



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

**HELD ON**

**TUESDAY 12<sup>TH</sup> FEBRUARY 2019 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	Apologies
Mohammed Ahmed (MA)	Proposed Fdn LDBS	tbc	July 2022	Apologies
Gregory Powell (GP)	Foundation PCC		Sep 2021	Present
Simon Bland (SB)	Foundation PCC		Sep 2022	Apologies
Rev Anne Stevens (AS)	Foundation Incumbent	Safeguarding Link	Ex-officio	Present
Fr Paschal Worton (PW)	Foundation Incumbent	SEND Link	Ex-officio	Present
Jules Belton (JB)	Staff ex-officio	Headteacher (HT)	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	Deputy Safeguarding Link	Feb 2021	Present
Lawrence Tampu-Eya (LT)	Parent - elected		May 2019	Apologies
Anna Galutowska (AG)	Parent - elected		Sep 2021	Apologies
Nandini Ramakrishnan	Co-opted		June 2022	Present
Tim Brown (TB)	Associate		Sep 2020	n/a
Lesley Carneiro (LC)	n/a	SENDCO	n/a	In attendance
Emma Brooker (EB)	n/a	Clerk	n/a	In attendance

**1. OPENING PRAYER**

1.1 The Chair 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, SH, MA, AG, EN and LT.

**3. DECLARATIONS OF INTEREST**

3.1 No new interests were declared.

**4. GOVERNOR TRAINING ON SEND**

4.1 This had not been possible to arrange for today's meeting and would be organised for the following FGB.

## 5. GOVERNING BODY UPDATE

- 5.1 Appointment of MA as LDBS Foundation Governor: JP had contacted LDBS but had no response. **Pending**.
- 5.2 Governors' Code of Conduct to be signed by TB and LT. **Pending**. JP to follow up
- 5.3 Governors were asked to update their details on GovernorHub as this was the GDPR compliant way for the school to manage their data. **Pending**. Governors asked to complete.

	Action	Who	Deadline
5.1	Follow up with LDBS to confirm MA's appointment as Foundation LDBS governor.	JP	asap
5.2	Ask TB and LT to sign Governors Code of Conduct.	JP	asap
5.3	Update personal information on GovernorHub.	ALL	asap

## 6. PART 1 MINUTES OF FGB MEETING ON 15<sup>TH</sup> JANUARY 2019 (FOR ACCURACY)

- 6.1 The minutes were agreed as a true record and signed by the Chair.
- 6.2 **Action Points and Matters Arising** Item 5.4 the HT would circulate the Policy Renewal Timetable shortly. **Pending**
- 6.3 Item 5.7: Complete any outstanding governor school visit forms. **Pending** Some governor visit forms were outstanding including SB's. The GB agreed that governors should send the draft report of their visit to their link staff member for approval then send it to EB copying to the HT for uploading to GovernorHub.
- 6.4 Item 12.1: Send FC minutes to EB for inclusion in FGB agenda pack. **Pending**. The FC meeting would be held from March onwards.
- 6.5 All other APs were complete or covered by the agenda.

	Action	Who	Deadline
6.2	Circulate Policy Renewal Timetable.	JB	asap
6.3	Complete any outstanding governor school visit forms. Send draft to link staff member for approval and agreed report to EB, Copying JB for uploading to GovernorHub.	ALL	asap
6.4	Send FC minutes to EB for inclusion in FGB agenda pack.	JB	March

## 7. HEAD'S VERBAL REPORT

- 7.1 **Safeguarding:** following on from LC's report, the HT noted that STMP had a very significant caseload, currently 5 CP, 6 CIN, 2 under assessment, 5 FSW. This consumed a significant amount of SLT time (up to three fifths) and impacted heavily on workload.
- 7.2 Helen Ridding (HR) of LDBS did a safeguarding review on 5<sup>th</sup> February and commented that STMP had one of the biggest caseloads she had seen for this size of school. HR had asked the HT to emphatically stress this to governors. The review was very positive with a few areas for improvement, some of which have already been addressed. AS gave her report under item 13 below.
- 7.3 The school had received the CPOMS package and the system should be up and running after half term.

