

ST MARY'S & ST PANCRAS CE PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
held on

Tuesday 9th September 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	Absent
	Marion Rushbrook	Sept 2017	Present
Foundation Parent	Slaney Devlin (Chair)	Nov 2014	Present
P CC	Mark Paul-Clark	Aug 2016	Present
	Vacancy		
Local Authority	Nana Oye Adjepong	Nov 2016	Present
Parents	Carol Hardy	Dec 2015	Resigned
	Marie LeMaitre	Sept 2017	Present
	Diederick Santer (V Chair)	May 2015	Present
Headteacher	Sheila McCalla-Gordon	Ex-officio	Present
Staff	Dora Garrido	Sept 2016	Resigned
Staff	Nick Tidey	Jan 2018	Present
Also present			
Associate Member	Debra Griffith	Sept 2017	Present
Clerk	Pat Elcock	N/A	Present
Lucy Heard	Observer (Deputy Headteacher)	N/A	Present
Matthew Connolly	Minutes Clerk	N/A	Present

Part One (Non Confidential)

1. Opening Prayer

1.1 The meeting opened at 6:10pm with a prayer led by Father Paschal Worton.

2. Welcome and Apologies for Absence

2.1 The Chair welcomed governors to the meeting. An apology from Rev Anne Stevens was accepted. The following resignations had been received for valid reasons and were accepted. Resignations from Dora Garrido and Carol Hardy. An apology had been received that Mark Paul-Clark hoped to join the meeting late.

2.2 The Chair introduced Matthew Connolly and explained he would be the minute taker for the meeting and would be taking over as the clerk from the next October meeting on behalf of the LDBS Clerking Service. The outgoing clerk was thanked for her service.

3. Declarations of Pecuniary and Business Interest

- 3.1 No declarations of interest, pecuniary or otherwise, in respect of items on the agenda were received.
- 3.2 All governors and staff in attendance completed, signed and dated previously circulated declarations forms for the new academic year 2014/15 during the meeting. The forms were handed back to the School Business Manager for filing in the schools' central offices.

ACTION POINT: It was it was AGREED that the Business Manager would obtain completed declarations of interest forms for those governors not in attendance by the end of the autumn term 2014.

4. Election of Chair & Vice Chair and agree terms of office

- 4.1 The outgoing Clerk took the chair and explained that Slaney Devlin (SD) had tendered her resignation as Chair of Governors but would be willing to chair/co-chair future governing body meetings in the interim as well as to continue as a governor to assist with reconstitution of the Full Governing Body. Slaney Devlin was thanked for her diligent work. It was agreed that chair and vice-chair be formally elected.
- 4.2 It was established that Sophie Steel (SS) was content to stand as chair, proposed by Slaney Devlin, seconded by Sheila McCalla-Gordon and carried by unanimous vote.

It was AGREED that Sophie Steel and Slaney Devlin would co-chair the next few governing body meetings in the interim as part of a supportive 'handing over' process and this meeting would be CHAIRED by SD.

- 4.3 It was established that Diederick Santer was content to stand as vice chair, proposed by Marion Rushbrook, seconded by Sophie Steel and carried by unanimous vote.
- 4.4 It was established that Gregory Watson was content to stand as Treasurer, proposed by Slaney Devlin, seconded by Marie LeMaitre and carried by unanimous vote. SD to contact the outgoing treasurer Fr Robin Jones to confirm.

ACTION POINT: It was AGREED that Slaney Devlin would inform Fr Robin Jones that Gregory Watson had taken over as Treasurer and to ask whether he wishes to continue as a governor until the end of his term May 2015 or step down now.

- 4.5 It was **AGREED** that the term of office for chair & vice-chair will be for one year.

5. Minutes of the Governing Body Meeting Part 1 held on the 2nd July & Matters Arising

- 5.1 The Minutes of the meeting held on 2nd July 2014 had been circulated with the agenda papers prior to the meeting

- 5.2 The Minutes were **agreed as a true and accurate record**. A copy of these minutes was signed by SS as incoming chair and handed to the School for filing.
- 5.3 With regards to the action point at 6.2, in the previous minutes. Repairs were made to the school over the summer holidays after the massive leak of 19 June 2014. On 26 August there was another leak in the same place, again from a blocked stack. Unite cleared the stack and the school building was repaired again, there had been further leaks during the summer with visits from representatives of Unite. Governors were advised that there may be an inherent fault in the building structure and this would need to be further investigated. The SBM stated that Unite are currently trying to identify matching building materials to repair the damage and that the school is being supported by Camden Council, who are proactively chasing Unite on their behalf.

ACTION POINT: It was AGREED that the Chair and Vice Chair, on behalf of the FGB, would write to HSE Camden to seek advice. Also to write in the strongest possible terms to the LDBS and Unite expressing their concern around lack of support to ensure that the entire building is safe, hygienic and properly maintained by the end of September 2014.

