



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

HELD ON

TUESDAY 8TH MAY 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	Present
Gregory Watson (GW)	Foundation LDBS	Vice-Chair	Feb 2021	Present
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	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	Apologies
Lawrence Tampu-Eya (LT)	Parent - elected		May 2019	Absent
Anna Galutowska (AG)	Parent - elected		Sep 2021	Apologies
Shauna Sweeney (SS)	n/a	P4C lead	n/a	In attendance
Vince Rodriguez (VR)	n/a	Temp School Business Manager	n/a	In attendance
Emma Brooker (EB)	n/a	Clerk	n/a	In attendance

1. OPENING PRAYER

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

2. WELCOME AND APOLOGIES FOR ABSENCE

2.1 The Chair welcomed everyone and introduced temporary SBM Vince Rodriguez (VR) and P4C lead and Y2 teacher Shauna Sweeney (SS). The meeting started in SS's classroom for her presentation after which it moved to the main hall.

2.2 Apologies had been received from RA, AG and TB. LT was absent.

3. DECLARATIONS OF INTEREST

3.1 No new interests were declared.

4. PRESENTATION ON P4C

- 4.1 SS gave a slide presentation with handout outlining the aims and methods of P4C (Philosophy for Children), a university research and pilot programme centred on philosophical enquiry where a trained teacher encourages children to think and reason as a group. SS outlined the four Cs underpinning the programme: caring, creative, collaborative and critical. Children were given small tasks to familiarise themselves with this approach to thinking then developed questions in response to films, stories or images. Children then chose which questions to debate in a discussion facilitated by the teacher.
- 4.2 The children had made very good progress and really enjoyed P4C, which each class had as a 30-40 minute weekly activity. The beauty of it was the safe structure, which created an environment where every opinion was valued and in which children could disagree amicably and tackle challenging questions such as *is war always wrong?* This promoted reasoning, tolerance and so-called British values.
- 4.3 The programme dovetailed with STMP's talk for writing initiative and oracy target of getting children to speak in complete sentences. It also tied in with promoting speaking and listening skills and persuasive writing. SS and JB had noticed a positive impact on children and PW and GW had been very impressed by the session they observed in action on a school visit.
- 4.4 All staff have received support from STMP's P4C mentor and the school was on track to receive its Bronze medal at the end of Summer 2. SS aimed to achieve Silver then Gold over the next two years. Staff were provided with a bank of resources but could choose any materials to generate sessions. The programme was accredited by Sapere and STMP was invited to take part at a concessionary rate. Results were fed back annually to the researchers who assessed whether it impacted on attainment. Governors ASKED to see the researcher's report when it was available.
- 4.5 Governors thanked SS for her presentation on what sounded like a very positive, stimulating and innovative programme. SS extended a warm invitation to governors to come in and observe P4C in action across the whole school.

5. GOVERNING BODY UPDATE

- 5.1 **PCC Governor vacancy** PW had identified and approached a potential governor and would follow this up and report back to the next FGB.
- 5.2 JB and JP had met with various candidates and identified two strong candidates, both of whom were available to visit during the school day and engage with the life of the school. They were Mohammed Ahmed and Nandini Ramakrishnan and their CVs were tabled for governors to consider. If GW's candidate was appointed to the PCC vacancy, then these additional candidates could be co-opted to the GB. JP proposed and JB seconded the appointment of both and governors agreed unanimously.
- 5.3 **Skills audit summary.** JP had not provided this and said he planned to do a more comprehensive skills audit at the end of the academic year.
- 5.4 **Demonstrating Impact of Governors.** JB had drafted a document demonstrating Impact of the Governors and asked governors to reflect on this and email her examples of their impact that she could add.

	Action	Who	Deadline
5.1	Follow up with potential PCC Governor.	PW	June
5.4	Governors to email JB examples of their impact to be added to Impact of the Governors document.	ALL	asap

