

ST MARY & ST PANCRAS CE PRIMARY SCHOOL

PtI OF THE MEETING OF THE FULL GOVERNING BODY

held on

Tuesday 20th September 2016 at 6pm

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	present from 5.2
	Caroline Rink	July 2019	present
Local Authority	Nana Oye Adjepong	Nov 2016	present
Parents	Marie LeMaitre	Sept 2017	present from 4
	Lawrence Tampu-Eya	May 2019	present from 4
Headteacher	Jules Belton	ex-officio	present
Staff	Nick Tidey	Jan 2018	apologies
Co-opted	Debra Griffith (SBM)	May 2019	present
Also present			
DHT designate	Lucy Heard	N/A	Present to end 7
		N/A	present
LDBS Foundation governor designate	Tim Brown	N/A	present
Clerk (LDBS)	Matthew Connolly	N/A	present

Part One (Non Confidential)

1 Opening Prayer

1.1 The meeting was opened at 6:10pm by RAS in prayer

2 Welcome and Apologies for Absence

2.1 The Chair welcomed governors to the meeting. This was the first FGB for Jules Belton as HT and Lucy Heard DHT was welcomed as an observer and Tim Brown as LDBS Foundation Governor designate. FGB was quorate.

2.2 Apologies had been received from Gregory Watson and Nick Tidey which were accepted. LTE, MPC and MLM were expected

3 Declarations of interest

- 3.1 None pertaining to matters on the agenda
- 3.2 Governors had been asked to complete Annual Declarations and to confirm their eligibility to be a governor. Clerk to follow up that all governors make returns.

Action: All governors to complete Annual Declaration, clerk to follow up

Joined by MLM and LTE

4 Elections to FGB

- 4.1 Clerk took the Chair and as James Poole was content to continue and stand as Chair asked for a proposer. The clerk confirmed no governor wished for a closed ballot. MR proposed, seconded by FPW, all present voted to affirm with no objections or abstentions.
- 4.2 JP took the Chair and confirmed Gregory Watson was content to continue and stand as vice-Chair and asked for a proposer. The Chair confirmed no governor required a closed ballot. AS proposed, seconded by DG. All present voted to affirm with no objections or abstentions.

5 Minutes of Previous Meetings:

- 5.1 Minutes from 12th July: With a quorum present of governors who had been at the July meeting the July minutes were approved as a true and accurate record, subject to the notes below. Copy signed by Chair.
- At 100.4 although the governors did indeed know the value of MPC as a governor; the second sentence was referring to the PCC rather than governors.
 - At 101.8 first bullet point to read “The John Lyon’s charity..”

Joined by MPC

- 5.2 The actions from July were reviewed and can be found at the appendix.
- 5.3 With regards to 100.3 from July the clerk reported he was seeking a governor designate through “Inspiring the Future” which gave access to a diverse group of people interested in being a governor. The clerk was aware although we have a diverse FGB we do not fully reflect the community we serve as we miss someone from a Bangladeshi background or similar. The Chair reflected that when Parent Governor vacancies come up again we need to ensure all parent/carers know they can apply. The clerk suggested and governors agreed that if any governor knows someone who may be suitable to flag to the Chair or clerk. A school visit and conversation with the HT/Chair can then be arranged.

Action: Governors welcome to flag any suitable candidate for LA governor vacancy to clerk or Chair

- 5.4 With regards to 109.1 from July. The clerk reminded the FGB that in July it became known that for the governor information on EduBase, there were no longer any optional fields and all fields were required. However several fields can only be accessed by the DFE and are not in the public domain on EduBase. Governors agreed the SBM would follow up on any missing information from current governors. Clerk to resend form to LTE and to follow up on governors who have left in the last 12 months.

Action: EduBase entries for governors, SBM to follow up on any missing information from current governors. Clerk to follow up on governors who have left in last 12 months.

6 Items from Chair

- 6.1 Agree Team of governors for HT target setting and appraisal. The Chair outlined that Helen Ridding from LDBS who had assisted with the HT recruitment had suggested using support from Grow Education at LDBS which the school already pays into. Governors agreed team would be Chair, vice-Chair and an outside consultant through Grow.
- 6.2 Agree members of Pay Panel: The clerk reminded governors last year it was Chair, vice-Chair, HT and JP who was a new governor then present because he was new and then acts as an informal audit. Governors agreed HT, Chair, vice-Chair with TB subject to him being confirmed as the LDBS governor. Again TB being new acts as an informal audit.
- 6.3 Skills Register: Chair reported this was effectively complete and would continue to be maintained by the clerk. The weak areas were Facilities & Property Management but that would be bolstered subject to TB joining as a governor. Also weak was involvement with Local Business. The clerk reported that Financial Skills was strong within the FGB.

