 The chair would organise dates for the Budget Working Group to meet of Chair, GW, JP, SL and SBM.

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

There were no urgent confidential items.

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

Actions circulated as follows but not reviewed other than noted in minutes.

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 (clerk - none)	now	AS 1 st March Camden
From July			
125.3	Website pics/bios of governors.	now	NT to chase any outstanding [bio for SBM]
From Sept			
12.2	Pupil Premium Policy to be place on website (NT)	Oct	LH to forward policy to NT
	From Oct FGB		
7.1	Outcomes from Camden H&S report to be raised at FGB (SBM)	SBM	Agenda Jan
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 Dec 2015 Sports/PE Funding Outcomes report for 14/15 and budget 15/16 to FGB when ready and to NT for website.	NT HT	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	ongoing
11.2	Governors who may be able to assist with 1:1 pupil support during school day to contact DHT Lucy Heard.	AS/PW	AS/PW to ask for suitable volunteers through church family
	Dec 2015 (no Nov mtg)		
21.2	HT recruitment reworked pack to LDBS/TES by 5 th /7 th Jan	Chair	COMPLETE
22.4	Update on progress with Unite/LDBS with regards to expired lease, maintenance schedule etc	HT/JP	
22.5	AS to visit on Science Day 21 st Jan (others welcome)	AS	
22.6	CR/LTE to visit on 2 nd March 10-4 to school or is this training	CR/LTE	

22.7	Monitoring Visits to School Mon 7 th March 10-2 (First Day of Assessment week) clarify is this training?	CR	
24.2	Clerk to ascertain how Bristol Summaries are circulated locally	clerk	
24.3	Chair to pursue possible training on ROL/IDD	Chair	Jan 2016 COMPLETE
25.2	From the Budget Monitoring Report governors asked SBM for clarity on the "Total Catering Cost" & "Total School Meals" lines	SBM	Feb FGB
26.1	SBM to send copies of draft Admissions Policies to local nurseries	SBM	
27.5	Behaviour & Discipline Statement: To be placed on website	NT	
27.7	Capability of Staff (LDBS Policy) & Staff Discipline, Conduct and Grievance (LDBS Policy) to be circulated for Jan 2016 FGB	clerk	
30.3	Visits Policy & Form to be circulated via clerk Jan 2016 not sure if SMSP has a Visits Policy?	SBM/clerk	