

ST MARY & ST PANCRAS CE PRIMARY SCHOOL
PtI MINUTES OF THE MEETING OF THE FGB
held on

Tuesday 9th February 2016 at 6.00pm

ATTENDEES

| Governor Type | Name | Term of Office End | Present/Absent /Apologies |
|------------------------|-----------------------|---------------------------|----------------------------------|
| Incumbent (COM) | Rev Anne Stevens | Ex-officio | present from 47.10 |
| | Father Paschal Worton | Ex-officio | present |
| LDBS | Gregory Watson | March 2017 | apologies |
| | Sophie Steel (Chair) | Feb 2016 | present |
| Deanery (South Camden) | James Poole | Dec 2019 | present |
| | Marion Rushbrook | Sept 2017 | Present |
| PCC | Mark Paul-Clark | Aug 2016 | absent |
| | Caroline Rink | July 2019 | present |
| Local Authority | Nana Oye Adjepong | Nov 2016 | present |
| Parents | Marie LeMaitre | Sept 2017 | apologies |
| | Lawrence Tampu-Eya | May 2019 | absent |
| Headteacher | Lucy Heard | Ex-officio | Present |
| Staff | Nick Tidey | Jan 2018 | Present |
| Co-opted | Debra Griffith (SBM) | May 2019 | Present |
| Also present | | | |
| DHT | Kathryn Parrott | N/A | apologies |
| Consultant HT | Sue Ladipo | N/A | Present |
| observer | Roan Brown | | Present |
| Clerk (LDBS) | Matthew Connolly | N/A | Present |

Part One (Non Confidential)

41 Opening Prayer

41.1 The meeting opened at 6:00

42 Welcome and Apologies for Absence

42.1 The Chair welcomed governors and observers to the meeting.

42.2 Apologies had been received from Gregory Watson and Marie LeMaitre which were accepted. No apologies had been received from Mark Paul-Clark and Lawrence Tampu-Eya. Rev Anne Stevens was expected late.

42.3 The Chair introduced Roan Brown who was a parent at the school and was attending as a possible associate governor.

43 Declarations of interest

43.1 None pertaining to matters on the agenda

44 HT Recruitment

[Confidential Item]

45 Minutes of Previous Meetings:

45.1 Minutes from 8th December 2015. These were reviewed and agreed as a true and accurate record. Signed off by Chair and handed to SBM for filing at school.

45.2 Minutes from 12th Jan 2016. These were reviewed and agreed as a true and accurate record, subject to notes below. Signed off by Chair and handed to SBM for filing at school.

- Date of meeting was 12th January not 8th as shown
- Previous HT still on attendees sheet

45.3 The actions were reviewed and can be found at the appendix.

45.4 At 10.2 it had been thought that the SEND report was not needed for website. From further discussion that this was highlighted on RAG analysis for website agreed MR would lead on producing a version of the next SEND report which should go onto website

45.5 At 38.1 from January. The Chair Sophie Steel confirmed that she would be seeking nomination again as a LDBS Foundation Governor. However would not be seeking re-election as Chair, proposing James Poole as a new Chair. Clerk to seek any other nominations for March agenda and formal elections.

| |
|---|
| Action: Clerk to seek nominations for Chair to March agenda |
|---|

45.6 Matters Arising: With regards to the H&S Audit examined last month. The HT outlined to clarify that with regards to the use of "EVOLVE" for school visits. This is in use for overnight off site visits and the issue was to roll out use for all visits. The clerk raised from further examination of the audit it suggested some paperwork was missing for the Legionella testing. SBM confirmed all paperwork was in place,

46 Response from Unite/LDBS to building maintenance

46.1 The HT outlined that JP had obtained a copy of the lease. However the lease has expired What is happening about that?

46.2 The HT explained that maintenance by Unite appeared to be working well and five or six students rooms had been found which had the potential to leak into the school. The School Site officer was being regularly updated on work.

