

ST MARY & ST PANCRAS CE PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
held on

Tuesday 9th December 2014 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
	Sophie Steel (chair)	Feb 2016	Present
Deanery (South Camden)	Vacancy		
	Marion Rushbrook	Sept 2017	Present
Foundation Parent			
P CC	Mark Paul-Clark	Aug 2016	Apologies
	Vacancy		
Local Authority	Nana Oye Adjepong	Nov 2016	Present from item 50
Parents	Vacancy		
	Marie LeMaitre	Sept 2017	Apologies
	Diederick Santer (v-chair)	May 2015	Present
Headteacher	Sheila McCalla-Gordon	Ex-officio	Present
Staff	Vacancy		
Staff	Nick Tidey	Jan 2018	Present from item 50
Also present			
SBM	Debra Griffith	NA	Present
Clerk (LDBS)	Matthew Connolly	N/A	Present
Clerk (LDBS)	Michael Garrick	N/A	Present

Part One (Non Confidential)

45. Opening Prayer

45.1 The meeting opened at 6: 05pm with a prayer led by Fr Pascal Worton.

46. Welcome and Apologies for Absence

46.1 The Chair welcomed governors to the meeting. Apologies from and Dr Mark Paul-Clark were ACCEPTED. Nana Oye Adjepong (delayed), Nick Tidey (parents evening) was expected later. Meeting was quorate.

46.2 The Chair introduced Michael Garrick from London Diocesan Board for Schools (LDBS) who was present in support of Matthew Connolly (clerk).

47. Declarations of Pecuniary and Business Interest

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

48. Minutes of the Governing Body Meeting Part 1 held on the 11th November & Matters Arising

48.1 The Minutes of the meeting held on 11th November 2014 had been circulated with the agenda papers prior to the meeting.

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

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

- Item 32.3: With regards to the action point relating to the water ingress into the school buildings, agenda item.
- Item 32.3: original item 20.3 Pupil Premium figures reissued by SBM, within report agenda item.
- Item 32.3 original item: "Keeping Children Safe in Education" reports, agenda item.

48.4 At 36.18 Example Terms of Reference for a working party for budget setting from SBM deferred to January FGB.

48.5 At 38.2 NT to scope school emails for governors, deferred until AOB.

48.6 At 42.1 Chair has found new trainer from LDBS (Ann Foster) and it was noted missing title subject title is "Changes in Educational Policy".

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

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

49.1 Following on from the discussion last month where 19 children were being withdrawn from church services, one family had now withdrawn their child from RE lessons. The HT when meeting parents looking for a school place for their child is reinforcing that this is a church school and involvement in all aspects of church life is expected. In terms of the revised RE policy circulated in advance to governors, the HT wished to add in the following sentence. It was noted that a similar sentence was in use at another church school and emphasised that although parents have the legal right to withdraw their children from church services and similar events if they wish to use that option then this may not be the right school for them. The sentence reads "However as our parents have chosen to place their child in a church school we hope that no one will exercise this right". Governors endorsed adding the sentence.

Action Point: HT to add sentence as agreed by governors to RE Policy
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49.2 A governor asked how children withdrawn are coping, The HT reported at the moment children see it as exciting being different but that is unlikely to continue as they will feel they are missing out. A governor commented that by this action children missed the Remembrance Service at church. The HT explained that the front display to the school would feature different religions to emphasise we are a church school and welcomes all faiths but occasional visits to church is just one of the things we do. As an example four parents visited last Friday saying this was a school they wanted to get their children into.

50. Report by Headteacher

50.1 The Headteacher had circulated in advance a compressive written report. A governor asked what the DfE had in mind to replace levels. The HT outlined the school had purchased "Classroom Monitor" which the teachers like and in particular it seamlessly transfers in the new curriculum. The HT explained we do need to measure stages and within the school we are intending to use a guide that Stage 1 is the expected proficiency a child should show in SY1, Stage 2 is the expected proficiency a child should show in SY2 and so on. Of course a child may be in SY2 and at stage 1, so easy for parents to grasp.

