

ST MARY'S & ST PANCRAS CE PRIMARY SCHOOL

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

Tuesday 11 November 2014 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	Present
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	Apologies
	Vacancy		
Local Authority	Nana Oye Adjepong	Nov 2016	Present
Parents	Vacancy		
	Marie LeMaitre	Sept 2017	Present
	Diederick Santer (V Chair)	May 2015	Apologies
Headteacher	Sheila McCalla-Gordon	Ex-officio	Present
Staff	Vacancy		
Staff	Nick Tidey	Jan 2018	Present
Also present			
SBM	Debra Griffith	NA	Present
Clerk (LDBS)	Matthew Connolly	N/A	Present
Clerk (LDBS)	Pat Elcock	N/A	Present

Part One (Non Confidential)

29. Opening Prayer

29.1 The meeting opened at 6:10pm with a prayer led by Rev Anne Stevens.

30. Welcome and Apologies for Absence

30.1 The Chair welcomed governors to the meeting. Apologies from Fr Pascal Worton, Gregory Watson, Nana Oye Adjepong, Marie LeMaitre and Dr Mark Paul-Clark were ACCEPTED. Diederick Santer was expected late. It was noted that at this stage the meeting was not quorate and that any decisions made would need to be ratified later or at the next meeting.

30.2 The Chair introduced Pat Elcock from London Diocesan Board for Schools (LDBS) who was present in support of Matthew Connolly.

31. Declarations of Pecuniary and Business Interest

31.1 No declarations of interest, pecuniary or otherwise, in respect of items on the agenda were received.

32. Minutes of the Governing Body Meeting Part 1 held on the 9th September & Matters Arising

32.1 The Minutes of the meeting held on 14th September 2014 had been circulated with the agenda papers prior to the meeting.

32.2 The Minutes were **agreed as a true and accurate record subject to the notes below**. The meeting was initially inquorate and it was suggested that the minutes should be ratified at the next meeting. The meeting subsequently became quorate with the arrival of the Vice Chair and the minutes were formally AGREED at the end of the meeting in AOB. A copy of these minutes was SIGNED by the Chair of Governors and handed to the School for filing.

32.3 The following matters arising from the previous minutes were discussed:

- Item 17.4: With regards to the action point relating to the water ingress into the school buildings, the School Business Manager (SBM) confirmed that a meeting was being set up with Unite, LDBS and the London Borough of Camden. It was noted that a building survey would need to be carried out.
- Item 17.9: It was noted that Fr Pascal is due to meet with the Deputy Headteacher, Nana met with Nick Tidey to review the school's IT provision, Marion met with the school's Inclusion Manager to review the school's safeguarding procedures and Marie had met with the PE Co-ordinator.
- Item 18.5: a governor noted that the make-up of proposed governors agreed at the previous meeting did not accurately reflect the circulated draft Instrument of Government. For clarity the following composition was noted as follows:
 - x1 Headteacher (ex-officio)
 - x1 staff governor
 - x2 parent governors
 - x1 co-opted governor
 - x1 Local Authority governor
 - x2 LDBS governors
 - x1 ~~St Marys Parochial Church Council nominated governor~~ by the Parish of Old St Pancras Parochial Church Council
 - x1 ~~St Mary's & St Pancras Parochial Church Council nominated governor~~ by St Pancras Parochial Church Council
 - x2 Deanery Synod nominated governors
 - x1 St Mary's Parish Priest (ex-officio)
 - x1 St Pancras' Parish Priest (ex-officio)
- Item 19.6: The action was noted as completed.
- Item 20.3: The SBM confirmed the Pupil Premium (PP) monies received for the school to be £10k and that a spreadsheet outlining PP figures would be presented at the next meeting.
- Item 20.11: The SBM advised that she was only able to submit the spend plan once approval by governors had been formally recorded as evidence in these minutes. As noted earlier the minutes were AGREED in AOB at the end of the meeting.
- Item 20.20: It was noted that the figure of £7,000 reported in the minutes was incorrect and should have read £10,000.

