

ST MARY'S & ST PANCRAS CE PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
held on

Tuesday 14th October 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
LDDBS	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	Sept 2017	Present
Clerk	Matthew Connolly	N/A	Present
Frances	LDDBS	N/A	Present

Part One (Non Confidential)

14. Opening Prayer

14.1 The meeting opened at 6:05pm with a prayer led by Father Paschal Worton.

15. Welcome and Apologies for Absence

15.1 The Chair welcomed governors to the meeting. Apologies from Fr Robin Jones, Rev Anne Stevens, Diederick Santer and Dr Mark Paul-Clark were ACCEPTED. The chair shared that Fr Robin Jones was unable to attend the meeting but would like to see out his term of office until May 2015. Governors felt his finance skills set would be particularly useful at budget setting and this suggestion was accepted. The Deputy Head Lucy Heard who usually attended as an observer was unwell.

15.2 The Chair introduced Frances Nwanodi from London Diocesan Board for Schools (LDBS) who was present in support of the new clerk Matthew Connolly.

16. Declarations of Pecuniary and Business Interest

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

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

17.1 The Minutes of the meeting held on 9th September 2014 had been circulated with the agenda papers prior to the meeting

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

17.3 With regards to the action point at 3.2, all declarations of interest forms had been collected.

17.4 With regards to the action point at 5.3 related to the water ingress into the school buildings, the School Business Manager (SBM) was asked to list any possible costs including increases to insurance premiums or excess due to the claims. A letter from London Borough of Camden (LBC) had been circulated to governors which indicated that Camden was offering schools fabric surveys to understand building conditions. Due to the lack of commitment from LDBS and Unite to rectify the issues at the school it was AGREED that the chair would draft a letter to go to LBC asking for their assistance copied to Unite and LDBS. This issue had to be resolved to ensure that the entire building was safe, hygienic and properly maintained.

Action Point: **Send** letter to go LBC asking for their assistance and copy to Unite and LDBS – Chair, asap.

17.5 With regards to the action point at 5.7 the Physical Education (PE) & Sports Grant the statement explaining how the grant had been spent and the impact had been up loaded to the website. The website was not visible via a Google search and this was being rectified. The website address was <http://www.stmp.camden.sch.uk/>. A governor reported that parents had praised the new website, saying that it was more interactive.

17.6 With regards to the action point at 6.7 Rev Anne Stevens had agreed to be the link governor for Religious Education (RE) & Personal, Health, Social Citizenship Education (PHSCE).

17.7 With regards to the action point at 6.9 the guest speaker for governor training in January 2015 would be Jill Coughlin who had been invited to speak on “Changes in Educational Policy”

17.8 With regards to the second action point at 6.9 the School Year Planner had been updated and circulated

17.9 With regards to the action point at 6.10 it was NOTED that very few governors had made contact with their subject co-ordinator for their link subject. Furthermore staff had commented on this and the Head informed governors it was their responsibility to make contact with staff to organise governor visits.

Action point: Governors to email their link subject co-ordinator, arrange initial meeting and report back next meeting.

17.10 A governor queried whether the Governing Body knew what was happening in the school's community and if it would be worthwhile for a governor to attend local events. The Head explained that the school was aware of the local institutions and development proposals in the area. Following a discussion it was AGREED that Gregory Watson would be link governor for community engagement.

Resolved: Gregory Watson appointed link governor for community engagement

17.11 The Safeguarding and Inclusion link governors reported that they were in the process of rescheduling a school visit. The Headteacher said that the link governor for music had completed a school visit. The Chair confirmed that governors should complete school visit forms and submit them to her and the Headteacher.

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

18. Review of Governing Body membership (including composition under new School Governance Constitution Regulations – September 2014) and outcomes from skills audit

18.1 Governors were advised of the statutory requirement of maintained schools to re-constitute by 1 September 2015. The Chair outlined the constitutional requirements for foundation and voluntary aided schools and advised governors that the regulations stipulated there be two more foundation governors than all other governors.

18.2 The outcome of the skills audit showed that the current FGB body lacked financial depth. The suggestion to co-opt the SBM to assist in that area was welcomed.

18.3 A lengthy discussion was held about the implications of changing the current size and make-up of the governing body. In particular governors raised questions around higher number of governors to allow for absence. The LDBS clerk clarified that if any FGB was planning to exceed 12 then the LDBS needed to be notified for advice. It was decided to work around 14 governors.

