

St Mary's and St Pancras CE Primary School

Minutes

Governing Body Meeting Tuesday 1 October 2013, 6.00pm

Present

Slaney Devlin (Chair)

Sheila McCalla-Gordon (Headteacher)

Dora Garrido

Father Robin Jones

Nana Oye Adjepong

Diederick Santer

Father Paschal Worton

Marion Rushbrook

Sophie Steel

Gregory Watson

Dr Mark Paul-Clark

Associate Member

Francisca Okeneme

In Attendance

Lucy Heard (Deputy Headteacher)

Debra Griffith (School Business Manager)

Pat Elcock (Clerk)

Part One

1. Opening Prayer

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

2. Apologies

Apologies were received for Rev Anne Stevens, Carol Hardy and Andrew Carter. Advanced notice of late arrivals for Mark Paul-Clark and Francisca Okeneme were noted.

3. Declarations of Pecuniary and Business Interest

All governors and staff in attendance completed, signed and dated declarations forms during the meeting. The forms were handed back to the Business Manager for filing in the schools' central offices.

Agreed Action: Business Manager to obtain completed forms for those governors not in attendance.

4. Declarations of Any Other Business

The Chair stated she had three short agenda items she wished to raise with governors at the end of the meeting.

5. Election of Chair & Vice Chair

A nomination for Slaney Devlin was proposed by the Headteacher and seconded by Father Paschal Worton at the meeting. It was **unanimously agreed** that Slaney be re-appointed as the Chair by all in attendance.

The Chair reminded governors of Father Robin Jones intention last term to step down as the Vice Chair and the need for the Governing Body to identify an alternative governor to be elected to the post.

A nomination for Diederick Santer was proposed by the Chair and seconded by Father Paschal Worton at the meeting. It was **unanimously agreed** that Diederick be appointed as the Vice-Chair by all in attendance.

Decision Taken: It was agreed that the term of office for the Chair and Vice Chair would be a year.

6. Appointment of Clerk

The Chair reminded governors of their decision to review their governing body clerking provision and the proposal to change to the London Diocesan Board of Schools (LDBS) Clerking Services.

Pat Elcock was introduced and welcomed as the new Clerk to the Governing Body following the decision taken by the Governing Body at the meeting to employ the London Diocesan Board of Schools (LDBS) Clerking Services.

Decision Taken: It was agreed that the Governing Body would employ the LDBS Clerking Services from immediate effect.

7. Minutes and Matters Arising of Previous Meeting – 26 June 2013

Part 1 of the previous minutes of the meeting held on 26 June 2013 was **agreed as a true and accurate record** by those governors present at the meeting bar the following amendment:

- Minutes to be amended to note that Gregory Watson had given his earlier apologies for not being able to attend the meeting.

Matters Arising

The following items from the previous minutes were discussed:

- ITEM 4: The Chair informed governors that **Maria LeMaitre** had been elected as the new parent governor to replace Sarah Kirkham following parent elections held at the school last term. The letter confirming Marie's appointment went out that evening (1 October 2013).
- ITEM 4: The Chair informed governors that a staff governor election to appoint a 'teacher representative' onto the Governing Body (GB) was also held last week. Unfortunately, no nominations were received. The Chair expressed her disappointment and concern that a teaching staff member of the school was not represented on the GB. There was a general consensus that this is a concern given the recent feelings of discontent expressed by the unions regarding school staff pensions, terms and conditions and the introduction of new performance management regulations. It was **agreed** that the Chair would write, on behalf of the GB, to teaching staff members encouraging them to consider putting themselves forward for election to the staff governor vacancy.
- ITEM 6.1.5: The Chair confirmed the confidential exit interviews had been carried out and had proved to be a useful exercise in confirming the school's recent actions to support the induction of new staff. Feedback had been shared with the Headteacher. The Deputy Headteacher provided a brief outline of her own two week staff induction which she stated she found to be both comprehensive and supportive.
- ITEM 6.1.10: All governors in attendance confirmed that they are happy with the new clerking arrangements with the LDBS including the electronic sending out of governor papers.
- ITEM 7.3: The Headteacher stated she would discuss this item later in the meeting.
- ITEM 7.6: Governors agreed that the Stakeholder Day was well attended and received. It was **agreed** that this event would be now held annually by the school.
- ITEM 7.8: the Headteacher informed governors that only pupils in Year 6 were currently able to access their homework via the school's website and actions are being carried out to support all staff to ensure homework is accessible for pupils in all year groups. This includes the provision of log on details to pupil and parents.
- ITEM 7.9: The Chair stated that this item would be discussed later in the meeting.

