



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

**HELD ON**

**TUESDAY 17<sup>TH</sup> JULY 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	Present
Tim Brown (TB)	Foundation LDBS		Sep 2020	Absent
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	Present from 6.20
Lawrence Tampu-Eya (LT)	Parent - elected		May 2019	Apologies
Anna Galutowska (AG)	Parent - elected		Sep 2021	Present
Nandini Ramakrishnan	Community		June 2022	Present
Mohammed Ahmed (MA)	Community		July 2022	Present
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 Mohammed Ahmed (MA) the new community governor.

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

**3. DECLARATIONS OF INTEREST**

3.1 No new interests were declared.

**4. GOVERNING BODY UPDATE**

4.1 **PCC Governor vacancy** The new PCC governor Simon Bland had confirmed his willingness to take up the role and would attend the next FGB.

- 4.2 **Composition of the GB and voting rights** Following advice from LDBS, it was agreed that HM would attend GB meetings in an advisory and non-voting role. NR and OM would attend as community governors, strengthening the GB's local ties and knowledge of the school but without voting rights for the time being.

*RA arrived at 6.20pm*

- 4.3 **Skills audit/GB self-evaluation** Governors completed the forms provided and JP said he would collate the results in the next two weeks.
- 4.4 **Governor visits and the role of link governor.** JB spoke of the need to review the role of link governors and school visits. She and JP planned to have governors meet with the link staff member once a term at 5pm before the FGB and feedback to the GB on their link area at the end of the academic year.
- 4.6 **Updated.** Governors were asked to note this and use the document when planning their training for the year ahead.

	Action	Who	Deadline
4.3	Collate skills audit and GB self-evaluation and circulate in the next two weeks.	JP	August

## 5. PART 1 MINUTES OF FGB MEETING ON 19<sup>TH</sup> JUNE 2018 (FOR ACCURACY)

- 5.1 The minutes were agreed as a true record and signed by the Chair.
- 5.2 **Action Points** All were complete except for the following; 6.2 a) Check whether school's insurance policy covers data breaches. JP/JB **Incomplete** HM was to follow this up in the autumn term.
- 5.3 7.8 Enquire about STMP's eligibility for community grants related to HS2. JB **Complete** The land owner applies, funding has to be for a community project and can cover staffing costs. Awards are for up to £75k. AS would send details to HM to follow up with LDBS as they were the land owners of the school site.
- 5.4 8.2 **Incomplete** GW was to identify appropriate H&S training to undertake.
- 5.5 8.3 **Complete** HS had established that the CCTV camera at the school entrance did not work and she would get it fixed.

	Action	Who	Deadline
5.2	Check whether the school's insurance policy covers data breaches.	HM	asap
5.3	a) Forward details of HS2 community funding to HM.	AS	asap
	b) Follow up grant eligibility with LDBS the landowners of the school site.	HM	asap
5.4	Identify and sign up for relevant H&S training.	GW	Sept
5.5	Get CCTV camera at school entrance fixed.	HM	asap

## 7. HEAD'S WRITTEN REPORT

- 7.1 **School data** JB tabled the latest data and highlighted the impact of the significant interventions put in place for Y2 and Y6 where achievement in English, Maths and Reading had evened out in line with the SDP target of increasing attainment and progress. JB noted that STMP's children struggled to reach greater depth and higher scores which meant the school's figures dropped against national levels.

- 7.2 Outcomes for writing had improved with a very good set of figures in line with school priorities. JB wanted governors to visit and look at writing books next year. Progress was strong but this area remained a priority.
- 7.2 EN spoke to the EYFS data highlighting that all children made good to outstanding progress in a cohort that included children with severe EAL and low socialisation skills. Eighty per cent of Nursery children were achieving age related which was very good. Home visits were underway and the new intake looked strong.
- 7.3 Analysis of the data relating to PP children was underway and a report would be circulated in September. Overall PP pupils were performing well. **ASKED** why their performance had improved this year, JB said it was a complex picture but there had been very few changes in staffing this year and the stability helped.
- 7.4 **ASKED** about attendance and the historical issue with persistent absenteeism, JB said that 2 years ago STMP was in the bottom 10% nationally for absence and had double the national average for persistent absence. This had been tackled with a range of measures and was much improved but continued to be a focus. Martin Cresswell from the LA had asked to use STMP's attendance strategy document as an example for other schools.
- 7.5 **ASKED** how persistent absence as tackled when a family did not co-operate, JB said the school worked with the LA's attendance officer, making home visits, taking court action and even making a referral to social services where necessary. Persistent Absence was very high in Camden and the LA was examining why.

## **8. SBM'S REPORT INCLUDING H&S**

- 8.1 HM highlighted that funding-wise the high needs block top-up from Camden was due to go up. The staff budget was 4% under whilst the agency overspend was projected to be £8,762. JB explained this was due to recruiting a supply teacher 3 days p/w for Y6. Support staff spend was on budget.
- 8.2 A TA was to start maternity leave at the cost of £19k because she was not on the school's insurance policy. That has now been updated.
- 8.3 HM was investigating bills of £3 to £4k received from Fronter for services the school had not received. They might relate to a rolling SLA.
- 8.4 The school had a new provider for sports services from September, Kick London, a Christian charity recommended by LDBS. The provided 3 days of PE including street dance and a trained child mentor who visited STMP one day a week and saw a caseload of 8 children who were benefitting already.
- 8.5 The current end of year balance projected what HM described as a 'healthy' surplus of £95,867. If the school avoided spending on recruitment that sum could go up by £20k.
- 8.6 The SBM was to prepare a site plan for the coming academic year covering all areas where work was needed so that management could prioritise spending. GW would have a site walk to inspect areas in need of work such as the wooden stage, now rotten and in need of replacement.
- 8.7 In response to an earlier query about water rates, HM confirmed that the school was receiving and paying these.

## **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:

- Parking Policy
- E-Safety Policy
- Homework Policy
- Childcare Disqualification Requirement Policy
- Premises Management Policy

10.2 AS noted that her church generates up to £70k p/a from renting out car parking spaces. Governors commented that there were access and security issues and costs but were willing to consider this as a possibility outside of term time.

**11. FEEDBACK FROM GOVERNORS’ SCHOOL VISITS**

11.1 There was none.

**12. TRAINING UPDATE**

12.1 Governors were asked to send details of relevant workplace training and copies of any certificates to the school administrator Elizabeth Daly (elizabeth.daly@stmp.camden.sch.uk) to add to the Training Log.

**13. AOB**

13.1 As Safeguarding Governor, AS highlighted how impressed she was with the record keeping related to safeguarding and said the school felt like a safe space for children. Her end of year (circulated) was noted.

13.2 RA proposed an end of year thank you from the GB to teaching staff and agreed to deliver a card and a box of Krispy Kreme doughnuts before the end of term.

**14. REFLECTION ON MEETING**

14.1 Governors reflected on how the GB had improved this year and expressed gratitude for staff resilience and to the clerk for keeping the GB on track.

**15. DATES OF FGB MEETINGS 2018-19**

15.1 The proposed meeting dates for next academic year were approved.

*EN and HM 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**