Action Point: Clerk to notify Penny Harvey at LDBS that the governing body was exploring proposing reconstituting with 14 governors

18.4 Governors made some suggested changes to the Instrument of Government (IOG). Previously the method to change the IOG had been identified as follows:

- I. Create a new draft instrument of Governance (IOG)
- II. Consult the PCC at both churches.
- III. Consult the Deanery
- IV. Consult LDBS
- V. Forward new IOG to Camden Council for engrossment

18.5 Following discussion, the Governing Body AGREED that consultation on the draft IOG consisting of the following positions should be initiated:

- 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
- X1 St Mary's & St Pancras Parochial Church Council nominated governor

- X2 Deanery Synod nominated governors
- X1 St Mary's Parish Priest (ex-officio)
- X1 St Pancras' Parish Priest (ex-officio)

Action Point: Clerk to begin IOG consultation process to cover II, III & IV as above
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19. Report by Head teacher

- 19.1 The Headteacher reminded governors that the quality of teaching was not now based on a one off visit to a classroom to assess one lesson but on how the cohort performed as a whole. Staff loved the new curriculum; all topics were on the curriculum map online. The extra link teacher in each classroom was working well and a staff governor noted how being able to rely on a fully trained teacher was excellent. The Headteacher reported that on learning walks there were always enclaves of break out learning in all the possible places. Helen Ridding, the school's Grow Education Partners Adviser had recently visited the school and accompanied the head on such a walk.
- 19.2 Responding to a governor's question, the Head explained that Pupil Premium monies was targeted to support Pupil Premium children who might be working at the same level as their peers in terms of learning but might need support around socio-economic needs and emotional development.
- 19.3 The Headteacher circulated a report outlining how much Pupil Premium funds the school had received for 2013/14 and 2014/15; how the money had been and would be spent with the associated costs; and what impact had been recorded for 2013/14. The Headteacher reminded governors that the use / impact of Pupil Premium report was on the website as required.
- 19.4 In response to a question from a governor the head explained that one after school club was free for Pupil Premium children. The Headteacher confirmed that booster classes had been provided for both Years 5 and 6 pupils.
- 19.5 Responding to a governor's question, the Headteacher explained that the introduction of universal free school meals (UFSM) had meant it was important the school ensured all pupils eligible for FSMs were signed up because this was the criteria for allocating Pupil Premium funds. Offering FSMs pupils free access to an after school club was one of the incentives used to get parents / carers to sign up for FSM. The school sent targeted letters to parents / carers.
- 19.6 In terms of Achievement of Pupils the Headteacher focused on the report circulated for year 6 around reading, writing and maths. Governors NOTED the information and asked about the average point score (APS). The national average for Year 6 was 27-28.5 APS so Year 6 scores were above average. All children had made at least 2 levels of progress from their starting point. A governor asked whether the targets were strong targets and the Head explained they were ambitious targets so children were pushed. In response to questions on reading targets, the Headteacher agreed to recirculate to governors the Reading targets as there were errors in the report.

Action Point: Head to circulate reading targets asap
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- 19.7 The Headteacher said that there were sixteen Pupil Premium children in Year 6 and analysis showed that twenty-seven Year 6 pupils were expected to achieve level 4 or above in Reading. The three pupils who were not expected to achieve level 4 were expected to make two levels of progress. These pupils had SEN with two having statements of SEN and two were also Pupil Premium children.
- 19.8 In terms of Behaviour & Safety the Headteacher reported significant training had been completed because of the new intake of teachers and training requirements. This had included fire marshal training, first responder (first aid), epipen training, training with regards to pupils' SEN, child protection and safe guarding.
- 19.9 In terms of Leadership & Management the Headteacher informed governors that many subject leaders were new to leading so provision was in place for monthly Curriculum Team meetings. The Headteacher was setting the agenda and guidelines for these meetings. The Headteacher reminded link governors to view their subject areas' operational plans through School Centre Net.
- 19.20 Governors NOTED that the School Improvement Plan was on track and the Fire Risk assessment action plan circulated by the SBM.

