

ST MARY & ST PANCRAS CE PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

held on

Tuesday 14th July 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	apologies
	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	Present
Local Authority	Nana Oye Adjepong	Nov 2016	present
Parents	Vacancy		
	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)

121. Opening Prayer AS

121.1 The meeting opened at 6:05

122. Welcome and Apologies for Absence

122.1 The Chair welcomed governors and observers to the meeting. The FGB had gathered that afternoon in a Strategy Planning session and the outcomes of that had been noted separately.

122.2 Apologies from Mark Paul-Clark, Gregory Watson and Father Paschal Worton were ACCEPTED. The meeting was quorate.

122.3 The Chair welcomed Caroline Rink who had been elected by the PCC at Old St Pancras. Caroline Rink works as the co-ordinator of ministry to children & schools for the Parish of Old St Pancras and visits local schools, keen to be involved as a governor. The chair introduced James Poole who would be nominated to the Deanery. James Poole had been a teacher in a secondary school.

Action Point: Chair & AS to nominate James Poole to Deanery

123 Declaration of Interest – Pecuniary and Otherwise

123.1 None declared.

124 Elections to FGB

124.1 In the absence of any other nominations to Clark. Gregory Watson had previously consented to being nominated as vice-chair. Proposed by Chair and seconded by MR and duly elected.

Noted: Gregory Watson elected as vice-Chair

125 Part 1 Minutes of the Governing Body meeting held on the 12th June 2015 & Matters Arising

125.1 The Part 1 Minutes of the meeting held on 12th June 2015 previously circulated with the agenda papers were reviewed by all governors in attendance at that meeting.

125.2 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.

- 111.1 to is to
- 112.3 Rita Biddulph not Biddalgh
- 112.3 errant t 3rd paragraph
- 112.3 8th paragraph should read “any governors who could support a child for 2 hrs a week asked to contact LH”
- 113.1 12.5% Requires Improvement
- 117.1 should read as “school website has had 20k visits”
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125.3 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
112.3	Action Point: Clerk/HT to identify possible Safer Recruitment training for AS/MR.	Clerk	Waiting for Camden Training programme for 2015/2016
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
114.4	Action Point: The Staffing Model to be presented in September	SBM	September

116.5	Action point: GW as an interim arrangement to go through H&S/Premises arrangements with SBM	GW/SBM	In early September
117.1	Action Point: Discussion on what "optional" content we want on website	Clerk	Now autumn FGB
117.2	Action Point: All governors to sign eSafety form and return to NT	all	

New Action Point

Action Point: Website pics/bios of governors. Head & Shoulders pic required from CR & JP. Short Bios from LTE, CR & JP

126 Headteacher's Written Reports

126.1 The Headteacher (HT) had pre-circulated two significant documents for the previous Strategy Day and this meeting. Those two documents being the July HTs report to Governors and then the School Review & Improvement Planner (SR&IP).

126.2 From the SR&IP the HT outlined the KS2 results at page 56, noting the following:

- That 90% of pupils had achieved L4+ in Reading & Writing and 87% in maths.
- In Reading 57% achieving L5+ this exceeded our own target and national average of the previous year.
- Governors noted that the school had not met the ambitious target of 100% of pupils progressing 2 levels in Reading, Writing & Maths.
- Overall the governor conveyed huge congratulations to the team for a great result.

126.3 From the SR&IP the HT outlined the KS1 results at page 57, the school had missed some of the stretching targets set however overall we had exceeded the previous year's national average. L2+ is a secure level at KS1 and a good foundation to build on.

126.4 From the SR&IP at page 58 it was noted the Phonics result was above target and national average.

126.5 From the SR&IP at page 58 it was noted the EYFS were general strong however the target for "Good Level of Development" had not been met, although 63% was better than last years National Average.

126.6 From the SR&IP at page 11 the governors noted the attendance figure for Reception to Y6 had missed target. The mitigation was explained by the DHT to be unprecedented levels of Chicken Pox.

126.7 From the SR&IP at page 36 with regards to Quality of observed Teaching, 50% Outstanding with 12.5% teaching not consistently good. IN response to a governors question the HT explained the observations had been carried out by the HT and Stephen Fisher the LBoFCamden advisor had concurred on levels.

126.8 Behaviour & Safety at page 7 of the HTs July report required an action plan to address issues although it was stressed that behaviour had not deteriorated. Governors noted the action plan requirement in the SR&IP.