- 7.4 **Effectiveness of L&M:** the HT and LH attended Challenge Partner review training which was very helpful. STMP would have its review on 13<sup>th</sup> to 15<sup>th</sup> March.
- 7.5 The school had received the P4C Bronze award and the school has a strategic plan to work towards silver.
- 7.6 The footer of the website and letterhead have been updated with the most recent and relevant award symbols.
- 7.7 Parents had attended the Y6 school journey meeting and 21 out of 27 children would be going.
- 7.8 **Personal development, behaviour and welfare:** attendance from September was 94.94%. If nursery absences and unauthorised absences were taken out the figure was 96.2%. Attendance was a constant battle and the DHT had met with 7 families this term and issued 8 PNs. An event for EYFS parents on the legalities of attendance had been well attended by 13 families and further meetings were planned for spring.
- 7.9 The Chill study on pollution had signed up 28 children and an assembly on pollution was tied in with the study. PC Tracey had delivered safety workshops and Y6 children had participated in a powerful Road Safety Drama Workshop for the STARS Silver Award. BRAVE had delivered a Y6 gang workshop and an assembly for Y5 and Y6.
- 7.10 A special assembly had been held for Children's Mental Health Week reiterating the two people in school children can talk to about their worries.
- 7.11 **Outcomes for pupils:** Y2 and Y6 teachers attended moderation training. Y6 children had done SATs tests which would be analysed and the results fed into Easter School planning.
- 7.12 **EYFS:** the HT and EYFS lead had planned ways to improve communication and organise learning across the unit and the outdoor space (to be revamped).
- 7.13 **ASKED** about how Easter School was funded and organised, the HT said staff were paid an additional fee out of PP. The school ran for 4 days from 9m to 12pm and was very well planned and effective – children really enjoyed it.

## 8. SENDCO REPORT

- 8.1 LC presented an overview of SEND children showing the highest need in Y2. The most need for support fell into two categories; Speech and Language Therapy (SALT) was the main area of support followed by and Social, Emotional and Mental Health (SEMH). Interventions covered by ECHP came from that funding source whilst others came out of the school budget.
- 8.2 Those involved in supporting children included a mentor employed provided by Kick London who had a caseload of 8 children, visited one day a week, spent 30 minutes with each child and reported back to children's parents and SENDCo. Other professionals included the LA's educational Psychologist who had a caseload of 19 and had seen four children this year. The Speech and Language Therapist visited the school for 1hour 30 minutes per week. The allocated time had been halved due to cuts. Last term she brought in two students to work with her and more children were seen. An Occupational Therapist visited once a fortnight and said STMP was the school with the highest she had seen. A physiotherapist visited the main school and another worked with Nursery; both staff saw children in clinic too.
- 8.3 The Intervention charts showed what support was being given and how effective it was after 6 or sometimes 12 weeks. LC monitored data closely to evaluate effectiveness.
- 8.4 Financing SEND was challenging with the first £11k coming from designated funding. ECHP funding had been reduced. Preparing an application for ECHP rained resources with the whole process taking at least 20 weeks and requiring an intensive pre-application information gathering process. There were three ECHP applications ongoing; one was at panel, two were pending and three were turned down. If the school can demonstrate that it cannot meet a child's needs there has to be a review.
- 8.5 In any week STMP will have six different SEND professionals coming in to the school and LC has to co-ordinate these visits and arrange cover so teachers can meet with them.

- 8.6 LC found that rapid intervention with a flexible approach rather than a set plan worked well. Examples included Talk Burst for SALT referrals.
- 8.7 An important part of LC's work was building trust and relationships with parents and advising on home learning. She was on the school gate morning and afternoon and always accessible. However, parents were often reluctant to share reports and assessments which sometimes made it difficult for the school to clearly understand children's needs.
- 8.8 The HT thanked LC for a good picture of the challenges and the magnitude of SEND support LC provides.
- 8.9 **ASKED** about SEND finance, LC said the first £5k had to be provided by the school for children starting from September 2018 onwards. The new exceptional high needs funding was harder to get so the school would apply but not as often.
- 8.10 **ASKED** how an external person's time was allocated, LC said she met with professionals at the start of term to look at children's needs and plan interventions and visits. These professionals were mostly based nearby so that worked well.
- 8.11 **ASKED** whether parents were allocated funding direct, LC said educational funding always came to the school. However, parents of ECHP children could ask for a personal budget that they then used to contract professionals.
- 8.12 **ASKED** why parents resisted sharing reports, LC said they often went through a bereavement process on receiving their child's diagnosis but as the child went through school and their attainment deficit got bigger they were more inclined to face the situation and co-operate with the school in seeking support.
- 8.13 The Chair thanked LC for her presentation and her continuing hard work.