7 Items from HT – verbal report

- 7.1 The HT tabled a presentation to aid governors.
- 7.2 The HT outlined particularly for the benefit of those governors who had not been part of the HT recruitment panel all her previous experience including teaching experience and the skills and knowledge that she brought to the headship.
- 7.3 Vision for the School:
- **Excellence for All**
 - **Safe Nurturing Environment** ensuring we recognise we are dealing with valuable individuals and instilling a passion for learning so that our pupils become
 - **Lifelong Learners**
 - **Outward Facing**. The HT explained she does not work in isolation and hence neither does the school and needs
 - **Effective Partnerships** with for example the Community
- 7.4 The Values of JB as HT:
- **The Children Come first**
 - **Inclusion** – a value that drew JB to the school
 - **Christian Ethos** is a strength of the school and is seen across all areas
 - **Celebrating Diversity**

- **Collaboration** for example with our churches.

- 7.5 School Context: Governors noted Reception and Years 1 & 2 are full with vacancies in year 3 with no waiting list. LBoFCamden aware. A governor sought clarification on why Free School meals was at 31% but Pupil premium at 41% and this was explained by any pupil who has ever had FSM draws in PP even if no longer eligible for FSMs. The HT would return later in the presentation to why we need to ensure PP is spent effectively.
- 7.6 Governors noted that 22 children were withdrawn from Church and 2 from Whole School Worship. Governors explored the implications of this and that the children miss out on whole school celebrations and being with their peers. The HT noted the extensive work undertaken at home visits and when new Parents visit the school to remind parents/carers that this is a CofE school. The HT stressed a school with a Christian Ethos enhances all faiths.
- 7.7 A governor asked what the pupils do when not in church or Whole School Worship and the HT confirmed they are looked after by teachers.
- 7.8 [Confidential Item]
- 7.9 [Confidential Item]
- 7.10 [Confidential Item].
- 7.11 EYFS % Good Level of Development and Phonics Yr 1: The HT reminded governors we still have comparative data for 2016. 2015 & 2014 as no changes to assessment.
- 7.12 Year 2 Data from 2015: Working at expected standard school is above Camden overall results. However for working at greater depth school is just below Camden. The HT explained that the previous Ofsted report had highlighted the need for the school to give more support to more able pupils. The HT informed governors that national Pupil Premium spend in general was not closing the gap for disadvantaged pupils. However that for more able the situation is significantly worse. The phrase for closing the gap” in all situations is now “diminishing the difference”.
- 7.13 Year 6 Provisional Data: With the new curriculum the HT commended the effort put in to secure an excellent result for Year 6. Average Scaled Scores were now available with some small gender differences noted. However for Pupil Premium pupils there was a significant

underperformance compared to non-disadvantaged groups. The HT explained to governors that we are learning the lessons and would strive to ensure PP spend has the impact required.

- 7.14 Classroom Monitor: The HT explained this bought in system aligned to “Rising Stars” was not an accurate reflection of the pupils at the school. The system is designed to help teachers decide what to teach next and how to group pupils. However the statements on Classroom Monitor have not been aligned to the National Curriculum, NT has attended meetings with the Classroom Monitor senior team and the school is over writing the statements to match the National Curriculum. A governor asked when we might see data that the HT felt was more accurate and that was confirmed as New Year. A governor asked if the school would change to another system, The HT explained that LBofCamden was seeing a presentation from six different providers including this one. Then LBofCamden would ask for the chosen one to be worked up for Camden schools. Schools still had the option of choosing that one or not but the delay means it is a long way off as an option. A governor asked how cumbersome it is for teachers to enter and the HT confirmed for some teachers it was time away from other tasks. The HT outlined the system would be over written and used for a further term and then a decision made.
- 7.15 School Development Plan: The HT commended the previous consultant HT and acting HT present LH that the SDP had been well prepared. The governors noted the focus in the following areas:
- On Marking and Effective Feedback
 - Early Years and to focus on using the outdoor environment.
 - To aim for outstanding at next SIAMS inspection
 - That LH as DHT would lead on improving attendance at 94% last year against a target of 96%.
- 7.16 The Chair thanked the HT for preparing such a full report at the start of a new term.

