



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

**HELD ON**

**TUESDAY 7<sup>TH</sup> NOVEMBER 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
Samuel Hopcroft (SH)	Foundation Deanery		Sep 2021	Present
Gregory Watson (GW)	Foundation LDBS	Vice-Chair	Feb 2021	Present
Tim Brown (TB)	Foundation LDBS		Sep 2020	Present
Gregory Powell (GP)	Foundation PCC		Sep 2021	Present
Vacancy	Foundation PCC			Vacancy
Rev Anne Stevens (AS)	Foundation Incumbent		Ex-officio	Present
Fr Paschal Worton (PW)	Foundation Incumbent		Ex-officio	Apologies
Jules Belton (JB)	Staff co-opted	Headteacher	n/a	Present
Debra Griffith (DG)	Staff co-opted	School Business Manager	May 2019	Present
Emma Nutbrown (EN)	Staff Governor - elected		Sep 2021	Present
Roshan Ahmad (RA)	Local Authority		Feb 2021	Present
Lawrence Tampu-Eya (LT)	Parent - elected		May 2019	Present
Anna Galutowska (AG)	Parent - elected		Sep 2021	Present
Emma Brooker (EB)	n/a	Clerk	n/a	In attendance
Gwenan Thomas (GT)	n/a	PP Lead Teacher	n/a	In attendance
Amy Norton (AN)	n/a	LDBS – observing clerk for PRD	n/a	In attendance

**1. OPENING PRAYER**

1.1 The Chair (JP) opened the meeting in prayer.

**2. WELCOME AND APOLOGIES FOR ABSENCE**

2.1 The Chair welcomed everyone including the PP lead teacher Gwenan Thomas (GT). PW had sent his apologies. AS and Amy Norton (AN) of LDBS were expected and arrived at 6.14pm and 6.17pm respectively.

**3. DECLARATIONS OF INTEREST**

3.1 No new interests were declared.

**4. GOVERNING BODY UPDATE**

4.1 **GB Terms of Reference.** The Chair said he would draft this document and bring it to the next FGB for governors' feedback and input.

4.2 **Update Instrument of Governance.** Camden had a copy of the school's signed IOG which had been circulated to governors. **ASKED** whether the IOG had a renewal date, the Chair

said it was valid until any changes were made, at which point it would have to be revalidated.

- 4.3 **Governor Vacancy.** There was a vacancy for a PCC Governor. The Chair had a possible candidate in mind but asked EB to revisit the SGOSS and Inspiring Governance websites to seek further potential candidates.
- 4.4 **ASKED** for their comments on the new GovernorHub online system, governors said they found it very clear and straightforward and believed it would make GB business easier.

	Action	Who	Deadline
4.1	Draft GB Terms of Reference and present to GB for input and feedback.	JP	asap
4.3	Revisit SGOSS and Inspiring Governance websites to seek PCC governor candidates.	EB	asap

## 5. PART 1 MINUTES OF FGB MEETING ON 19<sup>TH</sup> SEPTEMBER 2017 (FOR ACCURACY)

- 5.1 The minutes were agreed as a true record of the meeting and signed by the Chair.
- 5.2 **Review of Action Points.** Item 7.1 circulate Fire Risk Assessment to Governors. DG **Complete.** DG to post report on GovernorHub.
- 5.3 Item 7.4 Circulate H&S Report with recommendations. TB **Complete.** DG also to post TB's report on GovernorHub.
- 5.4 Item 4.5 Obtain GB TOR template and send to Head and Chair. EB **Complete.**
- 5.5 Item 4.6 New Governors complete skills audit form and email to Chair. SH, AG, GP **Pending.** AG to complete.
- 5.6 Item 4.7 Update IOG for review by GB. DG **Superseded.** Signed IOG supplied by LA and added to GovernorHub.
- 5.7 Item 11.4 Governors to check training offered by LDBS and Camden and notify ED of training they want to enrol in. ALL **Ongoing.** The Chair emphasised that the Governors' Code of Conduct stipulated that governors undertake a minimum of two training sessions per academic year.
- 5.8 **Matters arising.** AS asked the Chair to email her the list of Link Governor roles discussed at the previous FGB. EB was to add the list to GovernorHub Key Documents folder.