Agreed Action: It was agreed that the Chair would write, on behalf of the GB, to teaching staff members encouraging them to consider putting themselves forward for election to the staff governor vacancy.

Decision Taken: It was agreed that an amended hard copy of the minutes would be signed and dated by the Chair and handed to the school for filing at a later date.

8. Governing Body

- Assignment of Roles and Responsibilities

The Chair reminded governors of the identified key priority areas and the list of assigned link governors. It was agreed that the priorities remained the same and revisions to them were not needed.

The following was **agreed**:

Key Priority Area	Link Governor
SDP – Gb monitoring, Targets and Training	Slaney Devlin
Safeguarding, Inclusion and ECM	Marion Rushbrook & Father Paschal Worton
Health and Safety	Diederick Santer
Treasurer	Fr Robin Jones
Foundation Stage	Maria LeMaitre
Art Governor	Diederick Santer
English	Slaney Devlin
Humanities	Andrew Carter
Primary Languages	Sophie Steel
ICT & CDT	Nana Oye Adjepong
Mathematics	Gregory Watson
PE	Carol Hardy
PSHE	Francisca Okeneme
RE	Rev Anne Stevens
Science	Dr Mark Paul-Clark
Sustainable Schools	Slaney Devlin
School Council	Fr Robin Jones

b) Review Composition

The Chair reminded governors of the make-up and composition of the Governing Body as laid out in the Instrument of Government.

The discussion held about parent and staff governor vacancies have been reported in the minutes above.

The Chair proposed that Debra Griffith be formally recognised as a valued and long standing staff member in attendance at governing body meetings, by appointing her as an Associate Member of the GB. This would allow her appropriate voting rights at committee level.

Decision Taken: It was agreed that Debra be appointed as an Associate Member from immediate effect.

c) Year Planning

After a short discussion about the current governor meeting arrangements and the introduction of clerking services from the LDBS for all committee meetings, the following meeting schedule for the year was **agreed**:

Governor Meeting	Time and Date
AUTUMN TERM 2013	
Full Governing Body Meeting	Tuesday 1 October 2013, 6pm
Finance, Premises and Resources Committee	Wednesday 6 November 2013, 6pm
Teaching and Performance Committee	Wednesday 6 November 2013, 6pm
Full Governing Body Meeting	Thursday 12 December 2013, 6pm
SPRING TERM 2014	
Finance, Premises and Resources Committee	Tuesday 28 January 2014, 6pm
Teaching and Performance Committee	Tuesday 28 January 2014, 6pm
Full Governing Body Meeting	Monday 24 March 2014, 6pm
SUMMER TERM 2014	
Full Governing Body Meeting	Tuesday 6 May 2014, 6pm
Finance, Premises and Resources Committee	Tuesday 3 June 2014, 6pm
Teaching and Performance Committee	Tuesday 3 June 2014, 6pm
Full Governing Body Meeting	Wednesday 2 July 2014, 6pm

A query was raised about the usefulness of governors being provided with a school calendar outlining key school dates for governor information. The Headteacher stated that a school calendar was already in existence and she would ensure it is circulated to all governors.

Agreed Action: Headteacher to ensure the School Calendar is circulated to all governors.

9. **CRB Checks** – Staff and governors were reminded of the need to update their CRB records. Debra Griffith asked all governors, who had not already done so, to come into the school with their completed CRB form and relevant identification documentation i.e. passports, so that these checks could be progressed.

Agreed Action: It was agreed that all governors requiring their CRB checks to be updated would do so through Debra Griffith at the school.

10. Headteacher's Report

The Headteacher provided governors with a verbal update of the following information:

Numbers on Roll - the Headteacher was pleased to report that the school currently has one vacancy in Year 3 which is due to be filled from its waiting list. There are a number of children on the school's waiting list for most year groups and is testament to the popularity of the school.

Attendance – is 95.6% for the school.

Achievement & Standards – the Headteacher provided the following data but cautioned governors that national figures were still not available and comparisons have been given to collated figures for Camden but this could not be used as a benchmark.

