

**ST MARY & ST PANCRAS CE PRIMARY SCHOOL**

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

**Tuesday 14th June 2016 at 6.00pm**

**ATTENDEES**

<b>Governor Type</b>	<b>Name</b>	<b>Term of Office End</b>	<b>Present/Absent /Apologies</b>
Incumbent (COM)	Rev Anne Stevens	Ex-officio	apologies
	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	absent
	Caroline Rink	July 2019	apologies
Local Authority	Nana Oye Adjepong	Nov 2016	apologies
Parents	Marie LeMaitre	Sept 2017	apologies
	Lawrence Tampu-Eya	May 2019	absent
Headteacher	Lucy Heard	Ex-officio	present
Staff	Nick Tidey	Jan 2018	present to 95
Co-opted	Debra Griffith (SBM)	May 2019	present
<b>Also present</b>			
HT designate	Jules Belton	N/A	present
Consultant HT	Sue Ladipo	N/A	apologies
Clerk (LDBS)	Matthew Connolly	N/A	present

**Part One (Non Confidential)**

**82 Opening Prayer**

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

**83 Welcome and Apologies for Absence**

83.1 The Chair welcomed governors and Jules Belton the HT designate as an observer to the meeting.

83.2 Apologies had been received from Rev Anne Stevens, Caroline Rink, Nana Oye Adjepong and Marie LeMaitre which were accepted. Gregory Watson had indicated he may be late or had sent apologies should he not attend which was accepted. No apologies had been received from Lawrence Tampu-Eya and Mark Paul-Clark so were absent.

83.3 Meeting was not quorate as need 7 governors present

## 84 Declarations of interest

84.1 None pertaining to matters on the agenda

## 85 Minutes of Previous Meetings:

85.1 Minutes from 10<sup>th</sup> May. Although not quorate governors were able to examine the minutes and make some corrections. Agreeing in principle as a true and accurate record subject to the following notes. As this FGB not quorate minutes to be represented at next FGB,

- At 74.7 instead of “leaked on social media” to “leaked prior to test”

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

85.3 With regards to suggested changes to the Admissions Policy for consultation for entry Sept 2018. The lesson learnt from the Admissions Committee this year was to clarify papers for proof of address should be within the last 6 months.

Action: Revised Admissions Policy for entry September 2018 (proof of address >6months) to be considered July for consultation (clerk)

85.4 NT highlighted two actions which had not been captured. In that the SEND report previously discussed form MR/PW had been placed onto the website. Plus NT clarified that he had changed the status of the admissions policy and forms for Sept 2017 from draft to approved n the website.

## 86 Items from Chair

86.1 Staff Social: The Chair was able to report many governors and staff had attended and asked for feedback from school governors as to how school staff had viewed the event. A school governor felt what it had done was made the staff more aware of who are the governors and it would be easier for governors when they visit the school.

86.2 Chair reported that finding a replacement LDBS Foundation Governor was ongoing.

Action: LDBS governor vacancy (Chair)  
Clerk to obtain recent LDBS list of approved governors

86.3 The clerk reported he was in contact with LBoFCamden for their list of people interested in being a Local Authority governor with the intention that someone interested could visit the school before NOA steps down in the autumn.

Action: LA governor vacancy from autumn, clerk to obtain LA list of interested people (clerk)

86.4 AS was apologies so no update on a replacement PCC governor from the autumn. Clerk also to call in current list from LDBS of approved governors for AS to look at for possible replacements.

Action: PCC Foundation governor vacancy from autumn (AS)  
Clerk to obtain recent LDBS list of approved governors

86.5 Training for FGB July. A training session at the FGB had been suggested. There were various suggestions including:

- Governance impact on school
- How assessment is working within schools
- Interpreting Data
- Handbook for Governors

86.6 It was decided that the new HT designate Jules Belton could be involved with some training around interpreting data at the Oct or Nov FGB.

Action: Jules Belton could be involved with some training around interpreting data at the Oct or Nov FGBs

86.7 The Chair had looked at the handbook or governors from the NGA however there was a need for something more specific as part of a welcome pack for governors. Decided Chair would facilitate 15 minutes around a draft welcome pack for governors at July Board. With examples from other schools.

