

ST MARY & ST PANCRAS CE PRIMARY SCHOOL

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

Tuesday 10th May 2016 at 6.00pm

ATTENDEES

Governor Type	Name	Term of Office End	Present/Absent /Apologies
Incumbent (COM)	Rev Anne Stevens	Ex-officio	apologies
	Father Paschal Worton	Ex-officio	apologies
LDBS	Gregory Watson	March 2017	present
	Vacancy		
Deanery (South Camden)	James Poole	Dec 2019	present
	Marion Rushbrook	Sept 2017	present
PCC	Mark Paul-Clark	Aug 2016	apologies
	Caroline Rink	July 2019	present
Local Authority	Nana Oye Adjepong	Nov 2016	present
Parents	Marie LeMaitre	Sept 2017	present
	Lawrence Tampu-Eya	May 2019	present
Headteacher	Lucy Heard	Ex-officio	present
Staff	Nick Tidey	Jan 2018	present to 80
Co-opted	Debra Griffith (SBM)	May 2019	present
Also present			
DHT	Kathryn Parrott	N/A	apologies
Consultant HT	Sue Ladipo	N/A	present
Clerk (LDBS)	Matthew Connolly	N/A	present

Part One (Non Confidential)

69 Opening Prayer

69.1 The meeting was opened at 6pm by CR in prayer

70 Welcome and Apologies for Absence

70.1 The Chair welcomed governors and observers to the meeting.

70.2 Apologies had been received from Mark Paul-Clark, Father Paschal Worton and Rev Anne Stevens.

71 Declarations of interest

71.1 None pertaining to matters on the agenda

72 Minutes of Previous Meetings:

- 72.1 Minutes from 8th March 2016, noting no meeting in April. These were reviewed and agreed as a true and accurate record subject to the following notes. Signed off by Chair and handed to SBM for filing at school.
- That the previous Chair Sophie Steel had attended as an observer
 - At 55.2 Nana Oye Adjepong not Oya
 - At 59.1 Minutes from 9th February 2016 delete 8th December 2015
 - Lawrence Tampu-Eya not Lawrence Tampy-Eya
 - At 59.4 provide not provode
 - At 61.1 and not hand
 - Clarification at 61.2 that sample per week of books selected at random to check marking was three per class
 - At 61.7 2015/16 not 2015/156
 - At 67.1 next meeting was this meeting 10th May
- 72.2 The actions were reviewed and can be found at the appendix.

73 Items from Chair

- 73.1 School Lease: Chair confirmed that LDBS owns the whole building and leases the upper floors to Unite as student accommodation. The school has not ever had a separate lease. The current lease expired in 2010 and Indigo Wolf at LDBS would chase a new lease, The Chair outlined as a school if there was to be a serious structural fault the school would need to know what its financial liabilities might be. After 10 yrs faults could be developing. SL commented certainly the outside wood cladding needs to be preserved.

Action: Follow up on LDBS agreeing new lease with Unite and clarify on responsibilities of school with regards to maintenance

- 73.2 Staff Social; conformed as 19th May at 6pm at The Coffee House. Several governors confirmed they were available.
- 73.3 Chair confirmed he was following up on possible candidates to fill the LDBS Foundation Governor vacancy.
- 73.4 Chair commented on the letter from LDBS which had been circulated by the clerk and recent developments in the news, which regards to all schools being required to become academies. MR considered the letter showed how LDBS would support joining an academy Trust if the school was to be in that position. The Chair noted the HT designate currently works in an academy school within a LDBS Trust. The Chair confirmed there are no current plans to become an academy.

74 Items from HT

- 74.1 [Confidential Item]

74.2 [Confidential Item]

74.3 [Confidential Item]

74.4 [Confidential Item]

74.5 [Confidential Item]

74.6 That the KS2 SATs Reading Paper was particularly challenging and social media was full of stories of pupils being distressed. Our children coped exceptionally well.

74.7 That the Grammar SATs paper was leaked prior to test but DFE asked all schools to go ahead.

74.8 That the school was a trial school to take the KS1 GSP paper earlier this year (all schools next year) after Easter. As this test had been also been leaked online, the results are inadmissible.

74.9 That Classroom monitoring showed a positive position in class. New exercise books had been issued after Easter with a notable improvement on outcomes.

