



**MINUTES OF THE FULL GOVERNING BODY MEETING OF  
ST MARY & ST PANCRAS CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD ON  
WEDNESDAY 20<sup>TH</sup> SEPTEMBER 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
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
Simon Bland (SB)	Foundation PCC		Sep 2022	Present
Rev Anne Stevens (AS)	Foundation Incumbent		Ex-officio	Apologies
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	Associate		June 2022	Present
Mohammed Ahmed (MA)	Associate		July 2022	Apologies
Emma Brooker (EB)	n/a	Clerk	n/a	In attendance

**1. OPENING PRAYER**

- 1.1 In JP's absence, GW chaired the meeting and asked PW to open the meeting in prayer.

**2. WELCOME AND APOLOGIES FOR ABSENCE**

- 2.1 The Chair welcomed everyone and introduced Simon Bland (SB) the new Foundation PCC governor.
- 2.2 Apologies had been received from AS, RA, MA and JP. TB and LT were absent. It was noted that the GB was only just quorate with 7 of the 13 governors with voting rights being present.

**3. DECLARATIONS OF INTEREST**

- 3.1 No new interests were declared.

**4. GOVERNING BODY UPDATE**

- 4.1 **Appointment of Chair and VC** JB proposed and GW seconded JP's re-appointment as Chair and the GB agreed unanimously. PW proposed and GP seconded the re-appointment of GW as Vice Chair and the GB agreed unanimously.
- 4.2 **Appointment of Foundation PCC Governor** Governors appointed SB as Foundation PCC Governor.
- 4.3 **Composition of the GB and voting rights** EB highlighted that 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 associate governors, strengthening the GB's local ties and knowledge of the school but without voting rights for the time being.
- 4.4 **Review GB skills audit and self-evaluation summaries** Governors reviewed the summaries. JB asked for clarification of comments in the latter. It was agreed that governors should take responsibility for booking their training and that it was unreasonable to expect the school office to devote resources to prompting individual governors to take actions they had agreed on. It was also agreed that the current budgeting model and financial reporting systems were adequate and had to be adhered to within Camden schools. To introduce a new system would require duplicate modelling and reporting and would double HM's work load and was not practicable.
- 4.5 Looking at APs arising from the above summaries, governors agreed that all should read documents in advance of meetings and bring questions rather than working through documents in meetings. To reduce paper wastage, all should aim to work from agenda packs downloaded from GovernorHub onto laptops or tablets and brought to FGB meetings. As there was no visitor WiFi, governors would have to download the agenda pack in advance as they would not be able to access GovernorHub during meetings.
- 4.6 Governors agreed it would be good to have discussion topics at meetings to broaden the GB's outlook and deepen its contextual understanding of the operational life of the school. Topics such as mental health in schools should be suggested in the reflection at the end of each meeting. Governors might propose topics relating to their own work and give short presentations and this would help governors to get to know each other and understand the GB's skills and strengths
- 4.7 **Allocation of Link Governor roles** Strategic objectives for the year were still being finalised but priority areas and Link Governor (LG) roles were anticipated as follows with governors proposed by JB or expressing an interest indicated below. Safeguarding and SEND were important areas and well covered by AS and PW respectively. JB was to send a draft summary to EB to circulate to governors.
- Strengthening Teaching and Learning
  - Developing the wider curriculum GW, GP, SB, NR
  - Religious Education and the new SIAMS framework AS, PW
  - Overview of data and progress and data governance SH
  - Governance
  - Finance
  - Attendance
  - Health & Safety GW
  - SEND PW
  - Safeguarding AS
- 4.8 Succession Planning Safeguarding and SEND were particularly important areas and currently well covered by AS and PW respectively. For succession planning it was suggested that an additional LG could be allocated to these areas to 'shadow' their work, undertake one training annually and gain an insight into the role. Governors with an interest in shadowing either were asked to notify JB.
- 4.9 **Protocol for Link Governor visits** To strengthen Link Governors' contribution to the school it had been agreed that LGs should visit school and meet with their link member of staff termly

making a total of three visits per year. The first LG meeting should involve planning and target setting for the year, the second should review progress and the third should identify progress made towards goals during the year and areas for future focus. LGs should report back to the FGB on their LG areas at the end of the year.

