

ST MARY & ST PANCRAS CE PRIMARY SCHOOL

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

Tuesday 8th March 2016 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
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	absent
	Caroline Rink	July 2019	present
Local Authority	Nana Oye Adjepong	Nov 2016	apologies
Parents	Marie LeMaitre	Sept 2017	present
	Lawrence Tampu-Eya	May 2019	present
Headteacher	Lucy Heard	Ex-officio	Present
Staff	Nick Tidey	Jan 2018	Present
Co-opted	Debra Griffith (SBM)	May 2019	Present
Also present			
DHT	Kathryn Parrott	N/A	apologies
Consultant HT	Sue Ladipo	N/A	apologies
Observer	Sophie Steel	N/A	Present
Clerk (LDBS)	Matthew Connolly	N/A	Present

Part One (Non Confidential)

54 Opening Prayer

54.1 The meeting opened at 6:15 with FPW in prayer

55 Welcome and Apologies for Absence

55.1 The vice-Chair welcomed governors and observers to the meeting as the previous Chair Sophie Steel had stood down at the end of her term of office which completed end Feb 2016. GW thanked SS for her diligent work and support to the school.

55.2 An apology had been received from Nana Oye Adjepong and this was accepted. No apology had been received from Mark Paul-Clark,

55.3 It was noted that Sophie Steel had decided not to reapply to be a LDBS Foundation Governor at the end of her term of office being end February 2016. Hence SMSP has a vacancy. Also noting that Nana Oya Adjepong had indicated she would not seek re-election when her term completes in Nov 2016 as she has now moved away from the area.

56 Declarations of interest

56.1 None pertaining to matters on the agenda

57 Nomination for Chair

57.1 That the interest of James Poole in being Chair had been notified on the agenda with no other candidates declared. Nomination by CR and seconded by MR, JP was elected as Chair.

Action: Clerk to send updated FGB membership list to LBofCamden and LDBS
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58 HT Recruitment

58.1 The Chair established that the name of the new HT had been told to parents/carers and so was in the public domain. Hence this item did not need to be confidential. Julie Belton known as Jules had been offered the position and she has accepted subject to contract & references. Jules Belton will attend school on some days ahead of a Sept 2016 start.

59 Minutes of Previous Meetings:

59.1 Minutes from 9th February 2016. 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 Lawrence Tampu-Eya had been unable to provide an apology for the Feb FGB due to a bereavement. FGB gave their condolences.
- At 45.4 to clarify that a SEND report was needed for the website and this had been highlighted from the RAG analysis of the website.
- At 47.4 clarification that Andrew Redman is not a SIP School Improvement Advisor but a CPP Camden Professional Partner.
- At 47.6 emphasis not empathise
- At 47.11 "a parent" instead of apparent
- At 48.3 the instead of eth
- Noting at 50.3 that the new Social Media policy would be reviewed annually at the same time as eSafety, so both Sept 2016

59.2 [Confidential Item]

59.3 The actions were reviewed and can be found at the appendix.

59.4 At 38.1 from January confirmed that clerk would provide list from LBDS to Chair of pre-approved possible LBDS Foundation Governors. Also clerk asked to contact NOA with regards to LA post. AS asked to contact MPC with his regards to his PCC Foundation post and whether he will continue after August 2016.

Action: Clerk to provide Chair with current LBDS approved governors list and explain method of recruitment

Action: Clerk to contact NOA with regards to LA post

Action: AS to contact MPC with regards to PCC Foundation post

59.5 At 47.4 from Feb FGB the Camden Professional Partner had assured the school he considered he did not need to revisit as he was content the school was in a good position. However HT has asked for and got agreement to a Summer Visit.

59.6 At 46.1 in the Feb minutes, it was noted that the lease for the school had expired and JP confirmed that was a matter for LBDS to pursue. HT asked to remind LBDS

Action: HT asked to remind LBDS that school lease had expired and asked for update

59.7 From 45.4 in the Feb minutes MR/FPW had produced their usual SEN Report to governors which was tabled. However with a view to a report being placed on website as required the areas in bold were seen as the basis of a website report. Governors commended the approach and the HT reminded all that the report from Inclusion Manager Elisha Blanche was within the HT report. MR to liaise with EB and finalise a suitable report for the website. MR to provide NT to place on website and final version to next FGB.

Action: 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

60 Feedback from Budget Working Group

60.1 The working group has met and was GW, JP, SBM and HT. The challenge being for 2016/17

- Reduction in Budget
- Enhanced Staffing Costs
- Balanced only by using reserves which clearly is not a long term solution
- Reduction in Pupil Premium income from census

60.2 [Confidential Item]

60.3 In response to questions around income the Chair suggested looking to see what local charities might support the school and possible appropriate appeals to parents/carers on school website.

Action: 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

- 60.4 GW outlined that we have a potential deficit on a 3yr plan and what potential income could we find. HT & SBM explained they had explore the letting side of school and although this would happen it was not a significant income.

Action: With regards to a potential deficit on a 3yr plan and what potential income could we find. Chair/SBM

61 Written Report from HT

- 61.1 Age Related Expectations are similar to other schools and and have been adjusted in view of new national curriculum.
- 61.2 The HT and consultant HT regularly monitor teaching within the school looking for strengths and areas to tighten up on. Our assessment relies on moderation and so all teachers receive feedback on how their assessment is moderated. At KSI three books (per class?) are selected at random each week to ensure quality of evidence in the books.
- 61.3 The Inclusion Manager supports SEN pupils and those on EHCP but is also mindful to watch for previous School Action plans who may not now be receiving the same level of support as previously.
- 61.4 At page 2 noting that KSI take the GSP test immediately on return from Easter.
- 61.5 [Confidential Item]
- 61.6 Noting that LDBS have released first part of new RE curriculum.

