



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

HELD ON

THURSDAY 9TH MAY 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	Present
Debra Griffith (DG)	Staff Co-opted	School Business Manager	May 2019	Present
Mark Paul-Clark (MP)	Foundation PCC		Sep 2020	Present to 7.42pm
Caroline Rink (CR)	Foundation PCC		July 2019	Present
Marion Rushbrook (MR)	Foundation Deanery		Sep 2017	Apologies
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. GW, RA and MR and CR had sent their apologies. LT emailed his apologies during the meeting.

3. DECLARATIONS OF INTEREST

3.1 No new interests were declared.

4. PART 1 MINUTES OF FGB MEETINGS NOVEMBER, DECEMBER, FEBRUARY AND MARCH

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 The APs from March had all been completed.

4.3 Referring to the setting up of a Governors' virtual page, JB reported that Camden was to provide this for free starting in September. **ASKED** whether Governors would be able to access the page whilst they were in the school, NT confirmed that internet access for visitors should be available soon.

5. HEAD'S REPORT (verbal)

- 5.1 JB highlighted that JP and MR had conducted her Performance Management (PM) mid-term review on 20th April. Every member of staff has now had their Performance Review. The Chair noted that one of the targets, to increase progress year on year, might need to be adjusted to take in to account the varying ability levels of different year cohorts.
- 5.2 Staff had completed a collaborative audit of the learning environment and the SLT would collate and review points identified for improvement after SATs.
- 5.3 Y6 was half way through SATs. JB said data analysis showed that progress at KS2 was the school's biggest challenge going forward.
- 5.4 Attendance for Spring 2 was 94.61% (school target 96%) with 4.77% authorised absences and 0.63% unauthorised. Persistent absence was still a problem but was improving, thanks to the hard work being done by the Attendance Team led by DHT Lucy Heard.
- 5.5 Caterlink were to visit the school this Friday to run an Added Benefits Day with an assembly and cooking workshops with Y1 and Y6.
- 5.6 Up to twenty Y6 children attended Easter school in the first week of the Easter holidays. Parents were supportive, the children worked very hard and JB believed it would make a difference to SATs results. The school is likely to run this intervention again next year.
- 5.7 JB has identified where she needs to act to achieve progress with attainment. The SMT was overseeing the implementation of a LKS2 Raising Standards Plan and the HT and DHT were conducting learning walks to provide feedback on recurring issues.
- 5.8 The EYFS Leader had attended LA training and was going to write the EYFS section of the SEF this term.
- 5.9 **ASKED** about the more exacting standards of the new SATs test and the impact this would have on results, JB said that the tests would be harder but all schools were in the same position. Last year STMP did comparatively well nationally but the benchmarking information for this year was not yet available.
- 5.10 **ASKED** about the financing of the Easter school, JB said it was financed by the Pupil Premium and would be set into the regular budget.
- 5.11 The Chair **THANKED** JB and her colleagues for their hard work and commitment in giving up time during the Easter holidays and asked JB to pass this message on to staff.

6. SBM'S REPORT (TABLED)

- 6.1 DG talked through the her Draft Budget Report (tabled) and noted that the new funding formula had had an impact on the budget, especially the reduction of Nursery funding from full time to part time. The school had planned financially for the worst-case scenario in which none of the school's pupils was eligible for top up funding. JB assured Governors that the Finance Committee (FC) had gone through the draft budget in great detail.
- 6.2 Page 5 showed how funding had been calculated with a projection of 97 children eligible for the Pupil Premium. Employment on-costs were increasing and Camden's subsidised funding formula was decreasing annually. Recruitment costs had increased as the difficulty in recruiting suitable staff, common to all London schools, had led STMP to work through agencies.
- 6.3 JB will continue with one lead teacher working on PP across the school. JB had planned to assign a second teacher to PP but following a recent recruitment round the school would have a strong teaching team in place in September so she felt this was no longer be necessary. She was to give further details of recruitment and staffing structure in Part 2.
- 6.4 Most schools in Camden were operating full time nurseries this year. STMP might have to reduce its Nursery to part time from September 2018 given the cut to funding.
- 6.5 The Chair **COMMENDED** DG and the FC for their hard work on a school budget where income was down in a year of significant funding cuts. It was noted that DG had managed

the budget very efficiently over the past ten years. JB was to share the GB's vote of thanks with relevant staff.

- 6.6 **ASKED** whether the school might get a better rate of return if it moved bank account, JB noted that investigating this would be time consuming and asked whether any of the Governors would volunteer to take it forward. The Chair suggested that RA might do this on her return from maternity leave as her background was in banking.
- 6.7 Governors **APPROVED** the draft budget unanimously and it was signed by the Chair.

