

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

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

**Tuesday, 24 March 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	Apologies
LDBS	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	Not Present
	Vacancy		
Local Authority	Nana Oye Adjepong	Nov 2016	Present
Parents	Carol Hardy	Dec 2015	Apologies
	Marie LeMaitre	Sept 2017	Apologies
	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
<b>Also present</b>			
Associate Member	Francisca Okeneme	Feb 2014	Not Present
Associate Member	Debra Griffith	Sept 2017	Present
Clerk	Pat Elcock	N/A	Present
Clerk (Apprentice)	Charlie Pybus	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 and accepted for Fr Paschal Whorton, Marie LeMaitre Father Robin, Carol Hardy and Francisca Okeneme.

2.2 It was noted that Diederick Santer, Mark Paul-Clark and Sophie Steel 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 28th January 2014 / Matters Arising**

- 4.1 The Minutes of the meeting held on 28 January 2014 had been circulated with the agenda papers prior to the meeting. After consideration, 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.
- 4.2 There were no matters arising not already on the agenda

#### **5. Impact of High Speed 2 (HS2)**

- 5.2 The Chair reminded governors of her previously circulated email on behalf of the Governing Body to HS2 Ltd, the company responsible for the development of the high speed railway, lodging the School's concern that the development in Euston would have a detrimental effect to the School and surrounding area despite their assurances in the Environmental Statement that it would not significantly impact on St Mary's & St Pancras CE Primary School.

#### **6. Headteacher's Written Report**

- 6.1 The Headteacher talked governors through her Headteacher's Report previously circulated with the agenda pack. It was noted that much of the reporting was based on evaluations up until half term. The Headteacher praised the new Target Tracker which was considered a useful tool for analysing attainment and progress. The School Data Dashboard had been released. Governors noted that for the first time in a number of years progress had dipped slightly. Governors were advised of the interventions taking place around School, which it was hoped would help to improve progress.
- 6.2 The Quality of Teaching – The Headteacher stated that key support to improve the quality of teaching was having the desired effect. It was noted that 71 drop-ins and lesson observations had been carried out and developmental feedback was provided to teachers. Teaching in most subjects was observed to be good with some examples of outstanding lessons taught.
- 6.3 The Quality of leadership and Management - It was explained that the evaluation grade for the 'Quality of Leadership and Management' could be no more than a 'Good'. The grade could not be higher than that judged for 'Achievement', which though improving was not 'Good'.
- 6.4 The Headteacher advised that the National advertisement for the appointment of a substantive Deputy Headteacher needed to be made and that at least one governor who had undertaken safer recruitment training was required for the Appointment Panel.

**ACTION: It was AGREED that Slaney Devlin and Deiderick Santer would represent the Governing Body on the Appointment Panel for the appointment of the Deputy Headteacher.**

- 6.5 Governors were invited to attend a meeting with the Senior Leadership Team (SLT) and Stephen Fisher, Camden Professional Partner, on the 31<sup>st</sup> March 2014. Governors were

advised that the meeting would provide a useful opportunity for the SLT and governors to discuss the current effectiveness of the School and support it in its preparation for an Ofsted inspection. Governors were advised that Stephen Fisher would provide a report for governors that could not attend the meeting.

## **7. Reports to Governors**

- 7.1 Acting Deputy Headteacher - The Headteacher stated that the Acting Deputy Headteacher's Report provided a comprehensive overview of the School. Governors noted the comments in the Section on behaviour. A brief discussion was held about the strategies used to support disaffected behaviour in the School. The Headteacher assured governors that the sanctions used by the School were appropriately used and that pupil exclusion was only used as a last resort in exceptional cases. It was noted that the School ensures effective messages are shared and understood with the whole school community about acceptable standards of behaviour. Although there had been occasional incidents in the School it was noted that overall behaviour is 'Good'.
- 7.2 Governors were advised that the Schools Safeguarding Policy had been updated in line with the model policy from Camden Council, which came out at the beginning of March 2014.
- 7.3 The school had noticed a trend for parents asking for compassionate leave around the school holidays. There had been discussions with the families and policies had been put into place; this has had a noticeable improvement in their children's attendance. It was determined that the parents that recently asked for leave had been genuine.
- 7.4 It was noted that requests for leave were considered on an individual basis and requests for leave in exceptional cases such as bereavement were accommodated accordingly.
- 7.5 Assistant Headteacher – It was acknowledged that the Assistant Headteacher's Report, previously circulated in the agenda pack, provided information on Literacy and Staff CPD as well as a clear view of the work of the PTA and information on how their generated funds to support the School were being spent. It was noted that the funds paid for the provision of curriculum enrichment school trips and activities.
- 7.6 Head of Music – It was noted that there are a number of children that are currently working at a very high level in music and are in receipt of a ABRSM (Associated Boards of the Royal Schools of Music) certificate - a Nationally recognised award.
- 7.7 Governors were advised that a report on achievement would be provided at the next Full Governing Body (FGB) meeting.
- 7.8 Inclusion Managers Report – the comments in the previously circulated report from the Inclusion Manager was noted. Governors were advised that Marion Rushbrook and Father Paschal had recently spent a half day in the school and observed a number of inclusive practices in lessons.
- 7.9 Record of Staff Training – The Headteacher explained that the School was taking a risk with training as the investment in staff development often resulted in staff leaving the School having secured promotional opportunities elsewhere. This meant the School would have to pay for further training of replacement staff. However, it was felt that the investment is worthwhile as benefits include more effective teaching across the school.