	Action	Who	Deadline
5.2	Post Fire Risk Assessment Report and TB's H&S Report on GovernorHub.	DG	asap
5.5	Complete skills audit and send to Chair.	AG	asap
5.7	Governors to check training offered by LDBS and Camden and notify ED of training they want to enrol in.	ALL	ongoing
5.8	Email list of Governor Link Roles to AS and add document to GovernorHub.	EB	asap

## 6. HEAD'S REPORT (VERBAL)

- 6.1 **Presentation by PP Lead Teacher.** GT introduced herself explaining that she started at STMP in January. The PP grant was introduced in 2011 with the aim of narrowing the attainment gap between disadvantaged children and their peers. Many of the PP children were doing very well at the school so the funding was aimed at all abilities. The PP was currently £1,320 per child p/a and £302 for the EYFS. The funding is calculated termly and is based on the

- number of Nursery pupils eligible for Free School Meals, thus the funding could increase or decrease throughout the academic year. Last year STMP received PP funding for 100 children and this amounted to £13,200. £ 132,000. The Pupil Premium Grant pays for the salary of the Pupil Premium Lead Teacher.
- 6.2 GT worked with staff to identify barriers to learning and funding was spent on targeted interventions, often involving small group teaching. This year the school had invested in a digital learning system for Y6. Funding is also spent on enrichment activities such as music tuition, raising aspirations for all and pastoral care, as PP funding goes towards the Learning Mentor's salary.
  - 6.3 **ASKED** how the effectiveness of PP interventions was monitored and evaluated, GT said this was done through looking at test results throughout the assessment cycle, the tracking of progress and attainment data which was used to identify those in need of additional support, pupil progress meetings, pupils' self-evaluation and the analysis of end of Key Stage data. Soft data was very important, for example a teacher's evaluation of how a child has reintegrated into the classroom following intervention.
  - 6.4 DG and GT had produced a document evaluating PP funded interventions that was now on the school website and included detailed costings. There were good results for targeted children, for example 70% of EYFS made good progress with PP children outperforming their peers and 90% of children 80% of PP children who received additional support achieved national standards in Phonics. GT encouraged governors to look at the website and to come into school and see what staff were doing.
  - 6.5 **ASKED** whether there was anything the school was not allowed to spend the PP funding on, GT said it was a matter of justifying how the money was spent. The Head said the school had referred to research done by the Sutton Trust which showed that small group and one-to-one tuition had a real impact. Any intervention that helped raise attainment and was tailored to our community of learners was valid and it was good to try different approaches to find out what worked.
  - 6.6 Training of Teaching Assistants so that they understood the intended learning outcomes was important. The Head noted that the previous system of having an additional teacher floating across year groups had been phased out and replaced by a more focused and targeted use of GT's time.
  - 6.7 **ASKED** whether PP was used on working with families, the Head pointed to work done in EYFS by EN who leads on parental engagement. Learning packs had been sent home with children and follow up sessions held which had been very effective.
  - 6.8 The Chair thanked GT for her presentation and invited her to stay for the remainder of Part One of the meeting which she did.
  - 6.9 The Head reported under the Ofsted headings as follows. **Effectiveness of Leadership and Management.** The Head and Chair had attended a Standards Meeting at the LA and had a T&L review with the LA and LDBS. The Performance Management cycle had been completed across the school including the Head's PMT which the Chair had completed today. An H&S audit led by Camden was due tomorrow.
  - 6.10 The Head was due to meet with the Safeguarding Governor AS in November and took this opportunity to highlight the document outlining the role of the Safeguarding Governor that had been circulated. For the benefit of new governors, the Head explained that STMP had a substantial caseload relating to safeguarding with 14 children currently on the Child Protection Register or listed as Children in Need and a further 49 identified as Vulnerable Children. The caseload is shared by the Head (Designated Safeguarding Lead) and Deputy Head LH (Deputy Safeguarding Lead) who check on children and talk with families on a daily basis and attend safeguarding meetings on- and off-site. When writing the new SEF, the Head had given more prominence to the safeguarding work done at the school and said it was important to recognise how vulnerable some of the school's pupils and families were.

- 6.11 **Quality of Teaching, Learning and Assessment.** The Head and Deputy Head had done a Learning Walk around the school in October and took action points from this. The T&L review on 7<sup>th</sup> November had noted a significant improvement in the quality of teaching across the school, despite the big intake of new staff. The next steps were to look at consistency across subject areas and the school. There was work to be done on the consistency of the quality of work in books and all staff were booked onto moderation training for writing.
- 6.12 **Personal development, behaviour and welfare.** The T&L review had noted a significant improvement in behaviour for learning with work having been done on behaviour in the playground and dining hall. There had been visits from the Fire Brigade and Police to talk about firework safety and from the Vicars PW and AS. There had been no exclusions.
- 6.13 **Outcomes for Pupils.** These were improving across the school but work was needed to ensure consistency across the school. **EYFS** was good overall with improving the quality of outdoor provision the next stage of development.
- 6.14 The Safeguarding Governor AS asked when she should present her report to the GB and the Chair suggested the meeting before the final meeting of the academic year.
- 6.15 **ASKED** whether teachers were graded as part of the T&L Review, the Head said no because evaluation was now based on impact over time. The Head was optimistic that when it came to the March review the school would do well with an improved situation compared with March of the previous academic year.

