

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

**PtI OF THE MEETING OF THE FULL GOVERNING BODY**

held on

**Tuesday 13<sup>th</sup> December 2016 at 6pm**

**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	present
	Father Paschal Worton	Ex-officio	present
LDBS	Gregory Watson	March 2017	present
	Tim Brown	Sept 2020	present
Deanery (South Camden)	James Poole	Dec 2019	present
	Marion Rushbrook	Sept 2017	apologies
PCC	Mark Paul-Clark	Aug 2016	apologies
	Caroline Rink	July 2019	apologies
Local Authority	Nana Oye Adjepong	Nov 2016	present
Parents	Marie LeMaitre	Sept 2017	present
	Lawrence Tampu-Eya	May 2019	apologies
Headteacher	Jules Belton	ex-officio	present
Staff	Nick Tidey	Jan 2018	present
Co-opted	Debra Griffith (SBM)	May 2019	present
<b>Also present</b>			
observer	Roshan Ahmed	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 FPW in prayer

**2 Welcome and Apologies for Absence**

2.1 The Chair welcomed governors to the meeting. FGB was quorate.

2.2 Roshan Ahmed was expected as an observer and LA Governor designate

2.3 Apologies had been received from Lawrence Tampu-Eya, Mark Paul-Clark, Caroline Rink and Marion Rushbrook which were accepted.

**3 Declarations of interest**

3.1 None pertaining to matters on the agenda

#### **4 Briefing For Governors - Mathematics Kathryn Parrott**

##### **Minuted here but taken after item 7**

- 4.1 Kathryn Parrott (KP) outlined that from EYFS through to Y6 Maths is key within the curriculum and then outlined the teaching profile across the school.
- 4.2 The Link Governor had visited and conducted a learning walk across the school and seen children fully engaged in Maths.
- 4.3 KP outlined how lots of work has been put into helping teachers prepare for lessons. "Mathletics" has been relaunched with an open session for parents as an example of Parental Engagement.
- 4.4 Priorities for 2017 have been set following Learning Walks and Book Looks and these vary across the school but are targeted to improve children's progress. Open classroom sessions have increased parental involvement.
- 4.5 New Curriculum targets are set and shared with parents at Parents Evening; this has been well received and helps everyone to understand where their children are in relation to ARE or Age-Related Expectations.
- 4.6 KP outlined how Maths is being brought alive in real life scenarios. The Enterprise project for School Fair, Y4 & Y5 entering the "Primary Challenge Competition" and funding from Mayors Fund to set up after school Maths club (Y4 & Y5) from the Spring term are all examples of additional provision.
- 4.7 TB asked about Personal Finance workshops. KP explained this was through the NatWest Education Resources who provided resources and a volunteer to run the project.
- 4.8 The HT reiterated that this was an example of strong subject leadership- bringing the subject alive through carefully planned projects. Governors discussed parental attendance at events and it was acknowledged that perhaps three times more parents are involved in school now and this was encouraging.
- 4.9 KP was thanked for her contribution

##### **5 Minutes of Previous Meetings:**

- 5.1 Minutes from 8<sup>th</sup> November were deferred to the January as they needed substantial correction.
- 5.2 The actions from November were reviewed and can be found at the appendix.
- 5.3 Governors were reminded that the January meeting would include training with an outside consultant to analyse the school data dashboard. The HT outlined that RaiseONLINE may not be continued by the DfE and so understanding data in other formats was pertinent.

Joined by RA as an observer

- 5.4 At 8.6 from Sept and TB to offer assistance on Lockdown Procedure, new action in that SBM to liaise for TB to visit school and discuss

Action: SBM to liaise with TB to visit with regards to Lockdown Procedure

- 5.5 At 4.7 from Oct 2015 the HT outlined with regards to the Prevent Strategy as discussed previously some ethnic groups felt singled-out. However LBofCamden had reported that interventions had been welcomed in many cases.

## 6 Items from Chair

- 6.1 The Chair outlined the Handbook for Governors was mostly complete.
- 6.2 Target Setting for the HT had been completed by the Chair, Marion Rushbrook and Mark Newton From the LDBS.

## 7 Items from HT – Full Written Report

- 7.1 The HT reported back on the letter from Peter Dudley as Director of Education for LBofCamden. The HT & TB had meet with Jean Lang for Camden and the letter was dated 4<sup>th</sup> December 2016. The HT explained that it was accepted that the evidence provided by the school supported the SEF and that the “school is good with some outstanding features”
- 7.2 The priorities agreed were built into the HT’s Performance Management
1. Ensure that pupil progress is at least consistently good across all key stages
  2. Increase the number of pupils who exceed Age Related Expectations from their starting points and achieve the higher score / greater depth at KS1 and 2
  3. Enhance and accelerate progress in the EYFS
  4. Strengthen leadership at all levels
  5. Ensure effectiveness of PP spend
  6. Further develop attainment and progress in Reading as well as reading for pleasure.
- 7.3 TB who had attended with the HT felt it was a frank and positive meeting.
- 7.4 The HT explained this was now the start of continuing to see the agreed actions pursued. The SEF report to be recirculated to governors within the week.

Action: HT to circulate current SEF within week

- 7.5 The HT explained that the audit process continues and that the two days support from Camden would see Andy Redman the school CPP returning for another Teaching and Learning Review in the Spring term.
- 7.6 HT Written Report: The governors noted the current procedure used by the previous HT of calling in reports from across the school. The HT felt this cumbersome so the HT was looking at best practice in other schools to streamline a new report template which would summarise information for Governors more effectively.

