

## ST MARY & ST PANCRAS CE PRIMARY SCHOOL

### Part I OF THE MEETING OF THE FULL GOVERNING BODY

held on  
Tuesday 8<sup>th</sup> November 2016 at 6pm

#### ATTENDEES

Name	Governor Type	Term of Office End	Present/Absent /Apologies
Rev Anne Stevens	Incumbent (COM)	<i>Ex officio</i>	present
Father Paschal Worton	LDBS	<i>Ex officio</i>	present
Gregory Watson	LDBS	March 2017	present
Tim Brown	LDBS	Sept 2020	present
James Poole	Deanery (South Camden)	Dec 2019	present
Marion Rushbrook	Deanery	Sept 2017	present
Mark Paul-Clark	PCC	Aug 2016	apologies
Caroline Rink	PCC	July 2019	present
Nana Oye Adjepong	Local Authority	Nov 2016	present
Marie LeMaitre	Parent	Sept 2017	present
Lawrence Tampu-Eya	Parent	May 2019	apologies
Jules Belton	Headteacher	<i>ex officio</i>	present
Nick Tidey	Staff	Jan 2018	present
Debra Griffith (SBM)	Co-opted	May 2019	present
Roshan Ahmad	London Borough of Camden, Observer		In attendance
Emma Nutbrown	Early Years teacher		In attendance
Matthew Connolly	Clerk (LDBS)	N/A	In attendance

#### **Part 1 (Non-Confidential)**

##### **1 Opening Prayer**

1.1 The meeting was opened at 6:10pm; AS led the governors in prayer

##### **2 Welcome and Apologies for Absence**

2.1 The Chair welcomed governors to the meeting.

2.2 The Chair introduced Roshan Ahmad, from the London Borough of Camden, who was present as an observer.

2.3 Apologies had been received from Lawrence Tampu-Eya and Mark Paul-Clark, which were accepted. The meeting was quorate.

##### **3 Declarations of interest**

3.1 No declarations of interest pertaining to matters on the agenda were received.

#### 4 Briefing For Governors - Early Years

- 4.1 Emma Nutbrown (EN) reported back on the Teaching and Learning review of the EYFS that Leonie Holt had undertaken recently. The provision itself, quality of displays, and the leadership were all rated positively.
- 4.2 EN also outlined other positive areas, including the modelling of good language by the adults present and how the curriculum was amended to suit the interests of pupils.
- 4.3 The outdoor space is used for physical development, and there are positive relationships between parents and staff.
- 4.4 The portfolios for pupils were reviewed and found to be of high quality.
- 4.5 LH had expressed the view that the provision was Good, with elements of Outstanding.
- 4.6 She suggested areas for development including providing a high-quality language model, and the pupils taking greater ownership of their environment.
- 4.7 She also suggested the school adapt their outdoor space to offer a more natural feel for children, as our pupils do not usually experience natural green areas. Examples of such changes would be a bicycle track on the ground, digging area, chalkboards, and an in-situ mud kitchen, as well as “Big Music” outside. There is a three-year plan to ensure the quality out-of-doors is as good as indoors; fundraising is ongoing to try and secure £30k for outdoor works.
- 4.8 A governor **asked** if the indoor area works well, and EN indicated that it did, and that there is still free flow between areas—so, for example, a lower-achieving child in Reception can do some work in Nursery.
- 4.9 The HT congratulated EN on the outcomes that had been achieved in a short time.
- 4.10 A governor **asked** if the three-year plan and the £30k funding bid was an ‘all or nothing’ scenario. EN indicated there was a phase one to the plan when £20k had been secured; the HT explained this was the move into an authentic outdoor space. A governor **asked** if the £30k was to be secured from grants, and EN answered that some small funds were committed. Governors suggested various known sources of funding, including the Crick Institute’s Community Chest and the Biffa Awards. GW would forward the funding spreadsheet he receives periodically if suitable sources of grants are shown.
- 4.11 The Chair suggested a Governors’ Working Group and GW, TB, CR and RA volunteered; the HT and SBM would represent the school.
- 4.12 A governor **asked** about language support with EASL. EN confirmed children did attend with limited English language skills because of the demographic makeup of the area.

#### 5 Minutes of Previous Meetings:

- 5.1 Minutes from 11<sup>th</sup> October: With a quorum present of governors who had been at the October meeting, the minutes were approved as a true and accurate record, subject to the corrections agreed below. A copy was signed by Chair.
- 5.2 Editorial changes:
- At 4.4 *emphasized* not *empathised* in the first line

- At the last line of 4.4, *progress not attainment*
- At 7.3, *emphasis not empathisis* and *of not if* in the last line
- At 7.5, *every not ever*
- At 10.3, *“in discussion”*
- At 14.1, *Emma Nutbrown*
- At 16.1, the minute was clarified as referring to a smoke detector
- At 17, the numbering would be corrected.

