

ST MARY & ST PANCRAS CE PRIMARY SCHOOL

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

Tuesday 12th July 2016 at 4:30pm

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	apologies
	Vacancy		
Deanery (South Camden)	James Poole	Dec 2019	present
	Marion Rushbrook	Sept 2017	present
PCC	Mark Paul-Clark	Aug 2016	apologies
	Caroline Rink	July 2019	present
Local Authority	Nana Oye Adjepong	Nov 2016	present
Parents	Marie LeMaitre	Sept 2017	present
	Lawrence Tampu-Eya	May 2019	apologies
Headteacher	Lucy Heard	Ex-officio	present
Staff	Nick Tidey	Jan 2018	present
Co-opted	Debra Griffith (SBM)	May 2019	present
Also present			
HT designate	Jules Belton	N/A	apologies
Consultant HT	Sue Ladipo	N/A	present
Assistant HT	Kathryn Parrott		present to 99
Clerk (LDBS)	Matthew Connolly	N/A	present

Part One (Non Confidential)

96 Opening Prayer

96.1 The meeting was opened at 6:10pm by FPW in prayer

97 Welcome and Apologies for Absence

97.1 The Chair welcomed governors to the meeting. Kathryn Parrott was welcomed as an observer and Tim Brown as LDBS Foundation Governor designate. FGB was quorate.

97.2 Apologies had been received from Gregory Watson and Mark Paul-Clark which were accepted. Lawrence Tampu-Eya was expected (LTE had sent advance apology by email which was not known at meeting). Jules Belton as HT designate had sent an apology. She was unable to attend as an observer due to commitments at her current school.

98 Declarations of interest

98.1 None pertaining to matters on the agenda

99 Minutes of Previous Meetings:

99.1 Minutes from 10th May: With a quorum present of governors who had been at the May meeting the May minutes were approved as a true and accurate record. Copy signed by Chair.

99.2 Minutes from 14th June: Those present at the June FGB agreed the minutes as a true and accurate record subject to the notes below. However the clerk noted that as the June meeting was not quorate that it is not possible to have a quorum ever to formally agree the minutes.

- At 85.4 clarified that NT had changed the status of the admissions policy and forms for 2017 from draft to approved.
- At 87.10 clarified that T&L was Teaching & Learning. Clerk reminded to show any terms fully the first time they appear in minutes and then abbreviate.
- At 87.17 clarified ARE was Age Related Expectations.
- At 88.4 Extra cleaning confirmed as small kitchen in hall due to increased usage of hall.

99.3 At 87.14 agreed to amend to:

“The HT had issued timetables to all teachers before half term around weekly teaching timetables to ensure no slippage”

99.4 At 87.18 agreed to amend to:

“KS1 SATs test papers, some children found difficulty in test technique however we can see in general children are on track”

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

99.6 With regards to 73.1 from May 2016. The Chair outlined it had proved difficult to locate a copy of the school lease at LDBS and so would approach Unite.

Action: With regards to school lease with Unite, Chair to ask Unite for copy.

99.7 There were no significant actions at the June FGB which was not quorate which needed ratification at the July FGB. .

KP left meeting

100 Items from Chair

100.1 LDBS Governor: Tim Brown was present and the process was in place to ask LDBS to consider appointing as a LDBS governor. Chair shared the skills set and experience of TB around education, school budgets and bringing funding into schools. As such his skills profile was expected to complement the skills profile needed at the FGB from the autumn.

100.2 Skills Audit: Chair asked all governors to ensure skills audit form completed. Clerk to resend with return details.

Action: Clerk to resend Skills Audit form. All to return

100.3 Local Authority governor vacancy from autumn: Clerk reported that the LBofCamden did not appear to have a list of interested people. Clerk would look at other options to find a suitable person to visit school and apply to LBofCamden to be sponsored as a LA governor.

Action: LA Governor -clerk to look for possible candidates to visit school and be sponsored by LBofCamden (clerk)

100.4 PCC ST Pancras vacancy: AS was able to report that Mark Paul-Clark was now in the position to continue as the PCC Foundation governors and was keen to do so. The PCC knew his value as a valued member the FGB. AS to confirm appointment date.

Action: AS to confirm PCC appointment date for Mark Paul-Clark

100.5 SMSP Community Festival: The HT outlined this event run jointly by staff and parents had been successful. A governor commented there had been a really positive calm atmosphere.

100.6 Draft Welcome Pack for Governors: Chair asked that in response to the pack circulated that governors identified what is missing, what is useful and what is could be removed.

Action: Welcome Pack for Governors- any responses to Chair

100.7 The SBM outlined that the school has paid for all governors to have access to NGA & The Key. Any governors unsure of their access login asked to contact SBM.

Action: Access to NGS & The Key any governors needing access to contact SBM

101 Items from HT

101.1 The HT outlined that the unvalidated SATs figures had been received and was able to report that our children have done extremely well. Although unvalidated SMSP is in line or above Camden average and national average.

101.2 Written Report from HT: HT outlined as this FGB was shorter than usual governors had been asked to read the report in advance and would take questions. Governors noted the figures reported at page 2 including at EYFS 67% meeting Good level of Development plus 83% at year one meeting Phonics expected standard.

