



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

HELD ON

TUESDAY 18TH JUNE 2019 AT 6PM AT THE SCHOOL

PART ONE

REGISTER OF ATTENDANCE:

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	Apologies
Gregory Watson (GW)	Foundation LDBS	Vice-Chair	Feb 2021	Present
Vacancy	Foundation LDBS		Vacant from 3/19	n/a
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	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	Present
Mirzeta Hadzic (MH)	Parent - elected		June 2023	Present
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 (JP) asked PW to open the meeting in prayer.

2. WELCOME AND APOLOGIES FOR ABSENCE

2.1 The Chair welcomed everyone including MH the new parent governor. Apologies had been received from SH and AS.

3. DECLARATIONS OF INTEREST

3.1 No new interests were declared.

4. GOVERNING BODY UPDATE

4.1 LDBS Foundation Governor vacancy: JP was working on this.

4.2 Skills audit/GB evaluation: JP would circulate an evaluation form for governors to complete.

	Action	Who	Deadline
4.1	Fill LDBS Foundation Governor vacancy.	JP	July
4.2	Circulate evaluation form to GB.	JP	July

5. PART 1 MINUTES OF FGB MEETINGS ON 19TH MARCH AND 7TH MAY 2019 (FOR ACCURACY)

- 5.1 The minutes were agreed as a true record and signed by the Chair.
- Action Points from May FGB**
- 5.2 2.1 Email governors to emphasize the need for attendance and for timely apologies to that FGBs are quorate. JP **complete**
- 5.3 5.1 Identify governors to fill LDBS Foundation Governor vacancy. JP/JB **ongoing**
- 5.4 5.2 Check with LDBS adviser whether the GB could be reduced in size. EB **complete**
- 5.5 6.3 Check that governors have updated their personal information on GovernorHub and follow up where necessary. JB/HM **ongoing**
- 5.6 6.5 a) Draw up timetable of safeguarding related topics for the GB to cover throughout the year. AS/RA **Pending - Thursday morning meeting arranged**
- b) Devise a method for surveying children and parents on safeguarding practice at the school. AS/RA **as above**
- 5.7 6.6 Meet with HT to identify safeguarding related tasks and divide them. AS/RA **as above**
- 5.8 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 **no questions**
- 5.9 8.4 Email absent governors to solicit their comments on and approval of the budget. JB/HM **complete**
- 5.10 8.5 GB to discuss diversification of funding streams at future FGB, date tbc. JP **AP EB Add to July agenda**. Asked if STMP was registered as a non-profit, JP said it was discussed a few years ago at which point there was not enough incentive, but it might be different now. **AP RA to research**.
- 5.11 13.1 a) Check whether license needed for informal end of term drinks for staff hosted by GB. EN **Complete none required**
- b) Liaise over bringing wine to July FGB. GW/JP **Complete**. Celebration scheduled for 4.30pm, 16th July before FGB meeting. Governors to provide alcohol and school doing food.
- 5.12 **Matters arising not covered by the agenda:** HT urged governors to attend forthcoming Camden briefings in advance for the launch of the new Sex and Relationship Education (SRE) curriculum which was proving to be controversial.

	Action	Who	Deadline
5.10	a) Add discussion of diversification of funding streams to July agenda.	EB	July
	b) Research whether PTFA needed to register as a not for profit in order to receive corporate sponsorship and donations.	RA	July
5.12	Governors to attend Camden briefings on forthcoming SRE curriculum.	ALL	July

7. HEAD'S VERBAL REPORT

- 7.1 **Safeguarding:** The current caseload consisted of 4 children on CPR, 5 on CIN, 2 under assessment and 6 with a family support worker.