50.2 Next week was a Pupil Progress Meeting and Classroom Monitor will be updated and used with parents. Evidence used to show how secure a child is at their stage will be their mark book, tests, record of speaking with the child and book scrutiny. There is a time element to this workload. DHT is working with the LA and other schools to see what they are doing.

Joined by NT 6:30pm

50.3 RAISEonline: The HT reiterated that any pages helpfully marked "G" Ofsted expects governors to know. The SLT had produced a breakdown pack to help governors understand those pages, this was circulated. There was nothing in RAISEonline that governors have not been made aware of. There was one positive surprise showing above national average the value added attainment of pupils of Bangladeshi background who had been underperforming according to the 2013 RAISEonline report. The HT reminded governors this had been a particularly challenging cohort with significant numbers of SEN/School Action Plus. It was however the first cohort to have consistent teaching throughout all six years and this showed that we cannot just rely on teachers in year 2 & 6 (test years) but foundational work must happen in all years. Governors requested to email HT direct if they have any further questions.

50.4 A governor asked that at p12, attendance had dipped. This was due to exceptional absence through chickenpox and other childhood illnesses.

50.5 A governor asked about Safeguarding at p13. Restructuring Safeguarding takes a lot of time and this year the DHT would lead jointly with Elisha Blanche sharing the workload. The DHT would also log the time taken because it is not number of cases but complexity of each case.

6:50pm joined by Nana Oye Adjepong

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

51.1 Clerk outlined the following progress: That the PCC for St Pancras (Euston Road) had met on the 24th November and was content with the "Instrument of Government" (IOG).

51.2 That the PCC for Old St Pancras parish which includes St Mary's Church Euston Road) had met on the 8th December and was content subject to the following changes. To confirm title is "Instrument of Government" which was confirmed. To more clearly identify the relevant churches to avoid any confusion as to which churches were indicated. The governors

discussed this and agreed: To show one church as St Pancras Euston Road and the second as St Mary's Eversholt Street, part of Old St Pancras Parish.

Action Point: Clerk to change IOG to reflect to show one church as St Pancras Euston Road and the second as St Mary's Eversholt Street part of Old St Pancras Parish.

- 51.3 With regards to seeking the decision of the Deanery Synod, Chair agreed to contact Revd Andrew Meldrum and AS to forward emails on subject so far.

Action Point: With regards to seeking the decision of the Deanery Synod, Chair agreed to contact Revd Andrew Meldrum and AS to forward emails on subject so far

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

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

52. Report from SBM

- 52.1 The School Business Manager referred governors to her previously circulated report and talked them comprehensively through it. The following key points were noted:

- 52.2 Page 2, typo that I18-01 should read "to March 2015" not 2004. That page 1 of the spreadsheet at Pupil Premium now showed link teachers employed directly and figure was now correct.

- 52.3 A governor asked at p2 the current year end projection of £57k last quarter this was £100k. The SBM explained this was a movement of monies for capital projects. SBM agreed as an ongoing arrangement to track changes in projected outturn.

- 52.4 Governors discussed the DVC (Devolved Formula Capital) held at LDBS for projects exceeding £2k. It was confirmed to a question from a governor the formulaic income is circa £8k a year. The HT reminded governors that although a new school works were now starting to appear, for example the entry system problems and call out charges made a possible new system feasible but that would be in the region of £30k. A governor asked whether this fund could be used for small works from the new regular maintenance contract when agreed, and it cannot be used for that. On the question of whether these monies could be held indefinitely, the SBM agreed to let confirm to governors what monies had to be spent if any by the end of this financial year.

Action Point: SBM to check if DVC funds can be held indefinitely or what monies need to be spent by financial year end.

- 52.5 Update on situation with water ingress p5, the meeting of LDBS, Unite and the school had taken place and that Unite had agreed to replace the hall flooring. This work possibly next half term. Unite had also supplied a direct contact link to avoid using the helpdesk for any future leaks. It was confirmed that there had been no recent leaks.

- 52.6 Water conservation p5, item 4. GW requested a copy of report, governors noted 3yr payback for works and consider this could be a viable project and asked the SBM to present more details at a future meeting.

