

ST MARY & ST PANCRAS CE PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

held on

Tuesday 9th June 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 | apologies |
| Deanery (South Camden) | Vacancy | | |
| | Marion Rushbrook | Sept 2017 | Present |
| PCC | Mark Paul-Clark | Aug 2016 | apologies |
| | Vacancy | | |
| Local Authority | Nana Oye Adjepong | Nov 2016 | apologies |
| 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 |
| Also present | | | |
| SBM | Debra Griffith | NA | Present |
| DHT | Lucy Heard | N/A | Present |
| AHT | Kathryn Parrott | N/A | Present |
| Clerk (LDBS) | Matthew Connolly | N/A | Present |

Part One (Non Confidential)

107. Opening Prayer

107.1 The meeting opened at 6:05

108. Welcome and Apologies for Absence

108.1 The Chair welcomed governors and observers to the meeting.

108.2 Apologies from Mark Paul-Clark, Nana Oye-Adjepong and Sophie Steel were noted and ACCEPTED. The meeting was quorate.

108.3 As Chair was apologies, meeting chaired by consent by Gregory Watson.

109 Declaration of Interest – Pecuniary and Otherwise

109.1 None declared.

110 Elections to FGB

110.1 Due to the retirement of a Parent Governor the FGB currently has no vice-chair. It was noted that Gregory Watson would be proposed for vice-chair at the July meeting and any other declarations of interest should come to the Clerk.

110.2 Due to the retirement there was currently no H&S and Property link governor. The SBM explained this was urgently needed. At this point no governors volunteered and the clerk was asked to compile a list of current link governors.

Action Point: Clerk to compile a list of current link governors

110.3 Father Worton informed the FGB of the good news that a candidate to cover the Old St Pancras PCC vacancy had been found and would go to PCC shortly. Caroline Rink is the coordinator of ministry to Children & Schools with Old St Pancras and has expressed an interest in being involved as a governor.

Action Point: Caroline Rink to go to PCC for formal approval as a governor.

111 Safeguarding Annual report – Elisha Blanche

111.1 On discussion it was agreed this report could be taken in non-confidential. EB had circulated a full report to governors. It was noted that approximately 70 hours a term is designated to Safeguarding work. Items of concern noted were that Safeguarding Training was not being feedback for recording and it was also raised that this was probably happening with other training as well. Governors were reminded to send details of any training undertaken to the SBM for recording and Clerk for FGB agenda. The other item of concern being addressed was that some Risk Assessments by teachers were incomplete and this was being addressed.

Action Point: All training undertaken by Governors to SBM for recording and Clerk for FGB agenda

111.2 EB drew the attention of governors to the following in the updated Safeguarding and Child Protection Policy.

- At 5.2 that parents when taking pictures at school events, should not post any images onto social media which show any children other than their own. Governors requested that the school reminds parents of this by letter ahead of major school events such as Summer School Fete. Also that at major events there should be a reminder verbally.
- Also that whole class photos should not be scanned and placed on social media
- At 6.5 that the school has implemented the Camden guidance on Disqualification by Association.
- At 7.4 that one to one music tuition was high risk activity for the child and also possible false allegations against the teacher. This section had been expanded and includes for example a requirement to let parents know what sort of physical contact there might be between teacher and pupil in that situation.
- At 8.5 that the guidelines around hirers of the school premises has been strengthened including identifying the full purpose of the rental backed up by an internet search

111.3 The Safeguarding & Child Protection report was ratified by Governors subject to a date change on front page to next review being June 2016.

Action Point: Safeguarding & Child Protection report was ratified by Governors subject to a date change on front page to next review being June 2016

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

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

112.2 The Minutes were **agreed as a true and accurate record**.

A copy of these minutes was SIGNED by the Chair of Governors and handed to the School Business Manager for filing.

112.3 Matters arising - the agreed actions from the previous minutes were reviewed and the following comments noted:

- At 96.2 that the clerk had made the changes to the Exclusion Policy suggested by Rita Biddalgh at the May meeting, agenda item
- At 100.3 Complaints section of SEND policy had been checked by LH against general school complaints policy and a few minor changes made.
- HT had been asked to circulate relevant section of Teachers Standards. The HT reminded governors this item had originally come from a discussion on British Values. The governors noted there was in Part 2: Personal and Professional conduct already guidance on British values and personal beliefs. (appendix)
- Clerk/HT to identify Safer Recruitment Training for AS/MR, will probably be autumn and seeking cost effective Camden training

Action Point: Clerk/HT to identify possible Safer Recruitment training for AS/MR

- At 100.3 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

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

- LTE to supply

Action Point: for website head & shoulder photo & bio from LTE

- From 101.1 reminder that Strategy Day is 14th July
- At 102.1 that the progress of year three not available at last meeting reported as 63% expected. The HT reported this cohort will need an accelerated learning program, including ongoing interventions. Year 6 pupils have been buddies to year 3 which has worked well. From September a bank of tutors will further support and any governors who could support a child for 2hrs a week were asked dot contact LH. The cost of these initiatives would be met from PP funding and the SBM would know the actual possible cost by October.