- 7.2 **Staffing:** One staff member had asked to withdraw from being a class teacher and he was being redeployed in a support role. The vacancy was filled by the SKIT students for LDBS. There were no staff resignations. Five strong candidates had been shortlisted for the Y1 teaching post.
- 7.3 **Leadership and Management:** The DHT was a moderator for Camden and had been out of school moderating, training and being trained. Staff briefings were to be reduced from two to one per week. The parent questionnaire had been sent out. HT would collate and present the results to the FGB. The school hosted a visiting group of American students, organised by LDBS and a meeting for Camden on Professor Corrigan's research on white working-class boys and under achievement. Tonight, the school held a meeting with parents on the new SRE curriculum.
- 7.4 **Teaching, Learning & Assessment:** A T&L review was scheduled for the autumn with a focus on foundation subjects. Andy Redmond from Camden was to visit next week for a learning walk. STEAM week was coming up based around water. A P4C was scheduled next week as part of the school's progression towards silver.
- 7.5 **Personal Development and Welfare:** Attendance for Nursery to Y6 was 95% and for Reception to Y6 it was 95.5% against the national target of 96%. Persistent absence was on the increase again and children with special needs attending hospital and other appointments also impacted on attendance figures. Staff tried to tackle attendance issues with Nursery families before they joined Reception. Mental Health Awareness Week was the subject of a whole school assembly. The school had appointed two health champions in every class after children applied for the role and a fruit stall was coming soon.
- 7.6 SATS results were due on 9th July and HT was very pleased with the trajectory. EN was sending out welcome packs to children joining EYFS. EN had attended lead training and all the EYFS judgements had been moderated. HT encouraged governors to look at the refurbished EYFS playground and planting area.
- 7.7 Asked what parental feedback she had had on the OFSTED report, HT said it had been positive. Asked why the return rate of 35 parental surveys (less than 20%) was so low, HT said they tended to be completed by parents with particular issues and those who were happy with the school were less motivated to give feedback.

8. SBM'S REPORT

- 8.1 HM tabled her report and highlighted that the carry over figure for 2018-19 was £20k higher than predicted due to the school receiving additional nursery and high needs funding. Ongoing issues with the finance system at Camden had made it difficult to predict accurate outturn.
- 8.2 TP contributions were due to increase in September. A grant of £21k From the DfE towards this was anticipated but still to be confirmed.
- 8.3 The roof was to be replaced this summer, funded by LDBS with 10% contribution from the school. HM was finalising costs.
- 8.4 Camden came in with a £1.7m SEN overspend and will be making cuts which would squeeze STMP's budget. The threshold for issuing ECHP's will be raised and Camden will issue fewer.
- 8.5 **H&S:** A fire drill was completed last week. Statutory inspections on fire and security alarms and CCTV and access controls had been carried out.
- 8.6 Premises works: Works on the duct in the hall ceiling, interior redecoration and upgrade to CCTV would all be carried out in the summer break.

9. ITEMS FROM THE CHAIR

- 9.1 None

10. POLICIES FOR REVIEW AND RATIFICATION

- 10.1 The following policies were reviewed and ratified;
- Home School Agreement
 - Policies and Procedures for EYFS
 - Childcare Disqualification Requirements (LA)
 - School Toilet Practices and Procedures
 - Drugs Policy
 - Data Retention Policy
- 10.2 The Data Retention Policy would be updated and re-presented to the FGB in due course.

11. FEEDBACK FROM GOVERNORS' SCHOOL VISITS

- 11.1 PW had yet to write up his visit report. JB had been in to meet with HT.

12. TRAINING UPDATE

- 11.1 Online safer recruitment training had not yet been purchased. HT was looking at buying it in September.
- 11.2 AG had done safeguarding and Prevent training at her workplace and would notify ED so it could be added to the training log.

13. ANY OTHER BUSINESS

- 13.1 Governors were warmly invited to Speech Day, 2pm on 17th July at the church.
- 13.2 Governors were welcome to attend the school's summer fair, 3.15pm to 5pm on 12th July and their donations for the tombola and raffle would be welcome too.
- 13.3 The Chair asked governors who had not undertaken three training sessions this year to sign up for training now.

14. DATES OF FUTURE MEETINGS

- 14.1 The next FGB was on 16th July.

15. REFLECTION ON THE MEETING

- 15.1 Governors were very pleased to have the new parent governor in post. Nursery enrolment figures were positive. The grounds were looking good. The school had achieved a lot this year.

Part 1 ended at 7.10pm. HM withdrew and Part 2 finished at 7.45pm

Signed:

Date:

Chair James Poole

On behalf of the Governing Body for

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