46.3 Although needs ongoing review it was considered matters were finally in a much better position.

47 Verbal Report from HT

- 47.1 The HT outlined that following investigations by the school that LBofCamden had agreed to pay for software for the boilers to the value of £5k which should have been replaced under the previous maintenance contract with them.
- 47.2 Learning observations had identified needs for individual teachers and had been a very positive process. Also marking of books and EYFS portfolio had been checked.
- 47.3 To avoid inconsistencies across middle management all teams would use the same agenda for team meetings.
- 47.4 Areas had been identified to improve EYFS for example their outside area. The EYFS had not been good enough at the start of the academic year and KC had taken on more responsibility in that area. At the last visit by the Camden Professional Partner (CPP) Andrew Redman from LBofCamden had some reservations and a revisit was scheduled for 29th Feb.

| |
|---|
| Action: Revisit of Andrew Redman SIA from LBofCamden 29 th Feb |
|---|

47.5 [Confidential Item]

47.6 Following a SIAMS visit from LDBS in November 2015 to emphasis that this is a church school it was suggested to have more information on the link churches in the school foyer. CR had undertaken similar work at other schools and could assist.

47.7 [Confidential Item]

47.8 Work was being done with Year 5 to prepare them for Year 6.

47.9 The format for Pupil Progress meeting had changed in that teachers present their children individually. This was found to be more useful as less about numbers and more focused on the pupil. The staff present felt it helped them to reflect on practice and what they needed to do.

47.10 [Confidential Item]

AS arrived 7pm

47.11 SL outlined the one page SEF summary. RB commented how useful it was to him as a parent sitting in. SL confirmed it was not envisaged to put the one SEF on the school website but that would be looked at as a possibility.

47.12 Noted that the one area of whole school development was to “Develop & Embed Rights Respecting ethos at Level 2 by Dec 2016”

47.13 Governors asked about the withdrawal of pupils from worship as this is a Church school. Also questioned what the difference is between a faith school and a school like ours. PW explained that we are here to serve the community we are in rather than just the families and pupils of our

faith. However SL outlined work was being undertaken at admissions level to make sure the ethos of the school was understood by perspective parents. Being regularly updated on work.

48 Report from SBM

- 48.1 From the Financial report circulated the governors noted the following.
- That 96% of the budgeted income had been received to Dec 2015
 - That due to two vacancies the spend on Teaching Staff was at 68%
- 48.2 The spend from Pupil Premium was at 59% and governors noted that the impact on attainment & progress of the group was being monitored. The HT outlined there was a lot of tangible evidence and also the money was also used to fund experiences the pupils would not receive outside of school. The Chair asked about take up of FSM and the SBM indicated this had declined but may be due to other factors, for example changes in benefits thresholds.
- 48.3 The current balance at year end is projected to be £176k. The HT commented that the reduction of three link teachers to two as a budget measure had impacted support within the school. The governors on the Finance Working group would evaluate possible options.
- 48.4 No Premises issues not already covered

49 Admissions

- 49.1 The Admissions Panel had met and there had been higher than normal applications. For reception 20 places had been awarded to siblings and one sibling currently did not have an offered place.
- 49.2 There had been some lessons learnt around proof of address and the clerk asked we capture that now for consultation on channels for Sept 2018 intake.

| |
|--|
| Action: Lessons learnt around proof of address for admissions from HT to clerk |
|--|

- 49.3 In terms of consultation on Admissions arrangements for Sept 2017 no objections reported.

50 Policies

- 50.1 Lettings: The significant change was on page 2 at section 3 to clarify that any the premises can only be used for supplementary schooling with the permission of the governors. In particular that any schooling promotes British Values. Approved with a review Jan 2017. The governors discussed the income from Lettings and PM/AS as incumbents from local churches considered they could raise awareness of the lettings potential at the school; especially when they cannot take a booking on their sites.
- 50.2 Attendance & Punctuality: Approved by governors, review date Sept 2017
- 50.3 Social Media: NT was commended for the work updating this policy and policy approved by governors with a review date of Feb 2017 (annually in line with eSafety)
- 50.4 Collective Worship: Policy changed at 3.2 to emphasise links with St Marys & St Pancras and as discussed at 47.6 display of upcoming services in school foyer planned. Missing word on

“Checklist for Assemblies” noted should read “Reflection: this is the most *important* part of assembly ..” Approved by governors, review Jan 2018

51 Website & eSafety

51.1 NT outlined teachers had been reminded to update their areas of the website. The Chair asked what the commitment for NT was at the moment and he confirmed it was less than usual currently as no significant changes required.

52 Link Subjects & Governor Visits

52.1 There were no reports from governors on subject link liaison.

52.2 JP had attended the Science Day on 19th Jan and his report outlined how keen the teachers were. The chair commended JP for being a visible presence within the school.

