



**MINUTES OF THE FULL GOVERNING BODY MEETING OF  
ST MARY & ST PANCRAS CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD ON  
TUESDAY 6<sup>TH</sup> NOVEMBER 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	Present
Roshan Ahmad (RA)	Local Authority		Feb 2021	Present
Lawrence Tampu-Eya (LT)	Parent - elected		May 2019	Present
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 TB, NR and SB.

**3. DECLARATIONS OF INTEREST**

- 3.1 No new interests were declared.

**4. GOVERNING BODY UPDATE**

- 4.1 The Terms of Reference (circulated) were agreed.
- 4.2 JB would circulate a list of link governor roles and protocol in the next few weeks.
- 4.3 The Governor Information Grid was noted. EB was asked to update with Link Governor once circulated by JB and to remove NT.

- 4.4 JB would circulate the Policy Renewal Timetable and GB Year Planner for 2018-19 shortly.
- 4.5 JP said that TB had decided to step down from his position as LDBS Foundation Governor and become an Associate Governor. He would continue to be on the Finance Committee and attend DGB meetings when relevant. This meant MA could be appointed LDBS Foundation Governor. JB was to contact LDBS to formalise this.

	Action	Who	Deadline
4.2	Draft summary of Link Governor roles and outline of LG protocol to be sent to EB for circulation to GB.	JB	asap
4.3	Update governor information grid and send to ED	EB	asap
4.4	Circulate Policy Renewal Timetable and GB year planner.	JB	asap
4.5	Contact LDBS to formalize appointment of MA as LDBS Foundation Governor now that TB has stepped down.	JP	asap

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

- 5.1 The minutes were agreed as a true record subject to minor amendments and signed by the Chair.
- 5.2 **Action Points and Matters Arising Item 4.8:** RA volunteered to shadow Safeguarding Governor AS, attending the termly meeting between AS and JB and the safeguarding inset training. No governor volunteered to shadow the SEND Governor PW. Governors were asked to consider volunteering for this important role.
- 5.3 Item 4.9: Governors were to meet with their Link member of staff in November and report back to FGB in December.
- 5.4 Item 4.12: Outstanding DBS paperwork to be completed. NR, SB. Incomplete. Despite HM's repeated chasing NR and SB had still not completed DBS paperwork. JB expressed her concern about this and urged NR and SB to respond.
- 5.5 Item 5.4: JP was to contact TB asking him to sign the Code of Conduct.
- 5.6 Item 6.5: HM reported that there were signs notifying people on the street outside the school that CCTV was in operation but those signs did not state that the CCTV belonged to STMP. New signs had been ordered.
- 5.7 All other action points were complete or covered by the agenda.

	Action	Who	Deadline
5.2	Governors asked to consider volunteering for the SEND shadowing role.	All	asap
5.3	Governors to meet with their Link staff members and report back to FGB in December.	All	Dec
5.4	NR and SB to complete DBS paperwork as requested by HM.	NR SB	asap
5.5	Ask TB to sign Governors Code of Conduct.	JP	asap

## **6. HEAD'S VERBAL REPORT**

- 6.1 Governors were pleased with the letter from Camden Learning (CL) summarising the Standards Meeting on 2<sup>nd</sup> October that found that the school was good across all categories and showed continued improvement. JB said the GB needed to think how best to communicate with parents that CL judged the school to be good overall. The last Ofsted judged the school Outstanding and some might see this evaluation as a decline even though it was very positive.
- 6.2 Improvements points from the above fed into the School Development Plan (tabled). JB asked governors to take the SDP away to read and formulate questions about it that they could email to her. She highlighted key points as follows; STMP was found to be accurate in its self-evaluation and had achieved all the priorities set for last year, excelling in some, for example closing the achievement gap between PP and non PP pupils.
- 6.3 New priorities agreed with CL included boosting the achievement of white British pupils, a group that had underachieved in the past two years. Implementing the new SIAMS framework presented a huge challenge. PW and JB had done the training and the school now needed a plan for implementation prior to the next SIAMS inspection in 2022.
- 6.4 Asked whether the SDP should still feature the Ofsted Outstanding badge so prominently, given that the school was now evaluated by CL as Good, JB said yes it should but agreed that some of the logos on the footer were out of date and could be removed.
- 6.5 Asked when the next Ofsted inspection was likely to happen, JB said the school was exempt because standards had been maintained since the Outstanding judgement. CL would notify JB when they got wind of the next inspection date.

