



**MINUTES OF THE FULL GOVERNING BODY MEETING OF
ST MARY & ST PANCRAS CHURCH OF ENGLAND PRIMARY SCHOOL**

HELD ON

TUESDAY 19TH SEPTEMBER 2017 AT 6PM AT THE SCHOOL

PART ONE

PRESENT:

Name	Category	Additional Information	Term of office ends	Present/Apologies/ Absent
James Poole (JP)	Foundation Deanery	Chair of Governors	Dec 2019	Present
Samuel Hopcroft (SH)	Foundation Deanery		Sep 2021	Present
Gregory Watson (GW)	Foundation LDBS	Vice-Chair	Feb 2021	Apologies
Tim Brown (TB)	Foundation LDBS		Sep 2020	Present
Gregory Powell (GP)	Foundation PCC		Sep 2021	Present
Vacancy	Foundation PCC			Vacancy
Rev Anne Stevens (AS)	Foundation Incumbent		Ex-officio	Present
Fr Paschal Worton (PW)	Foundation Incumbent		Ex-officio	Present
Jules Belton (JB)	Staff co-opted	Headteacher	n/a	Present
Debra Griffith (DG)	Staff co-opted	School Business Manager	May 2019	Present
Emma Nutbrown (EN)	Staff Governor - elected		Sep 2021	Present
Roshan Ahmad (RA)	Local Authority		Feb 2021	Absent
Lawrence Tampu-Eya (LT)	Parent - elected		May 2019	Present
Anna Galutowska (AG)	Parent - elected		Sep 2021	Present
Emma Brooker (EB)	N/a	Clerk	n/a	In attendance

1. OPENING PRAYER

1.1 The Chair (JP) invited PW to open the meeting in prayer.

2. WELCOME AND APOLOGIES FOR ABSENCE

2.1 The Chair welcomed everyone including new governors SH, GP and EN and asked everyone to introduce themselves. GW had sent his apologies. RS was absent.

3. DECLARATIONS OF INTEREST

3.1 No new interests were declared.

4. GOVERNING BODY UPDATE PART 1 MINUTES OF FGB MEETING ON 20TH JUNE 2017

4.1 **Appointment of Chair and Vice Chair.** LT proposed and TB seconded and JP was unanimously re elected as Chair. JP proposed, LT seconded and GW was unanimously re elected as Vice-Chair.

4.2 **Assignment of Link Governor roles.** The Head noted that this year, in a new approach aimed at strengthening Governance, Link Governors (LG) would be assigned to School Development Priorities as follows:

- Strengthening Governance – JP

- Teaching and Learning – AG
- SEND Provision – PW
- Safeguarding – AS
- Effectiveness of PP spend – TB
- Attainment and Progress in Reading and Writing – SH
- Greater depth/higher score at KS1 and KS2 – SH
- Attendance – GP
- (Health & Safety/Premises) – AS/GW
- (Budget) – GW

LGs would have oversight of each area, be responsible for support and challenge and report back to the GGB across the school year. The Head was to prepare relevant links to the key persons in school for each LG.

- 4.3 **Draft schedule of annual meetings.** The Head and Chair had discussed the possible reduction of FGBs to 6 p/a but as Strengthening Governance was an SDP they had decided to continue with monthly FGB meetings. The annual schedule was revised from 10 meetings to 9 with EB to circulate the updated schedule.
- 4.4 **Agenda Planning.** The Head drew attention to the draft GB Year Planner (circulated) which set out key documents and tasks. Some of the later meetings would be themed to reflect the SDPs and LGs would be asked to present to the FGB on their link area. This more focused approach should help to build relationships between the GB and teaching staff. Staff feedback showed that staff felt they did not see enough of Governors whom they wanted to value and understand their work. Governors were expected to visit the school at least twice a year and the LG roles would give focus to their visits. A Governors’ Day was planned and EB was to circulate a list of key school dates to the GB. Governors were asked to propose visit dates by email to the Head.
- 4.5 **Agree Terms of Reference.** The GB had not reviewed this recently and asked EB to obtain a template GB TOR document from LDBS to review and agree at the next meeting.
- 4.6 **Governor skills audit and school visits protocol.** The GB had done a skills audit at its previous meeting in July. New governors were asked to complete the skills audit form in their induction pack and email to the Chair. The visits protocol was covered in 4.4 above.
- 4.7 **Instrument of Governance (IoG).** DG was to update the existing IoG to be reviewed at the next FGB.
- 4.8 **Register of Interests.** Governors completed the RoI form and submitted to DG.
- 4.9 **Set objectives for GB.** The Head and Chair emphasised the importance of undertaking Governor Training. The Head noted that when Governors visited school to go through SDP priorities that this also counted as training.
- 4.10 **Code of Conduct.** Governors were asked to read and sign the Code and return to DG

	Action	Who	Deadline
4.5	Obtain GB TOR template from LDBS and send to Head and Chair.	EB	asap
4.6	New governors complete skills audit form in induction pack and email to Chair.	SH,GP AG	asap
4.7	Update IoG for review at next FGB.	DG	asap

5. PART 1 MINUTES OF FGB MEETING ON 18TH JULY 2017

- 5.1 The minutes were agreed as a true record of the meeting and signed by the Chair.

