

ST MARY & ST PANCRAS CE PRIMARY SCHOOL

Part I OF THE MEETING OF THE FULL GOVERNING BODY

held on

Tuesday 11th October 2016 at 6pm

ATTENDEES

Governor Type	Name	Term of Office End	Present/Absent /Apologies
Incumbent (COM)	Rev Anne Stevens	Ex-officio	present
	Father Paschal Worton	Ex-officio	present
LDBS	Gregory Watson	March 2017	present
	Tim Brown	Sept 2020	apologies
Deanery (South Camden)	James Poole	Dec 2019	present
	Marion Rushbrook	Sept 2017	present
PCC	Mark Paul-Clark	Aug 2016	present
	Caroline Rink	July 2019	present
Local Authority	Nana Oye Adjepong	Nov 2016	present
Parents	Marie LeMaitre	Sept 2017	apologies
	Lawrence Tampu-Eya	May 2019	present
Headteacher	Jules Belton	ex-officio	present
Staff	Nick Tidey	Jan 2018	present
Co-opted	Debra Griffith (SBM)	May 2019	present
Also 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 Noted that LDBS had approved Tim Brown as a Foundation Governor.

2.3 Apologies had been received from Marie LeMaitre and Tim Brown which were accepted.

3 Declarations of interest

3.1 None pertaining to matters on the agenda

4 Briefing For Governors

4.1 The HT explained she had recently attended a briefing from LBoFCamden on "Inspection Update" and had permission to share the slides.

- 4.2 Key Themes: That inspections are now more focused on progress and in an inclusive school like this one progress from entry and previous key stage will be key and not just final results at year 6. The HT outlined how we have the performance history of our pupils and their data as a school.
- 4.3 Inspecting Outcomes: In terms of identifying the gaps the HT shared around our need to also focus on more able and pupil premium/ more able pupil premium pupils. Governors discussed how many of our pupils in our school did not fall into one of the key groups. In terms of effective use of Pupil premium the HT outlined consideration was being given to one teacher having oversight of PP on their job description. A governor asked how that would help when it is such a team effort. The HT outlined that person would still work with others and the Leadership Team but means one person has focus on PP spend and leads on the intervention for pupil premium pupils, its effectiveness and reporting on progress.
- 4.4 Phonics: Phonics emphasised at Inspections. At end of KS1 Pupils must be “fluent readers” and a governor asked how that was established. The HT outlined how phonics is taught as well as other reading strategies. Governors noted that children who did not reach the expected standard at the end of year 1 would continue to be taught throughout Year 2 and tested again if able to access the test.
- 4.5 Equalities Act & Local Risks: The HT explained the school would use “Evolve” to write Risk Assessments. The school needed to be aware of potential risks and educate the pupils accordingly before leaving the site; for example, with building works in the area around HS2 to warn children of danger of building sites. HT asked governors for examples of local risks and a governor asked what work is being done around drugs awareness. The HT explained this was covered in an age appropriate way and for ever younger years. The governors particularly those living locally shared the following local issues
- Keeping myself safe when out after school in parks / on the street
 - Prevalence of people with alcohol problems and sleeping rough
 - Used needles, for example in the church garden where children might play
 - Older siblings involved in gang activity
- 4.6 The governors discussed the work done within the school already with example of “Keeping Myself Safe Week” and work within PHCE. As well as E Safety. However governors noted that children with guidance who grow up in this locality tend to adapt and cope well in the main.
- 4.7 The need to be aware of unregistered children moving schools was outlined by the HT and the possible links to extremism. A governor shared some concerns especially within the Asian communities around the Prevent Programme and the HT also report LBoFCamden had concerns. HT to share the approach outlined by LBoFCamden.

Action: HT to share approach to Prevent strategy favoured by LBoFCamden

- 4.8 Safeguarding: The importance of all children needing two named adults to talk to and a robust culture of vigilance to keep children safe, work around safe and equal friendships and to understand consent. The challenge for the school is to form fully rounded pupils and at all stages of their time in school to deliver age appropriate messages.

5 Minutes of Previous Meetings:

5.1 Minutes from 20th September: With a quorum present of governors who had been at the September meeting the minutes were approved as a true and accurate record, subject to the notes below. Copy signed by Chair.

- That Nick Tidey sent apologies which had been accepted.
- At 7.2 that the HT had outlined all her previous experience in school improvement.
- At 7.12 last sentence to read: “The phrase for “closing the gap” in all situations is now “diminishing the difference”
- At 7.14 might instead of night
- At 7:14 the minute was clarified that although LBofCamden would see six providers similar to “Classroom Monitor” they would pick one and ask for it to be designed for Camden Schools. Schools had the option of taking that scheme however the time delay in that work means it was till a long way off as an option.
- At 8.5 the issue with the MUGA; the matter of deterioration and potential renewal of the surface was being pursued.
- At 14.5 was corrected to indicate Governors visit forms to be completed.