6. PART 1 MINUTES OF FGB MEETING ON 20TH MARCH 2018 (FOR ACCURACY)

- 6.1 The minutes were agreed as a true record of the meeting and signed by the Chair.
- 6.2 **Action Points** Item 4.2 Check whether school's insurance policy gives cover for data breaches. JB/JP **Incomplete** JP asked JB to send him the school's insurance policy so he could follow up.
- 6.4 Item 4.8 Form a GB Data Protection working group. JB/JP **Complete** The group consisting of JB, SH, LH, LC and the new SBM was to meet on 23rd May.
- 6.5 Item 5.2 Summarise GB skills audit and circulate to governors. JP **Replaced** JB planned to do a more comprehensive GB skills audit at the end of the year.
- 6.6 Item 5.4 GW to complete online Prevent Training and email certificate to JB. **Complete**
- 6.7 Item 5.5 Meet to discuss school attainment and progress data. JB/SH **Pending.** Due to meet 23rd May.
- 6.8 Item 5.6 Query insurer's assumption that STMP's insurers should pay to repair damp source rather than LDBS's. JP **Incomplete** The advice from LDBS was that the LA's insurer should pay. JB to send JP insurance policy as for item 6.2 above.
- 6.9 Item 5.7 Speak to governors individually about their training needs. JP **Pending**
- 6.10 All other items were complete.
- 6.11 **Matters arising** Referring to 6.1 in the March minutes, AS was to meet with JB to discuss safeguarding.

	Action	Who	Deadline
6.2	a) Check whether the school's insurance policy covers data breaches. JP b) Send JP school's insurance policy. JB	JP/JB	asap
6.8	Query insurer's assumption that STMP's insurers should pay to repair damp source rather than LDBS's.	JP	asap
6.9	Speak to governors individually about their training needs.	JP	Summer Term

7. HEAD'S VERBAL REPORT

- 7.1 JB reported that she had appointed a **Senior Business Manager** to start 4th June and was to have inductions with LA and LDBS finance staff and a handover by VR. Her contract was to work 42 p/a covering every week of term plus two weeks contingency.
- 7.2 STMP has enrolled in **Challenge Partners**, a national initiative for critical leadership training, having been advised by other Camden Heads that it was worthwhile and shows that the school is outward facing. As part of the Camden hub, JB and LH will be trained as school reviewers under the Ofsted framework, will review another school and will be reviewed in return on 14th March 2019 by a team of heads from elsewhere. Membership gave access to training and a website with resources and research data. It would enable STMP to use its time with LA and LDBS advisers differently.

- 7.3 The KS1 and 2 **SATS papers** had been delivered, checked off, resealed and kept securely. Lorraine Crean (LOC) holds the labelled key to the secure cupboard, which she supervises and JB has the second key. Governors were welcome to visit and check the arrangements.
- 7.4 During SATS week children were invited to attend Breakfast Club from 8am to ensure they are fed, calm and positive.
- 7.5 **Quality of Teaching, Learning and Assessment** Children in all classes except Reception had had their progress reports. Twenty Y6 children had attended Easter School for four and a half days. Y6 had had a Raising Attainment Plan in place for some time and one had now been put in place for Y2. JP wanted to ask about this in Part 2.
- 7.6 Helen Ridding of LDBS conducted the second **T&L Review** and found both now securely good across the whole school with EYFS improved and school data backing up a positive picture. Development points identified were working on spelling, developing marking for improvement to make it consistent across the curriculum and raising the level of Greater Depth. JB would share the written report with governors when it arrived. **ASKED** if she would provide a written action plan identifying next steps, JB said the points would feed into the SED and SIP. The T&L followed on from each other, so the narrative of progress and change was apparent.
- 7.7 Staff recruited in September 2017 were doing well. JB had not found a suitable appointee for the Y6 vacancy so had moved Deputy and Assistant Heads LH and LC to cover.
- 7.8 **Admissions** Letters offering Reception places had been sent out by LOC and ED who had stepped up and been very effective in the absence of a SBM. Parents were being encouraged to apply early to Nursery so the school can project budgets. Many parents were eligible for Camden's enhanced funding for those with a joint income below £18.5k. The school was helping parents to complete the relevant forms where necessary. This year the school would charge c£100 p/w for Nursery places where parents were not eligible for funding; the fee was the same across Camden schools to prevent competition. The outlook for Nursery enrolment was positive
- 7.9 **Safeguarding** One child had been added to the Children in Need register. JB would update further in Part 2.
- 7.10 The school's **Data Protection Policy** had been prepared for approval at this meeting to meet the GDPR deadline. The raft of associated policies and statements would go to SH and the DP working group to be rewritten. SH agreed to highlight changes he made to the model policies and EB would circulate these to the GB in advance of the next FGB. JB asked SH to take on the role of **DP link governor** and he agreed.
- 7.11 **H&S** In the absence of a SBM, GW had visited to assist JB with the H&S site tour, review and action plan.
- 7.12 **Premises** The site manager was building new planters and looking at putting a sail up over the EYFS outdoor area to give sun protection. Governors were pleased to see these positive developments.
- 7.13 JB was to circulate details of STMP's work towards the STARS award to governors for their input and ideas.

