

**ST MARY'S & ST PANCRAS CE PRIMARY SCHOOL**

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY**  
held on

**Wednesday, 2 July 2014 at 6.00pm**

**ATTENDEES**

<b>Governor Type</b>	<b>Name</b>	<b>Term of Office End</b>	<b>Present/Absent /Apologies</b>
Incumbent (COM)	Rev Anne Stevens	Ex-officio	Present
	Father Paschal Worton	Ex-officio	Present
LDDBS	Gregory Watson	March 2017	Present
	Sophie Steel	Feb 2016	Present
Deanery (South Camden)	Father Robin Jones	May 2015	Apologies
	Marion Rushbrook	Sept 2017	Present
Foundation Parent	Slaney Devlin (Chair)	Nov 2014	Present
P CC	Mark Paul-Clark	Aug 2016	Apologies
	Vacancy		
Local Authority	Nana Oye Adjepong	Nov 2016	Apologies
Parents	Carol Hardy	Dec 2015	Present
	Marie LeMaitre	Sept 2017	Apologies
	Diederick Santer (V Chair)	May 2015	Apologies
Headteacher	Sheila McCalla-Gordon	Ex-officio	Present
Staff	Dora Garrido	Sept 2016	Present
Staff	Nick Tidey	Jan 2018	Present
<b>Also present</b>			
Associate Member	Debra Griffith	Sept 2017	Apologies
Clerk	Pat Elcock	N/A	Present
Lucy Heard	Observer (Deputy Headteacher)	N/A	Present
Kathryn Parrott	Observer (Assistant Headteacher)	N/A	Present
Matthew Connolly	Observer (Trainee Clerk)	N/A	Present
Ammar Ahmed	Observer (Trainee Clerk)	N/A	Present

**Part One (Non Confidential)**

**1. Opening Prayer**

1.1 The meeting opened with a prayer led by Rev Anne Stevens.

**2. Welcome and Apologies for Absence**

2.1 The Chair welcomed governors to the meeting. Apologies were received as noted above.

2.2 The Chair introduced Matthew Connolly and Ammar Ahmed as two newly appointed clerks to the London Diocesan Board of Schools (LDDBS) and explained that their attendance at the meeting had been previously agreed and was part of their induction training.

**3. Declarations of Pecuniary and Business Interest**

3.1 No declarations of interest, pecuniary or otherwise, in respect of items on the agenda were received.

#### **4. SEND Presentation - Elisha Blanche, Acting Inclusion Manager.**

4.1 Elisha Blanche, Acting Inclusion Manager, talked governors through a powerpoint presentation entitled 'SEN Reform'. Elaine outlined the key changes that will be introduced from September 2014. Governors noted that the age range for support to children had increased from 0-19 years to 0-25 years. The extension allowed for the support of young people into appropriate further education and work.

4.2 It was noted that there could be the possibility of parents querying the definition of the new category of 'Social, Mental and Emotional Health' which replaces the current category of 'Behaviour, Emotional and Social Development'. It was noted that a number of SEN children at the school would fall within this category. It was agreed that discussions would have to be sensitively held with parents of pupils where this category is applicable and that an effective relationship is established so that the best interests of the children are well supported. In response to a question about how children experiencing short-term crisis/traumas would be supported, it was explained that if the pupil is not assessed as SEN then they would be appropriately supported outside the SEN arrangements and this may include the involvement of outside agencies.

4.3 A discussion was held about the use and agreement of personal budgets that parents of a child with an education, health and care plan (EHCP) can request to purchase services to support objectives identified in the plans. Governors were advised that in the event of concerns, the ultimate decision about the use and expenditure of personal budgets rests with the headteacher of a school. It was agreed that the budgets provided a greater opportunity for parents to be more involved with their children's educational development.

4.4 Elisha explained that it is anticipated by Camden Council that some schools, including St Mary's and St Pancras, SEN register will fall by up to a third following the removal of the current School Action and School Action Plus classifications.

4.5 Governors were advised of the requirement by the local authority and schools to publish 'local offers' of services to support children and young people with SEN/D and their families. The publications must be easily accessible and in Plain English. Elisha stated that the 'offers' are currently being drafted and will be placed on the school and LA websites by September 2014.

4.6 A lengthy discussion was held about the ongoing concern securing parental involvement at the school. Examples were provided of a number of events organised by the school that were poorly attended by parents. It was noted that the review of individual education plans for SEN children are often carried out with just the designated SENCo and class teacher. Governors were assured that any identified barriers such as language were addressed by the school through the provision of interpreters. It was recognised that this is an ongoing problem that the school is continually working on.

