

ST MARY & ST PANCRAS CE PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

held on

Tuesday 13th October 2015 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	apologies
Deanery (South Camden)	Vacancy		
	Marion Rushbrook	Sept 2017	Present
PCC	Mark Paul-Clark	Aug 2016	apologies
	Caroline Rink	July 2019	present
Local Authority	Nana Oye Adjepong	Nov 2016	apologies
Parents	Marie LeMaitre	Sept 2017	apologies
	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	apologies
Deanery designate	James Poole	N/A	Present
Clerk (LDBS)	Matthew Connolly	N/A	Present

Part One (Non Confidential)

1. Opening Prayer

1.1 The meeting opened at 6:05

2. Welcome and Apologies for Absence

2.1 The Chair welcomed governors and observers to the meeting.

2.2 Apologies from Mark Paul-Clark, Nana Oye Adjepong, Rev Anne Stevens and Sophie Steel ACCEPTED. The meeting was quorate. As Sophie Steel was apologies Gregory Watson took the chair. Laurence Tampu-Eya gave his apologies for the September meeting explaining he had been urgently called away and that was accepted.

3 Declaration of Interest – Pecuniary and Otherwise

- 3.1 That Nick Tidey as a Staff Governor had a possible conflict of interest when the governors were due to discuss a potential pay increase for top band teaching staff. Decided NT would withdraw for that item at close of meeting.

4 Part 1 Minutes of the Governing Body meeting held on the 14th July & Matters Arising

- 4.1 The Part 1 Minutes of the meeting held on 15th September previously circulated with the agenda papers were reviewed by all governors in attendance at that meeting.
- 4.2 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 Caroline Rink not Catherine
 - At 10.2 noted need final version of table from SBM for noting of “Excess Balances” Item 2 SBM report Sept.
- 4.3 Actions: The agreed actions from the previous minutes were reviewed and outcomes shown at appendix A:
- 4.4 Matters Arising: None not covered on agenda:

5 Associate Governor

- 5.1 Ongoing deferred to Oct meeting

6 Headteacher’s Verbal Reports

- 6.1 The Headteacher (HT) reported that four teachers were on the senior management scheme at LDBS. It is 6 days over the year , however the challenge is all teachers are off on the same days. There was a benefit to the school overall over the inconvenience and any possible costs.
- 6.2 That the new Ofsted arrangements was seen as better practice, the focus is on improving schools to good rather than over empathies on pushing good schools to outstanding. Looking at better outcomes for LAC and disadvantaged groups for example “white British”. The inspection is seen as bespoke to school and examines available sources of data before visit. However the focus of inspection is less now on data but on impact and outcomes. Look at school through the eyes of the children, no preferred teaching style and evidence through for example marking of childrens books. Inspectors will look at what is the outcome of what we do as a school and why we do it.
- 6.3 “London A Safer Place” Schools need to show what they are doing to reduce knife crime.
- 6.4 RAISEonline available Oct 20th and Data Dashboard 22nd.

Action: ROL & DD to be circulated when available
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- 6.5 Timing: Maintained Schools previously at Good and all Academies, once every 3 years. Schools previously at “Requires Improvement”, again every 3yrs. Outstanding are exempt unless there is a trigger for example:
- Declining figures over 3 years (so a one year cohort blip is not a trigger)
 - A significant Safeguarding issue
 - A serious Parental or staff complaint
 - Attendance concerns

- 6.6 A coasting school can do well without trying; however they will be monitored and could be inspected.
- 6.7 Quality of T, L&A: All teachers have had appraisals and Pay Committee has met. Governors should note that during appraisals governors should expect some teachers to leave this academic year for progression.
- 6.9 Summary of School data: Had been circulated to governors in advance.
- 6.10 Assessment without Levels: Has been trialled in this school since Sept 2014, from responses have began to review. Working with a cluster of eight schools, it means teachers can meet regularly and moderate work form pupils. The DfE has issued interim guidance on banding as:
- Working at expected standard
 - Working towards expected standard
 - Working at greater depth within expected standard
- 6.11 Governors asked about G&T pupils and were advised very few would move to the next years curriculum but focus on greater depth of understanding. A governor asked about old P scales for SEN children and they would now be working at below expected standard for age. As such those pupils need evidence held by school as to what their progress is.
- 6.12 In terms of attainment: 65% of pupils would be expected to achieve 85% in Reading, Writing & Maths combined.
- 6.13 PD, B&W: As a Rights Respecting school with a recent high turnover of staff working to embed Level One again.
- 6.14 School Charter: Pupils are working with teachers on this and each class is working on an age relevant charter displayed on their classroom door. Articles from Unicef have been used in school. Teachers were reporting they are hearing the language of the charters being used. A governor asked what adults were expected to do, and this was to help the children achieve their charter aims.
- 6.15 SDP: Summary circulated to governors with full version on School Centre net.