- 5.3 At 4.2, changed as follows to stress that progress across the key stages will be used:  
*Key Themes: That inspections are now more focused on progress, and in an inclusive school like this one the progress from entry and Key Stages will be important, and not just final results at year 6. The HT outlined how we have the history of our pupils and their data as a school.*
- 5.4 At 4.5 and elsewhere, the Risk Assessment Tool from London Borough of Camden is *Evolve* not *Evole*, and at the first line of 54.5, *Evolve* is used to write RAs, not merely to capture the details.
- 5.5 At 7.13, the minute was clarified as:  
*SIAMS inspection: The HT monitoring had raised concerns with plans in place to address them, as an inspection is due by Christmas. As this is a church school, it is especially important to get this right. Jayne Pavlov, the LDBS RE adviser, was attending on Dec 9<sup>th</sup> and a governor **asked** if clergy governors would be part of that; the HT confirmed that clergy would be invited. In addition, AS agreed to meet with Emma Nutbrown to feed into SEF for collective worship. HT requested that the message from “the church” on the website be refreshed and AS/FPW agreed to collaborate on that.*
- 5.6 At 10.1, the minute was clarified as:  
*Feedback and Marking Policy: LTE and AS had been asked by the clerk to review this policy in detail. A governor **asked** about page 3, where the policy only referred to marking 3 spelling mistakes; what if there were more than 3? The staff governor explained this was to focus on the more common frequency errors. The HT outlined that a teacher would pick up individual spelling mistakes and common mistakes across a class. Also, books are marked either with the child present, or if marked after school the child receives feedback in the morning. A governor **asked** for clarity in marking in subjects other than English and Maths, and this was discussed. The policy was commended by governors, and they noted it had been created by Lucy Heard (DHT) and agreed by the FGB.*
- 5.7 The actions from September were reviewed and can be found in the Action List appendix.
- 5.8 At 10.8 from the October minutes, governors had agreed in terms of the Model Pay Policy that the Finance Working Party would become the needed Finance and Staffing Committee. The members of this committee were confirmed as the Chair, GW, TB, the HT and the SBM. The SBM would provide Terms of Reference for the previous Finance Committee to December FGB for review and adoption by the new Finance and Staffing Committee.

Action: SBM to provide Terms of Reference for previous Finance Committee to Dec FGB
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## 6 Items from Chair

- 6.1 The Chair asked that photos of the governors should be up in reception as had been discussed previously. NT would take photos of the governors at the December meeting.

Action: Photos of Governors to be taken by NT at Dec FGB; governors please note
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## 7 Items from HT – verbal report

- 7.1 The HT reported back on the Teaching and Learning review from the previous day. The HT and DHT, plus Helen Ridding from LDBS and Andy Redman from the London Borough of Camden, had been in attendance. TB and the HT also planned to meet with Camden.
- 7.2 The outcome of the review was that the school would secure a low 'Good' in an Ofsted Inspection, or if the provision was as seen yesterday, a 'Requires Improvement'. The HT had asked Andy Redman about comparison to last year's review and he had confirmed the same issues were present. The HT pointed out that the school had been in a difficult position with an interim acting HT and the AHT away on sick leave for some time, and could now address these issues.
- 7.3 The SDP priorities were deemed to be relevant and the best teachers are placed where they are most needed in EYFS, Yr2 and Yr6. Helen Ridding, as an Ofsted Inspector, identified that the school must clearly show what it is doing about the weaker areas identified.

## 8 Report from SBM

- 8.1 Budget Monitoring for 2<sup>nd</sup> Quarter: The full report had been circulated to governors in advance.
- 8.2 Income: Governors noted that 96% of income was received by end of this quarter. Nursery funding had been reduced by £1.7K due to numbers in the May census. With regards to the Pupil Premium Grant, an additional £763 was received because 8 pupils were eligible for FSM during term.
- 8.3 Teaching Staff Budget: A governor **asked** if there was an expected underspend at year-end. The HT outlined how the school structured staffing would impact on this, and the governors need to consider the spending other areas, for example, agency cover. Another example: a link teacher to 'narrow the gap' can be, quite correctly, supported from PP funding.
- 8.4 Support Staff costs were currently projecting an excess of £40k. Governors discussed the recovery of costs to support staff sickness via the insurance cover.
- 8.5 Pupil Premium was projected to underspend and this would be looked at by the school. The HT stressed the need to match PP spending to children's actual needs. A governor commented on viewing this as a PP contingency fund if required in future. The HT was seeking advice from another HT on effective PP spending.
- 8.6 TB **asked** to meet with SBM to further understand budgets and spending.