Action: At July FGB 15 minutes on draft welcome pack for new governors (Chair)

## **87 Items from HT**

87.1 The HT outlined that for the purpose of moderating marking & assessment now we no longer have levels that the LBofCamden had put schools into groups. However that did not work very well and some schools formed their own links. To move this forward SMSP was now working in a group of schools with the intention of moderating one subject each half-term.

87.2 The HT has been working with teachers on the new curriculum. Left broad so that teachers could apply themselves was fine for some teachers but others found it difficult. How the curriculum is applied has been tightened up but still allowing teachers to apply with their own individuality.

87.3 [Confidential Item]

87.4 School had been fortunate to secure a teacher as cover for the DHT for Year 4 who also was trained in "TRIBES" which had proven successful in that class. Training for other staff planned for autumn. This "TRIBES" method involves empathy for each other as learners, self-assurance and positive collaboration. There are high positive expectations for participation and achievement.

87.5 [Confidential Item]

87.6 [Confidential item]

## 87.7 [Confidential Item]

## 87.8 [Confidential Item]

### Quality of Teaching

- 87.9 Both the HT and consultant HT are supporting teaching. Hilary Horton a Literary consultant is supporting writing in Yr2 & Yr6 and as result quality of work is increasing.
- 87.10 Classroom Monitor: The HT had been part of a focus group on this and the HT was clear we need to make it a more useful Teaching & Learning tool. The Chair asked if the company behind the Classroom Monitor had promised any improvements and improvements were planned to more effectively provide data on coverage and effectiveness of teaching.
- 87.11 That the Camden Professional Partner was attending for the Annual review Monday 20<sup>th</sup> June 2016.
- 87.12 The HT reported that NT had been appointed as the acting AHT as discussed at the previous FGB.
- 87.13 The consultants HT SL & HT designate JB had been working on accurate job descriptions for entire leadership team.
- 87.14 The HT had issued timetables to all teachers before half term around weekly teaching timetables to ensure no slippage. Some teachers are fine but others need a list.
- 87.15 Home visits for EYFS completed.
- 87.16 School Yr 1 Phonics: 83% expected, most recent 77%. Tracking in place and interventions.
- 87.17 School Yr 2: Reading 80% expected Writing target 87% below at 80%. Maths 87% expecting 83% This year is being targeted for support and two pupils are not at Age Related Expectations.
- 87.18 KS1 SATs test papers, some children found difficulty in test technique however we can see in general children are in track.
- 87.19 KS2 Interim assessments is Reading 85%, writing target of 92% actual 85% one child has capability but not the effort. Maths 85%
- 87.20 Written Report for July FGB from HT

## 88 Verbal Report from SBM

- 88.1 The SBM presented an update on the Balances as reported to the May FGB, The 2015/16 Carry over at 10<sup>th</sup> May had been reported as £222k and was now confirmed as £232k.

88.2 Budget for 2016/17 had been submitted to Camden.

88.3 The SBM had attended a conference the previous week within LBofCamden and could confirm that funding is to go down with an expected 12% over next 3yrs. SEN funding as we know is harder to obtain. Chair outlined we will plan to manage within those constraints.

88.4 Premises:

Excellent Fire Drill

Camden undertaking Insulation in Boiler Room

Additional one hour of cleaning per week because of cleaning small kitchen in hall due to increased usage of hall.

## 89 Admissions

89.1 HT outlined no known issues for 2016 admissions in September

89.2 The clerk outlined that with regards to the schools own form in March we had discussed some changes to make the form compliant with current good practice. Simple changes like asking for daytime phone instead of work phone were no problem. However the school office had raised that removing other information on the schools own form because it is asked for on the Common Application Form was more challenging. After discussion the clerk was asked to speak with LDBS around our concerns

Action: Clerk to discuss with LDBS concerns over changes to form in use by school for admissions
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## 90 Policies

90.1 None

## 91 Website & eSafety

91.1 No issues

## 92 Link Subjects/Governor Visits & Training

92.1 Chair outlined the continuing challenge of making sure as governors we visit the school. As part of governor induction and the handbook discussed previously we would stress this. However in discussion with Jules Belton the HT designate shared the idea of two staff presenting to the FGB each month. This was seen as a way of engaging the staff and Link Governors could meet with the staff member before or after the FGB. Although it could be daunting to teachers it was useful personal development for them and perhaps the first two months more confident presenters would be used. Governors endorsed the idea.