5.2 The actions from September were reviewed and can be found at the appendix.

6 Items from Chair

6.1 The Chair outlined we now had a copy of the Lease from Unite who had been of assistance.

6.2 No further items

7 Items from HT – verbal report

7.1 The HT reported back on the review of “Classroom Monitor” as a data capture system. The time spent on completing the notebooks is better used by teachers planning and evaluating their lessons and pupil progress. The staff governor indicated that this change was welcomed by staff and freed up time to concentrate on teaching.

7.2 The HT outlined the Moderation cluster with Brecknock and Brookfield was working well and with the uncertainty in assessment, this collaboration was essential. The relevant EYFS teachers also a part of the work. LBofCamden are now advertising their hubs and we will review in time which Camden hubs to join.

7.3 Effective Leadership: The HT asked governors to note an emphasis at meetings on strategic issues. Jean Lang from the LA had visited the school and the SLT all had whole school data training using the Camden data booklets.

7.4 In a one form entry school individual teachers can feel isolated and so the weekly Leader of learning Meetings makes sure best practice is shared across years.

7.5 All teachers have been through initial target setting. Every pupil has been reviewed.

7.6 Teacher & Learning Review is booked for 7th Nov and then the HT & Chair will attend a standards meeting at LBofCamden to establish current situation at school.

- 7.7 In terms of Teacher Appraisal it was agreed by LDBS HR that the review of last year's targets would be completed by half-term and new targets set after the T&L review.
- 7.8 All Support Staff complete a self- appraisal form before meeting and that helps to share the important contribution they make.
- 7.9 Subject leaders are being supported in line with their experience.
- 7.10 Presentation in Books and Marking: Marking Policy on agenda today and the presentation of each child is monitored by teacher, subject leader and SLT.
- 7.11 Rights Respecting School: the award was being reviewed, in line with the schools focus on preparing for an impending SIAMs inspection.
- 7.12 Nursery and Reception have settled with Nursery Baseline completed and Reception to be done by mid October. The HT commended to the FGB how well EN had settled into effectively leading EYFS; with CS,an NQT, as the Reception Teacher.
- 7.13 SIAMS inspection: The HT monitoring had raised concerns with the quality of RE; with plans in place to address with an inspection due at Christmas. As this is a church school it is vital that all children experience high-quality RE. Jayne Pavlou from the LDBS was attending on Dec 9th and a governor asked if clergy governors would be part of that review.AS agreed to meet with EN to feed into SEF for collective worship. HT asked that the message from the Church on the website is refreshed and RAS/FPW agreed to collaborate on that.

Action: RAS to work with EN to feed into SEF on collective worship
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Action: RAS/FPW to refresh message from the church on website

GW out 7:15

- 7.14 HT outlined overall learning behaviour is good
- 7.15 Offsite Risk assessments to be placed on EVOLVE. LH the DHT to attend training and review the policy.
- 7.16 Attendance: Lucy Heard DHT reported through the HT that last year was 94% against 96% and is currently at 93.6. The challenges faced were outlined.

GW returned 7:23

- 7.17 A governor asked about Breakfast Club and the HT explained it was very popular but staffing it was difficult for the period 8am to 8:45pm. FPW/RAS agreed to ask within church community.

Action: RAS/FPW to ask church community for volunteers to assist with Breakfast Club
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- 7.18 LH DHT is to meet with the Local Education Welfare Officer next day (12th Oct) around attendance issues and would report back to FGB.

Action: LH DHT to report back on meeting with EWO and unauthorised absence
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8 Report from SBM

8.1 The SBM had no items to report this month.

9 Admissions

9.1 With regards to the draft Admissions Policies for Sept 2018 being considered, the clerk had taken these to LDBS for consultation who had commented:

- Acceptable to ask for paperwork to prove address dated within 12 months but not 6 months
- That including a list of suggested items within the policy itself was not acceptable

9.2 Clerk asked for approval to resubmit the policies, asking paperwork to prove address is dated within 12 months. Asking for proof of address to be supplied when Supplementary Worship Form is provided. This was agreed. Also agreed that any future changes would be agreed by Chairs Action as Policies need to go out to LBofCamden for consultation early November before next meeting.

Action: Clerk authorised to take revised Admissions Policies to LDBS and to access Borough consultation from early November.
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9.3 The clerk outlined he had been reminded that we cannot accept the long UK Birth certificate as proof of ID for the child as it show the employment of parent or parents. To assist parents the FBB agreed if a long UK birth certificate was presented to the office the office would redact the employment details on the photocopy before being seen by Admissions Committee. Short birth certificate does not have employment details.

