



**MINUTES OF THE FULL GOVERNING BODY MEETING OF  
ST MARY & ST PANCRAS CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD ON  
TUESDAY 11<sup>TH</sup> DECEMBER 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
Mohammed Ahmed (MA)	Proposed Fdn LDBS	tbc	July 2022	Present
Gregory Powell (GP)	Foundation PCC		Sep 2021	Present
Simon Bland (SB)	Foundation PCC		Sep 2022	Apologies
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 (HM)	Staff associate	School Business Manager	June 2022	Present
Emma Nutbrown (EN)	Staff Governor - elected		Sep 2021	Apologies
Roshan Ahmad (RA)	Local Authority		Feb 2021	Present
Lawrence Tampu-Eya (LT)	Parent - elected		May 2019	Absent
Anna Galutowska (AG)	Parent - elected		Sep 2021	Present
Nandini Ramakrishnan	Co-opted		June 2022	Apologies
Tim Brown (TB)	Associate		Sep 2020	Apologies
Emma Brooker (EB)	n/a	Clerk	n/a	In attendance

**1. OPENING PRAYER**

- 1.1 JP asked AS to open the meeting in prayer.

**2. WELCOME AND APOLOGIES FOR ABSENCE**

- 2.1 The Chair welcomed everyone. Apologies had been received from GW, EN and SB. LT was absent.

**3. DECLARATIONS OF INTEREST**

- 3.1 No new interests were declared.

**4. GOVERNING BODY UPDATE**

- 4.1 **Appointment of MA as LDBS Foundation Governor:** JP had not yet followed this up and would update governors at the next meeting. TB was now an associate governor who would contribute in an advisory role, particularly on finance , but without voting rights.
- 4.2 The summary of link governor roles was noted. SH volunteered for the GDPR link role.
- 4.3 The updated Governor Information Grid was noted. No governors volunteered to shadow the SEND link governor.
- 4.4 **Impact of the work of the governors:** the document circulated was noted and JB said she would be updating it termly. Governors were asked to email JB with a summary of what they had done to assist with this.
- 4.5 Regarding the governor training pencilled in for the 15<sup>th</sup> January FGB, governors asked if the training could be moved to February instead. JB agreed and said she would organise training on SEND and safeguarding, looking at the current model of SEND, the change in funding and how the school links with other agencies.
- 4.6 LT's term would expire in May 2019 and his daughter was in Y6 and would be leaving the school. Staff would organise a staff governor election to replace LT

	Action	Who	Deadline
4.1	Contact LDBS to formalise appointment of MA as LDBS Foundation Governor.	JP	asap
4.4	Governors to email JB summary of their impact.	ALL	asap

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

- 5.1 The minutes were agreed as a true record and signed by the Chair.
- 5.2 **Action Points and Matters Arising** Item 4.4: JB had not yet circulated the policy renewal timetable but would do so.
- 5.3 Item 4.5: JP had not yet notified LDBS about MA's appointment but would do so. See AP 4.1 above.
- 5.4 Item 5.5: JP would chase TB and LT about signing the Governors' Code of Conduct.
- 5.5 All other items were complete or covered by the agenda.

	Action	Who	Deadline
5.2	Circulate Policy Renewal Timetable.	JB	asap
5.4	Ask TB and LT to sign Governors Code of Conduct.	JP	asap

## 6. TERM DATES 2019-20

- 6.1 These were noted. ASKED how these were determined, JB said they were taken from Camden's website and adapted as necessary. Inset days were set by the school, so the school year ended on Friday for instance rather than a Tuesday as this had a big impact on attendance.
- 6.2 Parent governor AG asked whether the school could schedule two inset days at the start of the school year because the additional inset added on to the October half term was a difficult one for parents to arrange child care for. JB said she would consult with staff and parents on this and adjust these dates if there was wide support for this.