101.3 Classroom Monitor: The HT raised the issue that Classroom Monitor for us was still not as accurate as we require. The consultant HT SL outlined that Classroom Monitor was currently too detailed and cannot report fully till end of academic year. The staff governor NT had been part of a focus group with Classroom Monitor and Chair asked whether Classroom Monitor were looking at changes. NT outlined it is the same programme but it can be fashioned in a more productive way for us. SL outlined the issue was to refocus teachers so that they are able to use their professional judgement about where a pupil is in terms of progress and attainment.

101.4 [Confidential Item]

101.5 [Confidential Item]

101.6 At page 5 a governor commented positively that the issue of children been withdrawn from church attendance had stabilised. HT outlined that at Home Visits it is stressed that we are a church school and at the evening for prospective new parents it is stressed how integral church attendance is to the life of the school.

101.7 School Development Plan: The consultant HT outlined how the SDP for 2016-17 was a draft and suggests what the key objectives should be.

101.8 Additional Funding for EYFS: The Chair asked about the possible additional funding and SL outlined Emma Nutbrown had been proactive and had applied for £5k in total from the following:

- John Lyon's charity which supports children and young people through education.
- HS2 project has funding available because of disruption to limited play areas for children locally already

101.9 The plan being to get more "life" into EYFS for example to grow vegetables and to increase usage of the underused quiet area. A governor asked if the new HT had seen the possible plans and SL replied it had been sent for comment, but no reply as yet.

101.10 For moderation purposes, SMSP is now working in a group of Camden schools with a focus on one subject each half term.

102 Report from SBM

102.1 The SBM presented an update on the Balances to end of Financial Year. Balances were better and stronger than expected. In particular governors noted:

- Consultation Costs since last HT left
- Costs of long term vacancies & agency staff
- Need to review spending on SEN/EHCP as funding is reduced

102.2 At page 6 of the report from the SBM the governors approved the Financial Year carry over of £236k

102.3 Excess Balances Table: This carry over is in excess of 10% and so governors are required to agree how the excess is being used as shown at page 7. The Chair outlined funds have been sensible managed by the SBM and no part of the school has been underfunded. However against a background of falling income the school needs to maintain reserves to be used to support the school over the coming years to maintain standards.

102.4 The Chair asked that the school contribution to building works to be undertaken by a LDBS appointed contractor of £3800 is shown in the Excess Balances table. This was agreed and so the Excess Balances Table was agreed.

102.5 The Chair asked about the move to a new Maintenance Contract rather than using the contract supported by LBofCamden discussed in 2015. The SBM outlined it has definitely reduced costs and work is under our control. Any work required is only undertaken after a Purchase Order is generated and then we get a completed work report. The HT outlined a lot of extra work is put in around this by the SBM and Premises manager. However the SBM still considered that the

correct decision had been made. Chair wanted to ensure we did recognise and assess the additional work required within the school admin team.

102.6 Lettings: Chair outlined income from Lettings was to be a focus and the SBM reported it would be looked at jointly with the new HT.

102.7 Premises: During Summer break

- Work on roof by LDBS engaged contractors
- Repairs to Soft Play Area
- 5yr electrical wiring tests

102.8 Panels in glass Atrium being monitored as getting loose and need constant retightening. Looking for specialist contractor.

102.9 Complaint from neighbour about impact of one of our trees blocking their view. Local Housing association to visit.

103 Admissions

103.1 HT outlined no known issues for 2016 admissions in September

103.2 The clerk outlined that with regards to the schools own form for Sept 2017 after meeting with LDBS that the changes required reflected LDBS interpretation of Statutory guidance. The clerk outlined it did create more work for the school office. The FGB accepted the revised forms would need to be used.

Action: Clerk to supply revised form to go up onto SMSP website (clerk/NT)
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103.3 Draft Admissions Policies for Sept 2018: The clerk outlined the possible changes to reflect the suggested change to firm up how the address of an applicant is confirmed with copies of paperwork in the last 6 months. The clerk outlined more changes are required than first thought, final decision in Sept 2016 so that clerk can consult LDBS if required.

104 Policies

104.1 None

105 Website & eSafety

105.1 No issues

106 Link Subjects/Governor Visits & Training

106.1 Chair outlined that subject link teachers would begin reporting to the FGB from October. This should encourage Link Governors to make contact.

107 Governor Visits

107.1 Governor Visits were briefly revisited and those responsible to write report would do so

- Royal Albert Hall 21st March (CR) already an action
- Yr5 Macbeth (Chair) already an action
- Meeting with Rights Respecting Ambassadors (Chair)
- D&T day (CR)

Action: Visits Reports Required:

- Meeting with Rights Respecting Ambassadors (Chair)
- D&T day (CR)

108 Governor Training

108.1 Staff had undertaken Prevent Training on 29th June

108.2 Chair had attended LBofCamden training on “Monitoring & Evaluation” Thurs 16th June 2016. Reported back was relatively useful and would circulate brief report

Action: Brief Report on Monitoring & Evaluation Training from LBofCamden (Chair)

108.3 Staff Safeguarding Training: Governors welcome to join 6th September 1-4pm

108.4 PW attending Safeguarding Refresher at LDBS 9th Nov

109 Governance

109.1 EduBase: Clerk reminded governors of new requirement for governor details to be on EduBase by Sept 2016. FGB agreed to suggestion to only populate required fields for now and not optional fields.