Noted: FGB agreed that office can accept long Birth Certificate and redact occupation

10 Policies

10.1 Feedback & Marking Policy: LTE & RAS had been assigned by the clerk to review this policy in detail. A governor asked at page 3 it only referred to marking 3 spellings what if more than 3? The staff governor explained this was to focus on the more common frequency errors. The HT outlined a teacher would pick up individual spelling mistakes and common mistakes across a class and tackle with the class straight away. Also, books are marked with child present or if marked remotely children address the next morning. VF meaning verbal feedback. A governor asked for clarity in marking in subjects other than English & Maths and this was discussed. Policy was commended by governors and noted created by Lucy Heard DHT and agreed by FGB.

MPC & LTE out

10.2 Emergency Response Plan: GW & TB had been assigned to look at this policy in detail. Responses had been received from TB by email which the SBM would look to include. A

governor asked how the policy would be used in a real situation and the HT confirmed it is to help us act responsibly. The following amendments were suggested by governors and the SBM would look to include these:

- Define Accidents as separate from Incidents
- Clear use of wording to indicate which emergency service to call
- Bomb Threat section to be improved to make it easier to use
- Where ever names of witnesses are being taken to get contact phone and/or address

- 10.3 In discussion it was confirmed that school has appropriate access to keys for St Marys Church as an evacuation site.
- 10.4 That in any section of ERP that the cascade to authority to contact emergency services would be similar to that used for exclusions. HT if available, DHT if available, Teacher In Charge and then for ERP any person acting in a reasonable manner depending on the circumstances.
- 10.5 Emergency Response Plan agreed by FGB with an annual review and SBM would make appropriate amendments.

Action: SBM to update ERP with suggested amendments where feasible

- 10.6 Due to time constraints the following Policies were agreed to be in use by the FGB but would be reviewed in more detail at the November meeting
- Sex & Relationships Education Policy (SRE)
 - Safeguarding & Child Protection Policy
 - Medicine Policy

Action: Due to time constraints three Polices approved at Oct FGB to return to Nov FGB to be reviewed for final sign off:

- Sex & Relationships Education Policy (SRE)
- Safeguarding & Child Protection Policy
- Medicine Policy .

- 10.7 All the following polices from LBofCamden and agreed by appropriate unions were agreed for use by the FGB.
- Camden Teachers & Support Staff Model Pay Policy
 - Pay Policy revisions (one sheet)
 - Appraisal Teachers
 - Appraisal Support Staff
- 10.8 At 11.8 and other places of the Model Pay Policy there is reference to “Finance & Staffing Committee” and the SBM suggested we use the Finance Working Group .A brief discussion was on the issues relating to a committee as separate to a working party. Chair/SBM with clerk to clarify outside meeting.

Action: Chair/SBM with clerk to clarify outside meeting use of FWP as the named Finance & Staffing Committee in the Model Pay Policy

11 Website & eSafety

- 11.1 NT as eSafety lead highlighted an App available to test understanding of eSafety for pupils and parents.

12 Safeguarding

- 12.1 All governors present had initialled to indicate they had to identify that had read Ptl & PtlI in "Keeping Children Safe in Education". Clerk to confirm other governors.

Action: Clerk to confirm all governors initialled to confirm have read Ptl & PtlI of KCSiE
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13 Governor Visits

- 13.1 Visit Forms outstanding to be with HT in next few days.
- 13.2 MPC was content to write visit form for Yr 6 Production in 2017

14 Link Governors

- 14.1 First Presentation by subject leader in October to be by EN on EYFS
- 14.2 GW was able to attend Maths Day on Fri 14th.

15 Governor Training

- 15.1 Intervention Training CR
- 15.2 Unconscious Bias RAS
- 15.3 Clerk asked to circulate Training Calendars for LDBS and LBofCamden

Action: To circulate Training Calendars for LDBS & LBofCamden

16 AOB

- 16.1 GW as H&S lead asked to undertake Premises Walk Through. Detector in outside Boys Toilets is still missing.
- 16.2 Clerk asked for permission to scope with NT possibilities to bring governors into meeting who were available but offsite (eg childcare) by conference call or video conference.

Action: Clerk to liaise with NT around possibilities for conference call to FGB of needed.
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17 Date of Next Meeting

- 16.1 Tuesday 8th November 2016
- 16.1 Tuesday 13th December 2016

16.1 For 2017 agreed to move to third Tuesday of each month with no meeting April. However clerk to liaise on May meeting with SBM because of return of budget to LBofCamden.

Action: Clerk to liaise with SBM on final date for May 2017 meeting and budget return

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

Meeting ended with a thank you to Nana Oye Adejpong whose term of office as a LA Governor had completed. Chair thanked her for her service and commended her for her own success in recent exams

Meeting closed at 8:20pm

Signed:

Date:

Chair James Poole

**On behalf of the Governing Body for
St Mary's and St Pancras Church of England Primary School**