## 7. **SBM'S REPORT (VERBAL)**

- 7.1 DG presented the **Budget Management Report** for the second quarter. The written report would be uploaded to the GovernorHub.

The key points of the reports were:

**Income:** 90% of the school's budgeted income had been received by the end of the quarter. The current projected income for the year is £35,185 higher than the agreed budget.

### **I01-02 Nursery Funding**

- Nursery Funding income of £61,273 had been received for the Summer Term. This was based on the 26 pupils on roll at the time of the Summer Census. The new Nursery funding formula started in September, whereby all pupils are entitled to 15 hours of provision. All families now have to apply for top-up funding for a full-time nursery place.

The current pupil roll is 24 pupils. The Top-Up eligibility was as follows:

- 5 pupils were eligible for the DFE Top-Up Funding – 15 hours.
- 13 pupils were eligible for the Camden Enhanced.
- 6 pupils were not eligible for either Top-Up schemes and the school is currently paying for these pupils. The estimated cost to the school is £15,303.

The estimated funding for the Autumn Term is £53,019 and for the Spring Term is £45,476. The total estimated Nursery Funding is projected to be £159,768 which is £26,665 higher than the agreed budget. The reason for this being the agreed budget was based on zero pupils being eligible for the additional DFE Top-Up Funding or the Camden Enhanced offer. The Head pointed out that EN and DG had worked tirelessly to support parents with completing the new forms and online applications.

The Head noted that schools were presented with the Nursery funding arrangements at the Schools' Forum in September when it became apparent that many children did not qualify for funding. There was a similar picture in schools across Camden and STMP's GB would have to think very carefully about whether to start charging for top-up hours.

- 7.2 **ASKED** whether other schools had taken a similar short-term approach to covering the funding shortfall, the Head said yes, the other schools had voted to do so and to meet their moral obligation to children who had been offered places. Families do have to reapply for funding every term so the outlook would probably change during the school year. The Head very much wanted to retain a full-time Nursery but it was a challenge.
- 7.3 **I05-01 Pupil Premium** – DG highlighted that Pupil Premium income was £5,860 higher than budget. This was due to a higher number of pupils being eligible than budgeted.
- 7.4 Talking through expenditure, DG highlighted that the staffing costs were down due to some changes in staffing including a restructure of the inclusion team. The school had paid nearly £31k in recruitment fees to agencies to secure five members of staff. 44% of the total Teaching Staff budget had been spent at the end of the quarter.  
51% of the total support staff budget had been spent at the end of the quarter.  
**E08-01 Recruitment Costs** – Actual expenditure was 70% above budget. £34,068 had been spent against a budget of £7000. This was due to the agency recruitment fees for five members of teaching staff and one member of support staff.
- 7.5 **ASKED** why the school’s catering costs showed a £11.5k saving, DG said she would look into this and report back to the FGB.
- 7.6 Overall the current year end projection is an underspend against a budget of £100k, however, the school had spent £107k carry forward from the previous financial year. DG was to adjust the budget and bring it back to the Finance Committee and FGB. The Chair thanked DG for her work and said the picture was very positive.
- 7.7 DG reported that the Single Central Register was inspected by the Safeguarding Governor this term and was compliant.
- 7.8 A whole school evacuation drill was carried out on the 31<sup>st</sup> October 2017. The school was evacuated in under two minutes. Fire Safety Inspection – The school’s main contact at Unite Student Accommodation has left and it has been difficult to get any information regarding the inspection of the cladding above the school. The school will continue to follow this up. Tim Brown carried out a security Risk Assessment of the school’s main entrance. The recommendations are to be reviewed by the Admin and Premised teams
- 7.9 Two capital bids had been submitted to the LDBS for repair works to the perimeter fencing and the emergency lights system. A contractor had been sourced to resurface the MUGA, which is scheduled to be done during the term.
- 7.10 Governors were asked to email their online Prevent Training certificates to DG and GW was still to complete the online training.
- 7.11 **ASKED** whether the fire alarm for the Unite accommodation sounds in the school, DG said that there was a sound that went off in the foyer to alert the school but that Unite’s fire alarm does not sound in the school.

