



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

HELD ON

THURSDAY 20TH JUNE 2017 AT 6PM AT THE SCHOOL

PART ONE

PRESENT:

Name	Category	Additional Information	Term of office ends	Present/Apologies/ Absent
James Poole (JP)	Foundation Deanery	Chair of Governors	Dec 2019	Present
Gregory Watson (GW)	Foundation LDBS	Vice-chair	Feb 2021	Apologies
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	Apologies
Debra Griffith (DG)	Staff Co-opted	School Business Manager	May 2019	Present
Mark Paul-Clark (MP)	Foundation PCC		Sep 2020	Present to 7.52pm
Caroline Rink (CR)	Foundation PCC		July 2019	Present
Marion Rushbrook (MR)	Foundation Deanery		Sep 2017	Present
Rev Anne Stevens (AS)	Foundation Incumbent		Ex-officio	Present
Lawrence Tampu-Eya (LT)	Elected Parent		May 2019	Absent
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 (JP) invited PW to open the meeting in prayer.

2. WELCOME AND APOLOGIES FOR ABSENCE

2.1 The Chair welcomed everyone. MP was on his way and arrived at 6.30pm. TB, GW, RA and CR had sent their apologies. LT was absent.

3. DECLARATIONS OF INTEREST

3.1 No new interests were declared.

4. PART 1 MINUTES OF FGB MEETING ON 9TH MAY 2017

4.1 Governors agreed that the minutes were a true and accurate record of the FGB meetings and they were duly signed by the Chair.

4.2 AP 7.5: **ongoing**. PW had sounded out potential candidates for PCC Governor without success and he and AS would continue with this.

4.3 AP 7.7: **pending**. JB had found a hard copy of the latest GB skills audit and would scan an email to EB

4.4 All other APs were complete.

5. HEAD'S REPORT (VERBAL)

- 5.1 **Leadership and Management:** The DHT has trained as a KS1 moderator for the LA and this strengthens moderation in the school. The newly appointed AHT and SEDNCo has had a transition day in school.
- 5.2 **Teaching, learning and Assessment:** Three new teachers will come into the school in July to meet their new children and stay with them for the day. The Phonics, KS1 and KS2 SAT tests were all complete.
- 5.3 **Attendance** had gone up to 95.79% (target 96%) with authorised absences going down and unauthorised remaining the same.
- 5.4 **Behaviour:** A child had to be restrained and was referred by the school to their GP. Several children vandalise one child's bike in the playground and the parents of those responsible are to pay for the repairs.
- 5.5 **Wellbeing:** The LDBS Safeguarding Audit was complete and the LA's will be completed next week. The lockdown drill revealed snagging issues with the walkie-talkies and resulted in numerous false alarms, which were hugely disruptive. Half the school were unable to hear the alarm so this will be corrected.
- 5.6 Following the recent terror attacks the LDBS asked STMP to be a Haven School which has been agreed in principle – full details to follow. Several school trips to central London were cancelled in the light of the terror attacks.
- 5.7 **Admissions:** Nursery admissions forms and packs were to be sent out parents shortly along with advice on the two streams of funding available. There were two appeals for admissions to Reception coming up.

MP arrived at 6.30pm

- 5.8 **Outcomes:** In EYFS, 75% of children achieved Good Levels of Development (GLD) an 8% increase on the previous year and 88% of PP children achieved GLD. **ASKED** why KS1 reading results were low, JB noted that the school was supporting a child whose application for additional support had been rejected and that providing support for that child takes away from the wider group. JB agreed to send end of year results to Governors once available in advance of the next FGB.
- 5.9 Following on from this a Governor **ASKED** about the funding implications of an application for a child from a special school and JB replied that the school was committed to supporting all children whether or not additional funding was provided.
- 5.10 **ASKED** about the spike in KS1 pupils achieving 'greater depth' in maths, JB explained that those children that could reason mathematically are not necessarily the strongest readers and writers. Presented with variations like this staff go back to the data and ask why.
- 5.11 **ASKED** about the number of families withdrawing their children from collective worship, JB said this had not increased.

