

ST MARY'S & ST PANCRAS CE PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
held on

Tuesday, 6 May 2014 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	Present
LDDBS	Gregory Watson	March 2017	Present
	Sophie Steel	Feb 2016	Present
Deanery (South Camden)	Father Robin Jones	May 2015	Present
	Marion Rushbrook	Sept 2017	Present
Foundation Parent	Slaney Devlin (Chair)	Nov 2014	Present
P CC	Mark Paul-Clark	Aug 2016	Present
	Vacancy		
Local Authority	Nana Oye Adjepong	Nov 2016	Present
Parents	Carol Hardy	Dec 2015	Present
	Marie LeMaitre	Sept 2017	Present
	Diederick Santer (V Chair)	May 2015	Present
Headteacher	Sheila McCalla-Gordon	Ex-officio	Present
Staff	Dora Garrido	Sept 2016	Present
Staff	Nick Tidey	Jan 2018	Present
Also present			
Associate Member	Francisca Okeneme	Feb 2014	Not Present
Associate Member	Debra Griffith	Sept 2017	Present
Clerk	Pat Elcock	N/A	Present

Part One (Non Confidential)

1. Opening Prayer

1.1 The meeting opened with a prayer led by Father Paschal Worton.

2. Welcome and Apologies for Absence

2.1 The Chair welcomed governors to the meeting. No apologies were received.

2.2 It was noted that Mark Paul-Clark would be arriving late to the meeting.

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. Minutes of the Governing Body Meeting held on the 24 March 2014 / Matters Arising

- 4.1 The Minutes of the meeting held on 24 March 2014 had been circulated with the agenda papers prior to the meeting. It was noted that the names of Father Paschal Worton and Nick Tidey were incorrectly spelled.
- 4.2 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.
- 4.3 There were no matters arising not already on the agenda

5. Draft Budget – 2014/15

- 5.2 The School Business Manager (SBM) referred governors to her budget report included in their previously circulated agenda packs. The SBM talked governors carefully through each of the items in the report
- 5.3 Governors noted the income streams for the school and supported the recommendation that the Headteacher makes herself available for consultancy work one day a week, in the first instance, as a means of generating additional income into the school.
- 5.4 Governors were advised that from September the school proposed to appoint three 'associate teachers'. These appointments would be paid for from the Pupil Premium (PP) funding (approximately £150,000) received by the school. The Headteacher advised that even though schools are allowed a relative amount of flexibility with regard to the spending of PP funding, the monies is in effect 'ring-fenced' as schools are accountable for its impact on closing the performance gaps between PP and non-PP pupils. It was explained that the funding was provided on a yearly basis and even though there appeared to be a national commitment to its continuation the funding could not be guaranteed. As such the proposed posts would be appointed on a contractual basis of 12 months. Governors were assured that the 'associate teachers' would be qualified teachers with appropriate job descriptions outlining roles and expectations similar to permanent teaching members of staff in the school. The appointments would be spread across the two key stage phases in years 1-6 and would lower the teacher pupil ratio in those classes to approximately 20 pupils to a teacher. The primary purpose of the 'associate teacher' post will be to accelerate pupil progress. After a brief discussion about the proposed appointments, governors welcomed the proposed appointments of the posts and agreed that the proposal represented a more effective way of using PP funding than in the past. It was also agreed that as the posts were appointed on 12 month contracts and as such not permanent, the Governing Body could review their effectiveness after the year before taking any decisions about their renewal.
- 5.5 The Headteacher stated that Helen Ridding, LDBS, had advised of the appointment of similar 'associate' teaching posts in a primary school in Pimlico. The Headteacher informed governors that she intended to visit the school in the near future to glean any good practices about their use in the school and how they are included in the school's teaching arrangements.

ACTION: It was AGREED that the school could appoint three 'associate teachers' using PP funding received by the school from September 2014. The appointments will be made for a fixed period of twelve months.

- 5.6 The SBM concluded her oral presentation of the budget for 2014/15 and advised that the school is projecting a potential contingency of £23,489.
- 5.7 Father Robin reported to governors that the Resources Committee had thoroughly interrogated the budget proposal put forward by the School and had put forward its recommendation for approval by the Full Governing Body. He also asked that thanks be extended to the School Business Manager and Headteacher for their hard work in enabling a possible contingency for 2014/15 given it had originally forecast an overspend of approximately £100,000. It was acknowledged that the school had suffered greatly from the loss of funding previously generated from the children's centre and being part of a school federation.