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

- 7.1 HM talked through her Budget Monitoring Report for Q2 (tabled) and highlighted that 91% of the school's budgeted income had been received by the end of the quarter. Nursery funding was down by £8k but the expected High Needs top up for the whole school was just under £96k.
- 7.2 There had been an overspend on supply teachers but overall there was an anticipated under spend of 6% - approximately £40k. Maternity leave cover of £8k had been budgeted for a member of support staff who had not been added to the school's staff list with insurers. The list was now up to date.
- 7.3 The anticipated income from school meals had dropped by 27%, which could be a miscalculation. HM was monitoring closely. The school was paying out more on educational trips than parents paid in. Again it was unclear why this shortfall occurred and HM was monitoring. Having an online payment system would help when it came to chasing outstanding payments but at the moment it was all cash.
- 7.4 Asked about subsidies, JB explained that the school paid for trips for children on Free School Meals and Looked After children but not PP children. Charges were rarely over £5.
- 7.5 Asked about barriers to setting up online payments, HM said it was partly due to her time being limited especially as she was currently covering premises management.
- 7.6 A historic invoice from Fronter was coming in at £4k but HM could find no evidence that the service had been used or that it was even accessible to staff. She would update the GB when more information was available.
- 7.8 The current year-end balance is projected to be a surplus of £129k, which was 8% of the overall budget, and therefore spot on.
- 7.9 HM was to review the SCR with JP.
- 7.10 HM had taken over the lead on Premises and Health & Safety. There were many issues relating to the former, including an emergency lights report that 42 out of 150 needed repairing.

- 7.11 Redecoration for flood damage, scheduled for the Easter holidays would come out of the school's insurance policy.
- 7.12 HM presented a quote for replacing and relocating CCTV cameras, supported by photos. These came to £630 + VAT and £930 + VAT. The GB agreed this work should go ahead as quoted for.
- 7.13 EB was to allow 20 minutes in future for the SBM's quarterly report, but for other SBM updates, 10 minutes would be sufficient.

## **8. ITEMS FROM THE CHAIR**

- 8.1 There were none.

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

- 9.1 The following policies were reviewed and ratified:
- Positive Learning Behaviour
  - Teaching, Learning and Assessment
  - LDBS Pay Policy
  - Nursery Admissions 2020-21
  - School Admissions 2020-21
  - Managing allegations against staff
  - Schools' online safety policy
  - Physical Intervention and Restraint Policy
  - Harmful sexual behaviour protocol
  - LDBS Schools Discipline Procedure
  - LDBS Schools Grievance Procedure
  - LDBS Managing Change Policy
  - LDBS Managing Sickness Absence Policy
- 9.2 Asked about how staff sent for assistance as mentioned in the Physical Intervention and Restraint Policy, JB explained that staff would call out or shout for help. The school had an open door policy for this reason. Staff were in any case rarely alone with a child and were well trained in recognising when a child was going to lose self-control. Using a calm tone of voice was important, being calm and quiet with the child and not shouting at them. Last summer staff did have to restrain a Y6 child with mental health problems but the use of restraint was very rare.
- 9.3 SH asked about the clause highlighted in red in the Admissions Policy that stated governors could override the Nursery Admissions criteria and give priority to children on exceptional grounds. JB wanted to remove it as it was only in the Nursery and not the Reception Admissions Policy and she believed that, if it was ever invoked, it could open the GB up to charges of unfairness. The policy was comprehensive and covered exceptional circumstances

already, so the clause was not necessary. LT believed that the clause was useful and should be retained. New wording was proposed by JP and seconded by GW as follows; ***In making a decision the admissions group will give full consideration to documentary evidence submitted on application.*** Governors voted in favour of making this amendment with 10 in favour, one against and no abstentions.

**10. FEEDBACK FROM GOVERNORS' SCHOOL VISITS**

10.1 GW was due to attend a pay progression meeting in October. JP and HM were to prepare for this.

**11. TRAINING UPDATE**

11.1 PW had attended SIAMS training that he would report on at the next meeting.

11.2 Governors were asked to sign up for relevant training. Each governor had committed to attending a total of three training sessions

**12. AOB**

12.1 LT explained that he was absent from September's FGB because he was visiting Congo due to a family illness.

**13. REVIEW OF THE MEETING AND TOPICS FOR FUTURE DISCUSSION**

13.1 Governors were encouraged by the Standards Meeting letter from Camden Learning and thanked HM for her report that provided a clear and helpful snapshot.

**14. DATES OF FUTURE MEETINGS**

14.1 These were noted.

*EN withdrew and Part 2 commenced at 7.50pm 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**