



**MINUTES OF THE FULL GOVERNING BODY MEETING OF
ST MARY & ST PANCRAS CHURCH OF ENGLAND PRIMARY SCHOOL
HELD ON
TUESDAY 19TH MARCH 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	Present
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	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	Present
Roshan Ahmad (RA)	Local Authority	Deputy Safeguarding Link	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	Present
Tim Brown (TB)	Associate		Sep 2020	n/a
Helen McNulty (HMN)	n/a	SEND trainer	n/a	In attendance
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. GW was to chair in JP's absence until 7pm and then hand over the chair to PW.

2. WELCOME AND APOLOGIES FOR ABSENCE

- 2.1 The Chair welcomed everyone including HMN the SEND trainer. Apologies had been received from JP and MA.

3. DECLARATIONS OF INTEREST

- 3.1 No new interests were declared.

4. PART 1 MINUTES OF FGB MEETING ON 12TH FEBRUARY 2019 (FOR ACCURACY)

- 4.1 The minutes were agreed as a true record and signed by the Chair.
- 4.2 **Action Points and Matters Arising**
- 4.3 Item 5.1 Follow up with LDBS to confirm MA's appointment as Foundation LDBS governor. JP **Pending**
- 4.4 Item 5.2 Ask TB and LT to sign Governors Code of Conduct. LT had signed. TB **pending**
- 4.5 Item 5.3 Update personal information on GovernorHub. ALL **pending** JB and HM to check
- 4.6 Item 6.2 Circulate Policy Renewal Timetable. JB **Complete**
- 4.7 Item 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 **Pending**
- 4.8 Item 6.4 Send FC minutes to EB for inclusion in FGB agenda pack. HM **Pending**
- 4.9 Item 13.3 a) Draw up timetable of safeguarding related topics for the GB to cover throughout the year. AS/RA **Pending**
- b) Devise a method for surveying children and parents on safeguarding practice at the school. AS/RA **Pending** date tbc
- c) Pick out key highlights from KCSIE and circulate to governors. AS/JB **Pending**
- 4.10 Item 13.4 Meet with HT to identify safeguarding related tasks and divide them. AS/RA **Pending**
- 4.11 Item 13.5 Governors to undertake one safeguarding training (including safer recruitment) with Camden/LDBS p/a. ALL **Pending** AS had completed the safer recruitment training (SRT). JB proposed that the school bought a license for the online SRT so that the SLT and all governors could complete it as this was very cost effective. Governors agreed to this proposal.

5. HEAD'S WRITTEN REPORT

- 5.1 JB spoke to her written report highlighting the following. **Effectiveness of Leadership and Management:** The Challenge Partners review had taken place on 13th-15th March and the written report was awaited but feedback had been very positive. Leadership was graded outstanding. Teaching and Learning was Good with some Outstanding practice seen and the school was accredited a national area for excellence for Music. The school was judged Good overall. It had been a very demanding but rewarding process.
- 5.2 The SLT had completed a range of development and training and relevant staff would undertake further Middle Leader training with Camden in the summer term.
- 5.3 **Quality of Teaching, Learning and Assessment:** Planning proformas for English and Maths had been revised to ensure key elements for each lesson are specifically identified. T&L Monitoring Books continue to be used in all classrooms and the SLT conduct regular drop-ins and give feedback and targeted advice to staff that is quickly acted on.
- 5.4 **Attendance** stood at 96.14% after unauthorised absences were discounted. Ten Penalty Notice referrals for unauthorised absences submitted by CCB had resulted in 8 fines being issued. The Attendance Lead continued to work intensively with families and had issued written guidance regarding the high number of exceptional leave requests expected around Easter.

- 5.5 **Personal Development, Behaviour and Welfare:** The behaviour of two children had escalated dramatically requiring intensive input from the SLT and teaching staff and a number of meetings with parents and professionals to be discussed further in Part 2.
- 5.6 The SENDCo liaised the support staff, class teachers and external agencies on targeting support and the effective use of TA's in the classroom to deliver SALT, Physiotherapy and Occupational Therapy interventions.
- 5.7 Outcomes for Pupils: the focus on EYFS continued with an emphasis on the development of the outdoor space. GLD in Reception was predicted to be 69% and evidence was being built up for those exceeding EL, particularly in writing, reading and maths.

6. SAFEGURDING UPDATE

- 6.1 This had been covered in the Head's Written Report (item 5).