EYFS – 60% of pupils showed a good level of development (GLD) in the five expected areas. This compared well to the spread of 46 schools in Camden from 8 to 77%

KS1 – At level 2c+ Reading/Writing/Maths scores exceeded Camden averages though 6% below in science; levels 2b+ scores were broadly in line (2% below in reading, 4% above in writing and 1% above in maths); level 3 scores were below in all three areas. Performance data was also provided for groups of children and those in receipt of free school meals and the pupil premium.

The Headteacher explained that poor teaching, staff absences and a high turnover in staff accounted for poor performance. The school has taken action to redress these concerns including the support of senior staff members and the placement of one of the school's stronger teachers in this key stage.

The Headteacher acknowledged the particular poor performance at level 3 and stated the school had already identified the raising of attainment of its more able pupils as a key focus area in the SDP.

Year 1 Phonic Screen - 77% passed compared to the 67% LA average. Ten children retook and passed the test though four children have been identified as not being at the expected standard.

The Headteacher outlined the support put in place through the Reading Recovery programme to support targeted children in Year 1.

KS2 – At level 4+ results were 82% and were in line with the Camden averages (last year national figures were 76%). A breakdown of figures were also provided and demonstrated that they were higher than last year's

national figures and broadly in line with Camden averages. The figures also match the school's cohort for last year except for reading and maths.

Again, a concern was raised about the performance of more able pupils and the level 5 figures. It was noted that not all children who had obtained level 3 at the end of KS1 at achieved expected level 5s.

The Headteacher pointed out that the figures also indicated underperformance of the school's White British pupils.

The Headteacher informed governors that two SEN registered pupils had not been properly recorded by the Department for Education and as such a further readjustment of figures would need to be made.

In response to a question, governors were informed that Raise Online is usually available in November.

Premises & Health & Safety Report - Playground inspected and identified need to repair climbing frame; refurbishment and reorganisation of school office; new overhead projector in school hall; boilers and heating working well and no health and safety concerns.

Partnership Working – Helen Ridding will remain as the LDBS school adviser; Stephen Fisher has been designated as the Local Authority adviser, NQT programme through the All Saints consortium and Schools Direct is working well.

Behaviour - no concerns.

11. School Development Plan

The Headteacher provided governors with a demonstration of the school's new overhead projector and screen in the school hall.

The Headteacher explained that the SDP had been developed following the ideas generated through the Stakeholder Day and areas of concern already identified by the school and from its previous Ofsted inspection.

The Headteacher guided governors through the school's 'intranet area that housed the School Development Plan. She apologised for some missing areas to the site and assured governors that previous IT problems were currently being addressed. The Headteacher highlighted the four key areas of Leadership and Management, Behaviour, Teaching & Learning and Attainment & Achievement within the SDP. Governors were referred to the agreed actions outlined for each of the areas and the mechanisms for monitoring the progress of individual actions. It was pointed out that a colour coded system indicating the status of an action and whether it was outstanding, in progress or completed enabled senior staff members, subject and lead co-ordinators to easily track and monitor the progress of the SDP. Historical school information such as previous plans was also placed on the site so that trends could be identified.

The Headteacher stated that she would remind staff of the need to update performance information on the site at their next staff meeting on 17 October 2013.

Governors were reminded that they can obtain their log in details from the Headteacher in order to access the site.

Following a query about the status of the school's self-evaluation form (SEF), the Headteacher informed governors that the form was currently being updated but a copy of last year's form would be placed in the governors' resources area of the intranet.

Finally, the Headteacher provided a brief resume of the monitoring processes of the actions outlined in the SDP put in place by the school. They included the following requirements of subject and lead co-ordinators:

- Production of a subject SEF
- To meet with link governor at least once a term
- To ensure performance data and information is regularly uploaded on the school intranet site
- Active participation of Stakeholder Day and to assume responsibility for identified follow up activities

The following shared objectives will also be linked to all staff members through performance management to further support the achievement of the objectives within the SDP:

- Greater focus on raising attainment of more able pupils
- Increasing overall pupil level achievement
- Improving teaching across the school to at least good

It was commented that even the more experienced and able teachers would be expected to support the global school objectives through peer mentoring and coaching.