6. HEAD'S REPORT (VERBAL)

- 6.1 The Head gave her verbal report structured under the Ofsted headings. The SEF and SDP were being finalised in preparation for an LA standards meeting in October. A T&L review was booked for 2nd November to be carried out jointly by LDBS and the LA.
- 6.2 The Sport and Pupil Premium funding reports had been finalised and were about to go on the website. The PP lead was back in post after teaching Y3 in the Summer term and working mainly with Y6 and with the new SENCO, mapping needs across the school to identify children who did not have EHCPs but had significant needs requiring additional support.
- 6.3 New staff had settled in well. All teachers had attended induction training consisting of one day on safeguarding and procedures and one day on the new curriculum initiative Philosophy for Children to which staff would submit data to be overseen by Durham University.
- 6.4 The school was renewing its lapsed healthy school status this year and meeting to review the curriculum implications of the Y6 health questionnaire that revealed children's concerns about mental health within their families and also drugs and alcohol.
- 6.5 The attendance team lead by the Deputy Head continued its robust work and the school had already issued four penalty referral notices to parents for unauthorised absences.
- 6.6 Target setting for children was complete and a Raising Attainment Plan had been drafted around Y6. Years 4,5 and 6 were still vulnerable in terms of progress. The focus was on children being able to articulate their learning, work in books that looks stunning and to promote deep learning through linked activities across the curriculum.
- 6.7 **ASKED** how staff evaluated pupils' progress, the Head said staff looked at a range of evidence from daily formative assessment such as observation and questioning, in-class spelling and times tables tests, marking and to more formal KS assessments. This was formalised in an annual assessment calendar.
- 6.8 The new Managing Director of Camden Learning had visited the school and been very complimentary about the learning environment and the children's behaviour.

7. SBM'S REPORT (VERBAL)

- 7.1 The Fire Risk Assessment was positive with a few minor issues to be addressed such as ensuring fire exit signs were compliant. The whole school fire marshal training needed to be done. DG would circulate the report to Governors.
- 7.2 The boilers were inspected; two machines were found to have faults and a leak was found. These will be mended at half term.
- 7.3 The security system was in need of an upgrade after 10 years with monitors in need of replacement in one classroom and at the car park gates.
- 7.4 TB had conducted an H&S assessment of the school. Governors looked forward to receiving his report with recommendations before the next FGB.
- 7.5 **ASKED** about the MUGA resurfacing, DG said this had not yet been done because the school was still seeking competitive quotes in line with their £20k budget for the job.

	Action	Who	Deadline
7.1	Circulate Fire Risk Assessment to Governors.	DG	asap
7.4	Circulate H&S report with recommendations.	TB	asap

8. ITEMS FROM THE CHAIR

- 8.1 None.

9. POLICIES FOR REVIEW AND RATIFICATION

9.1 The following policies were reviewed and ratified: Equality, Diversity and Community Cohesion Scheme and Behaviour and Discipline.

10. FEEDBACK FROM GOVERNORS' SCHOOL VISITS

10.1 PW had visited school to meet with the Head and discuss the new pastoral assistant's visits. The Pastoral Assistant would now volunteer in breakfast club once a week. PW and AS had met with the Deputy head to look at the assembly timetable for the term.

11. TRAINING UPDATE

11.1 EN had attended EYFS data training so that Target Tracker was now used throughout the school.

11.2 TB had done safeguarding training and also Data Protection training in anticipation of new legislation due to come into effect in May 2018. TB was now Information Security Champion at the school where he worked.

11.3 AS had completed 25 hours of H&S training paid for by her church insurers. GP and AG had both done safeguarding training

11.4 Governors were encouraged to look at training provided by LDBS and the LA and notify Elizabeth Daly (ED) in the school office about courses they wanted to enrol on elizabeth.daly@stmp.camden.sch.uk. Governors should aim to complete at least two training sessions. The Chair was considering doing the Ofsted training and encouraged new Governors to do the introductory training. Governors asked EB to feedback to LDBS that they would appreciate the offer of evening sessions.

	Action	Who	Deadline
11.4	Governors to check training offered by LDBS and Camden and notify ED of training they wanted to enroll on.	ALL	Autumn Term

12. AOB

12.1 None.

13. Dates of Full Governing Body Meetings

13.1 The updated schedule of meeting was to be circulated by EB.

EN left and Part 2 commenced at 7pm and ended at 7.30pm.

Signed:

Date:

Chair James Poole

On behalf of the Governing Body for

St Mary's and St Pancras Church of England Primary School