4.7 Elisha was thanked for her presentation. Elisha left the meeting after this item.

#### **5. Minutes of the Governing Body Meeting held on the 6 May 2014 / Matters Arising**

5.1 The Minutes of the meeting held on 6 May 2014 had been circulated with the agenda papers prior to the meeting

5.2 The Minutes were **agreed as a true and accurate record**. A copy of these minutes was signed and dated by the Chair and handed to the School for filing.

5.3 There were no matters arising not already on the agenda

## 6. Headteacher's Written Report

6.1 The Headteacher talked governors through her Headteacher's Report previously circulated with the agenda pack. She advised that the report was quite extensive as it provided an end of year overview of the school.

6.2 The following comments were provided in response to questions and discussion raised from the report:

- I. It was clarified that there were no future initiatives to report on page 6.
- II. Nick Tidey talked governors through the rigorous requirements expected of schools to achieve the ICT Mark. It was noted that even though the teachers in the school have been provided with extensive support to develop their teaching and use of ICT, it would be highly unlikely that the school would achieve the ICT Mark next year. Governors were advised by the Headteacher that the school is actively working to this goal and that an ICT specialist will be employed to work at the school one day a week on a consultancy basis to support Years 1 to 6 with the coding element of the ICT curriculum. A brief discussion was raised by the Chair about the suggestion by the LDBS of it subscribing to a specially designed intranet for governors. It was noted that the Clerk would be attending training and governors would explore all options for the governors' website including the development of the governors' area on School.Centre.net.
- III. It was noted that the historical attendance data was missing from the report. Governors were advised the school attendance level is 96.36% (National average 95%).
- IV. It was noted that from September 2014 there will be a greater focus on pupil progress data as well as attainment data as provided on page 3.
- V. It was clarified that the information on page 4 regarding gifted and talented children feeds into the overall judgement of 'Good' for Achievement of Pupils.
- VI. It was noted that those children who did not take a music exam as noted on page 19 did not do so due to parental and school financial restraints.
- VII. A lengthy discussion was held about a further flooding incident that took place at the school. The flood affected the Nursery and Year 5 classes who had to be relocated to other areas in the school. The Chair explained that a great deal of time has been spent trying to establish who is the appropriate responsible body to address the ongoing flooding concerns in the school. It was noted that the overall fabric of the school is being worn and it was felt neither the LDBS (leaseholders of the school) nor UNITE (builders) were being particularly supportive. Governors were advised that insurance assessors and Health and Safety advisers from Camden Council have been in to the school and that monitoring of the condition of the school building is ongoing.

**ACTION:** It was **AGREED** that the Chair Headteacher would write to the LDBS and UNITE to raise the very strong concerns of the Governing Body about the lack of support to address the repeated incidents of flooding at the school. It was also **AGREED** that the Chair would seek advice from the Health & Safety Executive (HSE).

Gregory Watson offered the professional advice of his personal contacts to review the terms and conditions of the school's building contracts.

- VIII. The Headteacher asked that her personal thanks be noted to the Chair, who has been dealing with the matter thus allowing her to concentrate on other pressing issues in the school.
- IX. Governors were advised that there are two levels in the Rights Respecting Schools (RRS) and the school is working towards the achievement of the highest level.

## 7. Achievement and Standards

- 7.1 The Headteacher introduced governors to Kathryn Parrott, Assistant Headteacher, and asked that she and Lucy Heard, Deputy Headteacher, talked governors through powerpoint presentations for the end of year achievement and progress in English and maths.
- 7.2 The layout of the presentations were explained in that the overall achievement and progress levels would be highlighted for Year 1, 2,3 and 5 in reading, writing and maths. This would be followed by a breakdown of performance for the identified vulnerable groups in the schools. Governors were advised that information for Year 4 was omitted as Lucy Heard, who has recently taken over the teaching of the class, is in the midst of carrying out assessment reviews. The Headteacher advised governors that EYFS data is still being finalised as it is currently being moderated by the local authority and she would be providing performance data for Year 6 separately.
- 7.3 Kathryn comprehensively went through the attainment and progress levels for the highlighted years in reading and writing, indicating trends regarding the under or overachievement of pupils were noted. Governors were advised of the reasons for these trends and the measures currently in place to address pupils' underperformance.
- 7.4 Lucy talked governors through her presentation for maths similarly laid out as for English highlighting noticeable trends and the reasons and support put in place for them.
- 7.5 Governors particularly noted a recurring trend that even though the attainment of SEN children in the school is lower than other vulnerable groups of children in the school their progress is always either on par or greater than their counterparts.
- 7.6 The Headteacher provided the following Year 6 performance data (governors were advised that the figures are still being reviewed and should be noted as such):

