



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

HELD ON

TUESDAY 20TH FEBRUARY 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	Apologies
Samuel Hopcroft (SH)	Foundation Deanery		Sep 2021	Present from 6.30
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 from 6.15
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
Vacancy	Staff co-opted			Vacancy
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
Lesley Carneiro	Assistant HT/SENDCo		n/a	In attendance
Emma Brooker (EB)	n/a	Clerk	n/a	In attendance

1. OPENING PRAYER

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

2. WELCOME AND APOLOGIES FOR ABSENCE

2.1 The Chair welcomed everyone including Assistant Headteacher and SENDCo, Lesley Carneiro (LC). Apologies had been received from JP. Debra Griffiths the staff co-opted governor and SBM had left and taken up a new job. GW and SH were running late.

3. DECLARATIONS OF INTEREST

3.1 No new interests were declared.

4. GOVERNING BODY UPDATE

4.1 **GB Terms of Reference.** These had been updated by JP and were reviewed and ratified by the GB.

4.2 **Skills audit summary.** JP had not provided this. GW and JB were to follow this up with JP so skills gaps could be identified.

- 4.3 **PCC Governor vacancy.** EB was to seek candidates for the PCC Governor vacancy once the skills audit summary had been obtained and skills gaps identified.

	Action	Who	Deadline
4.2	Ask JP to circulate skills audit summary to governors.	GW JB	asap
4.3	Seek candidates for PCC Governor vacancy once skills gaps identified.	EB	asap

5. PART 1 MINUTES OF FGB MEETING ON 16TH JANUARY 2018 (FOR ACCURACY)

- 5.1 The minutes were agreed as a true record of the meeting and signed by the Chair.
- 5.2 Item 5.3 Summarise GB skills audit and circulate to governors. JP **Pending** (see Item 4.2 above)
- 5.3 Item 5.4 Governors to check training offered by LDBS and Camden and notify Elizabeth Daly (ED) of training they want to enroll on. ALL **Ongoing**
- 5.4 Item 5.7 Chase GW to complete online Prevent Training and email certificate to DG. **Incomplete.** GW had been unable to complete this training on his home computer so would complete on one of the school's computers.
- 5.5 Item 5.9 investigate in-house GDPR training session for FGB on 20th March. JP/JB **Complete** LDBS training had been arranged.
- 5.6 Item 6.11 Meet with SH to discuss data underlying data so SH can report back to FGB. JB/SH **Pending. Due to meet late March**
- 5.7 Item 7.4 Query insurer's assumption that STMP's insurers should pay to repair damp source rather than LDBS's. JP/JB **Pending.** JP to be asked to follow up

	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	GW to complete online Prevent Training on a school computer and email certificate to new SBM when appointed.	GW	asap
5.6	Meet to discuss data underlying data.	JB/SH	March
5.7	Query insurer's assumption that STMP's insurers should pay to repair damp source rather than LDBS's.	JP	asap

6. SENDCO REPORT

- 6.1 LC the recently appointed SENDCo and Assistant Head introduced herself. She had started at STMP in January and previously worked in primary and secondary schools as a SENDCo for many years, the past 13 years in Lambeth. This was her first Camden post and she was making

contact with outside agencies including the Young Carers Project. Her approach was holistic and included supporting families where appropriate.

- 6.2 LC talked about the four areas of SEND in which children presented; communication and interaction; social, emotional and mental health; cognition and learning; sensory and physical needs. These needs were identified through the school's assessment cycle and early intervention strategies.
- 6.3 **ASKED** whether parents could refuse permission for their child to be added to the SEND register, LC said that parental consent was required but this was usually given after an explanation of what was involved in SEND support and provision.
- 6.4 Camden has just introduced Exceptional Needs Funding to be applied for and awarded annually. The current system for awarding Educational Health Care Plan (ECHP) funding was going and when support was awarded it would no longer be ongoing but subject to review. Funding was now allocated to provision rather than to the individual. The rationale behind the change was to build life skills and resilience.
- 6.5 **ASKED** about how funding was awarded, LC said the panel was staffed by Camden Headteachers. The school completes the form and includes parents' views. The form would not be completed in one sitting and parents would be supported through every step. An educational psychologist's report had to accompany the application.
- 6.6 Governors thanked LC for her presentation.