- Item 27.1: It was noted that the Ofsted report “Keeping Children Safe in Education” had been circulated too late for any meaningful discussion at this meeting and so it was AGREED that governors would review and discuss the document at the next meeting.

Action Point: Clerk to ensure Child Protection (including the Ofsted document) is raised as an agenda item at the next meeting on 9 December 2014.

32.4 All other action points were deemed complete and there were no matters arising that were not covered on the agenda.

33. Review of Governing Body membership (including composition under new School Governance Constitution Regulations – September 2014)

33.1 As noted above in matters arising (item 18.5) a governor noted the discrepancy between the minutes and what had been previously agreed. The Clerk updated governors of the progress of re-constitution of the Governing Body to date. All relevant consultative bodies have been contacted about the planned re-constitution of the Governing Body and the draft Instrument of Government (IOG) will be on the agenda at the following meetings:

- St Pancras has a **PCC** on Nov 24th on agenda
- **PCC** for Old St Pancras 8th Dec on agenda
- St Marys has a **DCC** (District Church Council) on 14th Dec on agenda
- Gone to **Area Dean** Revd Andrew Meldrum

33.2 Governors were advised by Rev Anne Stevens of the PCC arrangements and that she believes the Area Dean is able to approve the proposal but if this is not the case then it would need to be escalated to the Deanery for approval.

33.3 The draft Instrument of Government (IOG) has been forwarded to Penny Harvey at LDBS who has been advised that the Governing Body is considering reconstituting with more than 12 governors. Governors were advised that the LDBS would need to be informed of the outcome of the above meetings before considering the proposal.

Action Point: Clerk to continue to chase and follow up with all parties (except Local Authority) that need to approve IOG.

DS governor joined meeting at 6:20pm

34. Report by Headteacher

34.1 Quality of Teaching & Learning: The Headteacher explained to governors that the school was adopting a new approach to evaluating the effectiveness of teaching and learning in the school. There is a greater focus on looking at children’s learning habits and the impact of their behaviour. The school is actively supporting children so that they take responsibility for their own learning. The Headteacher acknowledged that the school had invested in teachers’ professional development and a lot of money has been spent on teacher training compared to that spent by other schools. In response to a raised concern about staff retention, the Headteacher stated that there is always a risk attached to training teachers who might then leave. The Headteacher stressed that as a school they remained committed to the training and

development of their staff but a recent evaluation of training provided last year illustrated that it had minimal impact on the quality of teaching and learning in the school. The Headteacher advised governors that the school is now working with Will Connolly, External Consultant, in employing a bespoke approach for accelerating learning. Additionally the school is using the teaching review method 'Lesson Study', which originated from Japan, where a team of teachers observe a lesson, discuss the practices used and collectively forward plan with the teacher improvement options. Governors were advised that this method has already proven to be working well in two local schools over the last academic year but was only introduced this year at St Mary's & St Pancras as the staffing last year was considered to be unstable. The school has created its own 'Lesson Study' model and in response to a question the Headteacher assured governors that there were no ongoing costs other than that incurred during the initial training. All teachers have actively engaged with the lesson development model and the Headteacher informed governors that the Headteacher, a 'team' of three teachers had spent the morning observing the learning behaviours of a group of targeted underachieving children, not identified as SEN. Interesting 'delay tactics' by the children had been observed and the classroom teacher had been provided with constructive written feedback to improve the children's learning. The model is holistic whereby children's work (including book reviews of effective marking) is closely monitored as well as teaching practices including differentiation, curriculum coverage and the use of pupil tracking through the school's 'Classroom Monitor', data tool. Governors noted that this new pupil tracking software is particularly useful for comparing the performance of vulnerable groups of children against their peers. The Headteacher stated that the 'Lesson Study' sessions are well received in the school. Teachers are actively included in the process and do not consider it to be threatening as is the case with traditional lesson observations. Governors were also advised that the Headteacher and Deputy Headteacher have been continuing with their 'drop-in' sessions which are carried out in a relaxed and informal basis and are seen by teachers to be supportive.