Action: Copy of new (part) RE Curriculum to AS (HT/Emma Nutbrown)

- 61.7 With regards to PE & Sports Premium: Outcomes for spend in 2014/15 and projected spend for 2015/16. The following noted:
- For 2015/15 using the money to employ a specialist PE teacher to deliver Big PE two hour slots rather than several smaller time sessions where so much time is lost getting out an back.
 - Funding does not cover cost of a FT position so looking at other options for example 3 days PE and one day management cover.
 - Governors questioned the lack of partnership working with other schools in both reports and the HT acknowledged this.

Action: Clerk to obtain actual figures for 2014/15 and 2015/16 PE & Sports Funding. [Figures are 2014/15 £8890 and 2015/16 £8895]

62 Report from SBM

- 62.1 The Budget Working Group would continue to work on the budget for approval at FGB (May)
- 62.2 The FGB reviewed the SFVS statement which was required to be signed off by Chair. Working through the report circulated the governors noted the following.
- Question 2: Change to Yes from “In Part” by using Terms of Reference from previous Finance Committee for Finance Working Group
 - Question 7 change reply to reflect senior leadership is reviewed annually by SLT & FGB
 - At section E, FGB consider a 3yr budget is in place, so not an action

Action: Chair to sign off final version of SVFS Chair/SBM

63 Admissions

- 63.1 The Admissions Panel reported that from processing admissions using the current policy all the changes for Sept 2017 were seen as positive.
- 63.2 In terms of consultation on Admissions arrangements for Sept 2017 no objections reported. Clerk to supply wording for website for an appeal against the 2017 policy to Schools Adjudicator

Action: Clerk to supply to NT wording for an appeal against our 2017 admissions policy to schools adjudicator

64 Policies

- 64.1 Special Leave Policy: The governors commended the work by school on this policy and recognise the variety in the quality of this policy across different schools was significant. There was no standard policy from LDBS. Governors endorsed the making body of the policy but discussed in detail the Appendix which specified entitlements.
- It was agreed the need to recognise that particularly in a modern society “significant others” for many people are as valued as blood relations and to standardise entitlement as the same for both relationships
- 64.2 It was noted that illness triggered by bereavement or other circumstances does not need to be covered in this policy as that would be sick leave absence.
- 64.3 Special Leave Policy to be reworked and signed off by Chair’s Action and be seen at next FGB

Action: Special Leave Policy to be reworked and signed off by Chair’s Action, copy to be seen at next FGB Chair/HT/SBM

7:50 CR left

65 Website & eSafety

65.1 NT outlined how recent feedback from pupils had highlighted how important eSafety is with involvement of pupils in virtual online worlds. Pupils still find it difficult to comprehend someone in that world may be much older than they say. NT was working on improving eSafety section of school website plus a pdf which can be printed. Also possible letter home to parent/carers.

66 Link Subjects/Governor Visits & Training

66.1 AS had attended Safer recruitment Training on 2nd March

66.2 CR had attended training on Monitoring Visits by Governors to schools and had provided useful paperwork from the training session.

67 Date of Next Meeting

67.1 Next FGB Tuesday 12th April was immediately after return from Easter Break so agreed to cancel. Hence next meeting 10th May which would include Budget Sign off.

67.2 Budget Working Group to agree their meeting dates

67.3 Governors reminded to reply by tomorrow if wanting to attend Albert Hall Trip

67.4 Forward notice of Staff training on Safeguarding that governors can attend Tues 6th Sept 1-4 pm

68 Thanks to previous Chair Sophie Steel

68.1 Thanks to previous Chair.

There being no other non-confidential items to discuss the meeting closed at 8.10pm

Meeting went into Confidential session to sign off previous confidential minutes from February. There were no further urgent confidential items.

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 MARCH 2016 FGB

Minute		When	Who	notes
	From June 2015			
112.3	Action Point: Clerk/HT to identify possible Safer Recruitment training for AS/MR. MR attended 28 th Sept	1 st March	AS	AS attended 1 st March Camden ACTION COMPLETE
	From Oct FGB			
10.2	NT to post Pupil Premium and PE/Sports Funding information In both cases report on last year spend & outcomes then this year proposed budget Dec 2015 Sports/PE Funding Outcomes report for 14/15 and budget 15/16 to FGB when ready and to NT for website.	agenda	NT HT	PP last year outcomes & this year budget is up Sports – budget for 2013/14 up only Agenda item and Sports/PE documents on website ACTION COMPLETE
10.2	SEND report for website to be drafted by MR for agreement by FGB		MR	From next annual SEND report THIS ACTION COMPLETE New action at 59.6 March
11.2	Governors who may be able to assist with 1:1 pupil support during school day to contact DHT Lucy Heard.	now	AS/PW	AS/PW to ask for suitable volunteers through church family ACTION COMPLETE
	From Jan 2016			
38.1	Clerk to follow through on reappointment process for Sophie Steel at LDBS	agenda	clerk	SS not seeking reappointment Clerk to seek new appointee Discussed at 59.4 and new actions ACTION COMPLETE
39.4	Special Leave policy for Staff to take leave during School Term Time to be reviewed for presentation at March FGB. HT/SBM/Clerk/MR	agenda	HT/SB M clerk/M R	ACTION COMPLETE New action
	From Feb 2016			
45.5	Clerk to seek nominations for Chair to March agenda	agenda	clerk	ACTION COMPLETE
47.4	Update on Revisit of Andrew Redman SIA from LBofCamden after visit 29 th Feb		HT	Discussed at 59.5 ongoing
49.2	Lessons learnt around proof of address for admissions from HT to clerk	June 2016	clerk	