

ST MARY & ST PANCRAS CE PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

held on

Tuesday 10th March 2015 at 6.00pm

ATTENDEES

Governor Type	Name	Term of Office End	Present/Absent /Apologies
Incumbent (COM)	Rev Anne Stevens	Ex-officio	Present from 85.6
	Father Paschal Worton	Ex-officio	Present
LDBS	Gregory Watson	March 2017	apologies
	Sophie Steel (Chair)	Feb 2016	Present
Deanery (South Camden)	Vacancy		
	Marion Rushbrook	Sept 2017	Present
Foundation Parent			
PCC	Mark Paul-Clark	Aug 2016	apologies
	Vacancy		
Local Authority	Nana Oye Adjepong	Nov 2016	Present
Parents	Vacancy		
	Marie LeMaitre	Sept 2017	Present from 84.1
	Diederick Santer (V-Chair)	May 2015	Present
Headteacher	Sheila McCalla-Gordon	Ex-officio	Present
Staff	Vacancy		
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

Meeting opened at 6:00pm

Part One (Non Confidential)

80. Opening Prayer

80.1 The meeting opened at 6:05

81. Welcome and Apologies for Absence

81.1 The Chair welcomed governors to the meeting. The meeting was joined by aaa as an observer.

81.2 Apologies from Mark Paul-Clark and Gregory Watson were noted and ACCEPTED. The meeting was quorate.

82. Declaration of Interest – Pecuniary and Otherwise

82.1 None declared.

83. Part 1 Minutes of the Governing Body meeting held on the 10th March 2015 & Matters Arising

83.1 The Part 1 Minutes of the meeting held on 10th March 2015 previously circulated with the agenda papers were reviewed by all governors in attendance at that meeting.

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

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

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

- Item 82.6 the recommendations from presentation was an agenda item
- Item 84.3 that from 65.3 the action remained outstanding.

Action Point: SEND policy was ratified subject to LJ to check that App 3 of the SEND policy around Complaints matches the school Complaints policy.

- Item 85.4 HT to produce appropriate data on each cohort was on agenda
- Item 86.1 The agreed IOG had been approved by the London Borough of Camden
- Item 86.2 With regards to parent governor election and foundation governor vacancies was an agenda item
- Item 87.2 Finance Working Group to meet and feedback was on agenda.
- Item 87.3 that the SFVS was submitted by SBM as required by end March.

84. Discussion on British Values

84.1 The Headteacher (HT) was attending a LDBS conference to discuss this issue. The HT outlined that the school has at its core Christian Values which identifies individual liberty and tolerance of other faiths. The DfE recognises that the British Values that they seek to see are linked to Christian Values. Teachers had recently to look at what they already inter twine into their teaching which is seen as British Values.

Joined by Marie LeMaitre

84.2 Governors asked about page 5 of the DfE guidance and in particular. "The Teachers' Standards expect teachers to uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school. This includes not undermining fundamental British values." The HT explained teachers do not sign this as it is intrinsic to their work ethic.

Action Point: HT to circulate relevant section of Teachers Standards
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85. Headteacher's Verbal Report

85.1 The Headteacher (HT) would have fuller details by the end of March and a report would be circulated then.

Action Point: Written report to be circulated by HT end of March
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85.2 The HT tabled full report on performance. The HT took the governors through each cohort in detail.

- 85.3 School Year six was seen as showing great progress and governors asked why this was so in particular. The HT outlined this was a combination of a stable cohort with low mobility, very good teachers and no major discipline issues. This had been a high achieving cohort in year two.
- 85.4 School Year 5 is on the new curriculum where the bar is higher. Interventions were in place for writing and reading, and in particular eth class teacher is working hard to make reading interesting. A governor asked how the link teacher is being used across SY5&6, the DHT reported that at the moment the link teacher is shared but after SATs there will be extra support for SY5.
- 85.5 In examining performance for SY3&4 governors asked whether attainment and progress is harder because of the new curriculum. Also can we say progress has accelerated because of link teachers. The DHT outlined this appeared to be the case but it was hard to provide linked performance data. The HT highlighted that at the meeting with the School Improvement Manage last week that there was clear progress in the pupil's books. A governor expressed the view that there seemed to be a disparity between progress in years. Also the need to see how Pupil Premium children were progressing. The HT and DHT both reiterated that children were making progress across all years and that PP children would be highlighted within any future reports. Plus discussed later but captured here, also to highlight G&A.

Action Point: Future reports on pupil performance to identify PP children and G&A children as separate groups.
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Joined by Rev Anne Stevens at 6:50pm

- 85.6 For SY1&2 these years were seen as having the easiest transition onto the new curriculum as they had not had the school years to be on a different curriculum.
- 85.7 Reception was seen as showing excellent progress due to strong capable teaching. Governors noted that co-ordinators have updated their relevant areas on 'School Centre.
- 85.7 Quality of teaching was strong and appraisals of staff led to appropriate interventions.
- 85.8 There had been a recent review of Leadership and Management. There were no concerns with Behaviour & Safety.
- 85.9 In terms of the School Improvement Plan, the school was meeting its objectives.
- 85.10 Term Dates for 2015/16 were approved by governors. It was noted the school uses training throughout the school year, particularly twilight training to address current issues.

