



**MINUTES OF THE FULL GOVERNING BODY MEETING OF  
ST MARY & ST PANCRAS CHURCH OF ENGLAND PRIMARY SCHOOL**

**HELD ON**

**THURSDAY 21<sup>ST</sup> FEBRUARY 2017 AT 6PM AT THE SCHOOL**

**PART ONE**

**PRESENT:**

<b>Name</b>	<b>Category</b>	<b>Additional Information</b>	<b>Term of office ends</b>	<b>Present/Apologies/ Absent</b>
James Poole (JP)	Foundation Deanery	Chair of Governors	Dec 2019	Apologies
Gregory Watson (GW)	Foundation LDBS	Vice-chair	Feb 2021	Present
Jules Belton (JB)	Headteacher		Ex-officio	Present
Nick Tidey (NT)	Staff Governor		Jan 2018	Present
Roshan Ahmed (RA)	Local Authority		Feb 2021	Apologies
Tim Brown (TB)	Foundation LDBS		Sep 2020	Absent
Debra Griffith (DG)	Staff Co-opted	School Business Manager	May 2019	Present
Mark Paul-Clark (MP)	Foundation PCC		Sep 2020	Apologies
Caroline Rink (CR)	Foundation PCC		July 2019	Apologies
Marion Rushbrook	Foundation Deanery		Sep 2017	Present
Rev Anne Stevens (AS)	Foundation Incumbent		Ex-officio	Present
Lawrence Tampu-Eya (LT)	Elected Parent		May 2019	Apologies
Fr Paschal Worton (PW)	Foundation Incumbent		Ex-officio	Present
Emma Brooker (EB)	N/a	Clerk	n/a	In attendance

**1. OPENING PRAYER**

1.1 The Chair (GW) invited AS to open the meeting in prayer.

**2. WELCOME AND APOLOGIES FOR ABSENCE**

2.1 The Chair welcomed everyone. JP, MPC and CR had sent their apologies. LT emailed his apologies during the meeting. Apologies were accepted. TB was absent.

**3. DECLARATIONS OF INTEREST**

3.1 No new interests were declared.

**4. UPDATE ON ATTENDANCE**

4.1 Lucy Heard, Assistant Headteacher was unable to attend so JB circulated the handout she had provided detailing STMP's Attendance Strategy (AS) and current data.

4.2 LH leads on the AS which aims to improve attendance overall and tackle persistent absenteeism. Overall attendance is currently at 94.7 % with a target of 96%.

4.3 JB outlined systems in place ranging from daily and weekly through to termly actions. A bike and an iPad (provided by Camden) are being awarded as end-of-year attendance prizes; those with 100% attendance will have their name entered into an end of year prize draw.

- 4.4 The attendance team are working very hard and having a real impact, as noted by the SIAMS inspector who commended their efforts. Attendance for the rolling year is already higher for the current academic year than the last. The Norovirus and other viruses impacted on attendance around Christmas time both at STMP and nationally. Overall the picture is improving and JB is very pleased with the work being done.
- 4.5 **ASKED** if any official allowance was made for children with health problems that impacted on their attendance JB said that such children might be home schooled but that none of the children at STMP met the threshold for this.
- 4.6 When children's attendance falls below 90% they are deemed to be persistently absent. Currently there are 29 children (13%) on the monitoring list. Their families must provide a medical letter if their child has to be off school. If any of these children is absent the school phones their home immediately to ask why, even if their parents have already called the school and left a message.
- 4.7 Requests for term time holidays are not authorised and requests for exceptional leave are looked at very closely. Very few are authorised and when they are, staff check travel documents and plane tickets. Two children in Reception were taken off the school roll because their families planned to travel with them. They will have to reapply to the school on their return and go on the waiting list. This has sent out a hard message to the school community.
- 4.8 The school takes a robust line on non-compliance. Seven families have been referred for penalties this year, four of these were successful and two resulted in legal advisory meetings.
- 4.9 Governors **COMMENDED** the school for the efforts it was making and **ASKED** whether parents realised how much time and energy were taken up by this issue. JB said probably not but it is a major part of the DHT's role, who would have more capacity to focus on learning if attendance were not such a major issue.
- 4.10 Governors requested the final attendance figures for this term when available and **ASKED** for regular updates on attendance at future FGB meetings.