	Action	Who	Deadline
6.2	Consult staff and parents on the scheduling of autumn inset days before confirming 2019-20 term dates.	JB	asap

## 7. HEAD'S VERBAL REPORT

- 7.1 The **school roll** was stable and whilst STMP had not been hit by falling roll like other schools, the nursery roll had fallen and the waiting list had dropped in size. The current Y1 had a large proportion of girls whilst the other years up to Y4 were boy heavy. Gender balance was a factor staff took into account when planning the curriculum.
- 7.2 **Leadership and Training:** Safeguarding was a huge element of the SLT's work with JB as the Safeguarding Lead and LH and LC as the two deputy leads. The school was moving to the online safeguarding software system CPOMS, a complete online system that would be much more efficient.
- 7.3 **ASKED** about staff access to CPOMS, JB said there would be layers of access according to staff roles and this would be managed carefully. All staff could input information but not everyone could access information on the system. Currently staff could complete a record of concern about a child. On CPOMS this would automatically generate an email alert to the Safeguarding Team. Reports could be generated at the touch of a button.
- 7.4 **ASKED** whether the Safeguarding Link Governor AS and her shadow RA would have access to the system, JB said she would check. AS would arrange a meeting with JB next term to discuss CPOMS once it had bedded in and would report back to the GB. AS said she would have questions about online security.
- 7.5 **ASKED** whether the electronic files would be retrospective, JB said no because some children have substantial paper files and it would not be practical to transfer these online. Paper files would be phased out over time.
- 7.6 **Attendance** in November was 96% which was on target and Nursery had 95.2% attendance despite a sickness bug. Persistent absence had dropped from 12% to 8% in the past few years due to a concerted strategy led by LH, but there still were many unauthorised absences. This was an issue for all schools. Seven penalty notices (PNs) had been issued by the school, 6 were accepted by the LA and 4 PN's were issued by them.
- 7.7 **Governance** was in a very good position now. Governors' Week was a very successful innovation which meant a lot to staff and the resulting reports showed that governors who took part had developed their understanding of the school. Collectively the GB was much improved.
- 7.8 There would be a Governors' Week termly with the next one scheduled for the week commencing 19<sup>th</sup> March.
- 7.9 **Curriculum:** **ASKED** about how the arts element worked within STEAM, JB said the school was free to interpret the arts broadly and incorporate some creative aspect that deepens understanding. For example, last year children visited Euston Square gardens to draw trees that were going to be felled for HS2 and look at questions around transport and the environment.
- 7.10 The school was to embark on a whole school mapping project as part of geography. GP said he had used mapping software for orientation work with his pupils and would email JB a link.
- 7.11 Children continued to enjoy a wide range of **extra-curricular activities** with an increase in the competitive sports on offer. The school was participating in a local football league.
- 7.12 **Teaching & Learning:** Staff had been moved around the school for their professional development. This had a short term impact on the level of outstanding teaching but resulted in upskilling of staff longer term.
- 7.13 The new Good to be Green **behaviour system** was proving effective, with green representing expected learning behaviour. If children got this wrong they were warned and if poor

behaviour continued they were moved down to blue, yellow and then red. The idea was that they get back to green by deciding how they are going to put the situation right. This gave children responsibility for their actions and pride in setting things right. Every morning all children returned to green.

- 7.14 Staff were looking at provision to assist children in achieving **Greater Depth in writing**. Attainment and GD was good in maths and reading but needed to be improved further. Overall the data was very positive and there were no significant concerns. Booster provision was going on at various times of the day.
- 7.15 Nursery was very settled and 70% of children made GLD as predicted. JP ASKED how the spread of f/t and p/t places was working and said it would be helpful for the GB to see comparative data on attainment for the two groups.

