



**MINUTES OF THE FULL GOVERNING BODY MEETING OF
ST MARY & ST PANCRAS CHURCH OF ENGLAND PRIMARY SCHOOL
HELD ON
TUESDAY 19TH JUNE 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
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
Hannah Martin	Staff co-opted	School Business Manager	June 2022	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	Absent
Anna Galutowska (AG)	Parent - elected		Sep 2021	Present
Nandini Ramakrishnan	Community		June 2022	Present
Emma Brooker (EB)	n/a	Clerk	n/a	In attendance

1. OPENING PRAYER

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

2. WELCOME AND APOLOGIES FOR ABSENCE

2.1 The Chair welcomed everyone and introduced Hannah Martin (HM), the new School Business Manager and Nandini Ramakrishnan (NR) the new community governor.

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

3. DECLARATIONS OF INTEREST

3.1 No new interests were declared.

4. GOVERNING BODY UPDATE

4.1 **PCC Governor vacancy** PW had identified a new PCC governor who had confirmed his willingness to take up the role and would attend the next FGB.

4.2 The GB confirmed NR's appointment as a community governor.

- 4.3 **Skills audit summary.** JP was to circulate a skills audit before the next FGB with the results to feed in to the end of year GB self-evaluation.
- 4.4 **Demonstrating Impact of Governors.** JB appreciated AG and TB's emails highlighting their contributions to the GB and asked other governors to email her further examples to add to the draft document.
- 4.5 **Governor Training Log.** Governors noted this and were asked to ensure they had fulfilled their training quota of two sessions for the academic year.
- 4.6 **Camden Governor Training Programme 2018-19.** Governors were asked to note this and use the document when planning their training for the year ahead.
- 4.7 **Primary Chair's Network.** Governors noted this new initiative aimed at promoting networking and exchange of best practice and the provisional meeting dates. JP asked Governors to let him know if they were interested in attending.

	Action	Who	Deadline
4.1	Follow up with potential PCC Governor.	PW JP	July
4.3	Circulate skills audit to governors and present summary at next FGB.	JP	asap
4.4	Governors who have not done so email examples of their impact to JB.	ALL	asap
4.5	Governors check they have fulfilled their training quota of two sessions for the year and email details to Elizabeth Daly to add to Training Log.	ALL	asap

5. PART 1 MINUTES OF FGB MEETING ON 8TH MAY 2018 (FOR ACCURACY)

- 5.1 Subject to minor corrections, the minutes were agreed as a true record of the meeting and signed by the Chair.

- 5.2 **Action Points** 4.3 Email details of relevant training undertaken for work to Admin Assistant ED. ALL Elizabeth.daly@stmp.camden.sch.uk **Ongoing**
- 5.3 5.1 Follow up with potential PCC Governor. PW **Complete**
- 5.4 5.4 Governors to email JB examples of their impact to be added to Impact of the Governors document. ALL TJB thanked TB and AG for doing this **Ongoing**
- 5.5 6.2 a) Check whether school's insurance policy covers data breaches. JP/JB **Pending**
6.2 b) Send JP school's insurance policy. JB **Done**
- 5.6 6.8 Query insurer's assumption that STMP's insurers should pay to repair damp source rather than LDBS's. JP **Concluded**
- 5.7 6.9 Speak to governors individually about their training needs. JP\7.6 Circulate written T&L Review report to GB when available. JB **Pending**
- 5.8 7.10 Rewrite DP policies and statements for circulation to GB via EB. SH **Pending, to be done following policy audit**
- 5.9 7.13 a) Circulate STARS framework to governors. JB/EB **Done**
7.13 b) Governors to feed ideas into plan. ALL **JB thanked AG for her input**
- 5.10 11.2 Submit outstanding governor visit reports to EB using report template on GovernorHub. ALL **Pending**

	Action	Who	Deadline
6.2	Check whether the school's insurance policy covers data breaches. JP	JP	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 was to present her written report at the next FGB so for this meeting she focused on key highlights. The new **School Business Manager** HM started 4th June and was having a series of inductions with LA and LDBS finance staff and a handover by VR. The school was fully staffed for September with two new teachers starting and this was a good, stable situation.
- 7.2 STMP had enrolled in **Challenge Partners**, a national initiative for critical leadership training. JB and LH were attending training as school reviewers under the Teaching and Learning Ofsted framework, and would each review another school out of borough and STMP would be reviewed in return in March 2019 by a team of heads from elsewhere.
- 7.3 **Attendance** was just under the school's target of 96% which was a great improvement on last year and showed that the strategy led by LH was paying off.
- 7.4 The school now had a new **Data Protection Officer** as LDBS had recruited additional officers due to demand. She would meet with HM and JB in the next few weeks and plan a timeline
- 7.5 **Quality of Teaching, Learning and Assessment** Assessment was now complete, test results would be available in July and end of year reports were being proof read. Phonics assessment was not complete due to the absence of a child in Reception. JB hoped the child would return for Friday so the results could be submitted to the LA. The LA had moderated EYFS, deemed

its assessments accurate and noted good practice in terms of targeted, child-centred provision.

