

ST MARY & ST PANCRAS CE PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

held on

Tuesday 15th September 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	apologies
LDBS	Gregory Watson	March 2017	present
	Sophie Steel (Chair)	Feb 2016	present
Deanery (South Camden)	Vacancy		
	Marion Rushbrook	Sept 2017	Present
PCC	Mark Paul-Clark	Aug 2016	apologies
	Caroline Rink	July 2019	apologies
Local Authority	Nana Oye Adjepong	Nov 2016	present
Parents	Marie LeMaitre	Sept 2017	apologies
	Lawrence Tampu-Eya	May 2019	Absent
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 AS

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 Marie LeMaitre, Catherine Rink and Father Paschal Worton were ACCEPTED. The meeting was quorate. There had been no apologies received from Laurence Tampu-Eya and so was absent.

3 Declaration of Interest – Pecuniary and Otherwise

3.1 None declared.

4 Annual Elections to FGB

- 4.1 In the absence of any other nominations to clerk. Sophie Steel was content to remain as Chair, nominated by AS and seconded by MR and elected unanimously. Gregory Watson was content to remain as vice-chair. Proposed by MPC and seconded by DG and MR and elected unanimously. There was no request for a paper ballot.

Noted: Sophie Steel elected as Chair and Gregory Watson elected as vice-Chair

5 Strategy Day deferred to Oct except one item.

- 5.1 Clerk requested confirmation of mentors for new governors. Clerk to confirm.

Action: Clerk to confirm mentors

6 Headteacher Recruitment

- 6.1 The chair reminded governors that the resignation of the current HT had been notified by email to all governors the previous day. The current HT would leave at the end of the autumn term. The governors wished to express their thanks and gratitude to the outgoing HT for her service to the school and wished her well in her new role. Flowers were presented. The HT outlined the excitement of a new role was tempered by the positive memories of her time at the school.

The FGB was moving into discussion of the way forward with recruitment of a new HT. Following LDBS HR advice any members of staff who could considerably apply for the position of HT were required to leave the meeting. NT left and the DHT.

Remainder of this discussion minuted in confidential.

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

Rejoined by NT governor & LH (DHT) as an observer.

- 7.1 The Part 1 Minutes of the meeting held on 14th July 2015 previously circulated with the agenda papers were reviewed by all governors in attendance at that meeting.
- 7.2 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 127.1 2nd bullet reads "Pupil Premium was a balanced budget and the school knows where the money was spent". SBM was supported by governors in that a clear breakdown of expenditure had been presented.
- 7.3 Matters arising - the agreed actions from the previous minutes were reviewed and outcomes shown at appendix A: The following actions were unresolved and flow through to the September FGB.

Minute		Who?	notes
From June			
112.3	Action Point: Clerk/HT to identify possible Safer Recruitment training for AS/MR.	Clerk	MR attending 28 th October Clerk to confirm AS.

116.5	Action point: GW as an interim arrangement to go through H&S/Premises arrangements with SBM	GW/SBM	In early September Deferred to October
From July			
122.3	Chair & AS to nominate James Poole to Deanery	now	In hand, clerk to compile Skills matrix
125.3	Website pics/bios of governors.	now	NT to chase any outstanding
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 working group to discuss 28 th Sept
131.5	HT to update staff responsibility for subject areas at Appendix B in September if required	Sept	Clerk to circulate to HT

8 Chairs Items

- 8.1 Panel for appraisal of HT for last academic year; Agreed Chair, vice-Chair and outside consultant. Governors agreed outside consultant to be decided by Panel.
- 8.2 Panel for Pay Awards: Chair, Vice-Chair, James Poole (if governor by then or as a non-voting associate). HT to present.
- 8.3 Recruitment to associate governor positions deferred to November. However Chair asked for clerk to continue to send through candidates from LDBS.

9 Headteacher's Verbal Reports

- 9.1 The Headteacher (HT) reported that appraisal of teachers would start next week
- 9.2 That "Rights Respecting School" scheme had been re-launched to raise awareness amongst new staff as this was no longer firmly embedded because of staff turnover. This was a great quality mark to have.
- 9.3 No further news on "Outcomes of Pupils" until national figures are available.
- 9.4 The nursery had seen a fantastic start under Emma Nutbrown to the term with a baseline assessment of children one year ahead of the statutory roll out.
- 9.5 The Leadership Team was working on the SIP with governors to feed in their contributions as discussed at the Strategy Day.

10 School Business Manager's Report

- 10.1 The "Budget Monitoring Report" had been circulated to governors. A governor clarified that "Fixed Budget" was the agreed budget and "Current Budget" was the figure the budget had been updated to. Governors noted this was the financials so far for Q1 to end of June. Challenging some of the figures for example E26-04 which showed no spend it was clarified that figures would be more accurate over the coming months. Governors had seen the SBM report circulated ahead of the meeting and governors examined and noted the contents.
- 10.2 The governors examined the Excess Balances for Maintenance. If the school has reserves not allocated the local authority can "claw back" the excess. Governors questioned whether our

contingency was correct and the SBM cited the example of unexpected works which need to be undertaken. Governors noted the spend on the Wireless & ICT upgrade. The following table was agreed by governors:

Revisited Table here from SBM

11 Admissions Working Group

- 11.1 The governors thanked AS & MR for their work on reviewing the Admissions Policy. The Nursery Policy was effectively the same as in use currently. In terms of the Primary Admissions Policy it was noted that currently significant time is taken at the Admissions Panel identifying if churches are linked to Churches Together in Britain & Ireland or the Evangelical Alliance. It was agreed to request that information on the Worship Form. The governors agreed other minor changes and AS would update the form.
- 11.2 The revised statutory guidance for entry Sept 2017 allows schools to prioritise Pupil Premium children if over subscribed. On discussion governors felt in a school which already attracted a high proportion of PP children this is not an option they would invoke at this time.
- 11.2 The Clerk would submit to revised forms to LDBS for comment once changes made. The clerk would liaise with governors if LDBS requested any changes.

