



**MINUTES OF THE FULL GOVERNING BODY MEETING OF
ST MARY & ST PANCRAS CHURCH OF ENGLAND PRIMARY SCHOOL
HELD ON
TUESDAY 15TH JANUARY 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	Apologies
Samuel Hopcroft (SH)	Foundation Deanery		Sep 2021	Apologies
Gregory Watson (GW)	Foundation LDBS	Vice-Chair	Feb 2021	Present
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	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 (HT)	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	Apologies
Lawrence Tampu-Eya (LT)	Parent - elected		May 2019	Apologies
Anna Galutowska (AG)	Parent - elected		Sep 2021	Present
Nandini Ramakrishnan	Co-opted		June 2022	Present
Tim Brown (TB)	Associate		Sep 2020	n/a
Emma Brooker (EB)	n/a	Clerk	n/a	In attendance

1. OPENING PRAYER

1.1 The Chair (GW) asked PW to open the meeting in prayer.

2. WELCOME AND APOLOGIES FOR ABSENCE

2.1 The Chair welcomed everyone. Apologies had been received from JP, SH, AS, MA, RA and LT.

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 was absent and had sent no update.
Pending.

4.2 No governors volunteered to shadow the SEND link governor.

4. FGB training on 12th February: the HT had contacted the LA and would arrange SEND related training for governors at the next FGB.
- 5. PART 1 MINUTES OF FGB MEETING ON 11TH DECEMBER 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 4.1: JP had not yet notified LDBS about MA's appointment. **Pending**
- 5.3 Item 4.4: governors had not emailed the HT summaries of their impact but she felt she had sufficient information and had already updated the impact summary. **Complete**
- 5.4 Item 4.2: the HT would circulate the Policy Renewal Timetable shortly. **Pending**
- 5.5 Item 5.4: Ask TB and LT to sign Governors Code of Conduct. JP **Pending**
- 5.6 Item 6.2: Consult staff and parents on the scheduling of autumn inset days before confirming 2019-20 term dates. JB **Complete** Staff had decided that in a year where the school had three hour LA training, they would schedule the two autumn inset days for September and not schedule one just after October half term. This would come into effect not this year but the following.
- 5.7 Item 11.1: Complete any outstanding governor school visit forms. **Pending** Some governor visit forms were outstanding. JB asked SB to email a report on his recent visits.
- 5.8 All other items were complete or covered by the agenda.

	Action	Who	Deadline
5.2	Notify LDBS about MA's appointment as Foundation LDBS governor.	JP	asap
5.4	Circulate Policy Renewal Timetable.	JB	asap
5.5	Ask TB and LT to sign Governors Code of Conduct.	JP	asap
5.7	Complete any outstanding governor school visit forms.	ALL	asap

6. HEAD'S VERBAL REPORT

- 6.1 **Effectiveness of L&M:** the Christmas play was a triumph. SM commented on how beautiful the performance was and how packed the church was with people of all faiths. The HT commented that the multi-faith audience was increasingly noticeable at the school's church events.
- 6.2 **Safeguarding:** the school had purchased CPOMS and the system should be up and running by half term.
- 6.3 The school had taken on a SCITT student from LDBS to work with Y2 in the Spring Term.
- 6.4 The temporary SSO was very proactive and a great asset to the school. The HT was rewriting the SSO JD and would advertise in the next few weeks once approved by Camden. Members of the SLT had met Camden's new HR adviser.
- 6.5 The HT would be going to Portsmouth this week to undertake a Challenge Partners review and the DHT would do so in Kent at the end of January. Whole staff training on intelligent practice in maths had taken place on 7th January.
- 6.6 **Quality of T, L&A:** the school's CPD calendar had been set. Weekly T&L drop ins focusing on the school's improvement priorities continued with feedback being given on T&L books.

- 6.7 Maths Project staff visited in December to see work undertaken and commented positively on the Y2 teacher's work with pointers for next term.
- 6.8 **Personal development, behaviour and welfare:** the speech and language time from Camden had been halved due to a restructure and lack of staff. The allocated time would rise again when more staff were in place. All classes had been given a speech and language audit with feedback.
- 6.9 The HT met with Camden's Prevent Officer and has booked a Gang workshop for the end of January. Staff were aware of the issue of children in the local area being groomed for gangs and commented that some former pupils had gone on to join gangs.
- 6.10 All staff had attended epi pen and asthma training this evening.
- 6.11 **Outcomes for pupils:** this half term the SLT were looking at standards in RE, Maths and EYFS portfolios.
- 6.12 **EYFS:** EN had booked to moderation and EYFS training.