7.10 Governors were reminded that they should inform the School of any training they have carried out. Rev. Anne Stevens stated that she had attended a course on collective worship with the LDBS.

7.11 School Business Manager – The School Business Manager talked governors through her SBM Report previously circulated in the agenda pack. Governors NOTED the following information with regard to the School Budget 2013-2014:

- that the additional pupil premium allocation of £6,466 had been received;
- 76% of the total teaching staff budget had been spent; and
- the year-end projection was a surplus of £65,693.

7.12 The School Business Manager discussed staff changes with governors. The current Acting Deputy Head would be in post until the end of the summer term, after which a permanent Deputy Head would be appointed to start in September 2014. A Foundation Stage teacher was due to return to the School in the summer term on a part time basis. At the end of the academic year her role would revert to full time hours.

7.13 Governors were advised that the overall budget for all accounts was projected to be £97,353.

7.14 Diederick Santer and Sophie Steel joined the meeting.

## **8. Governance Structure**

8.1 The Chair reminded governors of the recent consultation carried out by the Department of Education on proposed new regulations to replace the current School Governance Constitution Regulations 2012. It was noted that proposed changes to governing bodies of maintained schools include:

- A new skills eligibility criteria for appointed governors
- A local discretion to allow for the identification, based on skills, of existing governors who should continue to hold office
- A requirement that all governing bodies to be constituted under the 2012 Constitution Regulations by September 2015.

8.2 A brief discussion was held about the impact of these proposed changes to the size and make up of school governing bodies and how schools liaise and work with their key stakeholders other than through representation the governing body.

8.3 It was noted that the Chair had responded to the consultation raising concerns about the proposed changes that are in line with those raised by Camden Council.

8.4 The Chair advised governors of the recently received resignation of Andrew Carter as a Foundation Governor (PCC) from the Governing Body. It was AGREED that as a governing body they should wait for the outcome of the consultation before making and taking any immediate decisions about changes to their constitution. It was AGREED that the vacancy created by Andrew's resignation should not be replaced at present.

8.5 The Headteacher cautioned that, if there were to be a reduction in the size of its Governing Body, care would need to be taken to ensure quorate meetings. She explained that the LDBS

Academy Trust schools' governing bodies did not have governing body committees and met more regularly on a monthly basis. It was understood that a number of academies across the country also followed this model. It was noted that Camden does not have any primary academy schools. Governors agreed that this was a model of working that could be explored in the future.

8.6 Governors acknowledged that Andrew's resignation also represented a reduction in the number of governors on the Finance, Personnel and Resources Committee. After a brief discussion about the possibility of reducing the current size of the Committee and an amendment to its terms of reference it was AGREED to continue with the current arrangements.

## 9. Governor's Visit's

9.1 It was noted that Marion Rushbrook, Father Paschal and Marie LeMaitre had recently visited the School and that copies of their governor visit reports were circulated at the meeting.

## 10. Publication of Non-Confidential Governors' Minutes

10.1 The Chair advised governors that during a recent Ofsted briefing session she attended she had noted that it was considered good practice for schools to publish governing body minutes on their websites. A brief discussion was held about the possible concerns of confidential and sensitive information being publically available. Governors were advised that only non-confidential governing body minutes are considered to be public documents and the Part 2 (Confidential) minutes of their meetings should not be posted.

**ACTION: It was AGREED that Nick Tickey would upload the non-confidential governing body minutes onto the School website.**

## 11. Any Other Business

11.1 The Headteacher advised governors that the School will have to partially close on Wednesday 26 March 2014 as a result of the planned Strike Action.

## 12. Date of Next Meeting

12.1 The next meeting of the Full Governing Body would be held on Tuesday 6<sup>th</sup> May 2014, 6pm.

12.2 There being no other non-confidential items to discuss the meeting closed at 7.10pm.

**Signed:** .....

**Date:** .....

**Chair of Governors**

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