*LC left at 6.40pm*

## **9. SBM'S REPORT**

- 9.1 **Funding 19/20:** pupil numbers had been maintained and provisional funding stood at £1,178,047 which was £1k more than last year. HM would draft the budget over half term to present to the next Finance Committee meeting which she would arrange.
- 9.2 **Teachers' Pension:** consultation was underway on increasing the employers' pension contribution from 16.48% to 23%. Camden had advised budgeting for the lower figure. The assumption is that employers' support staff pension contributions will increase by 0.5%.
- 9.3 **Support Staff NJC pay scales:** these had gone to trade unions for consultation and had not yet been finalised.
- 9.4 **Devolved Formula Capital:** HM was assuming a total of £21,295 but was awaiting a response to confirm this and the figure could rise by £2.5k.
- 9.5 **After School Clubs audit:** this revealed that many of the ASCs were operating at a loss and the school would review its offer, close the less popular clubs, and review charges and possibly charge parents more. Funding from the school budget might also be allocated to this provision to ensure the school continued to offer a rich extra-curricular timetable.
- 9.6 **Premises update:** HM had met twice with Unite, Sure Start and maintenance companies to discuss the three fire alarm panels in different parts of the building. The Fire Safety Manager (FSM) at Unite said it was a companywide decision that alarm panels in shared buildings should not be connected with those of other parties. The FSM acknowledged that by not having their alarm panel connected to the school's they were increasing risk to their students if there were to be a fire out of hours on the school premises and the school's alarm was not monitored. However, linking the alarm panels may be a condition of Unite's lease in which case they would have to connect it. HM has passed the matter on to Steve White at LDBS
- 9.7 **H&S:** GW was to complete a site walk on 26<sup>th</sup> February looking at risk assessment. A water risk assessment was to be carried out on 19<sup>th</sup> February.

- 9.8 **Statutory inspections:** PAT testing was to be carried out on 14<sup>th</sup> February. The emergency light test was to be done on 19<sup>th</sup> February. A quote to fix the 46 faults in the emergency lights had come in at £6,056 + VAT, a sum that governors thought very high, although the actual cost could come in lower once the faults were identified. The acting SSO was looking into changing the light fittings to LED on the basis that they would be more reliable and require less maintenance.
- 9.9 **Premises works:** Neville Brown and Steve White of LDBS and a roofing company were to visit on 20<sup>th</sup> February to assess whether the ceiling leak in the foyer had been resolved or not.
- 9.10 HM was awaiting a quote for the cost of repairing the loud vent duct in the hall which would need two weeks work.
- 9.11 **Finance Bank Mandate Forms:** the GB agreed to these changes and the forms were signed by the Chair so that HM could speak to the bank if she needed to.

## 10. SFVS

- 10.1 Governors had no comments on the document which was agreed and signed by the Chair. Action Points included the need for an asset register and to ensure all contact details are correct in the emergency continuity plan

## 11. ITEMS FROM THE CHAIR

- 11.1 The Chair proposed holding informal drinks for governors and staff at the Somers Town Coffee House from 4.30pm on 19<sup>th</sup> March. This was Governor Link Visit week so governors might meet with their link staff member or just visit the school that afternoon then attend drinks before coming to the FGB.
- 11.2 Link governors were asked to contact their link member of staff well in advance to arrange to meet. Those who did not have a link role should visit classes anyway and all governors were encouraged to speak to children and parents.