- 4.10 **Dates for LG visits** LGs should arrange meetings with their link member of staff, ideally at 5pm prior to the FGB meeting, in the second half of each term in the following weeks;
- Autumn Term 19<sup>th</sup> – 23<sup>rd</sup> November
  - Spring Term 18<sup>th</sup> – 22<sup>nd</sup> March
  - Summer Term 17<sup>th</sup> – 21<sup>st</sup> June
- 4.11 **Agenda Planning** JB was finalising the GB Year Planner and would circulate when ready.
- 4.12 **Governor DBS checks outstanding** DBS paperwork was still to be completed for NR, MA and SB. JB emphasised the importance of completing these asap and submitting to HM.

	Action	Who	Deadline
4.5	Governors to read all papers in advance of GB meetings and download onto tablet or laptop for reference during meetings to reduce paper consumption.	ALL	Nov
4.6	Governors to suggest future discussion topics when reviewing GB meeting. Add as standing agenda item.	EB	Nov
4.7	Draft summary of Link Governor roles and outline of LG protocol to be sent to EB for circulation to GB.	JB	asap
4.8	Governors to put themselves for Link Governor roles including shadowing SEND or Safeguarding LGs.	ALL	asap
4.9	Link Governors to meet with link staff member termly and report back to FGB on link area at end of year.	ALL	ongoing
4.11	Circulate GB year planner.	JB	asap
4.12	Outstanding DBS paperwork to be submitted to HM.	NR MA SB	asap

## 5. REVIEW OF OPERATIONAL DOCUMENTS

- 5.1 **GB and FC Terms of Reference** It was noted that AS was not the contact for H&S and this should be corrected in the GB ToRs. It was noted that the Finance Committee Tors had not been provided. HM would locate these and send to JP so they could be revised as necessary and incorporated in the overall ToRs as it was preferable to have one TOR for the GB. The loG was noted.
- 5.2 **The Governors Attendance Grid** for 2017-18 for publication on the school website was noted.
- 5.3 **Declaration of Interests** These forms were signed by those present and collected by HM.
- 5.4 **Code of Conduct** Governors signed the Code of Conduct and handed these to HM. EB pointed out that other schools specified what constituted an acceptable level of attendance in their code of conduct and that more specific guidance this could be included in the code in future to assist in tackling poor attendance.
- 5.5 **Composition of the GB Grid** This was to be update with any declarations of interest included for publication on the school website.

	Action	Who	Deadline
5.1	FC ToRs to be revised and updated by JP and incorporated in the GB ToRs for approval at November FGB.	JP	asap
5.3	Remaining governors to complete Declarations of Interest forms and return to HM.	LT, AS MA JP TB	asap
5.4	Remaining governors to sign Code of Conduct.	LT, AS MA JP TB	asap

## 6. PART 1 MINUTES OF FGB MEETING ON 17<sup>TH</sup> JULY 2018 (FOR ACCURACY)

- 6.1 The minutes were agreed as a true record subject to minor amendments and signed by the Chair.
- 6.2 **Action Points** All were complete.
- 6.3 **Matters arising** 5.2 The school's insurance policy does not cover data breaches. HM was to check with data officer Robert Bullet at LDBS whether they provided cover as part of the package.
- 6.4 5.3 JB had been told that pursuit of HS2 funding would have to be discussed with Inigo Wolf at LDBS. She and HM were considering how to approach this.
- 6.5 5.5 Contractors were coming to assess replacement of the CCTV at the school entrance next week. ASKED whether there were signs outside notifying people that CCTV was in operation, HM said she would check and ensure compliance where necessary.

	Action	Who	Deadline
6.3	Check with Robert Bullet whether the LDBS GDPR package includes insurance cover for data breaches.	HM	asap
6.5	Check whether signs were in place notifying people that CCTV was in operation at the school entrance and ensure compliance where necessary.	HM	asap

## 7. HEAD'S VERBAL REPORT

- 7.1 JB gave a short slide presentation that had been given to staff at the start of term. The school year had got off to an incredibly positive start with a strong team, a calm, purposeful atmosphere and two days of inset including Camden's safeguarding training as attended by Safeguarding Governor AS (see report circulated).
- 7.2 Nine penalty charges had been issued to parents for unauthorised absences.
- 7.3 The Nursery was almost full with 23 of 26 places filled and all other classes were full except Y6. This was attributed to the school's strong reputation.
- 7.4 Two support staff had been recruited to RYFS due to the high level of need amongst the new intake.
- 7.5 Kick London were the school's new sports provider and were running PE and street dance. Sport Premium was being used to fund additional swimming lessons as the figures for non-swimmers at this school were very high. ASKED whether lessons could be provided for even younger children, JB said it was difficult to get time in the pool but this was something to work on with parents.