20. Reports from School Business Manager

- 20.1 The SBM took the governors through the very comprehensive finance and premises report which had been circulated to governors prior to the meeting. On finance 93% of all income had been received. Governors examined and questioned several of the figures and were content with replies. Governors questioned the alignment of figures in the Finance Report with those in the Report on the spending and impact of Pupil Premium funds which had been discussed in the preceding item. The SBM agreed to audit and recirculate the Pupil Premium figures. In response to a governor's question, the SBM said the school would continue highlighting the need for parents / carers to register their pupils for FSM.
- 20.2 A governor asked whether training on techniques to support statemented children could be claimed back but the Headteacher explained that money for this was already within the school's income. The SBM also explained that the training budget had been set before staff resignations were known which had increased training required this term. Sixty-nine per cent of this budget had been spent, primarily on ensuring staff received the necessary health and safety (H&S), Child Protection and Special Educational Needs and Disability (SEND) training. The Headteacher highlighted staff would need training on how assessment would be carried out with the removal of levels.
- 20.3 The Head added that sending teachers out to benchmark on various key issues, particularly assessing children without levels was useful. However this generated additional costs for providing cover. The Pupil Premium monies funded the link teachers' positions. Whilst link teachers could be used to provide some cover this had to be minimised to prevent diminishing the impact of having link teachers in every class. A governor asked whether the affordability of these teachers had been explored if Pupil Premium changes (decreases) or other sources of financial support reduce. The Head replied these were matters under constant review.

Action Point: SBM to audit Pupil Premium figures on spreadsheet presented at FGB and recirculate to governors.
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- 20.4 Governors in particular noted the projected surplus of £64,000 for teaching staff which required ongoing monitoring.
- 20.5 The school intended to replace the fencing to the Multi Use Games Area (MUGA) at around £4,000 subject to three quotes being received. Governors were reminded that as the school was now 10 years old that ongoing maintenance was now required. The requirement to resurface the MUGA was a significant project with a wide variation in quotes from £13,000 to £20,000.
- 20.6 A governor queried the lack of projected spend information on premises related lines such as window cleaning. The SBM would report back on this.
- 20.7 Responding to a question from the Chair of Governors, the SBM explained that a journal transfer of £6,000 to cost centre E19-31, Annual School Journey, was outstanding.
- 20.8 The Governing Body APPROVED the virement of £5,000 to replenish the schools Guided Reading Resources.
- 20.9 The SBM outlined the opening balance of £184,037 which was from the closure of the Childrens Centre and the requirement to show Camden Council what the intended spend for this money was. The intended spend had to be agreed by the Governing Body so the school was seeking approval for the items in the table which the Governing Body had not previously authorised:

specific project	amount	date of expected completion	agreed
operating budget (2013/14)	£97,354	not applicable	6.5.14
building projects	£20,000		25.3.10
wireless upgrade	£10,371	2014/15	quotation received
ICT upgrade	£28,000	2014/15	quotation received
Total projects	£155,725		
Contingency	£28,312		6.5.14
Total	£184,037		
Total carryover at 31/03/14	£184,037		

- 20.10 Responding to a governor's question, the SBM explained that the quotation for the wireless upgrade had come through LBC and the contractor had already gone through the Council's own best value procurement process. The Headteacher added that the school would also get additional quotations. Governors commented that it was important for the school to demonstrate best value was being obtained for all the specific project items.
- 20.11 The Governing Body APPROVED the school's intended spend plan for £184,037 arising from the closure of the children's centre and AUTHORISED the SBM to submit the plan to the LBC.

Resolved: The governors endorsed the intended spend of £184,037 as detailed in the table at 20.9 above.
 Action: SBM to submit intended spend plan to LBC.

- 20.12 A governor asked that as such monies would not be available again was the current staffing structure only supported by such funds. The SBM replied that budgets in future spending must reflect actual incomes. The headteacher added that difficult decisions would need to be made in the future, highlighting that recruiting staff with the appropriate skills, qualifications and

experience was becoming challenging. One route was via recruitment agencies but there tended to be additional costs involved in recruiting via this route.

- 20.13 In response to a governor's question, the SBM explained that the school had to provide LBC with a report on the uptake for FSMs and this formed the basis for FSM payments received from the LA.
- 20.14 Governors NOTED the letter of complaint that had been received by the school and the response that had been sent by the SBM.
- 20.15 In relation to the replacing the fence by the MUGA, the SBM confirmed that the school was waiting for three quotations before deciding which company to use.
- 20.16 The school had received the annual conditions survey (page 7 of the SBM' Report). The Headteacher explained there had been a difference in view about which projects to prioritise and what had been presented to the Governing Body reflected the school's own priorities. The intention was to use the school's devolved capital grant to meet the cost of some of the identified projects. The school currently had £25,000 in its devolved capital fund. Following a governor's request it was AGREED that the devolved capital fund would be included in the Finance Report to governors.

