



**MINUTES OF THE FULL GOVERNING BODY MEETING OF
ST MARY & ST PANCRAS CHURCH OF ENGLAND PRIMARY SCHOOL
HELD ON
TUESDAY 16TH JANUARY 2018 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	Apologies
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 from 6.30
Vacancy	Foundation PCC			Vacancy
Rev Anne Stevens (AS)	Foundation Incumbent		Ex-officio	Present
Fr Paschal Worton (PW)	Foundation Incumbent		Ex-officio	Present
Jules Belton (JB)	Staff ex-officio	Headteacher	Ex-officio	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	Apologies
Anna Galutowska (AG)	Parent - elected		Sep 2021	Present
Emma Brooker (EB)	n/a	Clerk	n/a	In attendance

1. OPENING PRAYER

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

2. WELCOME AND APOLOGIES FOR ABSENCE

2.1 The Chair welcomed everyone. Apologies had been received from TB, GW, LT and SH.

3. DECLARATIONS OF INTEREST

3.1 No new interests were declared.

4. GOVERNING BODY UPDATE

4.1 **GB Terms of Reference.** The Chair decided to defer this item to February as he had not had time to prepare the final TOR for approval or the GB skills audit summary. EB was to seek candidates for the PCC Governor vacancy in response to the latter.

5. PART 1 MINUTES OF FGB MEETING ON 12TH DECEMBER 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 4.2 Revisit SGOSS and Inspiring Governance to seek PCC governor candidate. EB **Postponed** (see Item 4.1 above)
- 5.3 Item 5.2 Summarise GB skills audit and circulate to governors. JP **Postponed** (see Item 4.1 above)
- 5.4 Item 5.3 Governors to check training offered by LDBS and Camden and notify Elizabeth Daly (ED) of training they want to enroll on. ALL **Ongoing**
- 5.5 Item 5.4 Post updated Budget Management Report on GovernorHub. DG **Complete**
- 5.6 Item 5.5 Check why £11.5k had been saved on the catering budget. DG **Complete**
- 5.7 Item 5.6 Chase GW to complete online Prevent Training and email certificate to DG. **Incomplete.**
- 5.8 Item 5.8 Post reference to the possible introduction of charges for unfunded nursery hours on admissions section of website. JB/DG **Complete**
- 5.9 Item 5.10 investigate in-house DP training session for FGB on 20th March. JP/JB **Incomplete**
JB had emailed Camden Learning about this and was awaiting their reply.
- 5.10 Item 9.2 Add reference to appeal procedures to Primary Admissions Policy and bring back to FGB. JB **Complete**
- 5.11 Item 9.3 Add explanation of Voluntary Aided Status to school website. JB/DG **Complete**

	Action	Who	Deadline
5.3	Bring updated TOR and GB skills audit summary to next FGB.	JP	Feb
5.4	Governors to check training offered by LDBS and Camden and notify ED of training they want to enrol on.	All	asap
5.7	Chase GW to complete online Prevent Training and email certificate to DG.	DG	asap
5.9	Investigate in-house Data Protection training session for FGB on 20 th March.	JP/JB	asap

6. HEAD'S WRITTEN REPORT

- 6.1 JB asked governors for their questions on her Written Report for autumn 2017 (circulated), discussion of which had been postponed due to her being absent from the previous FGB meeting.
- 6.2 **ASKED** how the school determined which children had English as an Additional Language (EAL), JB said this was based on information supplied by parents. Children with EAL were not automatically classed as needing language support as the standard of English in the EAL spectrum was wide. EAL children were assessed in the same way as their peers and the school incorporated strategies across to promote good language learning for all pupils. In addition to information given by parents, the fluency levels of EAL children were assessed. Staff found that the child might have surface fluency but struggle with specialist or nuanced language or vocabulary.
- 6.3 The school had some children with very low levels of English and poor language skills in their home language. Staff kept an eye on children with language difficulties in their first language, for example with speaking and listening, because this could point to other learning problems. The service the school used most was speech and language therapy.

- 6.4 The school was required to collect information on the number of EAL pupils and this was used by outside bodies to benchmark STMP's performance. EAL was seen as an extra challenge and these statistics were used to compare schools across the country.
- 6.5 **ASKED** about four Y2 children identified as 'stuck' in the autumn data booklet, JB said that these were children with statements or presenting difficulties under investigation who made progress in tiny steps that were not registered in the whole school data. Less formal data on their in class progress was available.
- 6.6 **ASKED** about the inconsistent profile of achievement across the school, JB said that Years 6,5 and then 4 were the most concerning. In 2016 JB had raised progress across KS2 as a concern with the LA and FGB and had put in place a series of training programmes, expectations, interventions and boosters such as the Easter school to boost pupil progress.
- 6.7 **ASKED** what was being done to support Y5, JB said they were a very capable class that was now making very good progress with their teacher and the data on their progress would be much improved next time it was presented to the FGB. The statistics here showed their progress from Y2 and this had been slow because in Years 3 and 4 the class did not have the best provision. They had the same teacher for two years and that teacher was no longer with STMP.