ACTION: The Draft Budget 2014/15 was proposed for approval by Father Robin and unanimously APPROVED by all governors in attendance.

- 5.8 The SBM briefly talked governors through the Financial Scheme of Delegation document previously circulated in their agenda packs. Fr Robin explained that the scheme outlined the financial authorities and delegations for the school.

ACTION: The Financial Scheme of Delegation was APPROVED by all governors in attendance.

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 relatively brief as the Governing Body had met recently.
- 6.2 The Quality of Teaching – The Headteacher stated that she was pleased to report that the quality of teaching in the school could now be judged as 'good'. This judgement reflected an incredible amount of hard work to support individual teachers in the school so that all teaching in the school supported the accelerated progress of children right across the school.
- 6.3 The Quality of leadership and Management – The Headteacher advised that Andrew Read, an Independent Consultant, was supporting the school with the analysis of its performance data and self-evaluation processes.
- 6.4 The Headteacher introduced governors to Kathryn Parrott, Assistant Headteacher, and asked that she and Lucy Heard, Acting Deputy Headteacher, talked governors through the attainment and progress reports for reading, maths and writing, previously circulated to governors in their agenda packs.
- 6.5 Attainment and Progress Review in Reading - Kathryn advised governors that overall the large majority of pupils are in line with age expected levels in reading and in some cases the very large majority. The Headteacher explained the definitions in respect of percentages for the terminology used by Ofsted for 'large majority' and very large majority'. The expected average points scores (APS) for the key stages were also described.

- 6.6 Governors carefully examined the data provided for each of the groups of children and acknowledged the given commentary.
- 6.7 In response to a question about the slight variance in progression levels between the year the Headteacher explained that they were largely cohort specific.
- 6.8 Attainment and Progress Review in Maths - Lucy stated that overall pupil performance in maths presented a positive picture with the large majority of pupils at least in line with age expected levels.
- 6.9 An example of a class teacher using a picture book was given to demonstrate how girls are encouraged to more actively engage and enjoy maths. Governors were advised that teachers in other classes were considering other ways of engaging girls.
- 6.10 It was noted that some children find the interpretation of mathematical language difficult. Lucy explained that due to the technical language of maths it was difficult for it to be incorporated and practiced in other lessons.
- 6.11 Attainment and Progress Review in Writing – Kathryn advised governors that even though the large majority of pupils are at least in line with age expected levels in writing, there is a concern about the level of progress in Year 2. Support strategies to develop writing in this year group have been put in place to accelerate progress in this area. The Headteacher also advised that a more holistic approach is taken to examine the possible other external causes for their slower than expected progress.
- 6.12 A question was raised by a governor about the expected progress levels for PP compared to that of non-PP pupils and whether expected progress levels for PP children were challenging. The Headteacher explained that any perceived accelerated progress in Year 1 could be attributed to the difference assessment measures used in EYFS compared to that used for the National Curriculum. She also stated that the school had high aspirations for all their pupils, including PP pupils, and that a number of other factors such as SEN sometimes prevented the hoped for levels of progress.
- 6.13 Attainment and Progress Review in EYFS – The Headteacher advised governors that data obtained for the tracking of progress in the Early Years is through the EYFS Profile, whereby 17 areas are observed. As in a number of schools accelerated progress is more noticeable in the spring term when children are perceived to be settled into the school. Governors reviewed the information data for each of the groups of children present. Governors noted that there were no significant concerns.

7. Any Other Business

- 7.1 The Chair informed governors that no comments had been received from the consultation on the school's Admission Policy and that the policy now needed to be formally approved so that it could be published as the school's future admission arrangements.

ACTION: The Admission Policy was APPROVED by all governors in attendance.

8. Date of Next Meeting

8.1 The next meeting of the Full Governing Body would be held on Wednesday 2 July 2014, 6pm.

8.2 There being no other non-confidential items to discuss the meeting closed at 7.20pm.

Signed:

Date:

Chair of Governors

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