## 12. POLICIES FOR REVIEW AND RATIFICATION

- 12.1 The following policies were reviewed and ratified;

Charging and Remissions  
SEND  
Medicine  
Religious Education  
Whistleblowing  
Financial scheme of delegation  
Staff handbook

*RA left at 7.45pm*

## 13. FEEDBACK FROM GOVERNORS' SCHOOL VISITS

- 13.1 The Safeguarding link governor AS tabled the report of her recent visit. AS said she had met with the HT and HR for half an hour and discussed governors' responsibilities in relation to safeguarding.
- 13.2 HR had asked AS to highlight the fact that the GB, rather than the HT or SLT, was responsible for managing the school's safeguarding policy and procedures. The school was doing a fantastic job in relation to safeguarding, but the GB was responsible for taking a lead in monitoring the effectiveness of safeguarding at the school.
- 13.3 HR had suggested a more systematic approach to safeguarding from the GB and recommended drawing up a timetable of topics to cover throughout the year. She also suggested surveying children on how safe they feel and parents on how well the school communicates on safeguarding. She also suggested picking out key points from KCSIE and

sending these highlights to governors. Governors should be fully informed and aware of the legislative framework and be asking questions about staff training and safer recruitment for example. AS would develop a plan to discuss with the GB at forthcoming meetings.

- 13.4 Whilst RA had agreed to shadow AS it was agreed that she should become Deputy Safeguarding Governor. AS planned to work more closely with the HT and report back regularly to the FGB and with a more detailed end of year report. AS and RA would meet with the HT, look at the safeguarding related tasks and divide them.
- 13.5 The GB agreed to have an emphasis on governors undertaking safeguarding training. Governors were committed to undertaking three training sessions with Camden or LDBS p/a and it was agreed that governors should make one of the three safeguarding related. AS said it would be good to have a pool of governors that had done the safer recruitment training.
- 13.6 AS and JP were due to review the SCR.

	<b>Action</b>	<b>Who</b>	<b>Deadline</b>
13.3	a) Draw up timetable of safeguarding related topics for the GB to cover throughout the year.  b) Devise a method for surveying children and parents on safeguarding practice at the school.  c) Pick out key highlights from KCSIE and circulate to governors.	<b>AS</b> <b>RA</b>	<b>March</b>
13.4	Meet with HT to identify safeguarding related tasks and divide them	<b>AS</b> <b>RA</b>	<b>March</b>
13.5	Governors to undertake one safeguarding training (including safer recruitment) with Camden/LDBS p/a.	<b>ALL</b>	<b>July</b>

#### **14. TRAINING UPDATE**

- 14.1 AS had booked onto Safer Recruitment training on 12<sup>th</sup> March and the Chair was to do Reviewing Governance training on 11th March.

#### **15. ANY OTHER BUSINESS**

- 15.1 The GB agreed that Safeguarding Update should be added as a separate item to future agendas so that it was broader than just the HT's report.

#### **16. REVIEW OF THE MEETING, GB EFFECTIVENESS AND TOPICS FOR FUTURE DISCUSSION**

- 16.1 Governors commented on the cost incurred in terms of staff time and resources by some members of the school community but said they were proud that all issues were dealt with very thoroughly and equitably in line with the school's ethos.
- 16.2 Governors **ASKED** how the GB could support the SLT in the light of their heavy and demanding workload? The HT said the staff team were a close and supportive community good at supporting each other but thanked governors for their concern.
- 16.3 **ASKED** how the GB could support staff more broadly, HM said the school's staff insurance cover provided a phone counselling service for staff and their families. The HT said the staff survey identified stresses and strains and changes were introduced in response to this.
- 16.4 AS commented that the school was unusual in having two incumbent governors and wondered whether one could support the school in a more pastoral role. It was noted that

the school's Instrument of Governance did not allow for this flexibility and would be difficult to change.

16.5 SH offered to talk about staff wellbeing more generally. EB was to add this item to the agenda for the FGB on 7<sup>th</sup> May.

**17. DATES OF FUTURE MEETINGS**

17.1 The next FGB was on 7<sup>th</sup> May.

*HM withdrew and Part 2 commenced at 8pm and finished at 8.15pm*

**Signed:** .....

**Date:** .....

**Chair James Poole**

**On behalf of the Governing Body for**

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