



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

HELD ON

TUESDAY 7TH MAY 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		July 2022	Resigned
Gregory Powell (GP)	Foundation PCC		Sep 2021	Apologies
Simon Bland (SB)	Foundation PCC		Sep 2022	Absent
Rev Anne Stevens (AS)	Foundation Incumbent	Safeguarding Link	Ex-officio	Apologies
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	Apologies
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	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 RA, GP, NR, JP and AS. MA had resigned with immediate effect. LT and SB were absent. The meeting was not quorate by one governor. It was decided to continue with the meeting and that approval for the budget would be sought by circulating it to all governors following the meeting so that any further points could be raised and discussed and the budget given final agreement by email.
- 2.2 SH gave apologies in advance for June's FGB but said he would be in York and could phone in to the meeting if necessary.

Action	Who	Deadline
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2.1	Email governors to emphasise the need for attendance and for timely apologies to that FGBs are quorate	JP HM	asap
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3. DECLARATIONS OF INTEREST

3.1 No interests were declared.

4. PRESENTATION ON MENTAL HEALTH AT WORK BY SH

4.1 It was agreed that given the number of governors present, SH would present at the July FGB.

4.2 HT reported that Camden had invited the school to take part in a mental health at work survey and design a mental health action plan. SH was to be involved in Mind's forthcoming consultation on teacher retention and it would be interesting to see how Camden's work might feed into that.

5. GOVERNING BODY UPDATE

5.1 JP had relayed that MA had resigned from the GB citing lack of time. MA had never been formally appointed as the LDBS Foundation Governor. That vacancy now needed to be filled.

5.2 The Chair asked the Clerk to check whether the GB could be reduced in size given that it was larger than most GBs and it was difficult to fill vacancies.

5.3 LT was absent but this would have been his final FGB of his tenure. The Chair asked for the GB's thanks to LT for his involvement and support over the last 3 years to be minuted.

5.4 HT reported that letters inviting parents to stand for the parent governor election would go out on 8th May.

	Action	Who	Deadline
5.1	Identify governors to fill LDBS Foundation Governor vacancy.	JB JP	asap
5.2	Check with LDBS adviser whether the GB could be reduced in size.	EB	asap

6. PART 1 MINUTES OF FGB MEETING ON 19TH MARCH 2019 (FOR ACCURACY)

6.1 Acceptance of the minutes was held over to the next meeting.

Action Points from March FGB

- 6.2 Item 4.3 Follow up with LDBS to confirm MA's appointment as Foundation LDBS governor. JP
Incomplete and now obsolete
- 6.3 Item 4.5 Update personal information on GovernorHub. ALL **Incomplete. JB and HM to check**
- 6.4 Item 4.7 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**
- 6.5 Item 4.9 a) Draw up timetable of safeguarding related topics for the GB to cover throughout the year. AS/RA **Incomplete** b) Devise a method for surveying children and parents on safeguarding practice at the school. AS/RA **Incomplete**
- 6.6 Item 4.10 Meet with HT to identify safeguarding related tasks and divide them. AS/RA **Pending**
- 6.7 All other Action Points were complete or covered by the meeting's agenda.

	Action	Who	Deadline
6.3	Check that governors have updated their personal information on GovernorHub and follow up where necessary.	JB HM	asap
6.4	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
6.5	Draw up timetable of safeguarding related topics for the GB to cover throughout the year. AS/RA b) Devise a method for surveying children and parents on safeguarding practice at the school. AS/RA	AS RA	Summer term
6.6	Meet with HT to identify safeguarding related tasks and divide them.	AS RA	Summer term

7. HEAD'S VERBAL REPORT

- 7.1 HT reported that the Challenge Partners review was followed 10 days later by an Ofsted inspection and that Ofsted's 'Good' result was what the school deserved. HT and Chair wanted to highlight the very positive comments on governance and thanked GW and SH for meeting with Ofsted. A formal minute of thanks to the GB was recorded. The GB in turn gave formal thanks to the staff, pupils and parents and particularly JB and LH for their hard work.
- 7.2 Ofsted commented that disadvantaged pupils did very well at STMP and the children's behaviour was commented on very positively. Attendance had improved with the school now on national level, up from the bottom 10%. The standard of teaching had improved and safeguarding was very strong. There was more work to be done in KS2 and improvement points around the teaching of geography. Camden had asked HT to give a briefing on the

Ofsted inspection to other Heads in the LA. The response from parents had been very positive and the report would be posted shortly on the school website.

- 7.3 HT noted that the draft report had been sent to the former Chair of Governors before it was sent to her. This was a shocking breach of data protection and she had raised it with Ofsted.
- 7.4 SH said the GB should reflect on the Ofsted report and the improvement points given. Governors not present today would be asked to bring questions on the report to the next FGB.
- 7.5 HT reported that SATs papers had arrived and been securely stored.

	Action	Who	Deadline
7.4	Governors to reflect on the Ofsted report's improvement points. Governors not present today to bring questions on the report to the next FGB.	ALL	June FGB

8. SBM'S REPORT

- 8.1 HM reported that the Finance Committee had reviewed the proposed 2019/20 budget in rigorous detail at a 2-hour meeting. As the FGB meeting was not quorate, governors were to be asked to comment on the draft budget and email HM any questions and approval.
- 8.2 The Chair commented that it was a tough climate what with government funding cuts and the pension debt passed on to schools by Camden; that some schools were in a much worse financial position and facing restructures; and that the next step of drawing up a 3-year projection would be difficult.
- 8.4 **Decision: The Chair proposed and PW seconded adopting the budget put before the GB. Six governors voted in favour with none against and no abstentions.** HM and JB would email absent governors to solicit their comments and approval.
- 8.5 SH proposed that the GB discuss diversification of income streams and proactively look at funding sources over the next 5 years including corporates and getting governors to use leverage to get support for the school. The GB needed to think about how to market STMP to donors and whether hiring a fundraiser, possibly with a consortium of other schools might be worthwhile. Governors agreed to dedicate time to this at one of the next two FGB meetings.

	Action	Who	Deadline
8.4	Email absent governors to solicit their comments on and approval of the budget.	JB HM	asap
8.5	GB to discuss diversification of funding streams at future FGB, date tbc.	JP	June

9. ITEMS FROM THE CHAIR

- 9.1 None

10. POLICIES FOR REVIEW AND RATIFICATION

- 10.1 The following policies were to be reviewed and ratified at the next FGB because this meeting was not quorate;
- Governors' Allowance Policy
 - Data Protection Policy
 - Freedom of information
- 10.2 The new LDBS Special Leave policy was still awaited so the existing policy was being used on the interim.
- 10.3 A draft Data Retention Policy was to be brought to the next FGB for approval.

11. FEEDBACK FROM GOVERNORS' SCHOOL VISITS

11.1 PW had met with the SENDCo but not yet written up his report.

12 TRAINING UPDATE

12.1 Governors were asked to check the training available and sign up. SH had also visited twice and would write up his report.

13. ANY OTHER BUSINESS

13.1 The Chair suggested that governors share an end of year drink with staff at the school before the FGB on 16th July. GW would co-ordinate with JP.

	Action	Who	Deadline
13.1	a) Check whether license needed for informal end of term drinks for staff hosted by GB.	EN	Asap
	b) Liaise over bringing wine to July FGB.	GW JP	July

14. DATES OF FUTURE MEETINGS

14.1 The next FGB was on 18th June and then 16th July.

EN and HM withdrew at 7.10pm and Part 2 finished at 7.30pm

Signed:

Date:

Chair James Poole

On behalf of the Governing Body for

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