LH left 7:05

8 Report from SBM

- 8.1 The SBM tabled a document as an aid to governors and providing further details to the matters being reported
- 8.2 The SBM reported that the LBofCamden had completed discussions with the teaching unions and agreed a 1% increase. The current budget includes this and the Pay Policy was expected.
- 8.3 Premises: The SBM reported on the works undertaken over the summer.
- Roof above external toilets replaced and approved by LDBS surveyor
 - 5 yr fixed wiring test, no issues at time of test. Awaiting report
 - Required emergency lights work carried out and awaiting report
 - Tree Survey with works October
 - Tree in Quiet Area cut back
 - EYFS Sandpit and benches repaired
- 8.4 The surveyor highlighted other areas where quotations are being prepared. There were no immediate H&S concerns.

- Parameter fencing
- Wood Cladding
- One boiler requiring part
- Maintenance of glass atrium

8.5 MUGA surface has started to deteriorate even though it was given a new skin last year with a life of 3-5 years and hence why it had deteriorated so quickly is being pursued with the installers. As such no external booking are being taken and the area reserved for school use only. SBM with surveyor to look at options.

8.6 The HT explained that in the school needs to plan for a Lockdown Procedure should the children be at risk from an intruder. The additional work and equipment needed had not been budgeted for and was in the area of £7k. Governors agreed that it was necessary for an event no one wants to happen. TB had experience in this area and offered his help.

Action: TB to offer assistance to SBM with regards to Lockdown Procedure

8.7 [Confidential Item]

8.8 [Confidential Item]

8.9 Annual Planner expected October.

9 Admissions

9.1 The clerk reminded governors that the policies to be used for Sept 2017 admissions were the ones consulted on in winter 2015/16. The clerk suggested training for the Admissions Committee as some of the changes were complicated and that was welcomed.

Action: Clerk to investigate possible training for those who might sit on Admissions Committee

9.2 Draft Admissions Policies for Sept 2018: The clerk confirmed that from LDBS there were no new statutory changes we need to reflect in the policy. 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 that on looking at this further there were documents which might be older than 6 months and up to 12 months which would still be useful as proof of address for example notice of council tax. The FGB agreed the changes to policies and the suggested list of possible documents.

9.3 Further the FBG agreed that the clerk could release the policies to LDBS as the first stage of consultation. Governors questioned why it goes to LDBS first and the clerk outlined that LDBS will not allow the policy to go to further consultation without their approval. In discussion it was confirmed that LDBS is ultimately responsible for the Admissions to the school.

Action: Admissions Policies for Sept 2018 to go to LDBS for consultation (clerk)

10 Policies

10.1 Behaviour Policy: The HT suggested the following changes which were agreed by the FGB

10.2 Section 3 Major Breaches of Discipline.

If the incident is severe (even a one-off) then exclusion procedures will may be implemented

If incidents of a serious nature are recurring then exclusion procedures are may be implemented

10.3 Appendix A section Time Out to add the wording in red:

Children are given Time Out for insolence, fighting, abuse and danger to others.

If charters are broken, one warning is given, and if there is no improvement, a 'time out' is implemented.

Action: SBM to make agreed changes to Behaviour Policy, including updating front-page dates. NT to upload to website.

10.4 The FGB noted and agreed within the Policy the staff at the school that can action exclusion.

10.5 Pay Policy for Teachers from LBofCamden expected soon.

11 Website & eSafety

11.1 Deferred as NT not in attendance

12 Safeguarding

12.1 The HT stressed the importance of the governors understanding the changes in "Keeping Children Safe in Education" and asked that governors raise any issues after reading sections One & Two. Governors would initial to say they had done this at the October meeting.

12.2 A governor asked about Safeguarding Training for all the FGB. The governors who had attended the recent staff training commended the way it was presented. Governors discussed whether the usual all FGB training in January could involve how to challenge data as well as Safeguarding Training. HT & MR to meet to discuss options on Safeguarding training.

Action: HT & MR to meet to discuss possible Safeguarding Training for all FGB

13 Governor Visits

13.1 The Chair had at previous meetings spoken about the visits he had undertaken to the Yr5 production of Macbeth and meeting the Rights Respecting Ambassadors. The Chair tabled the reports for governors to take away.

13.2 MLM agreed to write a Visit report on the Year 6 Production in July.

Action: MLM to write Visit Report for Year 6 Production July
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14 Link Governors

14.1 The HT had updated the Link governor list for staff changes and this was tabled. The HT also outlined that Gifted Pupils was now included within Inclusion & Safeguarding plus other subject areas had been tidied up. The following vacant subject areas were filled:

- Primary Languages – LTE
- Early Years Foundation Stage – MLM
- Rights Respecting School – JP
- Personal Development, Welfare and Behaviour - TB

Action: Clerk to update Link Governor list
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14.2 The clerk asked for clarification on what the link governor for a school year would be asked to look at. A governor reminded the FGB that originally it was to be an expert on the data for that year. However it was discussed whether that happens in practice. Other governors felt it was an important pastoral role to link to a year and an opportunity to build a relationship with those pupils. The HT suggested that the Link Governor for a year could attend Year Group assemblies this was welcomed by governors and CR volunteered to cover Year 6.