Agreed Action: The Headteacher agreed to notify governors when the School Development Plan was available for them to monitor on SchoolCentre.Net

12. Monitor in line with:

- a) Collective Worship - The Headteacher informed governors that she had met with Father Paschal Worton and Rev Anne Stevens and a programme of school assemblies had now been set. She also stated that the St Mary's Pastoral Assistant, Peter Nissen, was able to work at the school on Mondays and Fridays. Support would be provided to pupils in and out of the classrooms, and the Pastoral Assistant's ability to play the piano was felt by the Headteacher to be a further asset in helping the children with the school's various musical performances.
- b) Race Equality - No concerns were raised.

13. Approval of Attendance Policy

Governors were asked for their comments of the previously circulated copy of the Attendance Policy for the school. Positive comments were made about the clear structure of the policy. The Headteacher informed governors that the policy was adopted from a model provided by Camden Local Authority.

A question was asked about how long it would take to respond to an urgent request for leave. The Deputy Headteacher answered that responses were usually given within 24 hours.

A discussion was held about the contents of the policy, primarily focusing on the meaning and consideration of exceptional circumstances that leave could be granted and the use of sanctions to deter unauthorised absences. The Deputy Headteacher informed governors that proof such as medical evidence would be sought by the school in order to consider requests for exceptional leave.

A further discussion was held about the use of sanctions to deter unauthorised absences. The Deputy Headteacher outlined the procedures followed in relation to the issuing of penalty notices. The Deputy informed governors that the school employed a mixture of strategies such as sending out warning notices to families of persistence absenteeism alongside supportive measures including calls home and meeting with parents to increase pupil attendance at the school.

It was noted that there had been a slight fall in absence levels at the school over the last 12 months and it was felt that the strategies employed at the school appeared to be working. The current attendance level at the school is 95.6%.

Decision Taken: The Attendance Policy was **approved** by all governors without any revisions or amendments.

14. Governor Skills Audit

The Chair provided governors with a table analysing the skills audit carried out for all governors at the end of last term and talked governors through its findings. It was noted that there were some noticeable skills gaps such as negotiation & mediation, risk assessment, premises and facilities management, procurement, PR and Marketing, quality assurances and surveying consultation. The Chair reminded governors that skills data still needed to be input for two governors and it was commented that skills levels and expertise may have been underplayed by governors in their form completion.

SEN and Procurement & Lettings Management was discussed and considered by governors as two possible areas of development within the governing Body. It was agreed that no immediate action needed to be taken but it was **agreed** that the skills audit would be kept under review by the Governing Body.

Agreed Action: It was agreed that the Chair would update the analysis sheet and report back to governors at a later date of any identified future governor training needs.

15. Training and Development

The Chair circulated copies of the NGA 'Welcome to Governors' handbook to governors in attendance.

The following training attended by governors was noted:

Governor Training	Attended by
Safer Recruitment	Slaney Devlin & Diederick Santer (due to attend)
SEN Update	Marion Rushbrook
Governor Conference – Camden LA	Marion Rushbrook (due to attend)
Governor Conference – NGA	Marion Rushbrook (due to attend)

The Chair reminded governors that information and booking arrangements for governor training can be obtained from the School Office.

16. Attendance Figures

This item had been discussed earlier in the meeting. The Headteacher informed governors that the school was still discussing a realistic but challenging proposed target with the school's Education Welfare Officer and would bring a proposed target to the Governing Body for approval at a later date.

17. Any Other Business

The following items were raised by the Chair:

- a) School Website - It was noted that some school website pages were not working. The Headteacher informed governors that there had been some IT problems which prevented the successful uploading of information but this was now being addressed and dedicated time had been allocated to its maintenance.
- b) Union Strikes – The Chair asked the Headteacher if any implications to union announcements of proposed strike action by school staff on 17 October 2013 had been identified. The Headteacher and Deputy Headteacher had indicated their awareness of the proposed action but had not received any formal information or communication to date. The Headteacher informed governors that they would be updated accordingly.
- c) Headteacher Performance Management – The Chair informed governors that the performance management of the Headteacher had previously been carried out as part of the school's federation with Emmanuel School. The Chair stated that as this procedure was no longer in place, the Governing Body would now need to make arrangements to carry out this duty. It was agreed that the Chair and Vice Chair would carry out the Headteacher's Performance Management with the support of the school's External Adviser.

Agreed Action: The Headteacher's Performance management to be carried out by the Chair and Vice Chair, supported by an External Adviser, by 31 December 2013.

18. Date of Next Meeting

Details of future governor meeting dates are recorded under Item 8 (a) of these minutes.

Signed:

Date:

Chair of Governors

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