6. SBM'S REPORT (VERBAL)

- 6.1 DG reported that the year-end carry forward for 2016-17 was £207,877.
- 6.2 The staff absence insurance policy was brought to the GB for approval. The SMT had decided to take out cover for all teachers and key members of staff but not TAs. This reduced the insurance cover from £22k to £16k. **DECISION:** Governors **APPROVED** the proposed cover on the basis that the £22k originally allocated for this in the budget should be ring fenced for the Autumn term on the basis that the cover could then be increased if necessary.
- 6.3 LDBS had approved funding for the resurfacing of the Multi Use Games Area (MUGA) of £12,500 from the school's devolved formula and £7,500 from the LDBS. Prior to the FGB, JB and JP had discussed the possibility of allocating some of this funding to introducing

additional security measure in the reception area, which staff had requested following the lockdown drill.

- 6.4 Governors **AGREED** that further risk analysis of the reception area and research into a range of costed solutions was required before agreeing to spend on this. MP offered to contact the security advisor at University College London for guidelines and advice. JB was to contact the police to ask for advice and a security review. The GB will reconsider this issue in the autumn term.
- 6.5 Governors **APPROVED** spending the full £20k on resurfacing the MUGA.

	Action	Who	Deadline
6.4	a) Ask UCL's security advisor for guidelines and advice on lockdown measures and security.	MP	ASAP
	b) Ask police to review school security and advise on the need for further measures in Reception area.	JB	ASAP

7. GOVERNING BODY UPDATE

- 7.1 The Chair said that the July FGB would focus on Governance, evaluate how the GB functions, how it could be more efficient and effective and consider whether to continue with monthly FGB meetings or revert to a model with Committees. He would send Governors an online GB evaluation survey and was working on a draft Governors' Code of Conduct and Induction Pack to bring to the GB for approval.
- 7.2 In terms of vacancies, three Foundation Governors were needed; two PCC and one Deanery. JB said she would particularly value Governors with knowledge of Safeguarding, Child Protection and SEN and also people with particular insight and understanding of educational outcomes who could challenge and hold the school to account on this. Representatives of the local Bangladeshi community would be valued, as would candidates from diverse ethnic and cultural backgrounds, as the current GB could be more diverse.
- 7.3 AS and GW were sounding out potential PCC Governors. AS would speak to her contacts in the Bangladeshi community. JB would put out feelers to Camden Schools.
- 7.4 EB had contacted LDBS and the Deanery and been told the school should identify suitable candidates and put them forward to the Deanery for approval. She would seek suitable candidates through the organisations SGOSS and Inspiring Governance (IG). EB would co-ordinate everyone's efforts.
- 7.5 The draft schedule of FGB meetings for 2017-18 was provisionally approved, subject to the GB's self-evaluation and review in July.

	Action	Who	Deadline
7.1	Circulate draft Governance documents prior to July FGB for GB input.	JP/EB	July
7.3	a) Seek suitable candidates for the two PCC Governor vacancies. b) Sound out Camden schools for prospective Deanery Foundation Governor.	PW/ AS JB	ASAP ASAP
7.4	Seek potential Deanery Foundation candidates through SGOSS and IG and co-ordinate everyone's efforts.	EB	ASAP

8. ITEMS FROM THE CHAIR

- 8.1 None.

9. POLICIES FOR REVIEW AND RATIFICATION

9.1 **Home School Agreement:** NT had condensed several documents into one. This, the **EYFS** and the **E-Safety** policy were all **APPROVED**.

10. FEEDBACK FROM GOVERNORS' SCHOOL VISITS

10.1 PW had visited the school on 13th June with a new pastoral assistant from St Mary's who will be visiting the school from September onwards; both were impressed by the literacy and music classes they saw in action.

10.2 AS and MR had visited to be on the interview panel for the new SENCO and were very happy with the appointment made. They were pleased to see that the children did not seem troubled by the lockdown drill underway.

10.3 GW had visited to do an H&S inspection.

11. TRAINING UPDATE

11.1 JP had attended the LDBS course training on GB Evaluation earlier in the day, which had been useful and interesting and would inform next month's FGB. For example, some GBs appoint Link Governors to core subjects or to each of the goals in the school's improvement plan.

11.2 The HT noted that while Governors were always welcome to come in and celebrate the many lovely events and aspects of the school she felt the GB really needed to be aligned to and invest in specific elements of the School Development Plan in order to challenge and support as effectively as possible.

12. AOB

12.1 JB tabled the new staffing structure that had just been completed for Governors to see.

13. Dates of Full Governing Body Meetings

13.1 Tuesday 18th July 2017 at 6.00 pm

MP left and Part 2 commenced at 7.52pm

Signed:

Date:

Chair James Poole

On behalf of the Governing Body for

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