34.2 Achievement of Pupils: The Headteacher stated that the half-termly pupil progress meetings have been carried out and that the focus was on ability groups and the use of appropriate interventions. Governors were advised that the new curriculum is proving to be challenging though it is too early to make any judgements. The Headteacher stated that by Christmas there should be some meaningful data on progress to present to governors. In response to a governor about the progress of the school's Gifted and Talented (G&T) cohort, the Headteacher stated that all targeted children (including G&T) were making good progress and the Learning Studies model was incredibly useful in the monitoring of targeted groups of children (such as the G&T).

34.3 Leadership & Management: Nothing to report.

34.4 Behaviour & Safety: Nothing to report.

34.5 Progress of School Improvement Plan: The Headteacher reported that all subject coordinators had met recently and practical steps are being used to monitor progress such as a colour-coded wall chart in the staff room.

34.6 Staffing Matters: The Headteacher reported on a confidential staffing matter in the confidential part of the minutes.

35. Attendance at assemblies & opt out for pupils.

- 35.1 The Headteacher informed governors that significant number of parents (19) at the school had recently become aware of their right to withdraw their children from assemblies of worship and church services. The Headteacher, Rev Anne Stevens and a member of staff had recently met with five parents, despite offering to meet with all parents who had expressed a wish to withdraw their children from the school's worship services, to discuss their reasons for wishing to do so. Some parents had claimed that their children were confused about their own faith and that of the school. The Headteacher had stressed that the school welcomed the opportunity to explore this with the children but the parents remained unconvinced. The Headteacher confirmed that the children are being withdrawn from church services but not assemblies even though there is a religious element in assembly.
- 35.2 A brief discussion about the impact of these withdrawals was held. A governor asked whether these children would attend Speech Day and the Headteacher responded that parents had confirmed that they could. Another governor asked for clarification on the legal position of parents being able to withdraw their children. The Headteacher confirmed that they were entitled to do so. A governor asked how many children are involved which is 19 from 8-9 families. Governors were concerned that the Home School Agreement may need to emphasise more clearly that the school is a faith school and children will not be able to fully benefit from the school if they are withdrawn from certain key parts of it. It was agreed that the school remains welcoming to those of all faiths and indeed none. A governor asked whether this issue had come about because of one mosque or imam but the Headteacher stated that she did not believe this was the case.
- 35.3 The Headteacher raised a staffing concern brought about by these withdrawals from the Church services that take place after school whereby two staff members would have to stay behind to look after the 19-20 children, who themselves may have wished to be part of the church service. The school has an obligation to look after these children and parents have been asked to collect their children at 2:45pm and any children not collected will need to come to Church, sit at the back and not engage. A governor noted that the next day was the first day this would be tried.
- 35.4 The Headteacher stated that this was the first time in her eleven years at the school that she had experienced such a large number of requests from parents to withdraw their children from assemblies and the school's Church services. The Rev Anne Stevens re-iterated the earlier comments regarding the school's inclusive nature and suggested that she invite a local Imam to hold a joint assembly at the school.

36. Report from SBM

- 36.1 The School Business Manager referred governors to her previously circulated report and talked them comprehensively through it. The following key points were noted:
- 36.2 Premises: With regards to the provision of Facilities Management being offered by LB of Camden a detailed report had been circulated prior to the meeting. The SBM outlined that option 2 was the nearest to the school's current provision, however, the local authority at this stage could not identify what had already been done in the school over the last year. The current SLA ends end March 2015. There are other service providers and the SBM was receiving quotations from several providers. A governor asked about dealing direct with the provider BAM to avoid council management charges. A governor asked what other asked

what other options were available and this was around working with other schools as a consortium and possible discounts if we purchased within a larger grouping of schools.

Action Point: With regards to a repairs and maintenance contract for the school the SBM to explore options around being able to contract directly with BAM thereby not having to pay the LB of Camden management charge. Also to explore a purchase of the contract in a relationship with other schools.