7 School Business Manager's Report

- 7.1 Report from Site Officer was tabled: The comprehensive report from the Site Service Officer was accepted by governors. In particular noting:
- The increase in repairs to cracks in walls and so forth, reflecting that the building is no loner new.
 - That although the MUGA fencing has been maintained, it was noted that the noise form this fencing ha snot increased with age. The sound/noise issue has not got worse due to age or lack of maintenance and the use of the MUGA is limited in the evenings. Also use of the MUGA by the community was a condition of the school build.
 - Contractors had been in to fix Jungle Gym
 - Issue with softwear is the responsibility of LBofCamden under previous maintenance contract.
 - Full Fire Drill in July noted
 - LBofCamden had carried out a H&S audit in October, awaiting.

Action: Outcomes from H&S report to be raised at FGB (SBM)
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- 7.2 Annual Planner was complete and had been circulated to governors.
- 7.3 SBM confirmed the school had purchased the Level Two CSLP membership from LBofCamden for provision of unlimited training in key areas required by governors.

8 Admissions Working Group

- 8.1 The clerk outlined following further input from the Admissions Working Group and review by LDBS we were effectively at the final stages. The clerk outlined the final changes were to show the dates on the actual policies that the supplementary form has to be returned and when parents or carers will hear whether they have been successful or not in getting a place. However the clerk raised the statement below which was a definite requirement from LDBS and governors discussed the implications:

“Children with a Statement of Special Educational Need (SEN) or with an Education, Health and Care (EHC) plan naming the school as the placement school will always be offered places”.

Action: Clerk to check with LDBS if any rider can be added to the statement with regards to SEN/EHC potential pupils.

- 8.2 Consultation: Clerk confirmed that LBofCamden would undertake wider borough consultation as part of their circulation. However it was expected SBM would place final draft policies on website and contact feeder nurseries as we as the school would know better who they are. 11.3

9 Policies

- 9.1 Appraisal Policy for Teachers: School has used the model policy from LBofCamden and governors ratified the Policy with a review in Autumn 2016.
- 9.2 Appraisal Policy for Support Staff: Policy was ratified by governors with a review date October 2016.

10 Website & eSafety

- 10.1 The Enhanced Declarations: NT confirmed these would be placed on website a. Clerk had circulated the rolling 12 month attendance table to governors for comment.
- 10.2 Review of website content: The review of the statutory content and then possible optional content. The HT was keen to stress that NT maintains a website that is the envy of other schools while being a teacher. In an ideal world the school would have a part-time person just to maintain website, therefore we need to be careful if we ask for optional material to be posted and maintained.
- Noted that Pupil Premium information was missing : Last year report and this year budget
 - Noted that PE & Sports Funding information was missing: Last year report and this year budget

Action: NT to post Pupil Premium and PE/Sports Funding information

- SEND report including accessibility report: This was missing and should be written by the FGB. Governors considered the information was available from reports they had received. It was agreed that xxx would write the report for agreement by governors.

Action: SEND report for website to be drafted by xxxx for agreement by FGB

10.3 Optional Items for website: The recommended items currently in place were agreed to be maintained. The items not in place, these were agreed not to be actioned for now. It was confirmed that the following which currently are not in place would happen:

- Two year term dates to help parents forward plan so this academic year, 2016/17 and 2017/18 when known
- Weekly lunch menu this is usually up and would go up once provider link re-established.

11 Subject Link Liaison:

11.1 Detailed discussion deferred but clerk reminded governors it was the intention for each governor to make a visit or conversation with their subject link teacher each term.

11.2 The HT outlined we have a particular need for governors to support pupils who may need someone to read to or assistance in other areas. No special training or experience is needed. A governor asked whether we think gaps are starting to develop between some pupils and their peers. The HT outlined we have space in the timetable for 1:1 tutoring but costs to bring in outside capacity even if we could find someone might be £8k a term.

Action: Governors who may be able to assist with 1:1 pupil support during school day to contact DHT Lucy Heard.

12 Training

12.1 As mentioned at Actions review MR has undertaken Safer Recruitment training

13 Strategy Day

13.1 Deferred to Nov, however note two possible visions for the school were on display.

14 AOB

14.1 None.

15 Date of Next meeting

15.1 The next FGB meeting was NOTED as 6pm on Tuesday 10th November

There being no other non-confidential items to discuss the meeting closed at 7:45pm

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**