86. School Business Manager's Report

- 86.1 The School Business Manager (SBM) outlined the outcomes from the Budget Setting Group early in the month and the current spend against budget for this financial year. The Chair was concerned that the budget had deviated from the original figures with an overspend certain. The issue being for the Budget Working Group where the budget setting was incorrect to avoid repeating the mistake. In particular the governors noted the spend on agency staff and staff training. The SBM indicated the working group would look closely at those areas.

- 86.2 The Chair had signed off the new facilities contract with CBS. It was confirmed this was an annual contract so allowing review as the year progressed.
- 86.3 Premises. The SBM reminded governors that the school was now nine years old and although a new school has its benefits it meant a lot of issues were emerging at the same time. For example a new oven in the kitchen at £4-5k was more expedient and cheaper than attempting to repair the current one. In terms of ICT most equipment was out of warranty and the school needs as an example new laptops.
- 86.4 The SBM advised governors that the costs incurred from the leaks were being recuperated.
- 86.5 The Chair requested that when any budget information is presented there is reference to historical costs where possible for comparison.

Action Point: For future budget information where possible to show historical costs for comparison.

- 86.6 Governors noted the recent guidance on DbA would be implemented by the school. Governors would not be required to make a declaration.

87 Admissions Working Party

- 87.1 The notes of the admissions working group were noted and DS reported that it would be useful to clarify in the pack parish boundaries and district boundaries perhaps with maps. A governor commented that applicants could misunderstand the appropriate boundaries leading to possible appeals. Some wording could be clearer but had not made a material difference. The HT reported 126 applicants for 30 reception places and 76 for 26 nursery. Governors noted that a nursery place does not guarantee a reception place. The HT outlined that appeals for Reception would be heard in April and for Nursery in May. There were 4 appeals last year.

88 School Policies for discussion & approval

- 88.1 EYFS was unchanged and ratified by governors.
- 88.2 Statement of procedures for dealing with allegations of abuse against staff was within the Child Protection Policy; and is still current.
- 88.3 Travel Policy (*not sure what my own notes say, just checking what the School has as a travel policy in line with Camden guidance*)

89. Noting of any feedback forms of visits by governors.

- 89.1 The governors noted the written contact by SS (Chair) around assessment after levels and Gifted & Talented children.
- 89.2 The SEND report from MR and PW was noted. The following issues were discussed:
- That all governors should have some sort of Safeguarding Training and that half of the governors should attend this academic year.
 - That only DS who was leaving was trained on Safer Recruitment and the HT suggested two governors need to be trained. AS and MR volunteered.

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

- The HT outline that governors could join for the Inset Day on xx which was covering xx?

Action Point: Governors invited to inset day covering xx on xx

89.3 The chair asked about how demanding the workload was for inclusion. The HT confirmed it was demanding in a school such as ours. There was the need for support in the classroom and time for leadership had to be found outside the normal day.

89.4 DS reported on how excellent the school choir had been at the Camden Choir Festival

90 Report back from Governors on their subject link progress.

90.1 Deferred to next meeting.

91 Training Plan for Governors.

91.1 Deferred to next meeting.

92 Implementation of new IOG

92.1 Governors noted that the new IOG had been approved by LBoFCamden for implementation in May.

92.2 The Clerk had circulated a paper outlining how the transition to the new IOG could occur and this would be actioned at the May FGB. It was noted that DS was standing down as a parent governor on expiry of his service period in May. DS was thanked for his contribution. The need for parent Governor election was noted.

Action Point: School to pursue Parent Governor election

92.3 The need for Foundation Governors was again discussed. PW informed governors that he had clarified that his PCC could indeed appoint a suitable candidate even if not a member of the congregation.

Action point: Chair to approach South Camden Deanery about a possible Foundation Governor. PW to approach PCC about possible Foundation Governor.

92.4 The governors invited the SBM to consider being a co-opted governor as it was considered her skills set would enhance the FGB. It was confirmed there was no conflict of interest that the SBM would present and be a governor.

Action Point: SBM to be invited to join FGB as co-opted governor

93 Any Other Business

93.1 NT requested head and shoulder photos for the school website from governors, plus brief bio.

94 Dates of next meeting

94.1 The date of the next meeting was NOTED to be held at 6pm on 12th May 2015.

94.2 Governors noted there was no meeting in April.

94.3 There being no other non-confidential items to discuss the meeting closed at 8:00pm

Signed:

Date:

Chair of Governors Sophie Steel

**On behalf of the Governing Body for
St Mary's and St Pancras Church of England Primary School**