- 36.3 A governor asked what the latest date to opt into the council offer was and this was currently unknown.
- 36.4 SFVS (School Financial Values Statement): This had been discussed at the previous meeting and no further comments had been received. Section A was endorsed.
- 36.5 Update on situation with water ingress, dealt with under matters arising.
- 36.6 Benchmarking: This comprehensive document had been circulated ahead of the meeting with some questions and comments already discussed. The SBM discussed the key issues. A governor sought clarification that the early part of the document was our school spend over time and then the latter part compared our spend to other schools.
- 36.7 A governor asked why the agency spend on page 6 was so steep and this was due to maternity leave.
- 36.8 A governor asked about the staff training spend at E09 on page 3 and whether this high spending could be maintained, the answer was it could not and would not was a function of high staff churn. A governor asked for clarity on E18 which was confirmed as building occupation costs rather than occupational (as in a job) costs.
- 36.9 A governor asked for clarity on I06 on page 9 as to what other government grants might be and this was confirmed as for example PE & Sports funding. The apparent high funding received at I15 on page 10 is the monies for the Breakfast Club.
- 36.10 Overall the Headteacher commented the school is not expensive compared to other schools.
- 36.11 A governor asked about E01 on page 11 and whether that was a good position to be in. The Headteacher indicated that the school pays appropriately for staff and that some schools are overcoming a legacy of high inflated senior teachers pays while managing performance issues.
- 36.12 A governor asked about the portion of the school on E03 Education Support Staff compared to other schools where we are in the upper quarter and whether this linked to the link teacher approach. This is not linked to link teachers but reflects the support staff and in particular the seven staff supporting Statemented children.
- 36.13 It was noted at page 13 the value for money of admin staff and the high spend on E09 staff training. The Headteacher reiterated early discussions that training for teachers was not having the impact on children required and would be severely reduced. However if training is required then it would be appropriate to send a teacher but where possible that teacher disseminates the training to other on return. The governors noted the £43k difference between this school and the next school along. A governor asked a question about phonics training and this would be covered internally.

- 36.14 A governor asked for confirmation around the new initiative of Learning Studies (para 34.1) that the consultant was a one off cost and this was confirmed. Also it was confirmed costs of covering this scheme within the school was minimal. The governors remained supportive of the initiative.
- 36.15 It was noted at page 14 the cleaning costs were relatively low but that water costs were high for no apparent reason. The governors questioned whether the spend on gas and electricity page 15 (E16) was correct, fearing a subsequent unexpected high bill. This was due to a new meter and the local authority agreement providing energy at a favourable rate.
- 36.16 At page 15 (E19) the governors were concerned at the spend on Learning resources and whether this was an underspend and may be affecting education.

Action Governors to discuss when they met with their subject coordinators

- 36.17 Governors noted that the benchmarking report was very useful
- 36.18 Governors discussed the need for a working party for the budget setting in 2015. The skills audit had shown the weakness of finance depth among current governors and this could be addressed by cooption a swell as looking for new people. The SBM had seen a working system at another school and was asked to share the Terms of Reference

Action Point: SBM to provide TOR for a working party for budget setting.
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37. Admissions Policy discussion for possible consultation 2016 intake

- 37.1 The governors were aware of the complexity of their double entry system of admissions, with faith places and open places. Governors saw opportunities from talking to Nursery parents. A governor commented we need to be on top of the administration of faith places and this needed to be looked at in the January FGB. It was decided to form a small working group to explore the options, it was decided that clergy should probably be left out as they sign the confirmation of attendance forms however AS had not been asked dot sign any this year so was included. The working group confirmed as Headteacher, AS, MR and DS. It was suggested to invite the head of admissions for the local authority to brief the working group in possible changes on the horizon and to build that communications link.

Action Point: Working group to scrutinise admissions policy and to agree dates to meet.

38. Polices for discussion & approval

- 38.1 E-Safety: The school E-safety officer / staff governor outlined this policy was based on the Camden Model and reflected the need to cover Safeguarding and Bullying in this area. A governor questioned whether there any big changes or anything we were not doing as a school. The answer was nothing is a surprise but gives us the opportunity to update everything and put in writing good action plans. It was also useful to raise the profile with parents.
- 38.2 A governor asked about school email addresses for governors and this would be explored.

Action point: NT to explore school email for governors.