- At 102.3 the HT reported that Attainment Reports were not yet available as moderation training had not taken place across borough. Expected July/Sept.

Action Point: HT to table attainment reports after moderation training across borough in July/Sept

- At 105.5

Action Point: Action point: Clerk to suggest dates for FGB in 2015/16 at July FGB

113 Headteacher's Verbal Report

113.1 The Headteacher (HT) informed governors a pack was being prepared for Strategy Day to brief and prepare governors for the future not least an Ofsted inspection. On Teaching & Learning the self assessment was 37.5% outstanding, 50% good and 12.5% xx. No NQTs were being recruited currently as it takes a year to bring a NQT up to an acceptable standard. We are now preparing for an Ofsted visit anytime from Nov 2015 and last time teaching was not deemed outstanding. A pre-inspection action plan has gone out to all teachers.

113.2 Achievement of Pupils; Covered at May meeting and no new updates.

113.3 Leadership and management: Strong focus on middle leaders. Stephen Fisher from Camden has conducted mock Ofsted interviews.

113.4 Behaviour & Safety. No issues.

114 School Business Manager's Report

114.1 The SBM tabled a report and the following was discussed. Item One with regards to Staff Absence insurance policy the governors were assured this policy at £25k had been price tested and was approved.

114.2 Item 2: The estimated price to buy a replacement Combination Oven for the kitchen after advice from LDBS was £19k. Governors sought assurance that kitchen staff had feed into the appraisal process as what they saw as needed. Governors saw this as a considerable although required purchase from the Devolved Capital Budget currently at £32k. Governors asked for the SBM to test whether such appliances can be leased.

Action Point: Governors asked for the SBM to test whether such high value kitchen equipment can be leased, and to re-examine at next FGB

114.3 At 3: The SBM outlined a proposal to lease IT equipment drawn up with the assistance of Alex Marinos at LBoFCamden. The governors noted all IT equipment has basically been brought into the new school at the same time and much needed replacement. Governors discussed options for redundant laptops. Laptops could be sold on if wiped completely or supplied to appropriate charities. Governors asked for confirmation from SBM as to what value of items needed to come to this FGB for approval to dispose. Lease programme was approved by governors. However clarification was requested as to warranty position on interactive screens after the 4yr lease period.

Action Point: SBM to explain disposals process for IT equipment and what value of items need to be signed off at FGB

Action Point: Clarification on warranty for interactive screens after lease period ends in 4yrs.

Action Point: Clerk to identify possible charity that will take redundant IT equipment

114.4 Staffing Model: The HT outlined £3.5k had been spent on recruitment with no appointment made. Staffing Model would be confirmed to governors in September. Recruitment was a continuing issue and using agency staff allowed the school to assess performance of the person in the classroom but then there was an agency buy out penalty.

Action Point: The Staffing Model to be presented in September

115 Admissions Working Group

115.1 The HT reminded governors that the school uses the Camden appeals process as governors are required who are not associated to this school and a specifically trained clerk. There are 5 appeals costing £150 each to the school.

116 Policies

116.1 Behaviour & Discipline Policy: Had need updated by Clerk in line with suggestions from Rita Biddalgh at May meeting. Policy ratified and noted comes to first meeting in September.

116.2 Safeguarding & Child Protection, ratified at ccc

116.3 Charging & Remissions. At request of clerk title changed to Charging and Remissions, as it is a statutory policy for website. Policy ratified.

116.4 Governors Allowances Policy: Ratified

116.5 Premises Management: This was noted as a new policy and was especially key since the school has opted out of the LA SLA. The HT expressed a requirement to have a link Premises & H&S governor in place asap. As an interim arrangement GW was prepared to visit and go through policy with SBM.

Action point: GW as an interim arrangement to go through H&S/Premises arrangements with SBM

117 Review of Website

117.1 NT had undertaken a RGA analysis of the website and the clerk had audited parts. All statutory areas were noted as complete with the exception of partial completed section of SEN report and this was being addressed. The HT raised the issue of what we wanted from the Desirable guidelines to go onto the school website. All work on school website has a cost and time element, currently undertaken by NT. The school has to consider who would undertake this work if NT was to leave. The school website has had 20k visits in last 12 months. The governors accepted that a comprehensive website assists with FOI requests and is effectively our prospectus. Discussion on what we want on website to be discussed at Strategy Day.

Action Point: Discussion on what we want on website to be discussed at Strategy Day

117.2 NT requested all governors to sign the eSafety policy and return to him.

Action Point: All governors to sign eSafety form and return to NT

118 Visits and training

107.1 No visits by governors since last meeting. As noted previously any training reports to come to school office and clerk.

119 AOB

119.1 None.

120 Date of Next meeting

The date of the next meeting was NOTED as 2pm – 5:45pm on Tuesday 14th July for Strategy Day and then followed by FGB at 6pm

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

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**