7. HEAD'S VERBAL REPORT

- 7.1 JB was making her report brief as her written report had been presented at the previous meeting and another was to be presented in March. There had been good progress on all aspects of the School Development Plan. Teaching and Learning training had been given on targeted areas of the curriculum. A T&L review had been postponed to 2nd May to give staff time to absorb their training. The NQT was progressing very well. The Year 2 teacher was about to start the LDBS Middle Leaders' course.
- 7.2 **General Data Protection Regulation** JB had signed up for Camden's training for Heads on 26th Feb. LDBS would provide training for governors at the next GB meeting in March. It remained unclear exactly how this new legislation would roll out in schools but it was hoped that the training would clarify. Camden was considering appointing a member of staff to support all its schools.
- 7.3 The former SBM Debra Griffiths had not prepared a report for this meeting and had now started a new job. Before DG left, she and JB had met with Camden schools' business manager and identified a year-end surplus of over £100k. DG was to send the completed report to be posted GovernorHub before the next GB meeting.

8. ITEMS FROM THE CHAIR

- 8.1 There were none.

9. POLICIES FOR REVIEW AND RATIFICATION

- 9.1 The following policy was reviewed and ratified:
Special Education Needs and Disability Policy
- 9.2 **ASKED** about how mental health issues that did not impact on pupils' academic performance were monitored, JB said that if staff had a concern about a child that did not present in the data, that would be explored and might lead to the child being added to the vulnerable pupil register. This register was formally reviewed monthly by the SLT but added to as and when if a child needed to be. Fifty children were currently on the list and the names of the children (but not the causes of concern) were circulated to staff so they could be monitored. The Learning Mentor had a caseload of 23 children whom she saw at least once and, in some

cases, twice a week to work on their self-confidence and wellbeing. Any safeguarding concerns that came to light were immediately raised with the school's safeguarding officers.

9.3 **Medicine Policy** EN noted that in EYFS children couldn't always administer medicines themselves. She would add a line stating this and forward the amended policy to LC and JB. The revised policy would be presented for approval at the next FGB.

9.4 **ASKED** whether staff were trained to respond to anaphylaxis and asthma attacks, JB said all staff had received training on this from Camden's school nurse a few weeks ago.

	Action	Who	Deadline
9.3	Bring amended Medicine Policy to next FGB for review and ratification.	JB	March

10. FEEDBACK FROM GOVERNORS' SCHOOL VISITS

10.1 There were none.

11. TRAINING UPDATE

11.1 AS attended Diocesan training on unconscious bias in relation to recruitment and this would be useful if she was on a recruitment panel at the school. AS was safer recruitment trained too.

11.2 **ASKED** about a Governors Training Log, JB said she would ask Elizabeth Daly (ED) to summarise governors' training in one document to be posted on GovernorHub which would give the GB an overview of its training needs and gaps.

11.3 JB said that while some governors had done training, others had not, and it was important to share the GB's workload. She would ask JP to follow this up with governors on an individual basis.

11.4 For example, while the school had a designated safeguarding governor it was important that other governors did safeguarding training for general awareness and also succession planning. JB noted that STMP would have annual Safeguarding Training for all staff on the morning of 3rd September and that all governors were welcome to attend this.

11.5 EB was to look at what online training was available for governors.

11.6 Governors were encouraged to find out whether their workplace had a policy of time off for volunteering. Government departments allowed up to three days off for this.

	Action	Who	Deadline
11.2	Ask ED to compile Governor Training Log and upload to GovernorHub.	JB	asap
11.3	JP to speak to governors individually to review their training needs.	JP	asap
11.5	Research online governor training options.	EB	March

12. AOB

12.1 There was none.

13. Date of next Full Governing Body Meeting

13.1 20th March. JB had circulated details of the school visit and meeting with staff organised for that day prior to the FGB and staff were looking forward to meeting the governors.

EN and RS left, and Part 2 commenced at 7pm

Signed:

Date:

Chair James Poole

On behalf of the Governing Body for

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