7. SBM'S REPORT INCLUDING H&S

- 7.1 **Budget Monitoring Report for Q3, Income:** the school had received the full £7,142 from insurance for the water ingress works to be carried out at Easter. This took income to £19,034, above the budgeted amount.
- 7.2 **Expenditure:** savings had been made on teaching staff costs through covering a Y6 post internally rather than using supply. Support staff costs predicted a £7,155 overspend due to a TA on maternity leave not having been added to the insurance policy and a supply TA being brought in to work with new SEN pupils in EYFS.
- 7.3 **Indirect employee expenditure** showed a £16k saving due to saving on recruitment costs. An additional £6k in **Pupil Premium** funding had been received and the cost of the music teacher had been moved from PP to the Teaching Staff cost centre. On premises, assuming full spend of reactive works there was a predicted overspend of £2,122 due to slight under budgeting on electricity, maintenance and cleaning costs.
- 7.4 HM needed to claim Breakfast Club costs from Greggs. These had not been claimed for a while and HM would address this historic issue and report back to the next FGB. Professional services showed a predicted overspend of £4,405 due to the cost of paying for Camden City Learning Centre. Camden was one of the few LAs in the country to continue to operate such a centre.
- 7.5 In summary, the **projected carry forward for 2018-19 was £148,563**. This was 10.2% of the school budget share and the 10% recommended carry forward for primary schools. **ASKED** how this was calculated and whether this meant the school would spend £47k more than its income, HM said yes that was the case. The school was still in a positive position with a good reserve but this was being whittled down year on year. £28k of that spend had been on the pension back funding no longer covered by Camden. Schools had to justify a carry forward over 10.2%, with the possibility of the LA claiming back high reserves. The HT commented that from next year HM's three-year budget plan would be keeping the school in a positive financial position.
- 7.6 **Premises update:** Investigation into the source of **water leaking into the ceiling** had revealed a bubble containing water. Roofers were due to return to assess whether there were further holes. **ASKED** whether the roofers could put a tarpaulin down to prevent further leaks, HM said she would ask. LDBS had been slow in responding to the school's communications about this problem.
- 7.8 Correct CCTV cameras had been installed at the front door and signage notifying the public that CCTV was in operation had been ordered.
- 7.9 The source of the unexplained noise in the hall had been identified. The issue could not be addressed until the Easter break when engineers would take down a portion of the ceiling. The quoted costs were awaited.

- 7.10 Engineers had also investigated AOV in the foyer and that did not fully close and found it was due to a bowed window. This was a smoke outlet in case of fire and would have to be rectified by a window specialist. Quotes would be sought.
- 7.11 The front door motors were burning out and a quote of £4,716 + VAT had been given for its repair. HM felt this was too high but explained that the school was tied in to a maintenance contract for the doors with Classic and could not go elsewhere. She would discuss the quote with the company and try to get it reduced.
- 7.12 In summary the school was experiencing a series of costly maintenance problems with the building that would impact on an already tight budget.

8. ITEMS FROM THE CHAIR

- 8.1 There were none.

9. POLICIES FOR REVIEW AND RATIFICATION

- 9.1 The Lettings Policy listed review had not been circulated to governors, as the school had not been letting the building for some time, as it was not always cost effective. The HT was waiting for the new SSO to be appointed before revisiting this policy.
- 9.2 The Staff Handbook including premises reminders had been completely revamped into a more user-friendly document and was nearly finished. The HT would send to EB once ready for circulation to the GB.

	Action	Who	Deadline
9.2	Send revamped Staff Handbook to EB for circulation to GB.	JB	asap

10. FEEDBACK FROM GOVERNORS' SCHOOL VISITS

- 10.1 None.

11. TRAINING UPDATE

- 11.1 None.

12. ANY OTHER BUSINESS

- 12.1 The SLT needed to set dates for the Finance and Admissions Committees. EB requested the minutes of FC meetings going forward.
- 12.2 GW was to meet with the HT to advise on risk assessments.
- 12.3 PW asked to see the new sex education books. The HT said he could look at them when visiting the school for assembly the next day.

	Action	Who	Deadline
12.1	Send FC minutes to EB for inclusion in FGB agenda pack.	JB	asap

13. REVIEW OF THE MEETING, GB EFFECTIVENESS AND TOPICS FOR FUTURE DISCUSSION

- 13.1 Governors commented on how positive the Christmas service was, particularly the presence of the diverse community STMP served.
- 13.2 Issues around the school building and having to deal with neighbouring buildings were time consuming and costly but the school was now moving quickly on these problems
- 13.3 Whilst the school was in a better position financially than many, the HT flagged up the tightness of budgets and that the school would be feeling the pinch going forwards.

14. DATES OF FUTURE MEETINGS

14.1 The next FGB was on 12th February.

HM and EN withdrew and Part 2 commenced at 6.50pm and finished at 7.20pm

Signed:

Date:

Chair James Poole

On behalf of the Governing Body for

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