



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

HELD ON

TUESDAY 12TH DECEMBER 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	Apologies
Tim Brown (TB)	Foundation LDBS		Sep 2020	Apologies
Gregory Powell (GP)	Foundation PCC		Sep 2021	Present
Vacancy	Foundation PCC			Vacancy
Rev Anne Stevens (AS)	Foundation Incumbent		Ex-officio	Apologies
Fr Paschal Worton (PW)	Foundation Incumbent		Ex-officio	Present
Jules Belton (JB)	Staff ex-officio	Headteacher	Ex-officio	Apologies
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	Apologies
Lawrence Tampu-Eya (LT)	Parent - elected		May 2019	Present
Anna Galutowska (AG)	Parent - elected		Sep 2021	Present
Lucy Heard (LH)	n/a	Deputy Head	n/a	In attendance
Emma Brooker (EB)	n/a	Clerk	n/a	In attendance

Commented [JCP1]: Is Jules co-opted, or is she ex-officio as Headteacher?

1. OPENING PRAYER

1.1 The Chair invited PW to open the meeting in prayer.

2. WELCOME AND APOLOGIES FOR ABSENCE

2.1 The Chair welcomed everyone including LH and explained that JB was unwell. Apologies had been received from JB, TB, GW, AS and RA.

3. DECLARATIONS OF INTEREST

3.1 No new interests were declared.

4. GOVERNING BODY UPDATE

4.1 **GB Terms of Reference.** The Chair asked for feedback on draft the TOR (circulated) and said this document should be reviewed and ratified annually. EN was to add some detail on religious education and governors were asked to email any further comments to JP, who would collate these into a final version for approval by the FGB.

- 4.2 **Governor Vacancy.** There was still a vacancy for a PCC Governor. EB would revisit the SGOSS and Inspiring Governance websites in the New Year to seek further potential candidates.

	Action	Who	Deadline
4.2	Revisit SGOSS and Inspiring Governance websites to seek PCC governor candidates.	EB	Jan/Feb

5. PART 1 MINUTES OF FGB MEETING ON 7TH NOVEMBER 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 5.5 Complete Skills Audit form and email to Chair. **Ongoing.** EN was to email the completed form to JP who would then summarise and circulate to FGB prior to next meeting.
- 5.3 Item 5.7 Governors to check training offered by LDBS and Camden and notify ED of training they want to enrol on. **Ongoing.** JP had signed up for Data Protection training, EN for SIAMS and AG for New Governor Training.
- 5.4 Item 7.1 Post updated Budget management Report on GovernorHub. DG. **Incomplete.**
- 5.5 Item 7.5 Check why £11.5k had been saved on the catering budget. DG. **Incomplete.**
- 5.6 Item 7.10 GW to complete online Prevent Training and email certificate to DG. **Incomplete.** DG to chase
- 5.7 Item 8.2 Please donate suitable items for school fair raffle. EN said no items had been donated but the school managed to raise £700 nevertheless.
- 5.8 Item 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. DG/JP **Ongoing.** This had been written by EN and JB but not yet posted on the website.
- 5.9 Item 9.4 b) 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. DG/JP **Incomplete.**
- 5.10 Item 11.2 Circulate information to governors on forthcoming LDBS Data Protection training. **Complete.** JP/JP to investigate in-house DP training session for FGB on 20th March.
- 5.11 All other APs were complete.

	Action	Who	Deadline
5.2	Summarise GB skills audit and circulate to governors.	JP	asap
5.3	Governors to check training offered by LDBS and Camden and notify ED of training they want to enrol on.	All	asap
5.4	Post updated Budget management Report on GovernorHub.	DG	asap
5.5	Check why £11.5k had been saved on the catering budget.	DG	asap
5.6	Chase GW to complete online Prevent Training and email certificate to DG.	DG	asap
5.8	Post reference to the possible introduction of charges for unfunded nursery hours on admissions section of website.	DG JB	asap
5.10	investigate in-house Data Protection training session for FGB on 20 th March.	JP JB	asap