Action: HT to circulate dates for Year Group Assemblies via clerk

14.3 A governor asked for clarity on how many visits to make when covering more than one subject or a subject and Year Group. Chair confirmed it would be one visit per term and if that one visit covered more than one area just complete one visit form. Governors were also reminded that even if they cannot visit in person to make that important contact by email.

14.4 Governors asked to copy in HT when making visit arrangements with a Subject Leader or Year Leader

14.5 Returning to Link Governors for Year Groups the HT suggested a photo of the Link Governor could go onto the Year Group website and a governor asked about the possibility of holding a Governors Assembly which was welcomed.

Action: To discuss an Assembly led by Governors (need owner?)

14.6 Noted first Subject Presentation to FGB would be November.

15 Governor Training

- 15.1 Noted MR & PW had attended the Safeguarding Training to Staff on 6th September
- 15.2 Governors were reminded to contact the clerk if they were not receiving emails from LBofCamden outlining future training.
- 15.3 In response to a question the Chair outlined that all governors should attend one piece of training through LBofCamden or the LDBS each year.
- 15.4 MR asked about attending the SEND briefing from LBofCamden and was asked to speak with Elisha Blanche the Inclusion lead.

Action: MR to speak with EB about local SEND briefing

- 15.5 Ofsted Inspection Training at LDBS the following week, HT & Chair to attend.

16 AOB

- 16.1 None

16 Date of Next Meeting

- 16.1 Tuesday 11th October 2016

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

17 Confidential Part II

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 SEPTEMBER 2016 FGB

Minute		When	Who	notes
	From May 2016			
75.4	SBM to provide list of kitchen items and costs which might need replacing over next 2-3 yrs	Sept	SBM	Deferred to Nov
75.5	3yr Financial Plan to be presented to July FGB if ready (SBM/finance working group)	Sept	SBM	Deferred to Nov
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	Min.9 draft policies agreed to go forward to LDBS for consultation this ACTION COMPLETE
86.2	LDBS governor vacancy (Chair)	July ongoing		TB application at LDBS committee 20th
86.6	Jules Belton could be involved with some training around interpreting data at the Oct or Nov FGBs	Autumn	JB	Agreed Nov
92.1	Two teachers to present on their subject area each FGB from autumn	Autumn	HT/clerk	From Nov
92.3	Visit form on Year 5 production of Macbeth (Chair)	July	Chair	Tabled & Noted this ACTION COMPLETE
	From July 2016			
99.6	With regards to school lease with Unite, Chair to ask Unite for copy.	ongoing	Chair	ongoing
100.2	Clerk to resend Skills Audit form. All to return	End July	Clerk/all	Min.6.3 this ACTION COMPLETE
100.3	LA Governor -clerk to look for possible	Now & by Nov	clerk	Nov NOA stands down

	candidates to visit school and be sponsored by LBofCamden			ongoing
100.4	AS to confirm PCC appointment date for Mark Paul-Clark (PCC gov)	July	AS	Thurs 22 nd PCC meets
100.6	Welcome Pack for Governors- any responses to Chair	July/Aug/ Sept	all	ongoing
100.7	Access to NGS & The Key any governors needing access to contact SBM	Aug/Sept	All/S BM	Left as action for now
103.2	Clerk to supply revised Admissions forms for Sept 2017 to go up onto SMSP website (clerk/NT)	Aug	clerk	clerk to check
107.1	Visits Reports Required: <ul style="list-style-type: none"> Meeting with Rights Respecting Ambassadors (Chair) D&T day (CR) 	Sept	Chair CR	Tabled & Noted ongoing
108.2	Brief Report on Monitoring & Evaluation Training from LBofCamden (Chair)	Sept	Chair	ongoing
109.1	Details for Governors to be on EduBase (Sept 2016) enter required fields only SBM/clerk	Sept	SBM/ clerk	All fields now required, min.5.4 this ACTION COMPLETE new action
110.2	2017 FGB dates to be confirmed Oct 2016	Oct	clerk	October
111,3	Letter of thanks to Helen Ridding (Chair)	Aug	Chair	This ACTION COMPLETE