

ST MARY & ST PANCRAS CE PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

held on

Tuesday 12th May 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 (part)
	Sophie Steel (Chair)	Feb 2016	Present
Deanery (South Camden)	Vacancy		
	Marion Rushbrook	Sept 2017	apologies
PCC	Mark Paul-Clark	Aug 2016	apologies
	Vacancy		
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
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)

94. Opening Prayer

94.1 The meeting opened at 6:05

95. Welcome and Apologies for Absence

95.1 The Chair welcomed governors and observers to the meeting.

95.2 Apologies from Mark Paul-Clark, Marion Rushbrook and Father Paschal Worton were noted and ACCEPTED. The meeting was quorate.

95.3 Rita Biddalgh from LBofCamden was welcomed to the meeting

96. Exclusion Training – Rita Biddulph

96.1 Rita Biddulph (RB) tabled a copy of her presentation notes plus Exclusion Guidelines from the DfE in 2015. It was noted that these guidelines had been legally challenged and withdrawn by the DfE and so the most current guidance was from 2012. However governors were briefed on the content and changes should this version reappear.

96.2 Rita Biddulph (RB) outlined that the Behaviour & Discipline Policy should be approved by governors at the first available meeting of the autumn term. Also the current policy showed the following errors to be corrected:

- At p5 ref 2012 legislation
- At p4 to move the sentence and make bold to be clear which offences would result in an automatic fixed term or permanent exclusion.

Action Point: HT to make changes to current policy and present to June meeting

96.3 Rita Biddulph (RB) outlined to governors their responsibilities and how the school should handle exclusions and possible appeals. RB was thanked for her presentation.

RB left at 7:30pm

96.4 Rita Biddulph (RB) as part of the presentation outlined that it needed to be absolutely clear where the authority to expel a student rested and that this should be minuted at FGB. As such the FGB ratified the following statement to qualify current practice:

Ratified: 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.

97. Declaration of Interest – Pecuniary and Otherwise

97.1 None declared.

98. Formal Reconstitution to new Instrument of Government

98.1 The Clerk reminded the governors that after detail discussion and involving all relevant parties that the LBofCamden had approved the IOG in line with current legislation. Due to the vacancies held the current governors were able to continue as designated and see out their terms of office . The new Parent Governor filled a retirement. Details at Appendix.

99. Elections within FGB

99.1 Due to the retirement of a Parent governor, there was current no vice-chair and this was deferred till July.

99.2 Debra Griffith the School Business Manager had been discussed as a possible co-opted governor previously and she was content to be nominated. The governors saw her financial skills set as an asset to the FGB, the clerk reported if DG was selected it did not breach the requirement that no more than 25% of the FGB can be paid school staff. There was no request for a paper ballot to clerk. DG was elected by the FGB. Although assigned a 4yr term of office DG indicated she may step down after a year.

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

100.1 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.

100.2 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.

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

- Originally 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.

- From 84.2 remains

Action Point: HT to circulate relevant section of Teachers Standards

- From 85.1 that the HT had circulated a written report at end of March
- From 85.5 that future reports would highlight PP children and G&MA
- From 86.5 that future financial reports from SBM would show a historical comparison where possible
- AT 88.3 it was confirmed that the school has a travel plan in line with LBoFCamden guidance.
- That 89.2 remained outstanding

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

- At 89.2 confirmed that inset day referred to was Team Teach in September at which governors would be invited.
- At 92.2 Parent Governor election held
- That 92.3 was ongoing, and added that clerk would present a paper 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

- At 92.2 SBM to be invited to be a co-opted governor agenda item
- At 93.1, for website head & shoulder photo & bio from MPC and now LTE

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

101. Update on Strategy Day

101.1 The Chair outlined the need to look at the School Development Plan as a vision for the next 5 years. Looking at evidence of where we are now and where we want to be in 2-5yrs. After a discussion on availability and what would work it was decided on a meeting ahead of the July FGB. So 2-6pm on July 14th at the school leading into the final FGB. Clerk to inform those not present.

Action Point: Clerk to circulate reminder about Strategy Day

102. Headteacher's Verbal Report

102.1 The Headteacher (HT) had circulated a written report at the end of March. Lucy Heard & Kathryn Parrott updated governors on progress in Maths and Literacy. For EYFS the focus was on speaking & listening because of the impact this has in alter years. The progress in Year 2 was challenging and the link teacher has been directed to support. It was confirmed the link teacher was still supporting Year 1. The Chair asked whether the targets set were too hard to meet. The consensus was the new curriculum was much harder; the lower years had not had the opportunity to fall behind. By for example Year 5 there is a lot of catching up to do to meet the new curriculum. Year 3 had a NQT teacher in place and the progress assessment needed to be validated.

Action Point: Data for progress in Year 3 to be presented to June FGB

102.2 The link teacher and class teacher were working well in Year 4. Year 5 was being supported with reading. Year 6 was strong and doing well.

102.3 The HT reminded governors this was a presentation on progress not attainment. The LA is getting all teachers together to cross moderator attainment and compare standards. Attainment to be reported after moderation training.

Action Point: HT to table attainment reports after moderation training across borough.

103. School Business Manager's Report

103.1 The Finance Working Group of GW, Chair, SBM and a LBoFCamden representative had meet to contribute to the budget. The School Business Manager (SBM) outlined the outcomes from the Budget Setting Group had been taken into account for the budget. The SBM outlined the Funding allocations and which might be subject to change. Then leading into the budget assumptions including increases in employers contributions for teachers pensions to increase by 2.3%.

103.2 There was a detailed discussion on the difficulty of recruitment which could mean the agency budget would increase significantly. The HT outlined many teachers prefer working for an agency than being recruited directly and that the schools direct programme had not been successful for this school. The HT accepted all teachers had to start somewhere but an NQT needs support which is a cost and needs a year to get lift off in great teaching. In this school we need to accelerate learning and cannot afford to support NQTs in terms of time and finance. As such the school is currently looking for experienced teachers. The impact of possible staffing changes was examined within the budget set.

103.3 The governors formally endorsed the budget and commended the SBM.

103.4 The SBM advised governors that the new maintenance contract was in place and £60k had been allocated for capital projects. As reported by the Site Services Manager at the end of March there had been considerable water ingress form the flats above again and the SBM confirmed there had been leaks since.

103.5 The Staffing Model was deferred to June

104 Deferred to June

104.1 The following were all deferred to June due to time.

- Policies: Charging & Remissions, Governors allowances, Premises Management
- Safeguarding Annual Report to Governors, Report from MR & PW
- Training and Visits by Governors

105 Any Other Business

105.1 It was noted we would set the dates for meetings for next academic year at the July meeting.

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

106 Dates of next meeting

106.1 The date of the next meeting was NOTED to be held at 6pm on 9th June 2015.

There being no other non-confidential items to discuss the meeting closed at 8:50pm

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**