Action Point: SBM to email copy of water conservation report to GW

- 52.7 SBM to bring further discussion on SFVS to a future meeting.
- 52.8 With regards to sourcing a new Facilities Management contract or signing into the LBofCamden/BAM Construct : A governor asked what the deadline is for new contracts being in place and the SBM confirmed our cover ends March 2015. To a further question the SBM confirmed most schools are going for the option to cover statutory testing with other arrangements for repair/remedial works. The SBM confirmed other quotes were imminent and this would be reviewed at a future meeting.

53. Admissions Policy discussion for possible consultation 2016 intake

- 53.1 The working group confirmed it was meeting next day. The current admissions policy has not been used yet and will be in use for entry Sept 2015. If the FGB had been mindful to make changes for the Sept 2016 intake we would need to be in consultation now. If the admissions panel is mindful to recommend to the FGB changes for Sept 2017 then the LBofCamden would expect to see a copy before Christmas 2015 and for the school to consult for 8 weeks to mid February 2016. The governors discussed various options to devolve authority to determine the admissions policy to the working group but considered it should finally always come to the FGB. Remains a standing agenda item.

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

54. Policies for discussion & approval

- 54.1 Equality Policy & Statement: Named governor at 11.1 confirmed as DS. (correct? Or Marion?) the HT outlined the areas that had been updated and this policy was ratified along with the "Statement by Governors". Governors discussed a review date subject to changes in legislation of December 2017.
- 54.2 A governor asked about the questionnaire at pages 18-20 of the HTs report on Safeguarding and feeling unable to answer some questions. This was confirmed as part of the process to identify gaps and training needs, Questionnaire to be completed asap and HT to confirm return email.

Action point: HT to confirm to clerk return email for return of "How equal are we at SMSP" questionnaire.

- 54.3 H&S Policy. The changes were highlighted and discussed. The governors noted a new SLA with a key holding company; previously members of staff had attended. The governors ratified the policy with a yearly review, December 2015. The governors asked about a "Lone Worker Policy" and family/partner contact in an event of a perceived emergency. This area still needs to be worked up and DHT would take the lead.

Action Point: DHT to lead on working up "Lone Worker Policy" within H&S policy.

55. Polices for noting, still in date

55.1 None

56. Keeping Children Safe in Education

- 56.1 Governors were reminded they all should have sight of this document and its requirements. In particular Part Two outlined FGB responsibilities. Last year the external Stephen Fisher of LBofCamden did a health check which was positive.
- 56.2 MR as safeguarding governor to meet with Elisha Blanche at the school who is the joint Safeguarding lead with DHT to look at any further action required.

Action Point: MR as safeguarding governor to meet with Elisha Blanche at the school who is the joint Safeguarding lead with DHT to look at any further action required from Ofsted guidance

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

- 57.1 AS reported on her visit around RE and felt the subject was more organised and on track than previously. AS was pleased to see how the subject dovetails into the schools core values and that the outcome from LDBS training around applying religion to life skills was clearly very useful. In the absence of awaited material from LDBS on the new RE curriculum the teacher had explored "RE Today". It was confirmed that a trail section would be looked at before considering a full purchase.
- 57.2 The clerk reported for ML (apologies) to avoid an overdue gap since the visit in July. ML had visited EYFS and been encouraged by the provision, governors noted she felt she would like to follow up how some children were settling in. the school.

58 Report back from Governors on their subject link progress.

- 58.1 Governors were reminded this was covered at xx(where?) in HTs report and it was considered that progress was being made. .

59 Training Plan for Governors.

- 59.1 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

60 Any Other Business

- 60.1 The NT confirmed that governors would have school emails and was progressing that.
- 60.2 Some governors were unable to access the school "CentreNet" and should request from NT a new log in. The school "Centre net" has the SBM".

Action Point: Governors invited to contact NT for login details for school CentreNet
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61. Dates of next meeting

- 61.1 The date of the next meeting was NOTED as 6pm on Tuesday 13th January

There being no other non-confidential items to discuss the meeting closed at 19:55.

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