126.9 The chair questioned the assessment of Grade 1 in the HTs report for SMS&C, the HT confirmed this was dependant on completing the SIAMS toolkit ahead of the LDBS review in Nov 2015.

126.10 The DHT LH outlined that the new curriculum is affecting attainment but that progress is good.

- Year 3 has challenging social issues and a NQT teacher for this year, and an accelerated learning programme had been implemented since autumn to assist in tackling these challenges. There was noted disparity on progress in reading compared to writing. Year 3 has a wide attainment spread so more difficult to bridge the gap.
- Year 5 their reading has really progressed through this year and they are ready for Y6. The original barrier was how pupils felt about reading. The Chair asked what happens if interventions when they are in Y6 do not yield results. The DHT indicated Y5 had worked hard but we need to be realistic about what they can achieve. This Y6 were on the old curriculum the current Y5 will face new tests in 2016. In response to a question the DHT KP confirmed pupils would have preparation on the new test format.
- The HT reminded governors that the September Yr1 will be the first year to go through school entirely on new curriculum.

126.11 From the HTs July report Pupil Premium spending was examined at pages 5/6 & 9/10. The HT reminded governors that these pages were characteristic of this school with a whole range of barriers to learning. The chair asked whether the monies spent had made a significant impact. The HT realised as a school we may need to explain other barriers we have to achieve age related achievement. Nationally it is known that the evaluation of PP spending and impact is difficult. The HT would continue with current strategies and interventions. The increase in outstanding teaching has the effect of naturally pulling up pupil achievement. The school is also expert at looking at data and targeting appropriately. The DHT KP reminded governors PP spending benefits all pupils.

126.12 The chair asked for G&T to be reported separately in future and this was agreed.

127 School Business Manager's Report

127.1 The SBM had circulated the final figures for 2014/15 and the carryover of £176k was noted. The following headline figures were discussed:

- That Long Term Agency support staff showed a deficit of £21k with a spend of £28k on long term agency SEN support staff. However this latter spend was also used in intervention work.
- Pupil Premium was a balanced budget and the school knows where the money was spent.
- Governors questioned the spend on training which had a deficit balance of £5k. The HT reminded governors training spend was related to staff turnover, however some of those staff trained had now left. Looking to this year the HT reminded governors there was the need to train on the new curriculum although some professional development was being undertaken internally
- Total Premises had a deficit balance of £14k and governors noted that the renovation of the Quiet Area was £11k which had not been budgeted for.
- SBM commended for her diligent work.

127.2 The report from the Site Services Officer was noted and the list of School Improvement work to be undertaken. Also the Camden Annual Condition Review from Jan 2015. The governors agreed the application for Devolved Formula Capital from LDBS for Capital Works at £36k and

the Combination Oven at £17k however noting this left only £970 in reserve. This Capital was to be spent on:

- Priority 1 & 2 items as identified by the Camden
- A rubber spray resurfacing to MUGA with a life of approx 5-10 yrs.

127.3 The governors revisited the issue of water ingress from the flats above. LH reported Unite had paid £2.5k to offset damages and work was in hand to plug gaps in the void. LH reported a log was being kept now on all staff time engaged on addressing these issues. The school is in a difficult position as LDBS are the leaseholders and unite the tenants, so the school has been dependant on LDBS progressing the matter. There seems to be issues with what was built compared to original plans and no clear support from LDBS. The school had no confidence that the issue of leaks and how they arise had been fixed and that other floods and water ingress would occur. The clerk challenged whether after watching these events for 12 months whether if the leaseholder was anyone other than LDBS that further legal steps would already have been taken. The governors noted the school has exhausted all their channels with LDBS and further steps were required from the FGB. A working group of AS, JP and Chair would attempt to pursue matters further. LH & Hutton Bruce the Site Services Officer were commended for their perseverance in this matter.

Action Point: Working group of Chair, AS & JP to attempt to expedite matters relating to the leasehold and water ingress from flats above.

128 Admissions Working Group

128.1 The Clerk tabled information from LDBS received a few days previously dealing with changes to admissions arrangements for September 2017. If the school was mindful to change admissions arrangements for that date then LDBS was to be consulted by end of September this year. The Admissions Committee decided to meet ahead of the September 2015 FGB to discuss.

Action Point: 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.