AG left at 6.55pm

- 7.6 The new online safeguarding records system CPOMS was being introduced with training and a transition period being required for this.
- 7.7 STMP had joined Challenge Partners and would be involved in reviewing other schools. This would provide valuable training and development experience for senior staff and give practical insight into the new OFSTED framework due in 2019.
- 7.8 Strategic improvement points would focus on the following; strengthening leadership at all levels, attainment and progress in reading and writing, greater depth, especially in writing and developing the wider curriculum.

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

- 8.1 HM talked through her report (circulated) and highlighted that pay awards were now to be made at each school's discretion. This meant that in the future staff doing comparable jobs in Camden schools might be paid at different rates. It would be harder for smaller schools to uplift pay and this situation was not welcomed by JB.
- 8.2 The GB noted the premises and H&S updates.

## 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:
  - Feedback and Marking Policy
  - Homework Policy
  - Safeguarding and Child Protection Policy
  - Support Staff Appraisal Policy and Procedure
  - Support Staff Policy
  - Teachers Appraisal Policy and Procedure
- 10.2 The following governors signed the register confirming they had read the two **Keeping Children Safe in Education** documents (circulated) JB, HM, EN, GP, SH and SB. GW and NR had yet to read the document and the register would be brought to the next FGB for outstanding signatures.
- 10.3 JB noted that the school's Safeguarding Policies would be updated shortly in the light of this new statutory guidance, circulated by EB to the GB and posted on the school's website with immediate effect. They would be brought to the next FGB in November for review and ratification.

	Action	Who	Deadline
10.2	The following governors to read Keeping Children Safe in Education and sign register; GW, NR, MA, TB, AG, JP, LT, AS.	All	Nov FGB
10.3	Update safeguarding policies, circulate to GB, post on school website and bring to November FGB for ratification	JB/EB	Asap

## 11. FEEDBACK FROM GOVERNORS' SCHOOL VISITS

- 11.1 Governors noted AS's Safeguarding link governor visit report. EB emphasised the importance of completing the visit template as AS had done so that reports could be uploaded to GovernorHub evidencing governor knowledge of and engagement with the school.

	Action	Who	Deadline
11.1	All governors to complete visit template on GovernorHub when they visit the school and send to EB	All	ongoing

## 12. TRAINING UPDATE

12.1 Governors reviewed the forthcoming training on offer and SH, GP, GW and PW indicated training they planned to sign up for. EB would send an updated list round to absent governors so they could see which areas were already covered and sign up for suitable training themselves. EB reminded governors that in signing the Code of Conduct they had committed to undertaking three training workshops per year in addition to any provided at school. The best approach was to undertake one workshop per term.

	Action	Who	Deadline
12.1	Governors to identify workshop to sign up to from updated list circulated by EB	EB/All	asap

## 13. AOB

13.1 There was none.

## 14. REFLECTION ON MEETING

14.1 Governors reflected on how the GB had improved this year with JB saying that she was encouraged by the GB's progress and felt more supported as a result. Governors were pleased to hear that the staff team was strong and thought this year's emphasis on increasing devolved leadership skills and the introduction of the online safeguarding system CPOMS were both very positive developments. GP was excited to have the opportunity to work on developing the wider curriculum at STMP which was relevant and useful to his own employment. GW received very positive feedback about STMP from fellow attendees at the STEAM event including staff from the Crick.

14.2 SH proposed introducing a discussion of mental health in schools at a future FGB.

## 15. DATES OF FUTURE MEETINGS

15.1 These were noted.

*EN withdrew and Part 2 commenced at 8pm and finished at 8.10pm*

Signed: .....

Date: .....

Chair James Poole

On behalf of the Governing Body for

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