

**ST MARY & ST PANCRAS CE PRIMARY SCHOOL**

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

**Tuesday 13<sup>th</sup> January 2015 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	apologies
	Sophie Steel (chair)	Feb 2016	apologies
Deanery (South Camden)	Vacancy		
	Marion Rushbrook	Sept 2017	Present
Foundation Parent			
P CC	Mark Paul-Clark	Aug 2016	Present from 65
	Vacancy		
Local Authority	Nana Oye Adjepong	Nov 2016	Present from item 65
Parents	Vacancy		
	Marie LeMaitre	Sept 2017	Present
	Diederick Santer (v-chair)	May 2015	Present
Headteacher	Sheila McCalla-Gordon	Ex-officio	Present
Staff	Vacancy		
Staff	Nick Tidey	Jan 2018	Present
<b>Also present</b>			
SBM	Debra Griffith	NA	Present
DHT	Lucy Heard	N/A	Present
Clerk (LDBS)	Matthew Connolly	N/A	Present

**Meeting opened at 6:05pm**

**Part One (Non Confidential)**

**62. Opening Prayer**

62.1 The meeting opened at 6: 05pm with a prayer led by Rev Anne Stevens.

**63. Welcome and Apologies for Absence**

63.1 The vice-Chair welcomed governors to the meeting. Apologies from Sophie Steel (chair), Fr Pascal Worton and Gregory Watson were ACCEPTED. Nana Oye Adjepong and Mark Paul-Clark were delayed and expected later. Meeting was quorate.

**64. Declarations of Pecuniary and Business Interest**

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

## 65. Presentation on SEN changes

65.1 MR outlined that Laura Jablowski had been invited to outline to governors how SEND policy works in reality. LJ outlined the transition to healthcare plans explaining the dialog with SLT, teachers and parents/carers. The transition to Healthcare plans was initially focussed on nursery and SY5. LJ shared copies of an example “passport” for a child which explains what helps them or hinders them and can be read by any staff including temporary staff who are working with the child.

Meeting joined by NOA

65.2 LJ outlined the range of professionals that the school works with and a governor asked about referral times which are usually 4 weeks. LJ explained how the local offer had been simplified to an A4 sheet for use on the school website and boards in school. The pupil is centre to all work plans using a four point cycle of assess, plan, do and review.

65.3 The SEND policy was ratified subject to LJ to check that App 3 of the SEND policy around Complaints matches the school Complaints policy. Governors agreed a review date of January 2016 subject to any significant legal changes.

Action Point: SEND policy was ratified subject to LJ to check that App 3 of the SEND policy around Complaints matches the school Complaints policy.
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65.4 LJ thanked for her presentation and work in the school.

8:35 joined by DMPC

## 66. Minutes of the Governing Body Meeting Part 1 held on the 9<sup>th</sup> December & Matters Arising

66.1 The Minutes of the meeting held on 9<sup>th</sup> December 2014 had been circulated with the agenda papers prior to the meeting.

66.2 The Minutes were **agreed as a true and accurate record subject to the notes below**. A copy of these minutes was SIGNED by the vice-Chair of Governors and handed to the School for filing.

66.3 That NT had school emails for all governors.

66.4 A governor asked about numbering and what the minutes started at 45 for example. The Clerk explained that LDBS had stipulated the practice of minutes of FGBs running number wise sequentially throughout an academic year.

66.5 At 48.4 the SBM confirmed that the Budget Setting Working Party she knew of did not have TORs to share.

66.6 At 51.2 St Marys Eversholt Street not St Marys Euston Road.

66.7 At 56.2 MR to met with EB at school 14<sup>th</sup> January.

66.8 At 52.4 SBM to check if DVC can be held indefinitely or what monies need to be spent by year end deferred to February.

66.9 At 54.1 to confirm whether DS or MR should be named governor on Equalities Policy & Statement or FGB to decide.

66.10 At 54.3 DHT with regards to Lone Worker guidelines as part of H&S Policy deferred to February.

66.11 It was noted all other matters arising were agenda items and other action points were complete.

### 67. Attendance at assemblies & opt out for pupils plus RE Policy

67.1 The HT reported no further families had opted to withdraw their children from services and this would continue to be monitored.

### 68. Report by Headteacher

68.1 The Camden Professional Partner Standards Review Report 2014-2015 by the Camden professional partner Stephen Fisher was tabled and noted with a confirmation of the schools own overall assessment of "Good" of LBofCamden was noted.

68.2 The Headteacher tabled a comprehensive report around "Autumn Progress Action Points" and outlined the work around what to do now that levels had gone. Examples were given of proprietary packages available. The school has opted to use "Classroom Monitor" where as an example stage one is age related expectations at SY1 and where within a stage points add a value to progress. The HT explained the graphical representations of data and urged caution at this stage while teachers got used to a new system against the background of the new curriculum being very challenging. A governor challenged the accuracy of the system and this would improve with time. The HT outlined the school considered it was ahead on consolidating the performance within Maths and was supporting input into the quality of writing. A governor asked about how hard it is to accelerate learning in literacy and this is seen as a challenge but the gap between maths in the old curriculum to new curriculum is greater. A governor asked about reading in the new curriculum and both the HT/DHT confirmed it is a tough curriculum and assessment. The new curriculum is very prescriptive on what children are expected to know.