Parent/Carer Questionnaire

74.10 The results of the parent/carer questionnaire had been circulated in advance comparing this year result to last. Governors noted that 63 replies received were commendable. Parent/carers had been encouraged to complete the questionnaire at the Parents Evening. The overall results were positive and this was noted at a time of change following the long standing HT leaving.

School Evaluation Form

74.11 SL with the HT outlined the SEF had been expanded since January. Currently cannot say school is outstanding due to dip in progress in Years 3 & 4 and concerns in reception. These concerns have been comprehensively addressed so fully expected that at end of year there would be a 70% good level of development in reception.

74.12 [confidential item]

74.13 With regards to the SEF the Chair asked about how the targets are monitored. As an example the HT outlined work around improving and maintaining attendance. SL outlined the SEF is a working document and as such changes constantly and reassured governors all actions/targets were constantly revisited.

74.14 A governor asked about Homework and what feedback there is on how it is being completed. In response the HT outlined the quality of the homework was dependant on home life and the HT can suggest a pupil attends Breakfast Club where support is available or Homework Club. Subsequently, the school does not expect homework standards of all pupils to be as high as work in school. A governor asked if homework is considered as part of any Ofsted visit. SL explained it is considered but no inspector expects a school to be doing everything and what the school does here with a weekly project for homework is a good compromise.

74.15 A governor suggested that as Personal Development & Welfare was already deemed to be outstanding that the phrase should be to maintain outstanding or similar rather than to get to outstanding. SEF to be changed as appropriate.

74.16 SL reminded governors there were continued challenges with how to describe progress and reminded governors the figures showed in the SEF were end of year targets to be reached as no levels.

74.17 SL outlined the Camden Professional Partner was in agreement with the evaluation of the school. The CPP agreed all areas were at least good. HT would circulate Annual CPP report when available

Action: HT to circulate report from CPP when available

75 Report from SBM

75.1 The SBM had worked with the budget working group to prepare the budget for 2016/17 and this had been previously circulated to governors. SBM spoke to the method of setting the budget for 2016/17:

At page 2 the key objectives to set the school budget were shown and also where the funding was from and for.

At the October census the school had 7 vacancies so a loss of future funding of £24k

Funding overall is down

Staffing costs are increasing; governors noted increased pension payments which may continue to increase in future years.

75.2 Page 6 starts to outline how money will be spent. There is now two LTS built into budget with increased agency costs. The appendix shows detail of how funding is allocated. A governor asked about the £18k per year for White Boards and it was confirmed this was year two of three years.

75.3 Governors approved the budget which needed to be submitted by the 18th. Governors commended the SBM on the clear presentation and work undertaken.

Approved: Budget for 2016/17 approved for submission to LBofCamden

75.4 Governors noted that the equipment in the kitchen which was the schools responsibility to purchase and was beginning to come to the end of its expected serviceable life. Last year the cooker was replaced. Governors asked for expected costs to replace other equipment

Action: SBM to provide list of kitchen items and costs which might need replacing over next 2-3 yrs

75.5 Governors from the Budget working group expected to be able to have a 3yr financial plan in place with the SBM for the July FGB

Action: 3yr Financial Plan to be presented to July FGB if ready (SBM/finance working group)

76 Admissions

- 76.1 HT outlined no known issues for 2016 admissions in September
- 76.2 The clerk outlined that any further comments on the draft Admission Policy for 2017 had to go to the Schools Adjudicator by 18th May. NT clarified that policy on website would then be ratified and to remove draft status.
- 76.3 The clerk outlined that LDBS had asked for some changes to our forms as we could not ask for details already on the Common Application Form. Plus preferred terms were required for example to ask for daytime phone number rather than work number. Clerk to modify forms.

Action: Revised admissions form for entry Sept 2017 to be prepared by clerk

77 Policies

- 77.1 **Special Leave Policy** which now incorporates changes suggested at previous meeting noted and agreed. Two year review agreed so May 2018.

78 Website & eSafety

- 78.1 NT outlined that whole school letters would be placed on the website shortly.
- 78.2 The last briefing on eSafety to parents had been well attended at 14 compared to lower number previously.
- 78.3 NT noted that protecting home/personal computers was easier than mobiles which he found quite challenging when assisting parents.