	Action	Who	Deadline
7.6	Circulate written T&L Review report to governors when available.	JB	asap
7.10	Rewrite DP policies and statements for circulation to governors via EB.	SH	8 th June
7.13	a) Circulate STARS framework to governors.	JB/EB	asap
	b) Governors to feed input and ideas into plan.	ALL	asap

8. SBM'S WRITTEN REPORT INCLUDING H&S

- 8.1 JP had met with the Finance Committee to review the draft budget and they had no issues with it. VR spoke to the budget, highlighting that STMP was going into next year with a similar carry over to last year's. Baseline funding was frozen so in the face of increasing wages and other costs this amounted to a cut.
- 8.2 On income lines, one variable was nursery funding as this year, for the first time, parents who did not qualify for funding would be charged. Some might not opt for a full time place on this basis, so VR's estimate was conservative.
- 8.3 Teaching staff costs had gone up to allow for an anticipated 2% pay award in September and also due to the number of teachers at the school reaching the top end of the pay scale. Support staff costs were down slightly and VR had budgeted for a new two-year pay deal for support staff and mealtime supervisors under the Camden guarantee to pay slightly more than the London Living Wage.
- 8.4 **ASKED** whether he had a response to the FC's question about pension back funding, VR said he was still waiting for an answer.
- 8.5 The budget for repairs and maintenance was similar to last year's and allowed a margin for increased utility bills and unforeseen repairs. Whilst the curriculum budget was lower than last year's that was because the school invested in IT last year. This year's curriculum budget was similar to that of two years ago. Administrative costs and SLAs have gone up by 2 to 5% allowing for inflation so these were accurate figures.
- 8.6 The projected carry over for end of next year of £99k was half that of this year's but would still act as a buffer in the face of anticipated cuts with the implementation of Fairer Funding in 2020. **ASKED** if the carry-over was guaranteed or whether there was any associated risk, VR said there was a hypothetical risk that the LA could take it back but that was highly unlikely, and Camden had intimated that schools should be ensuring carry over as a precaution against anticipated future funding shortfalls.
- 8.7 Governors noted that the new SBM would need to update the three-year forecast and JB said the budget was continually under review.
- 8.8 VR commented on the sound financial management of the school; JB has a firm grip on the budget and business processes were outstanding.
- 8.9 Governors thanked VR for all his work, approved the budget unanimously which was signed by Chair and Head.

9. ITEMS FROM THE CHAIR

- 9.1 There were none.

10. POLICIES FOR REVIEW AND RATIFICATION

- 10.1 **ASKED** why the Special Leave Policy specified the Chair as giving approval for special and unpaid leave rather than the GB, JP said it was because sometimes a speedy decision was needed, and an appeal would go to the GB. All requests came to JB in the first instance and she checked them with the HR advisers at LDBS.
- 10.2 The following policies were **reviewed and ratified**:
 - Governors' Allowance Policy**
 - Special Leave Policy**
 - Data Protection Policy**

11. FEEDBACK FROM GOVERNORS' SCHOOL VISITS

- 11.1 PW had visited SENDCo lead LC and was impressed by her strategic approach and her work with outside agencies. The last audit was in 2016 and the school's forthcoming re audit

would show LC's impact. GW commented on the fact that children had their own reports and could see their own progress, which was positive and empowering for them.

- 11.2 Governors were asked to submit any outstanding school visit reports to EB using the report template on GovernorHub.

	Action	Who	Deadline
11.2	Submit outstanding governor visit reports to EB using report template on GovernorHub.	ALL	asap

12. TRAINING UPDATE

- 12.1 GP had done the LA's training on **Understanding Governors' Roles and Responsibilities**, which he found useful. He passed on an idea for reflecting at the end of each FGB meeting on what went well and what could be improved which governors thought a positive idea and EBV will add as a standing item to future agendas. GP had also signed up to do the Child Protection and Safeguarding Training.
- 12.2 SH had done the LA's **Prevent** training, which was good and had involved a lot of discussion about broader contingency planning.

13. AOB

- 13.1 **ASKED** about next year's schedule of meetings, JB said this would be drafted in July.
- 13.2 Reflecting on the meeting JB was pleased to see governors undertaking training. GP applauded SH for taking on so much work related to DP. Governors found the P4C initiative very positive, appreciated seeing the attainment data in advance of the meeting, were pleased to see the budget on track and VR so complimentary about the school's financial management. GW was heartened by positive changes in the school environment and premises.

13. Date of next Full Governing Body Meeting

- 13.1 Tuesday 19th June

EN withdrew and Part 2 commenced at 8pm and finished at 8.30pm

Signed:

Date:

Chair James Poole

On behalf of the Governing Body for

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