Action: TB to meet with SBM to further understand budgets
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- 8.7 Overall, there was a projected year-end surplus

- 8.8 With regard to the three-year budget, the SBM explained that this was a working document as the first year is based on the current funding formula and the 2nd on a LA formula, but it will vary depending on what actually happens. Governors noted we have a current healthy carry-forward, but by 2018/19 any surplus would have been used up, with a potential £176K overspend.
- 8.9 Governors recognised it was necessary to see what can offset this overspend. The HT outlined staffing as the major area that needs to be considered. A governor indicated the need to look at all areas to make even small, incremental savings. The HT also suggested the school explore sharing staff with other schools, and a governor commented that the school had previous experience of federation working.
- 8.10 A governor suggested looking at income from lettings while accepting it must be balanced against staffing costs.
- 8.11 A governor further raised that the school does have increasing maintenance costs, as it is now out of the first 10 years.
- 8.12 LDBS Capital Bids: Governors noted the capital bids, including security costs for the Lockdown Procedure.
- 8.13 The SBM had listed the kitchen items and noted the dishwasher and mixer had been repaired several times. The replacement costs were not included as the view was that if an item was not cost-effective to repair it would need to be replaced at a best market price.
- 8.14 The SBM was thanked for her contribution.

## 9 Admissions

- 9.1 The Admissions Policies for September 2018 had been approved by LDBS and forwarded to Camden for consultation.

## 10 Policies

- 10.1 Sex and Relationships Education Policy (lead governors on review MLM, CR & JP): A governor commented on 8.1 where there was a disjunction between offering confidentiality and being legally required to report any Safeguarding issues. The first sentence was changed to remove the promise of confidentiality: "Teachers conduct sex education in a sensitive manner; ~~and in confidence~~". The policy was approved by governors.

Action: Sex and Relationships Policy approved subject to agreed amendment (SBM)
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- 10.2 Safeguarding and Child Protection (lead governors for review MR, FPW, MPC): This policy had been presented to the October FGB meeting and agreed in principle for use, and was formally approved by the governors at this point.

Action: To confirm approved Safeguarding & Child Protection Policy is on website (NT)
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- 10.3 Medicine Policy (lead governors for review MR, FPW & MPC): Governors **asked** why one side of the policy was termed 'Medicine Policy' while the form for parents to complete had the

designation 'Drugs Policy'. The policy was agreed subject to the SBM correcting the wording as needed.

Action: Medicine Policy approved but SBM asked to check wording showing Medicines Policy on one side of Policy and Drugs Policy other (SBM)

## **11 Website and eSafety**

- 11.1 The HT had asked for profile of RE to be raised on the website.
- 11.2 NT was monitoring class teachers, asking them to update class areas of the website on a weekly basis.

## **12 Safeguarding and SEND**

- 12.1 MR attended and reported back on the Local Authority SEND briefing, which focused on future provision under new funding limitations, as well as how schools would receive the funding and the change to "Proxy Indicators" for its allocation.
- 12.2 The presenters were clear that strategies for SEND children benefit the whole cohort, as well as the value of emotional support as it is modelled at this school. MR considered it had been well worth attending.

## **13 Governor Visits**

- 13.1 GW had been unable to attend the Maths Day on 14th October but hoped to attend on 22<sup>nd</sup> November, where each class would be planning a business opportunity.
- 13.2 GW had undertaken a Health and Safety walk with the SBM, who had compiled a list of works required from low-level upwards. There are small items which create a poor impression such as weeds visible inside railings, etc., which need addressing. It was hoped that the knowledge that these items would be checked again in a month or so would encourage their completion.
- 13.3 The HT raised the issue of a volunteer maintaining the Quiet Area, and whether the school should rely on a volunteer rather than appropriate paid maintenance.

## **14 Link Governors**

- 14.1 The list of allocations would be reviewed in December, noting vacancies.
- 14.2 Subject presentations would be confirmed by the HT.

## **15 Governor Training**

- 15.1 Intervention training, attended by CR, was not really applicable to the school setting.
- 15.2 Training in regard to unconscious bias had been attended by AS, who would notify the office of the details.

## **16 AOB**

16.1 There was no other business to consider.

### 17 Date of Next Meeting/s

17.1 The date of the next meeting was confirmed as Tuesday 13<sup>th</sup> December 2016, and Tuesday 17<sup>th</sup> January 2016 for the following one.