Action Point: Include devolved capital fund in Finance Report to Governors – SBM, on going
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- 20.17 A fire drill had taken place on 22nd September 2014 and it highlighted there was a jammed gate on Year 2's fire exit. This has been reported to LBC but has yet to be rectified. In the interim Year 2 is using an alternative evacuation route.
- 20.18 The SBM highlighted that the timing device for access through the holding foyer area had been installed to ensure compliance with its equalities duties with respect to disabled access.
- 20.19 The SBM was working through the Fire Risk action sheet, getting quotations for work needed. The Headteacher highlighted that the school was spending a lot of money on the entry system, with an engineer attending every day during the last three weeks. Responding to a question from the Chair of Governors, the Headteacher said it was unclear whether the entire system needed upgrading or if the issue was with the company responding to the callouts. The school had been advised that it would cost about £30,000 to replace the entry system.
- 20.20 There was a discussion about the cost of the maintenance service level agreement (SLA) being offered by LBC. The school normally opted for option two which would cost £25,000 for 2015/16 which was an increase of £7,000. In response to a question from the Chair of Governors, the SBM explained that the maintenance SLA covered statutory checks such as water testing, asbestos as well as routine maintenance and repairs. The SBM wanted to gather further information before making a recommendation to the Governing Body with respect to the Council's maintenance SLA.
- 20.21 Section A of the School Financial Value Standard (SFVS) was discussed with governors. Given the time constraints it was AGREED that governors would send any queries about section A of the SFVS submission document ahead of November's meeting.

Action point: Submit queries on section A of the SFVS to the SBM before November's meeting – all governors
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21. Visit by Governors

21.1 The visit of a governor Marie LeMaitre on 7th July to Nursery & Reception was NOTED.

22. Report back from all governors on their subject link and progress

22.1 Minute 17.9 above recorded progress governors had made with contacting their subject link teachers.

23. Training plan for governors

23.1 Due to time constraints this item was deferred to a future governing body meeting.

24. Policies for noting, still in date

24.1 The LDBS Staff Grievance and Discipline policy and the Managing Unsatisfactory Performance and Capability Procedures had been previously adopted by the Governing Body. There had been no changes to these policies which would continue to be followed by the school.

24.2 The LBC model Teacher Appraisal Policy and Capability of Staff Policy had previously been adopted by the Governing body. There had been no changes to these policies which would continue to be followed by the school.

25. Policies expiring for discussion and approval

25.1 The Headteacher explained that LBC had developed an Appraisal Policy for Support Staff. Responding to a governor's question, the Headteacher said that the school had not previously used this policy but was recommending to the Governing Body that the policy was adopted for use. The Headteacher had modified the appendices 1 and 2 and replaced them with the forms that had been tried and tested in school as they had been proven to work well during support staff appraisals.

25.2 The Governing Body RATIFIED the Appraisal Policy for Support Staff.

25.3 The Headteacher led governors through the LBC Model Pay Policy for Schools, highlighting the points where the policy had been personalised to meet the needs of the school and / or changed from the 2013/14 in line with statutory regulations.

- Paragraph 3.3 and 3.4 outlined the function of the Governing Body's Pay Committee in the process of approving performance related pay.
- Paragraph 22 clarified the position on safe-guarding Teaching and Learning Responsibilities (TLR) payments.
- Paragraph 23.2.2 detailed the deadline by which a teacher could request to move onto the Upper Pay Scale.
- Paragraph 37.1 specified when additional payments would be paid for specified learning activities which did not include one to one tuition or booster / intervention classes.

25.4 The Headteacher clarified that it was more cost effective for the school to pay staff to run after school clubs than external providers. In relation to the Breakfast Club, due to stipulations

attached to the grant from the Greig Foundation which supported the running of the Breakfast Club, only management costs could be paid so the helpers were volunteers.

25.5 After discussion the Pay Policy was RATIFIED by the Governing Body.

25.6 In accordance with paragraph 3.3 of the Pay Policy, the Governing Body APPOINTED Marion Rushbrook, Gregory Watson and Sophie Steel to the Pay Committee which would meet immediately after this meeting to receive the recommendations for performance pay.

Resolved: The governors ratified the Support Staff Appraisal Policy and the Pay Policy.

25.7 Due to lack of time e-safety was deferred to the next meeting.

Action Point: Clerk to ensure s-safety on agenda for November

26 Explanation of revised numbering on minutes

26.1 This item was deferred.

27 Any Other Business

27.1 The Safeguarding and Inclusion link governors had completed the Governing Body's Child Protection response document which would be circulated to all governors to feedback their comments.

Action:

Circulate Child Protection Report to all governors – MR / MC

Feedback on Child Protection report – all governors by next meeting

28. Dates of next meeting Tuesday 11th November 2014 6pm at the school

28.1 The date of the next meeting was NOTED as 6pm on Tuesday 11th November 2014.

28.2 There being no other non-confidential items to discuss the meeting closed at 20:50.

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