128.2 The HT confirmed no admissions appeals had been successful.

129 Policies

129.1 Staff Code of Conduct: This policy was being discussed here for issue to staff at start of autumn term. All staff receive a folder of relevant polices at start of term and sign to say they have read and seen them. This policy was needed to clarify what is acceptable code of conduct. Governors felt that this policy needed the sanctions clarified if the code was not followed. It was agreed the policy should clarify that this policy needs to be read alongside the Staff Grievance & Discipline Policy. Ratified subject to that minor amendment.

Action Point: Ratified subject to Staff Code of Conduct policy being linked to Staff Grievance & Discipline Policy

130 Enhanced Declarations of Interest

130.1 The Clerk explained that statutory changes effective from 1st September meant that governors in maintained schools were now required to declare the following which could be a conflict of interest:

- Their business interests (as previously)
- Connections to anyone within the school
- Connections to other educational establishments

130.2 Also and this is a more significant change that information needs to be declared on the school website and to do that governors need to give permission. The Clerk had circulated a suggested form which governors endorsed. The governors also agreed to a request from the clerk to have governors confirm their eligibility to be governors each year at the same time as making their Declarations of interest. It was agreed that the SBM would brand the form in the school style and the Clerk would circulate to governors for return during August. NT would update the website by attaching the declarations to the bio on each governors profile.

Action Point: After school branding Clerk to circulate to Governors for return during August ready for NT to attach content to bios on website
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131 Visits and training

131.1 The report from AS on a school visit to review RE & PSHCE was very positive. Issues raised were:

- The LDBS RE curriculum map was coming out piecemeal and the HT indicated each piece would be implemented.
- AS questioned whether the £500 budget for RE materials was sufficient and no budget for PSHCE. "Godly Play Materials" were endorsed by CR from her experience.

131.2 The report from FPW/MR with regards to a SEND monitoring visit in June was noted and the positive outcomes noted.

131.3 The Governors noted that the Chair and some previous governors had been present at the recent Y6 production.

131.4 Training: As raised in Matters Arising Clerk to circulate Camden Training Schedule when available.

131.5 The Link Governors list was revisited and after discussion a revised list is as shown at Appendix B. Staff with lead responsibility to be updated in September to reflect any staff changes

Action Point: HT to update staff responsibility for subject areas in September if required
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132 AOB

132.1 None.

133 Date of Next meeting

133.1 The Clerk had circulated a list of possible FGB dates for 2015/16 working on the basis that Tuesday evening seemed to work well for most governors and looking at 2nd week of each month. This was agreed however first meeting to Tuesday 15th September at 6pm (3rd Tuesday) Attached at appendix C.

The date of the next FGB meeting was NOTED as 6pm on Tuesday 15th July

There being no other non-confidential items to discuss the meeting closed at 7:55 pm

There were no confidential minutes to agree and no 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 A separate

Appendix B

Link Governors 2015/2016

Teacher	Subject	Link Governor
Lucy Heard	English	Father Paschal Worton
Kathryn Parrott	Maths	Gregory Watson
Elisha Blanche	PHSCE	Anne Stevens
Emma Nutbrown	RE	Anne Stevens
Ceri Thomas	Science	Dr Mark Paul-Clark
Nick Tidey	Computing, website	Nana Oye Adjepong
Deirdre Waller-Box	Music	Caroline Rink
Kalpna Assani	Art	Caroline Rink
Rachell Yelland	Design Tech/CDT	Caroline Rink
Kalpna Assani	EYFS	vacant
Ryan Fede	PE (significant grant)	Marie LeMaitre
Nerida Turnbull	Humanities (recent old school diaries found)	Lawrence Tampu-Eya
Bunney Alana	Primary Languages	Sophie Steel

Lucy Heard DHT/ Elisha Blanche	Safeguarding & Inclusion LAC (Looked After Children)	Marion Rushbrook /Father Paschal Worton
Ceri Thomas	Sustainable schools (Green Matters)	Dr Mark Paul-Clark
SBM	H&S/Property	Gregory Watson
Headteacher	Pupil Progress Mtgs	Chair/James Poole
?	G&T, Pupil Premium	Chair
?	School Council	Anne Stevens

Appendix C

Possible FGB dates 2015-16

2nd Tuesday of each month

Tuesday 15th September 2015 (week 3 school opens 2nd Sept)

Tuesday 13th October

Tues 10th November

Tuesday 8th December

Tuesday 12th January 2016

Tuesday 9th February

Tuesday 8th March

Tuesday 12th April

(school restarts 11th after Easter, so different date in April or no meeting as 2014 tbc)

Tuesday 10th May

Tuesday 14th June

Tuesday 12th July (if no April meeting)