- 6. PRESENTATION BY DEPUTY HEAD: RAISING ATTAINMENT IN READING AND WRITING**
- 6.1 **Presentation by DH (LH).** Raising attainment in reading and writing were key points in the school development plan and a focus for staff development. In September LH monitored the baseline and identified guided reading and spelling and vocabulary as priorities which were the focus for staff training this week.
- 6.2 Last year STMP invested in the Power of Reading scheme which had benefits but did not teach grammar or encourage different teaching strategies. ASKED who did not benefit, LH said reluctant readers were not blown over although illustrations helped get their attention. Staff needed to get back to teaching some of the finer details.
- 6.3 LH reviewed and streamlined the provision for guided reading and made it more prescriptive to ensure consistency. This created more work for staff but the impact has been obvious and happened very quickly. Extended writing opportunities were increased with KS1 working for up to 20 minutes and KS2 from 40 minutes to an hour. Presentation was still an issue so separate handwriting and spelling books have been introduced. For guided writing children now work in small groups rather than one to one, to make best use of staff time. The school needs to buy free standing easels to support this group work.
- 6.4 At the staff development meetings, LH revisited basic training as a reminder of why certain basics were important and reinforced end of KS expectations so that staff throughout the year groups understood what they were working towards. All staff from Y1-6 do external CPD moderation training for reading and maths. LH has got to know new staff and provided tailored support as well as modelling key aspects of lessons in class followed by an evaluation meeting. Staff have engaged well with training.
- 6.5 The PP lead teacher has identified Y6 as a priority for next term. LH was involved in an external research project on the relative impact of written and verbal feedback. LH was in favour of verbal feedback and questioned how much time staff should be spending on written feedback.
- 6.6 LH was training to be an English moderator for the LA so would take the test again. She led guided reading training for NQTs as part of STMP's investment in Camden's training. She had introduced the Young Readers' Programme and would ask children which books they wanted then order the ones she thought most appropriate. Three classes would be included this year.
- 6.7 Whole school events included Bedtime Stories Day when children came in in their pyjamas. Parents came in at 10 to 9 and read story hen teachers modelled story reading and questioning to parents. Children really enjoyed it and LH may run it more than once a year. The Debate Day focused on Oscar Wilde's story The Selfish Giant.
- 6.8 Next steps included developing children's writing stamina and providing specific training for support staff.
- 6.9 ASKED how much bad language children pick up, LH said it varied a lot but they did not use it in school. She did find that children had weak language structure due to poor role models outside school.
- 6.10 ASKED how progress was being monitored, LH said it was through class observations and assessments. Reading had already improved but writing would take longer to fix. Children's books were better across the curriculum, not just in English. ASKED what strategies were used for children who were a year behind ELD, LH said work was tailored for such children on an individual basis.
- 6.11 ASKED what the phonics review would consist of, LH said it would involve sorting out materials looking at what teaching strategies work well and identifying better resources that could be used to support learning.

Commented [JCP2]: Should this be "won over"?

7. HEAD'S WRITTEN REPORT

7.1 JB was unable to attend due to illness. JP proposed taking this item at the next FGB on 16th January and governors agreed.

8. SBM'S REPORT

8.1 DG said that the Fire Risk Assessment report (circulated) was very positive and the outstanding AP was to hold fire marshal training for staff. JP noted that the school had had difficulty contacting Unite about the fire safety status of the cladding on their property. DG was to chase Unite for a reply. During the recent fire drill the school had been evacuated in two minutes. The LA had conducted an H&S inspection and DG awaited the written report.

8.2 The Framework Risk Assessment (circulated) included comments from the admin team about security in the foyer/entrance area. JB would need to decide which actions to adopt immediately and in the long term. The Annual Condition Survey provided a school project priority list.

9. ITEMS FROM THE CHAIR

9.1 There were none.

10. POLICIES FOR REVIEW AND RATIFICATION

9.1 The following policies were reviewed and ratified:

Complaints Procedure

Complaints Procedures Statement

Emergency Planning/Evacuation Response Plan

Pandemic Flu Plan

Nursery Admissions Policy

9.2 Changes to the Primary Admissions Policies suggested by governors at the previous FGB had been made but it was noted that the policy made no reference to appeal procedures so would be referred back to JB for amendment and approved at the next meeting.

9.3 Governors asked for Voluntary Aided Status to be explained on the school website.

	Action	Who	Deadline
9.2	Add reference to appeal procedures to Primary Admissions Policy and bring back to FGB.	JB	asap
9.3	Add explanation of Voluntary Aided Status to school website.	JB DG	asap

11. FEEDBACK FROM GOVERNORS' SCHOOL VISITS

11.1 PW had visited the school to find out more about STMP's SEND provision. His detailed report (circulated) was noted.

EN left at 7.15pm

12. TRAINING UPDATE

12.1 AG had attended Camden's New Governor Training Part 2 which she found very helpful, and would attend Part 3 in the coming year. SH had attended training at his work on child mental health. As noted under Item 5.3, JP had signed up for Data Protection training and EN for SIAMS.

13. AOB

13.1 JP reminded governors that the school's Christingle Service was the following day and he invited them to join him in attending.

14. Dates of Full Governing Body Meetings

14.1 These were noted.

15. PART TWO

15.1 Given that JB was absent, it was agreed that approval of the Part Two minutes from 7th November would be carried over to the next FGB on 16th January 2018.

The meeting closed at 7.30pm

Signed:

Date:

Chair James Poole

On behalf of the Governing Body for

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