7. SBM'S REPORT

- 7.1 HM responded to governors' questions on her report as follows. **Budget Monitoring:** the surplus had decreased by £30k to £171k due to additional funding and less spending on resources than anticipated.
- 7.2 **Premises:** LDBS staff had inspected the roof leak over half term and decided it was due to a combination of a leaking roof and work done to the standpipe. The matter was now in the hands of Unite. LDBS may replace the entire roof in the summer depending on year end finances.
- 7.3 Quotes had been secured for upgrades to the CCTV system following a security breach in the car park last month. Upgrades included two additional CCTV cameras with infrared cameras (£126 + VAT) for the car park and an upgraded control system (£3640 + VAT). The new system would cover all entrances and give more information.
- 7.4 The HT explained that an intruder had covered her car in paint stripper and written it off during the previous FGB meeting. Governors offered the HT their support and were sorry for the stress caused.

8. SEND TRAINING

- 8.1 The trainer HMN introduced herself as a SEND specialist from Camden who worked closely with CCB's SENDCo. She highlighted the need for governors to challenge the HT and to know the school in relation to SEND issues and statistics. They needed to understand the range of SEN categories and have that varied student profile in mind at all times in order to support the school in meeting their needs.
- 8.2 Many teaching techniques aimed at SEND pupils such as mind mapping, signing and hand clapping benefitted all pupils and had become fairly mainstream. However, special needs interventions that supported learning that was significantly different could hold other pupils back if used for the whole class.
- 8.3 Governors had to ensure the school met statutory requirements but should also aim to ensure that SEN teaching and learning was inspirational. Governors should think creatively about how to support SEND children and staff. Writing an EHCP plan could take from 20 to 200 hours and governors had to understand the time input required in order to ensure the school had enough resources to preserve T&L time. This might require the FGB to write a letter to the LA making the case for increased resources.
- 8.4 OFSTED required the school to evidence that SEND pupils were doing well and making good progress. In HMN's view this meant starting with the child and personalising the curriculum around their needs rather than adapting the curriculum to SEND pupils.
- 8.5 Governors discussed their role in pairs and fed back to the group saying that they did receive a lot of information about SEND pupils and their progress but it was sometimes hard to find the right questions to ask. HMN said it was about being able to probe by asking one question

and following up with another. Governors' questions could be about clarification rather than about trying to change something. It was important to think about questions before the FGB and come prepared or to email that question if it seemed a better approach. Timing was a factor.

- 8.6 Governors should talk to parents of SEND pupils to understand how well the school supported and communicated with them. Parents often had good ideas about practical approaches. Governors also had a valuable role in helping the SLT to brainstorm and think outside the box. Discussion was vital rather than telling staff how to do things.
- 8.7 Camden's new funding framework meant schools could apply for an Exceptional Needs Grant which was a quicker and less bureaucratic route to access funding than an EHCP application and also more reliant on school-based evidence than professional views.
- 8.8 The SEND governor should raise the profile of SEND in the GB and it was worth having an annual SEND governance review as a means of developing the GB's own way of working in this area. The SEND information and report produced annually and posted on the school website and the GB could review it with lay persons' eyes to ensure it was accessible to parents.
- 8.9 Under the new OFSTED framework, the GB would be evaluated on how it engaged with and involved parents. It would be a good idea to have an evening when parents could come in and talk with governors about SEN.
- 8.10 HMN closed by asking governors how they could engage with parents on SEND, how they might do things differently in terms of SEND governance and what next steps they might take.
- 8.11 Governors thanked HMN for her informative and helpful session.

PW took over the Chair as GW had to leave

9. ITEMS FROM THE CHAIR

- 9.1 None

10. POLICIES FOR REVIEW AND RATIFICATION

- 10.1 The Collective Worship policy was reviewed and ratified.
- 10.2 The following policies were reviewed and ratified subject to SH looking at them closely in the week and emailing any minor amendments to the HT;
 - Anti-bullying Policy
 - Inclusion Policy
 - Bankline Policy
- 10.3 At HM's request, the FGB agreed to approve adding JP as a bank account mandate signatory.

11. TRAINING UPDATE

- 11.1 Governors were asked to check the training available and sign up.

12. ANY OTHER BUSINESS

- 12.1 None.

13. DATES OF FUTURE MEETINGS

- 13.1 The next FGB was on 7th May.

HM withdrew and Part 2 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