	Action	Who	Deadline
7.1	Post updated Budget management Report on GovernorHub.	DG	asap
7.5	Check why £11.5k had been saved on the catering budget.	DG	asap
7.10	Complete online Prevent Training and email certificate to DG.	GW	asap

## 8. ITEMS FROM THE CHAIR

- 8.1 The Chair flagged up the Christingle Service to be held at 2pm on Wednesday 13<sup>th</sup> December at St Mary’s Church and warmly recommended the event to governors.

- 8.2 The school's Christmas Fair would be from 3.30 to 5pm on Friday 8<sup>th</sup> December with stalls and music performances organised by EN and the PTA. EN asked governors if they could donate items for the raffle.
- 8.3 The Head planned to invite former governors to both events as a way of keeping in touch and showing how valued they were.

	Action	Who	Deadline
8.2	Please donate suitable items for school fair raffle.	ALL	asap

## 9. POLICIES FOR REVIEW AND RATIFICATION

- 9.1 The following policies were reviewed and ratified:

**Teacher Appraisal Policy**

**Teacher Pay Policy**

**Support Staff Appraisal Policy**

**Support Staff Policy**

**Pupil Premium Policy**

**Safeguarding and CP Policy and Procedures**

**Statement of Procedures for Dealing with Allegations of Abuse Against Staff**

**Incident, Accident and Safeguarding Reporting Procedures**

**Children Uncollected from School and the Governors Visits Policy.**

- 9.2 The Head tabled draft revised **Admissions policies for Nursery and Reception** and explained that whilst the criteria remained unchanged, the wording had been trimmed back to make the policies clearer. An emphasis on the expectation that children would attend collective worship in school had been added as had a stipulation that those in Nursery applying for a place in Reception on the grounds of Christian worship would have to submit a new Christian Worship Form with their application.
- 9.3 **ASKED** whether the sibling policy could be extended to cover other relations living in the same household to reflect different cultural perceptions of familial ties (for example where cousins are regarded as brother and sisters), the Head said that whilst she understood this concern, the school had to adhere to LA guidance on this matter which was for siblings only.
- 9.4 **ASKED** whether the **Nursery Admissions Policy** should contain some reference to the new funding model and the possible introduction of charges for unfunded hours, the Chair agreed that this was a good idea. The Head she would take guidance on this and also put some reference to the matter on the admissions section of the school website.
- 9.5 Governors **AGREED** that for clarity the Admissions Policies should explain briefly what a Voluntary Aided School was and state that STMP was a Church of England School, rather than using the abbreviation C of E.
- 9.6 The Chair thanked those who had worked hard on policy updates, particularly DG and LH.

	Action	Who	Deadline
9.4	a) Take guidance on including a reference to the possible introduction of charges for unfunded nursery hours to include in Nursery Admissions Policy and on admissions section of website.	JB	asap
	b) Add brief explanation of what a Voluntary Aided School is and refer to Church of England rather than C of E in both policies.	JB	asap

## 10. FEEDBACK FROM GOVERNORS' SCHOOL VISITS

- 10.1 Governors noted PW's visit report (circulated). AS reported that she too had visited the school in connection with the 'Thank Our Vicars Day' and a Reception child had asked her to explain what God did. The Head pointed out a display of children's work in the Hall produced for Vicars' Day and noted that a school development point was to educate children across faiths.
- 10.2 The Chair had visited the school to check the Single Central Register (SCR) and had met new staff.
- 10.3 The Chair had also attended a meeting with the Head at the LA for a very productive update on school progress that was followed by a Teaching and Learning Review.

**11. TRAINING UPDATE**

- 11.1 The Head had completed Camden's H&S Training and AG had complete Part 1 of Camden's three-part training for new governors which she had found very interesting. TB had completed H&S training at work.
- 11.2 The Chair noted that major changes in Data Protection Legislation were coming into effect in Spring 2018 and that the GB should undertake appropriate training. The Clerk was to circulate information on DP training for governors being offered by LDBS.
- 11.3 The Chair reminded governors that the Code of Conduct required them to attend two training sessions per year.

	Action	Who	Deadline
11.2	Circulate information to governors on forthcoming LDBS Data Protection training.	EB	asap

**12. AOB**

- 12.1 The Head was updating the Governors section of the website. Governors agreed their photos should also be displayed in the foyer.

**13. Dates of Full Governing Body Meetings**

- 13.1 These were noted.

*GT, EN and AN left and Part 2 commenced at 7.37pm and ended at 7.55pm.*

Signed: .....

Date: .....

**Chair James Poole**

**On behalf of the Governing Body for**

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