GP arrived at 6.30pm

- 6.8 JB explained that Data Booklet statistics blocked in green were good whereas any data blocked in pink or red was particularly looked at. This data was used to track children's progress and for staff performance management but on a daily basis staff looked at planning and at children's books. The school's use of data had shifted because the bigger picture did not give staff the more detailed level of detail they needed to plan teaching day to day.
- 6.9 **ASKED** whether updated data booklets could be posted on GovernorHub, JB said she could provide comparative data supplied by Camden but that this was unwieldy.
- 6.10 JB noted that the LA's Teaching and Learning Review was very positive and confirmed that STMP was accurate in its self-assessment of T&L and progress towards the Ofsted headings.
- 6.11 **ASKED** about next steps, JB said she would meet with SH, **link governor for Attainment and Progress**, to explain the data underlying this data so he could feed back to the FGB on this. Further actions were reflected in the Subject Leader (SL) Action Plans that were not reported here. JB reported that SLs were now being allocated specific projects to work on (e.g. achieving Healthy School status) to give them experience and build capacity without overwhelming them.
- 6.12 **ASKED** about the Philosophy for Children (Pfc) initiative, JB said it was going very well. All staff would receive their Pfc Award, the school should reach Bronze status and move to the next level.
- 6.13 **ASKED** about attendance, JB said this was no longer a cause for concern. In 2016 STMP fell into the bottom 10% of schools for attendance but was now hitting 96% attendance. This was a great achievement and JP asked JB to pass on governors' **APPRECIATION AND THANKS** to staff involved.
- 6.14 **Safeguarding update**: This continued to form a significant part of senior staff members work. The new SENDCo started in January and had already trained as a Designated Safeguarding Lead outside Camden. JB was sending her to do the LA's training in February. STMP had over 50 children on the vulnerable register which was circulated to staff. The CP register is checked against Camden's list to ensure they tally and cases discussed frequently. The SENDCo had taken on some cases, which lightened the Head and Deputy HT's caseloads.
- 6.15 **Safeguarding Link Governor AS** gave a verbal report on her meeting with JB last term and said she was very impressed by the thoroughness of the records. She had since done Camden's safeguarding training and had some questions about where safeguarding information was

stored. JB said hard copies of safeguarding records were stored in a locked cabinet. Secure digital files required password access and when staff communicated with the LA on safeguarding they used a secure network that only the Head, Deputy HT and the SENDCo had access to.

- 6.16 The Governor Training Day had not been held yet. JB suggested a slot for governors to visit the school and thought this might be held at 2pm on 20th March and be followed by a governor – teacher social gathering prior to the FGB which could be scheduled a bit earlier. JB would confirm details by email. DG highlighted that the school’s auditors had in the past criticised the amount of money the school spent on alcohol for the governors’ social event and that this should not be repeated.

	Action	Who	Deadline
6.11	Meet with SH to discuss data underlying data so SH can report back to FGB.	JB	asap

7. SBM’S REPORT

- 7.1 Governors noted the **Terms of Reference for the Finance, Premises and Resources Committee**. There were no changes to the TORs and they were agreed unanimously.
- 7.2 Governors noted the draft annual **Schools financial value standard (SFVS)** and that Item 20 was fulfilled ‘in part’. DG had covered this in the Action List and was to address this item. Governors approved and JP signed off the SFVS.
- 7.3 DG reported **damp issues and water damage** along the KS1 corridor that was noticed after Christmas. Contractors have taken up the flooring but the source of the water has not been identified. They were returning to collect water sampled the next day. The loss adjusters said the school was covered for all work required to identify and remedy the problem, but the cost of repairing the root problem would fall to the school.
- 7.4 Governors **ASKED** why this cost should fall to the school rather than to the landlords (LDBS) who owned the building and agreed that this should be queried. JP noted that it would be a question of whose insurers paid for it but as STMP did not have a lease agreement with LDBS such issues had never been clarified and fell into a grey area.
- 7.5 **PAT testing** had been carried out on all devices on Friday and no problems were reported. The written report was awaited. One boiler was being repaired last week. The DfE conducted a Condition **Data Collection Programme** on 15th December and the written report was awaited.
- 7.6 A new **Panic Lockdown Alarm** system that sounded a different note to the fire alarm had been chosen from those quoted for. It would cost £1,210 and include a two-finger panic button at the main reception desk.

	Action	Who	Deadline
7.4	Query insurer’s assumption that STMP’s insurers should pay to repair damp source rather than LDBS’s.	JP/JB DG	asap

8. ITEMS FROM THE CHAIR

- 8.1 There were none.

9. POLICIES FOR REVIEW AND RATIFICATION

- 9.1 The following policies were reviewed and ratified:
Lettings Policy
Primary Admissions Policy 2019-20
- 9.2 An explanation of Voluntary Aided Status had been added to the welcome page of the school’s website as requested by governors.

10. FEEDBACK FROM GOVERNORS' SCHOOL VISITS

10.1 Governors thanked AS for the end of term Christmas service. The standard of music was high and the parent turnout was very good. JB was to pass the FGB's thanks on to all staff involved.

11. TRAINING UPDATE

11.1 PW had signed up for Camden's Data Protection training in March.

12. AOB

12.1 There was none.

13. Date of next Full Governing Body Meeting

13.1 20th February

EN left and Part 2 commenced 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