- 5.4 With regards to the action point at 81, in the previous minutes, it was noted that two governors (Slaney Devlin and Nana Oye Adjepong) had attended the meeting with Stephen Fisher, Camden Professional Partner, and that the Headteacher had circulated to governors a written evaluation of the School Development Plan (SDP) and identified key objectives. The Chair advised governors that SDP was an agenda item and would be discussed later in the meeting.
- 5.5 The governing body dates for the forthcoming academic year highlighted under item 10.1 were **AGREED**.
- 5.6 With regards to the action point at 11.5. Nick Tidey (NT) reported that the school website was in the process of being re-designed and updated and was not accessible via an internet search. NT informed governors that parents had been provided with the school's website address at the end of last term and should be able to access the website directly.
- 5.7 Governors were also advised that the school's relevant PE & Sports grant information would be placed on the site when it was active by 23rd September.

ACTION POINT: It was AGREED that PE & Sports grant information to be uploaded onto the school website by NT by the end of September 2014.

- 5.8 It was noted that the rubbish highlighted at 11.6 had been removed.
- 5.9 Mark Paul-Clark had joined the meeting at 18:35 part way through this item.
- 6. Review of Governing Body membership (including composition under new School Governance Constitution Regulations – September 2014), assignment of roles and agenda planning for 2014/15**
- 6.1 The Chair reminded governors of their previous decision to reconstitute in line with the new School Governance Regulations 2014 early in the new academic year and if possible by December 2014.

- 6.2 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 allowed for two more foundation governors than all other governors.
- 6.3 A lengthy discussion was held about the implications of changing the current size and make-up of the governing body. It was noted that the regulations required at least two parent governors and only one staff governor in addition to the Headteacher. It was also noted that parents could still be appointed as foundation governors and/or co-opted. Governors were advised that Camden Council are actively encouraging school governing bodies to be more strategic and to focus on securing governors with appropriate and useful skill sets.
- 6.4 Governors in attendance **AGREED** it reasonable to assume that Nick Tidey would remain as the one staff governor and that the representation of the two vicars from the parish churches brought in different perspectives. A discussion was held about the removal of a Foundation Parent category as it was felt the appointment to be difficult given the requirement that a parent attending a local CofE church.
- 6.5 The Chair, with advice from the clerk, confirmed the process for reconstitution as outlined in the School Governance Regulations 2014 were 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
- 6.6 The Chair reminded governors that skills audit was an agenda item for the meeting and would identify possible skills sets and best fit for roles.
- 6.7 The assignment of roles to governors was discussed. The following table outlines the AGREED governor links:

Staff Member	Subject	Link Governor
Lucy Heard	English	Father Paschal Worton
Kathryn Parrott	Maths	Gregory Watson
Laura Jablowski	PHSCE	Rev Anne Stevens ?
Emma Nutbrown	RE	Rev Anne Stevens ?
Ceri Thomas	Science	Dr Mark Paul-Clark
Nick Tidey	Computing, website & data management	Nana Oye Adjepong
Deirdre Waller-Box	Music	Diederick Santer
Rachell Yelland	Design Tech/CDT	Diederick Santer
Kalpna Assani	Art	Diederick Santer
Debra Griffiths	School Business Manager	Gregory Watson
Kalpna Assani	Early Years Foundation Stage	Marie LeMaitre
Ryan Fede	PE (significant grant)	Marie LeMaitre
Nerida Turnball	Humanities (recent old school diaries found)	Possible new governor
Bunney Alana	Primary Languages	Sophie Steel

Laura Jablowski	Safeguarding & Inclusion	Marion Rushbrook/Father Paschal Worton
Ceri Thomas	Sustainable schools (Green Matters)	Dr Mark Paul-Clark
Hutton Bruce	H&S	Diederick Santer
Sheila McCalla-Gordon	School Improvement Plan, Targets & Training, Governor Body Monitoring	Sophie Steel

Action Point: It was AGREED that Mark Paul-Clark would contact Rev Anne Stevens by the end of September 2014 to ask if she would be the link governor for PHSCE & RE

6.8 Agenda Planning: The Headteacher presented an outline FGB Year Planner and talked governors through the proposed items for each month including the proposal of highlighting individual governor key tasks. After a lengthy and comprehensive discussion the following outcomes were AGREED:

- The Treasurer was given agreement that Finance Matters would be a monthly standing agenda item. A governor requested that comparative finance figures were presented each time from the same month in the previous year.
- The Headteacher would give a verbal comment each month with a written report at the end of each term.
- SEND is now under Inclusion.
- That the budget return is subject to confirmation - 15th May 2015

6.9 A further discussion was held about proposed a 45 minute governor training session highlighted for January 2015 and a governor asked about the suitability of a previously used trainer by the school.

ACTION POINT: It was AGREED that SD would identify a Guest Speaker for governor training in January 2015.