52.3 The chair also thanked JP for arranging the thank you for staff arranged before this meeting.

53 Date of Next Meeting

53.1 Next FGB Tuesday 8th March 2016.

53.2 Budget Working Group Wed 2nd March 6pm

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

There were no urgent confidential items.

It was agreed previous confidential minutes mainly relating to HT recruitment would be circulated by email to those who had been present for sign off.

Signed:

Date:

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

Appendix

Action Points REVIEWED AT FEBRUARY 2016 FGB

| Minute | | When | notes |
|-----------|--|--------------|---|
| From June | | | |
| 112.3 | Action Point: Clerk/HT to identify possible Safer Recruitment training for AS/MR. MR attended 28 th Sept | now | AS 1 st March Camden |
| From July | | | |
| 125.3 | Website pics/bios of governors. | now | NT to chase any outstanding ACTION REMOVED ongoing process |
| From Sept | | | |
| 12.2 | Pupil Premium Policy to be place on website (NT) | Oct | LH to forward policy to NT ACTION COMPLETE |
| | From Oct FGB | | |
| 7.1 | Outcomes from Camden H&S report to be raised at FGB (SBM) | SBM | Agenda Jan ACTION COMPLETE |
| 10.2 | NT to post Pupil Premium and PE/Sports Funding information In both cases report on last year spend & outcomes then this year proposed budget Dec 2015 Sports/PE Funding Outcomes report for 14/15 and budget 15/16 to FGB when ready and to NT for website. | NT HT | PP last year outcomes & this year budget is up Sports – budget for 2013/14 up only |
| 10.2 | SEND report for website to be drafted by MR for agreement by FGB | MR | ongoing |
| 11.2 | Governors who may be able to assist with 1:1 pupil support during school day to contact DHT Lucy Heard. | AS/PW | AS/PW to ask for suitable volunteers through church family |
| | Dec 2015 (no Nov mtg) | | |
| 21.2 | HT recruitment reworked pack to LDBS/TES by 5 th /7 th Jan | Chair | ACTION COMPLETE |
| 22.4 | Update on progress with Unite/LDBS with regards to expired lease, maintenance schedule etc | HT/JP | AGENDA ITEM ACTION COMPLETE |
| 22.5 | AS to visit on Science Day 21 st Jan (others welcome) | AS | ACTION COMPLETE JP report on agenda |
| 22.6 | CR/LTE to visit on 2 nd March 10-4 which is? | CR/LTE | removed |

| | | | |
|------|--|--------------------|---|
| 22.7 | Monitoring Visits to School Mon 7 th March 10-2 (First Day of Assessment week) clarify what is CR monitoring? | CR | removed |
| 24.2 | Clerk to ascertain how Bristol Summaries are circulated locally Emailed to HT and now direct to MR & clerk | clerk | ACTION COMPLETE |
| 24.3 | Chair to pursue possible training on ROL/IDD | Chair | Jan 2016 ACTION COMPLETE |
| 25.2 | From the Budget Monitoring Report governors asked SBM for clarity on the "Total Catering Cost" & "Total School Meals" lines | SBM | Agenda within SBM report ACTION COMPLETE |
| 26.1 | SBM to send copies of draft Admissions Policies to local nurseries | SBM | ACTION COMPLETE |
| 27.5 | Behaviour & Discipline Statement: To be placed on website | NT | ACTION COMPLETE |
| 27.7 | Capability of Staff (LDBS Policy) & Staff Discipline, Conduct and Grievance (LDBS Policy) to be circulated for Jan 2016 FGB | clerk | Clerk to circulate ACTION COMPLETE |
| 30.3 | Visits Policy & Form to be circulated via clerk Feb SBM/clerk not sure if we have a visits policy, future FGB | SBM/clerk | Form in pack ACTION COMPLETE |
| | From Jan | | |
| 38.1 | Clerk to follow through on reappointment process for Sophie Steel at LDBS | clerk | ongoing |
| 39.3 | Clerk to source and circulate Capability of Staff (LDBS Policy) & Staff Discipline, Conduct and Grievance (LDBS Policy) | clerk | Clerk to circulate ACTION COMPLETE |
| 39.4 | Special Leave policy for Staff to take leave during School Term Time to be reviewed for presentation at March FGB. HT/SBM/Clerk/MR | HT/SBM clerk/MR | |