68.3 The teachers update the information at least every 3 weeks and the HT suggested it would be useful for a governor to be assigned to each cohort to really understand their data. That governor would follow the data for their year group in discussion with HT. Governors endorsed this idea subject to parent governors not taking a year group including their own children. It was also agreed that where possible the governor would stay with their year group as they move through the school. The governors allocated themselves as follows:

Current School Year	Governor
1	Nana Oye Adjepong
2	Rev Anne Stevens
3	Diederick Santer
4	Marion Rushbrook
5	Paul Paul-Clark
6	Sophie Steel

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Action Point: DS to ask SS to confirm supporting SY6 data

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

- 69.1 Clerk outlined that he had meet with LDBS who were very reluctant to allow an IOG of more than 12 governors, we as a school have been seeking 14. The Clerk outlined that the situation was basically accept 12 and manage the issues with that or table an IOG of 14 to get a formal response from LDBS.
- 69.2 The governors discussed again the merit they saw in requiring 14 and concluded that a contributing factor to why we need to exceed 12 governors is due to the fact that the school is historically linked to two churches. The school sits on the boundary of two parishes. Not only would we like both vicars involved as they both take an active part in school but also the Deanery requires us to nominate two governors. Our ability to find people with the necessary skills is significantly strengthened by keeping two LDBS governors and a new co-opted post, this makes the number up to 14 governors. Which the governors believes is the correct number to bring the breadth of skills needed for the governing body to be able to deal with the challenges faced by the school.
- 69.3 The governors endorsed the Clerk to formally table the IOG with 14 governors at LDBS for a response with an outline supporting argument.

Action Point: The governors endorsed the Clerk to formally table the IOG with 14 governors at LDBS for a response with an outline supporting argument

- 69.4 Clerk to continue to chase all parties and establish timeline at LDBS and LA.

Action Point: Clerk to continue to chase all parties and establish timeline at LDBS and LA.

## **70. Report from SBM**

- 70.1 The School Business Manager confirmed quotes were being received for the new FM contract.
- 70.2 The SBM outlined prospective timelines on work around the school and whether urgent. The governors also noted that the LA had completed an conditions survey. With regards to the MUGA fencing and complaints by residents about noise from this fencing when struck with a ball it was noted that only a netting style fence would be quieter but then that would insecure.
- 70.3 A The SBM outlined sections C&D of the SFVS with governors who asked the SBM to meet separately with GW due to his expertise in this area,

Action Point: SBM to liaise with GW over sections C&D of SFVS

- 70.4 The SBM reported there had been no more problems with water ingress from the flats above.

## **71. Admissions Policy discussion for possible consultation 2016 intake**

- 71.1 The notes of the meeting of the admissions working group from 10<sup>th</sup> December were noted, in particular the work being done to make sure the policy is understood by prospective parents. The clerk sought clarification of dates around admission policy and consultation. The Clerk sought clarification that if we wanted to change the admissions policy for admission September 2016 we would be in consultation now, till mid February to declare the policy to council by early March 2015. As such then our current admissions policy was fixed for intake at September 2015 and September 2016. If we want to change the admissions policy for September 2017 then the school would need to consult Dec 2015 into Feb 2016 to publish a new policy. This was agreed to be the situation.

Action Point: Admissions Policy working group to be standing agenda item

## **72. Polices for discussion & approval**

- 72.1 There were no changes to Letting Policy or Whistleblowing Policy and these were ratified with a review date of January 2016 for both.

## **73. Polices for noting, still in date**

- 73.1 None

## **74. Working Group for Budget Setting**

- 74.1 Governors agreed to ask the working group to review the terms of reference of the defunct Finance Committee and adapt them for the purpose of this working group. Working Group to report into FGB.
- 74.2 Member agreed as HT, SBM, GW and SS. DS to ask SS if she would like to attend the working group. Fr Robins a previous governor who had previously worked on budget setting resigned October 2014 and always said he would come back to support the budget setting. GW to invite please. SBM to co-ordinate time.

Action Point: Member of Budget Setting Working Group agreed as HT, SBM, GW and SS. DS to ask SS if she would like to attend the working group. Fr Robins a previous governor who had previously worked on budget setting resigned October 2014 and always said he would come back to support the budget setting. GW to invite please. SBM to co-ordinate time of first meeting.

## **75. Noting of any feedback forms of visits by governors.**

- 75.1 FPW had made a school visit around English. NAS had made a school visit around Computing. DS had arranged a visit from a composer to talk to children in yr6. Governors commended the excellent music at the Christmas Service.

## **76 Report back from Governors on their subject link progress.**

- 76.1 Governors were reminded to keep in contact with their subject leaders.

## **77 Training Plan for Governors.**

77.1 Chair had found a replacement trainer from LDBS for January to cover “Changes in Educational Policy” and would establish length of time and when during the next FGB training would take place,

Action Point: Chair to confirm trainer and time/length of training at next FGB
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**78 Any Other Business**

78.1 The Governors discussed whether all business should be notified in advance; however it was considered AOB was not used incorrectly and should remain.

**79. Dates of next meeting**

79.1 The date of the next meeting was NOTED as 6pm on Tuesday 10<sup>th</sup> February

There being no other non-confidential items to discuss the meeting closed at 8:10pm

**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**