## 8 Report from SBM

- 8.1 **Early Years Funding Update:** Currently all 3 & 4 yrs olds are entitled to 15 hours a week provision and LBoF Camden top that up to 30 hours. As part of the new National Fair Funding Formula only some parents will be entitled to the additional 15 hours.
- 8.2 The governors were taken through three possible funding models and the school at some point will need to decide what is viable.
- 8.3 The final proposals from the DfE are expected by year end. Under the new National Funding Formula it is expected that Camden funding will decrease.
- 8.4 **Financial Scheme of Delegation:** Agreed bi-annually -the FGB noted the documents that support this document and were content to approve. Document signed by HT & Chair.
- 8.5 **Finance & Staffing Committee:** The Terms of Reference which had been previously used for the Finance, Premises and Resources Committee were examined to check their suitability for the Finance & Staffing Committee from the new Pay Policy replacing the Finance/Budget Working Group.
- 8.6 Noted to remove remits to Admissions which do not apply to new Committee at page 1 and page 3.
- 8.7 Change at page 2 to have oversight of arrangements for hire of premises rather than to administer the applications.
- 8.8 At page 3 to oversee the process leading to staff reductions and added “also recruitment”.
- 8.9 At page 3 to remove this committee being the Appeal for pay grading or pay wards as that is a panel drawn from all appropriate available governors.
- 8.10 SBM to make suggested changes and present back to FGB

Action: SBM to make changes to proposed ToR for Finance & Staffing Committee
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- 8.11 **Annual School Financial Values Standards:** This working document for 2016-17 is reviewed on a rolling programme. Section A was reviewed and agreed subject to the following amendments:
- At section 5 in comment “year” missing following academic
  - At section 8 use of “Finance & Staffing Committee” to match current policy
- 8.12 **Bank Mandate:** Examined in Confidential to note changes due to new HT
- 8.13 **Premises:** GW as Link Governor had completed a Premises Walk on Mon 12<sup>th</sup> and will produce a follow up report.
- 8.14 The HT explained how the SBM had created a list of all tasks split up by daily, weekly and longer term and shared with the site manager. The SBM confirmed there is a meeting with the Site Manager each week and progress is slow but steady. HT commented initially a lot of work to get programme in place but will and is showing good results.
- 8.15 The school observed bigger projects such as the “Quiet Area” would take more time.

- 8.16 A governor asked about statutory checks and the SBM outlined that a contractor covers those. However that contract would need to be reviewed from Jan 2017.

Action: Review of Maintenance Contract (SBM)
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- 8.17 SBM was thanked for her contribution

## 9 Admissions

- 9.1 LBofCamden has suggested reasonable changes which the clerk had made in the copies circulated ahead of meeting. Changes agreed by FGB.
- 9.2 School needed to put draft policies on the website this week and also SBM to circulate to local nurseries to meet consultation window. Wider consultation being undertaken by LBofCamden

Action: NT to post draft Admissions Policies to website and SBM to circulate to local nurseries
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- 9.3 The discussions on Nursery Places meant the number to be admitted in Sept 2107 would be on the current agreed policy and the draft 2018 policy could change. However this was recognised as an issue for all schools and one LBofCamden was aware of.
- 9.4 NT having responsibility for school website asked clerk to check for previous admissions policies how long do they remain on website

Action: Clerk to check how long previous admissions policies need to be on website
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## 10 Policies

- 10.1 The HT reported the DHT was working on the list of all policies for renewal and once completed would be easier to manage.
- 10.2 NT reported that an issue on the website was that Policies uploaded showed the date uploaded which could cause confusion and that was being changed by the website controller.

## 11 Website & eSafety

- 11.1 NT outlined a move to manage the website within the school, so that it would be easier to manage and be accessible and relevant.
- 11.2 In response to a question the HT confirmed it did not save significant money but was being done for operational reasons.
- 11.3 In discussion of copyright issues for website, SBM to provide contract to Chair for review.

Action: SBM to provide contract for website to Chair with regards to copyright issues
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- 11.4 NT was aware of the issues around clock times on calendar and again bringing website in house hoping this can be resolved

## **12 Safeguarding & SEND**

12.1 HT reported there would be a Safeguarding Audit on 6<sup>th</sup> February 2017

12.2 HT reported SEND audit on 23<sup>rd</sup> Jan 2017

## **13 Governor Visits**

13.1 FPW reported back on the Termly Safeguarding Meeting and SEND Meeting on both occasions accompanied by MR. Reports to be circulated by clerk. FPW noted across a range of areas:

- Clear staff structure for dealing with Safeguarding
- Busy time as pupils express concerns ahead of holidays
- The considerable work undertaken for SEND and that more applications for statutory assessments are being declined.
- From Jan 2017 Target Tracker will be used to track progress of children with SEN

13.2 MR had attended the Y4 assembly at the end of November with positive comments. Clerk to circulate completed visit form.

13.3 AS hoping to attend RE Day Fri 16<sup>th</sup> Dec

## **14 Link Governors**

14.1 To be reviewed in Feb 2017 noting vacancies.

14.2 Subject presentation to be confirmed for Feb by HT

## **15 Governor Training**

15.1 January Training on Data

15.2 Inset Day 3<sup>rd</sup> Jan one hour session on FGM- governors welcome to attend

## **16 AOB**

16.1 A governor commented on how positive the School Fair had been with the Enterprise Projects and greater parental involvement. It was very well attended compared to previous years.

16.2 AS asked if the school was ready for a SIAMS inspection. The HT outlined the school had previously been inspected under the previous SIAMS inspection framework and that the expectations were now much higher.

16.3 The RE Lead has worked hard to ensure school has the evidence of what is happening on a day to day basis.

16.4 HT considered we are good with outstanding elements.

**17 Date of Next Meeting**

16.1 Tuesday 17<sup>th</sup> January 2016

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

Nick Tidey left the meeting

Roshan Ahmed (observer) withdrew