Action: Details for Governors to be on EduBase (Sept 2016) enter required fields only SBM/clerk

109.2 Year Planer 2016/2017 agreed that HT/SBM/SLT would work up year planner as in previous years.

110 Date of Next Meeting

110.1 Speech Day Wed 13th July: Confirmed Chair had invited the previous Chair and that the HT had invited the previous HT

110.2 FGB dates: After discussion following dates for autumn confirmed. The FGB tries to meet on the second Tuesday of each month, however for Sept moved to third Tuesday. Dates to be confirmed for 2017 at Oct 2016 FGB.

- Tuesday 20th September (third Tuesday) at 6pm. (School starts 5th)
- Tuesday 11th October at 6pm. First Link teacher presents
- Tuesday 8th November at 6pm
- Tuesday 13th December at 6pm (School closes 21st)

Action: 2017 FGB dates to be confirmed Oct 2016

111 AOB

111.1 The Chair thanked the consultant HT for her contribution to the school since Jan 2016. Sue Ladipo outlined she was pleased how well the pupils had done in SATs and how positive the relationship had been with the current acting HT and other staff.

111.2 The Chair thanked the Acting HT Lucy Heard for her commendable work

111.3 Clerk suggested a letter of thanks to Helen Ridding at LDBS for brokering such a successful partnership after the previous HT had left at end of Dec 2015.

Action: Letter of thanks to Helen Ridding (Chair)

There being no other non-confidential items to discuss the meeting closed at 5:50pm

FGB agreed to defer Confidential Minutes to next meeting as governors wished to join the Yr 6 production in main hall. This was agreed

No further Confidential Matters to be raised.

95 Confidential Part II

Deferred as outlined above

Meeting closed at 5:55pm

Signed:

Date:

Chair James Poole

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

**Appendix
Action Points TAKEN JULY 2016 FGB**

Minute		When	Who	notes
	From Feb 2016			
49.2	Lessons learnt around proof of address for admissions from HT to clerk	June July 2016	clerk	AGENDA this ACTION COMPLETE Final decision for consultation Sept 2016 see June Action 85.3
	From March 2016 – ALL ACTIONS COMPLETE			
	No mtg April			
	From May 2016			
73.1	Follow up on LDBS agreeing new lease with Unite and clarity on responsibilities of school with regards to maintenance	ongoing	Chair	See minute 99.6 this ACTION COMPLETE
75.4	SBM to provide list of kitchen items and costs which might need replacing over next 2-3 yrs	July	SBM	DEFERRED TO SEPT
75.5	3yr Financial Plan to be presented to July FGB if ready (SBM/finance working group)	July	SBM	DEFERRED TO SEPT
76.3	Revised admissions form for entry Sept 2017 to be prepared by clerk	May	clerk	AGENDA see minute 103.2 decision made this ACTION COMPLETE
79.4	CR to write up visit form for trip to RAH	May	CR	ongoing
	June 2016			
85.3	Revised Admissions Policy for entry September 2018 (proof of address >6months) to be considered July for consultation (clerk)	July Sept	clerk	AGENDA Now decision Sept 2016
86.2	LDBS governor vacancy (Chair) Clerk to obtain recent LDBS list of approved governors	July		ongoing ACTION COMPLETE
86.3	LA governor vacancy from autumn, clerk to obtain LA list of interested people	July	Clerk	See minute 100.3 new action this ACTION COMPLETE
86.4	PCC Foundation governor vacancy from autumn	Autum		Resolved see

	(AS) Clerk to obtain recent LDBS list of approved governors	n July	clerk	minute 100.4 this ACTION COMPLETE ACTION COMPLETE
86.6	Jules Belton could be involved with some training around interpreting data at the Oct or Nov FGBs	Autumn	JB	AUTUMN
87.7	At July FGB 15 minutes on draft welcome pack for new governors	July	Chair	AGENDA this ACTION COMPLETE
89.2	Clerk to discuss with LDBS concerns over changes to form in use by school for admissions	June	clerk	AGENDA see minute 103.2 this ACTION COMPLETE
92.1	Two teachers to present on their subject area each FGB from autumn	Autumn	HT/clerk	AUTUMN from Oct
92.3	Visit form on Year 5 production of Macbeth (Chair)	July	Chair	ongoing
93.1	EduBase entries for governors to be updated by September	By Sept	SBM/clerk	AGENDA see minute 109.1 this ACTION COMPLETE
94.1	Possible 4:30pm start for July FGB (clerk/all)	June	clerk	ACTION COMPLETE
94.2	Speech Day Wed 13 th July: Chair to invite previous Chair Sophie Steel and HT to invite previous HT Sheila McCalla-Gordon	July	Chair HT	ACTION COMPLETE