- 38.3 A governor felt the policy was not strong enough on protecting all staff associated with the school. As such the governors endorsed a change at page 25 to address this. Subject to this minor amendment policy was approved. Agreed to review in line with recommendations from LBoFCamden rather than fix a date as matters within e-safety move so fast.

Resolved to approve e-Safety policy subject to minor amendment by NT to reflect that all those associated with the school needed protection from possible cyber bullying.

39. Policies for noting, still in date

- 39.1 The Pandemic Flu Plan was noted, no fixed review date as subject to national guidance.
- 39.2 Accessibility plan was noted and is on website due for revision Sept 2015.
- 39.3 The Drugs Policy was discussed in detail and it was decided the following changes. There is missing text at page 4 and some changes required to dates and names. A governor felt that the policy should also be clearer on e-cigarettes. Subject to those changes the policy was approved with a further review in Sept 2015.

Resolved to approve Drugs Policy subject to amendments above by Deputy Headteacher.

40. Noting of any feedback forms of visits by governors.

- 40.1 ML would be invited to feedback next meeting.
- 40.2 DS was invited to share his visit around music in the school. DS was very impressed by the range of activities. SY5 & 6 children are issued with a brass instrument through a LBoFCamden scheme however the school rents these and pays for repairs. It was noted it needed to be costed as to whether it is worth buying our own instruments. The lessons were brilliant. It was noted that PP children have a 1:1 instrument lesson with a teacher as part of closing the gap with their peers. The Headteacher informed governors that the steel pans were a great asset in use at lunchtimes by keen children who were being entered for preliminaries to a national competition in Birmingham. As part of the visit DS also reviewed art as the governor lead for subject and its practices.
- 40.3 The governors were advised that Nick Tidy was taking over as Design & Technology lead in the school.
- 40.4 MR was invited to feedback on her visit to look at the carousel system in school for SEN children to allow access to paired support in the afternoon. It was noted the need to follow up outside agencies and to maintain the SEBD policy. Specialised LSA (Learning Support Assistant) support was proving to be useful – sharing good practices and knowledge. Model adopted from Camden Council

41 Report back from Governors on their subject link progress.

- 41.1 Previously covered, but governors reminded to make contact with their relevant school links. Governors asked to feedback at December meeting.

42 Training Plan for Governors.

- 42.1 SD reported she had been unable to contact Jill Coughlin and a replacement for the training was required from LDBS for next January at December meeting.

Action Point: Chair to contact LDBS to find replacement trainer for January meeting for xyz

43 Any Other Business

- 43.1 The Performance Review of the Headteacher had taken place on the 20th October? and was noted. The review panel being DS, SD and the outside consultant was Stephen Fisher from LBoFCamden.
- 43.2 The Headteacher reminded governors that RAISEonline is now available as paper copies on request from the office or as an electronic file. The good news is there is plenty of positive green and Ofsted has a big G on all pages that governors should be particularly aware of. RAISEonline would be looked at in detail at the next meeting and governors were invited to email any questions to the Headteacher by 3rd December.

Action Point: Governors invited to submit questions on RAISEonline to the Headteacher by 3rd December copied to clerk, please include "RAISEonline" in title.

- 43.3 It was noted that the new school website was now on Google search and so far had received 13k clicks. Governors had been impressed by the vibrant appearance of the website and the functionality.
- 43.4 It was noted that Fr Robin Jones had resigned from the FGB but had indicated that he was happy to continue to the school in a non-governor capacity. The previous Chair had written to him on behalf of the Governing Body to express thanks for his support and commitment
- 43.5 It was noted the school has recently been awarded the Bronze Science award
- 43.6 It was noted with the arrival of DS at 6:20pm the meeting became subsequently quorate and as such the previous minutes had been approved and the paperwork from the SBM to the LBoFCamden.
- 43.7 It was noted that this was the last meeting to be formally attended by SD as a Governor and SD was thanked for her contribution to the board over many years. In response SD thanked all concerned with the brilliant education of her two children.

44. Dates of next meeting

- 44.1 The date of the next meeting was NOTED as 6pm on Tuesday 9th December.

There being no other non-confidential items to discuss the meeting closed at 19:50.

Signed:

Date:

Chair of Governors Sophie Steel

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