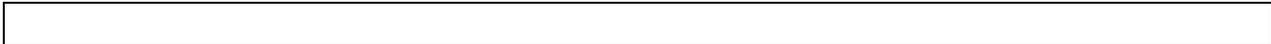
Action Point: The Clerk and School Business Manager AGREED to advise the Headteacher of any statutory and additional items to be included in the Year Planner by 15 September 2014. Governors were asked to forward any other items they may have directly to SD and the Headteacher for consideration and possible inclusion.

Governors APPROVED the agenda planning document subject to any further revisions.

ACTION POINT It was AGREED that the Headteacher recirculate the revised document to governors by their next meeting on 14 October 2014.

6.10 A brief discussion was held about who are the current school's subject co-ordinators. It was AGREED that a list identifying relevant subject leads would be circulated to governors.

ACTION POINT Clerk to circulate, governors to email their link subject co-ordinator and arrange initial meeting.



- 6.11 Governors were advised by NT that the newly developed school website has a blog with a teacher moderating comments before upload. Training for teachers on website will be held on 26th September 2014.
- 6.12 Policy review: the Chair referred governors to the Governor Visits Policy previously circulated with the agenda pack. It was noted that the policy has not been changed and is for the information/reminder of governors.
- 6.13 The Headteacher advised governors of the following policies Pay & Emergency Response.

ACTION POINT: Pay Policy it was AGRRED that the Headteacher would complete and circulate by next meeting
ACTION POINT: Emergency Response Plan it was AGREED that the Headteacher would update and circulate by next meeting.

7. Report by Headteacher

- 7.1 The Headteacher circulated to governors a document outlining the teaching structure and administration within the school. Information within the document also outlined the number of pupils on roll, including verbal reporting on possible family movements. The school had been inundated with calls for prospective places which is difficult for parents but shows the positive view of the school and the importance to the locality.
- 7.2 The Headteacher asked governors to take particular note of the Ofsted extract (page 47) outlining responsibilities and reminded governors of the school aim of achieving an Outstanding Ofsted judgement.
- 7.3 The Headteacher informed governors of the introduction of a new pupil tracker system, 'Classroom Monitor', that it is hoped would provide a more useful tool for monitoring and tracking pupil progress and attainment in the school. Governors noted that the system is being used by a number of other schools in Camden and teachers would be provided with training on pupil levelling next week.
- 7.4 Lucy Heard (LH), Deputy Headteacher, provided governors with a verbal overview of the new Primary Curriculum and explained changes and training being made available for teachers. Governors were excited to see the changes to topics, for example in history, including an 'overseas culture' particularly pertinent in a diverse school. LH explained that the ideas column was to outline ideas to teachers which had worked previously.
- 7.5 Governors were advised that a copy of the circulated 'Curriculum Statement' had been produced as a team effort by the school staff, highlighting good working practices, and would be published on the school's website.
- 7.6 Governors noted that even though the new Primary Curriculum is more prescriptive about 'what has to be taught', there was a noted increase and encouraged flexibility about 'how it is taught'.

ACTION POINT: It was AGREED that The Curriculum Map, currently being developed by the school, will be presented to governors' at their next meeting. Assigned to Headteacher.

- 7.7 Governors acknowledged the huge amount of work carried out to date to support the implementation of the new curriculum and asked that their thanks to the school staff and all those involved be noted.

School Development Plan and key Objectives for 2014/15

- 8.1 The Headteacher advised governors of the SDP key objectives for 2014/15. Governors sought explanation around book scrutiny the HT explained that this highlighted that the pupil responds to what is written in the class books. For example if the child is reminded to use full stops and subsequently does not. Then the message has not been and/or understood. The HT reminded governors that the effective marking of the work of children was exactly the sort of area Ofsted would inspect on a visit to the school.
- 8.2 A governor sought agreement that at SMS&C an increase in out of school clubs would be welcome.

ACTION POINT: It was AGREED that to seek to fund raise to support out of school clubs each link governor to apply to two sources of funding for their subjects.

9. New Ofsted Inspection Handbook

- 9.1 Governors noted this item for information including the paperwork circulated highlighting important changes to inspectors expectations of governors.

10. Skills audit for Governors 2014/15

- 10.1 It was AGREED that the new National Governors Association (NGA) form would be used.

ACTION POINT It was AGREED that the Clerk to circulate new form to governors to be returned to SD by 16th September 2014.

11. Visit Policy for Governors

- 11.1 Circulated with agenda, currently in date. Governors noted that completed visit forms should be emailed or posted to the school admin team who would collate numbers completed.

12. Any Other Business

- 11.1 A governor asked for an up to date school contact list.

ACTION POINT: It was AGREED that NT to forward list to Clerk for circulation by Friday 12th.

13. Dates of next meeting Tuesday 14th October 2014 6pm at the school

There being no other non-confidential items to discuss the meeting closed at 7:40

Signed:

Date:

Chair of Governors

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