Action: Two teachers to present on their subject area each FGB from autumn (HT/clerk)
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92.2 JB HT Designate commended the value of the Visit forms circulated. The FGB noted receipt of  
RE March 2016 (AS)  
PSHCE May 2016 (AS)  
SEN June 2016 (MR/PW)  
Safeguarding June 2016 (MR/PW)

92.3 The Chair had visited Year 5 for their production of Macbeth and Chair would write a report

Action: Visit form on Year 5 production of Macbeth (Chair)

92.4 Training: Chair was attending LBoFCamden training on "Monitoring & Evaluation" Thurs 16<sup>th</sup> June 2016.

### 93 AOB & Date of Next Meeting

93.1 The clerk shared a screenshot of EduBase for this school. Although not really visited by parents it is a database of key information that other DfE products (eg RAISEonline) draw information from. Part is in the public domain and part sits on the DfE side. From September it will be expected that all governors have information on EduBase in a new "Governance" section. In the public domain will be name, type of governor and term of office so no different to the information we place on the website for enhanced declarations. However information for the DfE side was still to be confirmed it is likely we will need to complete home address and nationality for each governor plus email for Chair. This is the start of a national database of governors held by the DfE to check for unsuitable people gaining access to schools. SBM would access EduBase and check what information we are being asked to enter. Suggested we capture that in July to be entered for September.

Action: EduBase entries for governors to be updated by September (SBM/clerk)

93.2 Any governors who may have concerns asked to speak with clerk.

### 94 AOB & Date of Next Meeting

94.1 Next FGB Tuesday 12<sup>th</sup> July 2016. Governors discussed meeting at 4:30pm so that those governors available could join the Year 6 Performance at 6pm. Clerk asked to scope who would be available at 4:30pm.

Action: Possible 4:30pm start for July FGB (clerk/all)

94.2 Other dates noted as follows:

- Staff Prevent Training (Radicalisation) governors welcome to attend Wed 29<sup>th</sup> June 3:45pm (let ED know in office)
- SMSP Community Festival Friday 8<sup>th</sup> July 3:30pm – 5:30pm
- Speech Day Wed 13<sup>th</sup> July 2pm St Marys Church (confirm to ED in office if attending)

Action: Speech Day Wed 13<sup>th</sup> July: Chair to invite previous Chair Sophie Steel and HT to invite previous HT Sheila McCalla-Gordon

There being no other non-confidential items to discuss the meeting closed at 7:50pm

Meeting went into confidential session

## 95 Confidential Part II

### NT left meeting

Meeting closed at 8:05pm

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 JUNE 2016 FGB

Minute		When	Who	notes
	From Feb 2016			
49.2	Lessons learnt around proof of address for admissions from HT to clerk	<del>June</del> July 2016	clerk	July 2016 Final decision for consultation Sept 2016
	From March 2016			
61.6	Copy of new (part) RE Curriculum to AS (HT/Emma Nutbrown)  May 2016 Full RE Curriculum now available from LDBS HT/EN to send to AS	<del>March</del>  May 2016	HT/EN N	Full RE Curriculum now available from LDBS HT/EN to send to AS <b>ACTION COMPLETE</b>
	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	ongoi ng	Chair	ongoing

74.17	HT to circulate report from Camden Professional Partner (CPP) when available	ongoing	HT	<b>ACTION COMPLETE</b>
75.4	SBM to provide list of kitchen items and costs which might need replacing over next 2-3 yrs	July	SBM	July
75.5	3yr Financial Plan to be presented to July FGB if ready (SBM/finance working group)	July	SBM	July
76.3	Revised admissions form for entry Sept 2017 to be prepared by clerk	May	clerk	July
79.1	Clerk to place on June agenda, discussion on governor school visits	June	clerk	<b>AGENDA this ACTION COMPLETE</b>
79.2	All governors to check in with their Link Teacher at least by email by June FGB (all)	May/June	ALL	<b>TIME EXOPIRED this ACTION COMPLETE</b>
79.2	School to provide link Teacher emails (HT/clerk)	May	HT	Provided & circulated with revised Link Governor List <b>ACTION COMPLETE</b>
79.4	CR to write up visit form for trip to RAH	May	CR	
80.1	Possible ideas for training as part of July FGB (all)	June	ALL	<b>AGENDA this ACTION COMPLETE</b>