Action: The revised Admissions Policies to go to LDBS once updated (clerk)

- 11.3 Once agreed policies had been received from LDBS clerk to submit to the Local Authority and start consultation process.
- 11.4 The linking of maps directly to the policies showing diocese areas was discussed and the decision was to have maps as an aid to parents/carers but not link directly to the policies.

12 Policies

- 12.1 Exclusion Policy & Behaviour Policy; LBofCamden suggest good practice is to review both the policies at the first FGB of the autumn term. Both had been ratified in June and governors heard no changes had been made since. Policies ratified. Wording for authority to expel was noted and agreed as follows:

“That the authority to exclude a student on a fixed term or permanent exclusion rests with the Headteacher, while in school. If the HT is not in school or not available, the authority shall rest with the Deputy Headteacher. If neither the HT nor DHT is in school or available, then the “Teacher in Charge” will have the authority”.

- 12.2 Pupil Premium Policy: A new policy and the DHT explained that the spend rightly is targeted to the needs of the children. Ratified by governors with a two year review and that the policy should be placed on the school website.

Action: Pupil Premium Policy to be placed on website (NT)

13 Website & eSafety

13.1 The Enhanced Declarations: Many had been completed and were being handed to NT to place on the school website. The clerk had briefed NT on statutory changes from August and NT would look at how best to accommodate them. Clerk would email governors to clarify these further changes.

Action: NT to chase outstanding Declaration forms and to start placing on website.

Action: Clerk to email governors with further statutory changes from August.

13.2 eSafety Forms: Many had been completed and NT would chase any outstanding.

Action: NT to chase outstanding eSafety forms.

13.3 The Chair raised the issue of a review of the website content and which optional items we wanted to be included. This had been deferred several times, which did not help NT as website owner. Would be taken at Oct FGB.

Action: At Oct FGB NT to present on statutory and optional content of website for FGB decisions.

14 Visits and training

14.1 Visits timetable: deferred to October

14.2 Training: noted that training bookings should circulate from Elizabeth Daly in the school office or that ED should be informed of training booked.

15 AOB

15.1 None.

16 Date of Next meeting

16.1 The next FGB meeting was NOTED as 6pm on Tuesday 13th October . GW in chair as Chair away.

There being no other non-confidential items to discuss the meeting closed at 8:15 pm

There were no confidential minutes to agree and no further 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

Action Points from July FGB

Author MatthewC

Minute		Who?	notes
From June			
112.3	Action Point: Clerk/HT to identify possible Safer Recruitment training for AS/MR.	Clerk	MR attending 28 th October Clerk to confirm AS.
112.3	Action point: Chair to approach South Camden Deanery about a possible Foundation Governor. PW to approach PCC about possible Foundation Governor. Clerk to present options in July	Chair/PW clerk	James Poole to be proposed to Deanery Chair/AS SEE 122.3
114.4	Action Point: The Staffing Model to be presented in September	SBM	Agenda & complete
116.5	Action point: GW as an interim arrangement to go through H&S/Premises arrangements with SBM	GW/SBM	In early September Deferred to October
117.1	Action Point: Discussion on what "optional" content we want on website	Clerk	October FGB
117.2	Action Point: All governors to sign eSafety form and return to NT	all	New action point
From July			
122.3	Chair & AS to nominate James Poole to Deanery	now	In hand, clerk to compile Skills matrix
125.3	Website pics/bios of governors. Head & Shoulders pic required from CR & JP. Short Bios from LTE, CR & JP	now	NT to chase any outstanding
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 working group to discuss
128.1	The Admissions Committee decided to meet ahead of the September 2015 FGB to discuss if any suggested changes to Admissions Policy need to go to LDBS by end of September 2015.	Sept	Agenda & complete
129.1	Ratified subject to Staff Code of Conduct policy being linked to Staff Grievance & Discipline Policy	Sept	complete
130.2	After school branding Clerk to circulate to Governors for return during August ready for NT to attach content to bios on website	now	Agenda & new action point
131.5	HT to update staff responsibility for subject areas at Appendix B in September if required	Sept	Clerk to circulate to HT

Action Points unresolved for Oct FGB

Minute		Who?	notes
From June			
112.3	Action Point: Clerk/HT to identify possible Safer Recruitment training for AS/MR.	Clerk	MR attending 28 th October Clerk to confirm AS.
116.5	Action point: GW as an interim arrangement to go through H&S/Premises arrangements with SBM	GW/SBM	In early September Deferred to October
From July			
122.3	Chair & AS to nominate James Poole to Deanery	now	In hand, clerk to compile Skills matrix
125.3	Website pics/bios of governors.	now	NT to chase any outstanding
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 working group to discuss
131.5	HT to update staff responsibility for subject areas at Appendix B in September if required	Sept	Clerk to circulate to HT