17.2 There being no further non-confidential items to discuss, Part I of the meeting closed at 7:50pm

*NT left the meeting*

*Rochan Ahmad (observer) withdrew*

## Appendix Action Points TAKEN NOVEMBER 2016 FGB

Minute		When	Who	notes
	<b>From May 2016</b>			
75.4	SBM to provide list of kitchen items and costs which might need replacing over next 2-3 yrs	Sept	SBM	List of kitchen items in SBM report min.8.13 this <b>ACTION COMPLETE</b>
75.5	3yr Financial Plan to be presented to July FGB if ready (SBM/finance working group)	Sept	SBM	Min.8.8 this <b>ACTION COMPLETE</b>
79.4	CR to write up visit form for trip to RAH	May	CR	<b>ACTION COMPLETE</b>
	<b>June 2016</b>			
86.6	Jules Belton could be involved with some training around interpreting data at the Oct or Nov FGBs	Autumn	JB	Moved to Dec/Jan ROL available end Oct
	<b>From July 2016</b>			
100.3	LA Governor -clerk to look for possible candidates to visit school and be sponsored by Camden	Now & by Nov	clerk	<b>ACTION COMPLETE</b>
100.6	Welcome Pack for Governors- any responses to Chair	July/ Aug/ Sept	all	Dec agenda
107.1	Visits Reports Required: D&T day (CR)	Sept	CR	<b>ACTION COMPLETE</b>
108.2	Brief Report on Monitoring & Evaluation Training from Camden (Chair)	Sept	Chair	ongoing
	<b>From Sept 2016</b>			
3.2	All governors to complete Annual Declaration,	asap	clerk	<b>ACTION COMPLETE</b>

	clerk to follow up			
5.3	Governors welcome to flag any suitable candidate for LA governor vacancy to clerk or Chair	asap	all	<b>ACTION COMPLETE</b>
5.4	EduBase entries for governors, SBM to follow up on any missing information from current governors. Clerk to follow up governors who have left in last 12 months.	Oct Oct	SBM clerk	Complete ongoing
8.6	TB to offer assistance to SBM with regards to Lockdown Procedure	Dec	TB/ SBM	ongoing
9.1	Clerk to investigate possible training for those who might sit on Admissions Committee	By Dec	clerk	ongoing
12.2	HT & MR to meet to discuss possible Safeguarding Training for all FGB	Nov	HT/ MR	ongoing
13.2	MLM to write Visit Report for Year 6 Production July	Oct	MLM	<b>ACTION COMPLETE</b>
14.2	HT to circulate dates for Year Group Assemblies via clerk	Oct	HT/ clerk	Circulated & on agenda <b>ACTION COMPLETE</b>
14.5	To discuss an Assembly led by Governors	By July 2017	MPC/ HT	ongoing
15.4	MR to speak with EB about value of attending local SEND briefing	Oct	MR	Attending Thurs 13 <sup>th</sup> Oct & agenda item <b>ACTION COMPLETE</b>
	<b>From Oct FGB 2016</b>			
4.7	HT to share approach to Prevent strategy favoured by Camden		HT	
7.13	AS to work with EN to feed into SEF on collective worship		RAS/ EN	<b>ACTION COMPLETE</b>
7.13	AS/FPW to refresh message from the church on website		RAS/ FPW	Ongoing FPW to lead
7.21	RAS/FPW to ask church community for volunteers to assist with Breakfast Club		RAS/ FPW	<b>ACTION COMPLETE</b>
7.22	LH DHT to report back on meeting with EWO (12 <sup>th</sup> Oct) and unauthorised absence		DHT	Written Report December
9.2	Clerk authorised to take revised Admissions Policies to LDBS and to access Borough consultation from early November.		clerk	<b>ACTION COMPLETE</b>
10.5	SBM to update ERP with suggested amendments where feasible		SBM	SBM to GW/TB for review

10.6	<p>Action: Due to time constraints three Policies approved at Oct FGB to return to Nov FGB to be reviewed for final sign off:</p> <ul style="list-style-type: none"> <li>• Sex &amp; Relationships Education Policy</li> <li>• Safeguarding &amp; Child Protection Policy</li> <li>• Medicines Policy</li> </ul>		clerk	Agenda this <b>ACTION COMPLETE</b>
10.8	Chair/SBM with clerk to clarify outside meeting use of Finance Working Party as the named Finance & Staffing Committee in the Model Pay Policy		Chair/ SBM clerk	Agreed <b>ACTION COMPLETE</b>
12.1	Clerk to confirm all governors initialled to confirm have read Ptl & PtlI of KCSiE		clerk	<b>ACTION COMPLETE</b>
15.3	To circulate Training Calendars for LDBS & Camden		clerk	Camden by email Nov/Dec LDBS Nov-Jan in Newsletter <b>ACTION COMPLETE</b>
16.2	Clerk to liaise with NT around possibilities for conference call to FGB if needed		Clerk/ NT	Not possible <b>ACTION CLOSED</b>
17.3	Clerk to liaise with SBM on final date for May 2017 meeting and budget return		Clerk/ SBM	Tues 9 <sup>th</sup> May (2 <sup>nd</sup> Tues) No mtg April this <b>ACTION COMPLETE</b>