- 7.6 **Safeguarding** There had been no exclusions. The school was adopting the Child Protection Online Management System (CPOMS) from Autumn 2. JB would update on a CP issue relating to two children at the school in Part 2.
- 7.7 The SLT had met to discuss the future use of the £17k **Sports Premium** grant.
- 7.8 **ASKED** whether the LA had advised the school on applying for community grants related to HS2 works, JB said they had not and that she would enquire about this.

	Action	Who	Deadline
7.8	Enquire about STMP's eligibility for community grants related to HS2.	JB/ HM	asap

8. SBM'S WRITTEN REPORT INCLUDING H&S

- 8.1 HM presented a written report covering her first two weeks in post during which she had had a series of handovers and established a weekly timetable of meetings. HM highlighted that one of her priorities was to review HR files in the light of GDPR. She would also be looking to move STMP towards becoming a cashless school.
- 8.2 HM had met with the Site Services Officer (SSO). She was to have H&S induction and training this month. The **H&S Audit** had identified an outstanding action for GW to complete his training and present the certificate. HM would follow this up.
- 8.3 **Premises** One of the five boilers was still not working and would be repaired during the summer break. Two CCTV cameras were not working. The one at the entrance was transmitting but was pointed down and could not be moved. HM was to check what could be seen through that camera. **ASKED** whether it might be easier to maintain a camera positioned inside the entrance, HM said that might be the case.
- 8.4 **ASKED** about becoming a cashless school, JB said parents would have to be surveyed first. STMP would give parents additional options to paying online, for example vouchers with bar codes could be issued and taken to pay points in corner shops where parents could pay cash in. The rationale was to increase the efficiency of school administration.
- 8.5 **ASKED** about the H&S risk assessment, JB said she had met with GW at Easter and drafted an action plan to be reviewed with HM.

	Action	Who	Deadline
8.2	Follow up with GW regarding completion of H&S training and certificate.	JP	asap
8.3	Check what can be seen through CCTV camera at entrance.	HM	asap

9. ITEMS FROM THE CHAIR

- 9.1 There were none.

10. POLICIES FOR REVIEW AND RATIFICATION

- 10.1 The following policies were reviewed and ratified:
 - Home School Agreement
 - Policies and Procedures for EYFS
 - Childcare Disqualification Requirements (LA)
 - School Toilet Practices and Procedure

Safeguarding and Child Protection (LA)

- 10.2 JB highlighted that following statutory advice, on p35 of the Safeguarding and Child Protection Policy the highlighted section about peer to peer abuse had been added under 9.3 . **ASKED** about the wording of the additional text, JB said it was taken from the Department of Education’s May edition of Keeping Children Safe in Education. Governors agreed that the reference to ‘issues that particularly affect different genders’ was questionable given that the issues mentioned could affect either gender. Camden might provide guidance on alternative wording. The policy would be subject to annual review and ratification in September. JB would circulate the updated Keeping Children Safe in Education to governors to read when it was available.

	Action	Who	Deadline
10.2	Circulate the updated Keeping Children Safe in Education to governors to read when it was available.	JB	asap

11. FEEDBACK FROM GOVERNORS’ SCHOOL VISITS

- 11.1 AS was to meet with JB to discuss safeguarding and would prepare a report to present to the GB in July.
- 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 AG had attended Camden’s new governor training and reported that other participants were surprised that STMP did not have a committee-based structure. The Chair explained that this option had been discussed last year and the GB had agreed to stay with the monthly FGB meetings.
- 12.2 NK had done similar introductory training which emphasised the importance of governors visiting the school and understanding how children and teachers interact.

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.
- 13.3 Governors reflected on the meeting as follows; HM was impressed that governors read the documents beforehand, governors were pleased to welcome HM and praised JB for covering that role in the interim. PW was encouraged by the attendance stats.

14. Date of next Full Governing Body Meeting

- 14.1 Tuesday 17th July
- 14.2 Next year’s schedule of meetings would be circulated by JB before the next FGB.

	Action	Who	Deadline
14.2	Circulate schedule of FGB meetings for 2018-19.	JB	July

EN withdrew and Part 2 commenced at 7pm and finished 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