Subject	Attainment				Progress	
	Level 4+ (School 2013/14)	Target	Level 5 (School 2013/14)	Target	Expected (National 2013/14)	Exceeded (National 2013/14)
Reading	78%	86%	21%	41%	89% (Last yr 88%)	43% (Last yr 30%)
Writing	75%	76%	25%	17%	79% (last yr 91%)	43% (last year 30%)
maths	76%	72%	43%	28%	82% (Last yr 88%)	29% (Last yr 31%)

- 7.7 Governors noted the exceptional performance given the challenges of the year. Thanks were extended to the school and staff for their extensive intervention support.

## 8. Evaluation of School Development Plan 2013/14 and key Objectives for 2014/15

- 8.1 The Headteacher advised governors that she is currently working on the evaluation of the School Development Plan for the year and a review of it and the identified key objectives for

next year will be reviewed at a meeting with Stephen Fischer, Camden Professional Partner, on Monday 7 July 2014 at 5.00pm at the school.

**ACTION:** All governors were invited to join the meeting with Stephen Fischer. It was **AGREED** that the Headteacher would send an email, of the evaluation of the SDP and key objectives for next year, to all governors by the end of term.

## 9. Governing Body Meetings Structure Proposal 2014/15

- 9.1 The Headteacher advised governors of her proposal to change the structure of the Governing Body from its current structure of having two committees to the Full Governing Body meeting on a monthly basis and delegating specific areas of responsibilities to working parties i.e. admissions, exclusion/disciplinary hearings. Individual governors will still retain their own areas of delegated responsibilities. The Headteacher explained that this was a model that was already successfully in operation in the five LAT schools and a number of other schools under the LDBS umbrella. It was noted that the main benefit of this arrangement were that all governors would have an overview of the key workings of the school, namely finance, resources, personnel, teaching and pupil performance. The model also minimised the risk of meetings being inquorate.
- 9.2 The Headteacher circulated a copy of a year planner (used by another school whose governing body operates under the proposed model) mapping out the key responsibilities for governors for each monthly meeting. A brief discussion was held about the proposal. It was recognised that the review of school policies could be spread across the monthly meetings and that the time commitment required from governors would not be any greater than that currently given.

**ACTION:** It was unanimously **AGREED** by all in attendance that the governance restructure proposal put forward by the Headteacher in item 9.1 above would be implemented from the beginning of the new academic year.

## 10. Governing Body Meeting Dates 2014/15

- 10.1 It was **AGREED** that the dates for governing body meetings for the forthcoming academic year will be held on the second Tuesday of each month at 6.00pm as follows:
- 9 September 2014
  - 14 October 2014
  - 11 November 2014
  - 9 December 2014
  - 13 January 2015
  - 10 February 2015
  - 10 March 2015
  - 12 May 2015
  - 9 June 2015

- 14 July 2015

## 11. Any Other Business

- 11.1 The Headteacher advised governors that the planning for the Stakeholder's Day in the autumn term has been held in abeyance due to the high turnover of staff this term. Governors were advised of staff changes. The Headteacher advised governors that as an alternative and to introduce new staff members to governors the school is planning a staff and governors team building event for its next INSET day on Monday 1 September 2014. Governors were asked to advise the school of their attendance on the day as soon as possible so that appropriate booking arrangements can be made.
- 11.2 The Headteacher advised governors that feedback is being sought from the School Council next week and a questionnaire will shortly be sent out to parent. Feedback from these activities will be used to identify key school improvement objectives for next year.
- 11.3 Governors were advised that the school, along with five other schools in Camden, will be trialling a new initiative by the local authority called 'Parent Academy'. The purpose of the initiative is to help parents better support the raising of their children's achievement by holding fortnightly workshops based on a 'parents curriculum'.
- 11.4 Governors were advised that Lucy Heard has been appointed to the post of Deputy Headteacher. Lucy was congratulated by all in attendance.
- 11.5 Nick Tidey advised governors that the non-confidential minutes of their governing body meetings are now uploaded onto the school's website.

**ACTION: LMT to ensure information regarding the PE and Sports Grant is placed on the school website by September 2014.**

- 11.6 It was noted that the area inside the school fence on Werrington Street needs to be tidied of weeds and a disused grow bag.
- 11.7 There being no other non-confidential items to discuss the meeting closed at 8.10pm.

**Signed:** .....

**Date:** .....

**Chair of Governors**

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