	Action	Who	Deadline
4.10	Clerk to add attendance to future agendas as a standing item.	EB	ASAP

## 5. PART 1 MINUTES OF THE FGB NOVEMBER, DECEMBER, JANUARY AND FEBRUARY

- 5.1 Governors requested minor amendments to the Minutes for November 2016, which they **APPROVED**. EB to amend and email to GW for signing.
- 5.2 The Minutes for December had information missing. JB was to update these and submit for approval at the next FGB.
- 5.3 The Minutes for January 2017 were approved as a true record of the meeting and duly signed by GW.
- 5.4 The Minutes for February 2017 were found to be an earlier version. The amended version would be brought to the next FGB.

	Action	Who	Deadline
5.1	Amend Minutes for November 2016 and email to GW for signing.	EB	ASAP
5.2	Update Minutes for December 2016 and circulate prior to next FGB	JB	2/5/17
5.4	Circulate amended Minutes for February 2017 prior to next FGB.	EB	2/5/17

**6. GOVERNING BODY UPDATE**

- 6.1 JB will address the Parent Governor (PG) election after Easter. She has been talking to potential PGs and there are some who would be good but they have expressed reservations about the time commitment.

**7. ITEMS FROM THE CHAIR**

- 7.1 None.

**8. WRITTEN REPORT FROM HT**

- 8.1 JB presented her written report highlighting key areas and next steps. She emphasised that the point of the written report was that Governors were expected to read it beforehand and bring their questions to the meeting.
- 8.2 The table giving data on the school roll was incomplete. JB said she would update it by the end of next week and circulate to Governors. A Governor **COMMENDED** JB for presenting the historical data in this format so the bigger picture could be seen.
- 8.3 **ASKED** about the data on PP, JB explained that '72 since April 2013' referred to the total number of children who had at any point been entitled to Free School Meals (who were therefore eligible for PP) since the measure was introduced.
- 8.4 JB explained that she would use this report to feed into the School Evaluation Framework when she writes it over Easter.
- 8.5 Governors **COMMENDED** JB for the number and range of curriculum enrichment trips, visitors and events organised by the school.
- 8.6 Governors **ASKED** JB to add dates to the list of staff training and development. JB agreed to provide this information for the Autumn/Spring period so that Governors could see that staff training has been regular and extensive.
- 8.7 All Performance Management (PM) mid-year review interviews have been completed. JB is to arrange PM meetings before the end of term for staff leaving in the autumn. She will provide staff with more information on the evidence they need to talk through in relation to their set targets and emphasis the need to demonstrate impact on pupil progress.
- 8.8 **ASKED** for more detail on the Quality of Teaching, Learning and Assessment, JB replied that the data presented gave a snapshot of where the school is right now, but that from September JB will have a whole-school model spreadsheet up and running which will incorporate learning books, lesson observations and other data to give a fuller picture of ongoing staff evaluation and development.
- 8.9 Turning to Outcomes for Pupils, DG commented that in EYFS nearly 20% were below Good Levels of Development (GLD). JB noted that in Reception over 80% of children were on track to make a GLD demonstrating the excellent progress made since the cohort joined the school.
- 8.20 Next steps for EYFS include developing the outdoor environment and provision. JB will look at the budget and make decisions about spending on this and other areas pending the outcome of several funding bids.