7. GOVERNING BODY UPDATE

- 7.1 The Chair highlighted that the GB was on the cusp of significant change with Deanery Synod Governor MR and PCC Governors CR and MP due to leave and staff and parent Governor elections due. The Chair hoped to have all five of the future new Governors in post for the FGB's September meeting and for the Deanery Synod and PCC Governors if possible by July.
- 7.2 The Clerk was to approach LDBS in the first instance for a list of potential replacement Governors for MR (Deanery Synod). Other avenues would be pursued if this did not prove fruitful.
- 7.3 The Chair said he wanted the GB to evaluate its effectiveness at the July FGB. It would be constructive to circulate questions for the GB to reflect on in advance of the meeting and to seek feedback from outgoing Governors. The Chair hoped to attend the LDBS Governance Evaluation Training on 20th June (subject to work commitments).
- 7.4 **ASKED** whether a PCC Governor could also be a parent at the school it was agreed that this was not best practice. The Clerk was to check the regulations.
- 7.5 PW and CR were to sound out suitable candidates for the two PCC Governor vacancies.
- 7.6 JB had drafted a letter to parents about the Parent Governor election that she would send out by early September at the latest. JB agreed to send this draft letter to the Clerk to circulate to all Governors as it contained a useful summary for any prospective Governor of the role and the time commitment involved.
- 7.7 The Chair was to locate a Governors' Code of Conduct for the Clerk to circulate to Governors and also the most recent Governors Skills Audit to refer to at the July FGB.
- 7.8 Asked if they wanted the school to continue subscribing to the NGA and The Key, Governors said they did.

	Action	Who	Deadline
7.2	Contact LDBS for list of potential Governors to fill Deanery Synod vacancy.	EB	ASAP
7.4	Clerk to check regulations on whether PCC Governor can also be a parent at the school.	EB	ASAP
7.5	Sound out potential PCC Governors.	PW CR	ASAP
7.6	JB to send draft Parent Governor letter to Clerk to circulate to all Governors.	JB EB	ASAP
7.7	a) Send draft Governors' Code of Conduct to Clerk to circulate to GB	JP/EB	ASAP
	b) Locate most recent GB Skills Audit to refer to at July FGB	JP	ASAP

8. ITEMS FROM THE CHAIR

- 8.1 The Chair reported that RA had recently given birth to a baby boy and that both were happy and well. JP would pass the GB's congratulations on to RA and her husband.

9. POLICIES FOR REVIEW AND RATIFICATION

- 9.1 **Home School Agreement:** NT and JP had a series of corrections and amendments that they agreed to email to JB. JB would look at amalgamating some of the documents to avoid duplication. JB and NT were to review the parental consent form so they could opt out of some elements and into other.
- 9.2 **Health & Safety:** TB's corrections were noted and the policy was **APPROVED** subject to these amendments.
- 9.3 **ASKED** whether one accident book held at Reception would be more consistent and easier to manage, JB said different books held at different locations in the school meant staff could access them quickly and easily (e.g. whilst supervising playtime). The key was to pull the data from all accident books together monthly and the school had a designated person who did this efficiently.
- 9.4 **Governor Allowances and Expenses:** **ASKED** whether this information, especially the allowance for childcare, was made known to prospective Parent Governors', JB agreed to include this information in her letter to parents as it might encourage a wider field of candidates. **APPROVED**
- 9.5 **Data Protection:** **APPROVED**
- 9.6 **Freedom of Information** and **Publication Scheme:** **APPROVED**. AS pointed out that 3.1 of the former noted that schools were required to proactively publish information and **ASKED** how proactive STMP has to be? JB note that the school met the statutory requirements for the publication of information on its website. Faced with more difficult requests for information, such as for information about salaries, JB would refer to Camden for advice.
- 9.7 **Inclusion Policy and SEND Policy:** **APPROVED**
- 9.8 **EYFS and Outdoor Play Policies:** JB was to make small amendments to both and circulate to Governors for approval.

	Action	Who	Deadline
9.1	a) Send corrections to HSA to JB. b) Review parental consent form.	NT/JP NT/JP	ASAP
9.8	Amend EYFS and Outdoor Play Policies and circulate to Governors for approval.	JB	ASAP

10. THERE WAS NO ITEM 10 ON THE AGENDA

11. FEEDBACK FROM GOVERNORS' SCHOOL VISITS

- 11.1 MR had sent in two reports, including one on a meeting she and PW had on 24th April with designated Safeguarding Lead Elisha Blanche who updated them on improvements to safeguarding procedures. MR **ASKED** about further Safeguarding training for Governors at the meeting. MR attended a second meeting about SEND provision.
- 11.2 MR and JP visited on 20th April for JB's Performance Management review at which they talked through her targets (see 5.1 above) and were shown the new Target Tracker online system which all found to be better at differentiating progress made by pupils. JP will provide a written summary.

12. TRAINING UPDATE

- 12.1 JP has booked himself onto the LDBS course on 20th June on GB Evaluation.
- 12.2 The Clerk has started the NGA's Clerk's Training programme.

13. AOB

13.1 There was none.

14. Dates of Full Governing Body Meetings

14.1 Tuesday 20th June 2017 at 6.00 pm

Tuesday 18th July 2017 at 6.00 pm

NT withdrew, MP left and Part 2 commenced just after 7.45pm

Signed:

Date:

Chair James Poole

On behalf of the Governing Body for

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