79 Link Subjects/Governor Visits & Training

- 79.1 Chair outlined the continuing challenge of making sure as governors we visit the school. The onus is on us as governors to make contact with our link teacher. Chair considered as part of new governor induction we would stress the commitment to making a Link visit each term. Discussion at next meeting on how to make visits happen consistently.

Action: Clerk to place on June agenda, discussion on governor school visits

- 79.2 NT suggested by next meeting all governors to at least check in with Link Teacher by email and this was agreed. School to confirm emails.

Action : All governors to check in with their Link Teacher at least by email by June FGB (all)

Action: School to provide link Teacher emails (HT/clerk)

- 79.3 Confirmed no one had attended the Camden Governors Forum
- 79.4 CR outlined how great the visit to the Royal Albert Hall had been and would write up a visit form.

Action: CR to write up visit form for trip to RAH

79.5 Chair would send round future Camden Training in June and confirmed governors should book through ED in school office.

79.6 MR reminded all governors were invited to the staff safeguarding training on Sept 6th 1-4pm

80 AOB & Date of Next Meeting

80.1 No further business in non-confidential, Next FGB Tuesday 14th June and was expected we would hold a July meeting which could possible be partly used for training. Governors to think about possible areas for training.

Action: Possible ideas for training as part of July FGB (all)

There being no other non-confidential items to discuss the meeting closed at 7:30pm

Meeting went into confidential session

81 Confidential Part II

NT left meeting

Meeting closed at 7:35pm

Signed:

Date:

Chair James Poole

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

Appendix
Action Points REVIEWED AT MAY 2016 FGB

Minute		When	Who	notes
	From Feb 2016			
47.4	Update on Revisit of Andrew Redman SIA from LBofCamden after visit 29 th Feb		HT	AGENDA this ACTION COMPLETE
49.2	Lessons learnt around proof of address for admissions from HT to clerk	June 2016	clerk	June 2016
	From March 2016			
57.1	Clerk to send updated FGB membership list to LBofCamden and LDBS	March 2016	clerk	ACTION COMPLETE
59.4	Clerk to provide Chair with current LDBS approved governors list and explain method of recruitment	March 2016	clerk	ACTION COMPLETE
59.4	Clerk to contact NOA with regards to LA post	March 2016	clerk	NOA content to stay on till autumn ACTION COMPLETE
59.4	AS to contact MPC with regards to PCC Foundation post	March 2016	AS	PCC seeking new Foundation Governor from autumn ACTION COMPLETE
59.6	HT asked to remind LDBS that school lease had expired and asked for update	March 2016	HT	Agenda item for Chair This ACTION COMPLETE
59.7	MR to liaise with EB and finalise a suitable report for the website. MR to provide to NT to place on website and final version to next FGB MR/NT/clerk	May 2016	MR NT clerk	Report finalised and NT is placing on website ACTION COMPLETE
60.3	Chair suggested looking to see what local charities might support the school and possible appropriate appeals to parents/carers on school website Chair/clerk/SBM	May 2016	Chair Clerk SBM	Greggs who support the Breakfast Club may support in other areas ACTION COMPLETE
60.4	With regards to a potential deficit on a 3yr plan and what potential income could we find. Chair/SBM	open	Chair SBM	Seen as ongoing and school now known to be in a stronger position financially ACTION COMPLETE
61.6	Copy of new (part) RE Curriculum to AS (HT/Emma Nutbrown)	March 2016	HT	Full RE Curriculum now available from LDBS HT/EN to send to AS
61.7	Clerk to obtain actual figures for 2014/15 and 2015/16 PE & Sports Funding.	March 2016	clerk	ACTION COMPLETE

	[Figures are 2014/15 £8890 and 2015/16 £8895]			
62.2	Chair to sign off final version of SVFS Chair/SBM	March 2016	Chair SBM	ACTION COMPLETE
63.2	Clerk to supply to NT wording for an appeal against our 2017 admissions policy to schools adjudicator	March 2016	clerk	ACTION COMPLETE
64.3	Special Leave Policy to be reworked and signed off by Chair's Action, copy to be seen at next FGB Chair/HT/SBM	April 2016	Chair HT SBM	In Pack ACTION COMPLETE