	Action	Who	Deadline
8.6	JB to provide full summary of staff training and development undertaken since September with dates.	JB	2/5/17

**9. REPORT FROM THE SCHOOL BUSINESS MANAGER**

- 9.1 DG gave a verbal update and presented the updated Schools Financial Value Standard (SFVS) that Governors had agreed, subject to amendment, at the last FGB. Governors **AGREED** to delegate final approval of the document to the Finance Committee (FC). GW, Chair of the FC signed it. DG will circulate the document to the other FC members JP and TB for approval ASAP, as the signed document has to be sent to Camden by the end of this month.
- 9.2 The LA auditor had spent four days at the school last week conducting the five-yearly Finance Audit. DG is awaiting the auditor's official report but generally he was satisfied with the systems in place. He suggested tightening up procedures regarding the school credit card. Governors **THANKED** DG for her hard work.
- 9.3 Benedict Duffy from the LA visited the school to discuss Nursery funding. The school, like many other similar schools, is proposing to open to 26 FT places for 2017-18 to honour the Admissions Policy and allow time to plan appropriately for 2018-19. JB wants to keep F/T nursery places because the sooner children join the school the better they progress.
- 9.4 Sam Ellis from Camden Schools Financial Planning Support visited to discuss financial planning. JB took from this discussion that getting the right teaching staff in place was key as this reduced the need for costly interventions further down the line.
- 9.5 The school had a Fire Drill on 10<sup>th</sup> March and evacuation took only 1 minute and 20 seconds. Steam from a pan of pasta boiling in Nursery then set off the alarm again and the second evacuation took the same amount of time. JB has asked for the cooker in Nursery to be checked, as this had not happened before.
- 9.6 Kitchen equipment. A fridge and freezer are on their way out and will need to be replaced at a cost of £1.5 to £2k per item, as it was not cost effective to continue repairing them. **ASKED** if the budget could accommodate the rolling replacement of major appliances, FC Chair GW said DG could factor this cost into the updated budget.

	Action	Who	Deadline
9.1	Circulate updated SFVS to JP and TP for approval.	DG	ASAP
9.6	Consider factoring the rolling cost of major appliance replacement into the school budget.	DG	ASAP

## 10. POLICIES FOR REVIEW AND RATIFICATION

- 10.1 The updated Collective Worship Policy had been circulated and was **RATIFIED**.
- 10.2 JB said that a policy renewals timetable had been drawn up and renewals would now be planned into the annual FGB calendar.
- 10.3 NT advised Governors that the Admissions Policies on the school website were still under consultation and had been written before the major changes in the Funding Formula. They will need to be ratified by mid-April, just after Easter. JB will update these policies and email the Reception Admission Policy to Governors as the deadline for ratification falls before the next FGB.
- 10.4 In the meantime NT will add a note to the website explaining that; 'These policies are pending final review in the light of new Government policies'.

	Action	Who	Deadline
10.3	Update the Reception Admissions Policy and email to Governors for ratification.	JB	Mid April
10.4	Add a note to website to the effect that admissions policies, ' <i>are pending final review in the light of new Government policies</i> '	NT	ASAP

**11. FEEDBACK FROM GOVERNORS SCHOOL VISITS**

11.1 JB noted that CR had visited and sat in on a singing assembly and had also met with Stephen Phee to discuss DT.

**12. GOVERNOR TRAINING UPDATE**

12.1 None.

**13. AOB**

13.1 NT said the Governor information on the website needed to be updated to reflect rolling attendance. He will email the grid to the Clerk to update.

13.2 The Clerk asked whether Governors accepted LT’s apologies that had been emailed during the meeting. They were accepted.

13.3 **ASKED** about poor Governor attendance, JB said she would locate the school’s Code of Conduct for Governors and the Governing Body could revisit this.

13.4 The Clerk asked if a virtual Governors’ page could be set up giving Governors and Clerk easy access to documents, current and archived. JB and NT will research options and set this up.

	Action	Who	Deadline
13.1	Email website’s Governor Information grid to EB for attendance update	NT	ASAP
13.3	Locate Governors Code of Conduct document to revisit at future FGB. Email to Clerk for future reference.	JB	ASAP
13.4	Set up virtual Governors’ page where relevant documents can be accessed and stored	NT/JB	ASAP

**14. Date of next meeting**

14.1 This will be on Tuesday 9<sup>th</sup> May.

Part 1 of the meeting ended at 7.35pm

Signed: .....

Date: .....

Chair James Poole

On behalf of the Governing Body for

St Mary’s and St Pancras Church of England Primary School