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

- 8.1 HM talked through her review of **nursery funding** as detailed in her report (tabled). The school expected to receive just over £130k for the year and staffing costs were £100k. This year Camden Heads decided to charge for additional hours. **ASKED** how the requirement for parents to update their funding request termly worked, JB said it was onerous and parents, particularly those with ESOL were supported heavily by the school.
- 8.2 Camden had a shortfall in **schools pension funding** which the LA had previously covered but due to cuts this now fell to schools. Currently this charge stood at around £18k per school but it would increase to £42k over the next three years and the school would have to take this into account when budgeting to ensure it did not go into deficit. The figures for some schools were worse with some facing bills of £250k. **ASKED** at what point the school might catch up with the pension shortfall and see the costs taper off again, JB said this was a national issue and could well be ongoing.
- 8.3 **Premises update:** Fire alarm servicing was booked for January and PAT testing was due so HM was collecting quotes for this as well as for a water risk assessment. Emergency light testing had revealed 42 faults needing repair.
- 8.4 Investigation into the source of **water leaking into the ceiling** had been inconclusive and the contractor was to return and cut away the ceiling to investigate further. Governors noted that in the past there had been issues with Unite's roof and gutters becoming blocked by rubbish which had resulted in their agreeing to rod their drains. It might be that their maintenance schedule was off and this had not been done lately. HM said that Steve White of LDBS had said gutter maintenance was not Unite's responsibility. JP commented that he had seen the lease agreement when he dealt with the situation last time and offered to follow this up again if necessary.

## **9. ITEMS FROM THE CHAIR**

- 9.1 The Chair noted that there had been a number of panels recently and thanked those governors that had served on these for their time and commitment.

## **10. POLICIES FOR REVIEW AND RATIFICATION**

- 10.1 The following policies were reviewed and ratified subject to the minor changes discussed below:
- Sex and Relationship Education
  - Accessibility Plan
  - Equality Information and Objectives ( statement)
  - Attendance and Punctuality
  - Incident, Accident and Safeguarding Procedures
  - Pandemic Flu Plan
  - Emergency Planning / Evacuation Response Plan

- Prevent Guidelines
  - Prevention of Radicalisation and Extremism Policy
- 10.2 **Sex and Relationship Education:** governors **ASKED** how staff talked to children about same sex relationships, JB said they followed a programme of study and had ordered a large number of books on this subject to generate this discussion. The challenge was going to be with parents. The school did want to look at going for the Stonewall Award for inclusion and equality and was planning it carefully.
- 10.3 **ASKED** whether LDBS helped with this, JB said she had sent the Camden policy to LDBS saying she would like to adopt it as it had more reference to same sex relationships, but LDBS had said this was a step too far at the moment. JB felt a staged approach was best, starting with the children.
- 10.4 **ASKED** how other Camden schools approached this, JB said she did not know but expected they were further along than STMP. **ASKED** about best practise and whether there were same sex families with children at the school, JB said there were and that she would return to this important question further down the line when she could feedback on the impact of the books.
- 10.5 **Accessibility Plan:** this required a named Site Services Manager that would be added when someone was appointed to that role. Governors noted that the plan referred to race and gender but only had one line on sexual orientation. This could be flagged up in a more proactive way at 8.4 framing what the school does rather than what it tolerates. JB agreed to expand on the wording in this section.
- 10.6 **Emergency Planning:** Camden had moved from Crowndale and the phone numbers included in the policy were no longer valid. JB was waiting for the LA to respond with new contact numbers so it could be updated.
- 10.7 **Prevent Guidelines:** **ASKED** about the difference between the Prevent Guidelines and the Prevent Policy, JB said the policy was overarching while the guidelines were more local and in depth. AS and JB agreed to have both documents as this was such an important safeguarding issue.

## 11. FEEDBACK FROM GOVERNORS' SCHOOL VISITS

- 11.1 JB thanked governors for their school visits and asked those who had not yet completed the visit form (available from governor hub) to do so.

	Action	Who	Deadline
11.1	Complete any outstanding governor school visit forms.	ALL	asap

## 12. TRAINING UPDATE

- 12.1 JB asked governors to notify ED if they had done relevant workplace training so she could add this to the training log.

## 13. ANY OTHER BUSINESS

- 13.1 There was none.

## 14. REVIEW OF THE MEETING AND TOPICS FOR FUTURE DISCUSSION

- 14.1 JP thanked governors for coming in to the school during link governor week and for sending in their reports.

## 15. DATES OF FUTURE MEETINGS

- 15.1 These were noted.

*HM withdrew and Part 2 commenced at 7.42pm and finished at 8pm*

**Signed:** .....

**Date:** .....

**Chair James Poole**

**On behalf of the Governing Body for**

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