



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

**HELD ON**

**TUESDAY 16<sup>TH</sup> JULY 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	Present
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	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
Mirzeta Hadzic (MH)	Parent - elected		June 2023	Present
Anna Galutowska (AG)	Parent - elected		Sep 2021	Apologies
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 meeting started at 6.10pm. The Chair (JP) 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 AG.

**3. DECLARATIONS OF INTEREST**

3.1 No new interests were declared.

**4. GOVERNING BODY UPDATE**

4.1 LDBS Foundation Governor vacancy: JP had identified a suitable candidate.

4.2 Skills audit/GB evaluation: JP would do this next academic year.

4.3 JP told the GB that RA was expecting her second baby in January 2020. The GB congratulated her.

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

## 5. PART 1 MINUTES OF FGB MEETINGS ON 18<sup>TH</sup> JUNE (FOR ACCURACY)

5.1 The minutes were agreed as a true record and signed by the Chair.

### Action Points from June FGB

4.1 Fill LDBS Foundation Governor vacancy. JP **Ongoing**

4.2 Circulate evaluation form to GB. JP **Pending**

5.10 b) Research whether PTFA needed to register as a not for profit in order to receive corporate sponsorship and donations. RA **Pending EN noted that the PTFA was not a registered charity.**

5.12 Governors to attend Camden briefings on forthcoming SRE curriculum. ALL **JP thanked the many governors who attended.**

## 7. PRESENTATION ON MENTAL HEALTH IN THE WORKPLACE

7.1 SH gave a slide presentation on Mental Health (MH) for staff in schools. MH issues could arise from a stressful work environment and staff prioritising children's wellbeing over their own. Poor MH impacted on productivity, attendance and retention. In a national survey, 77% of teaching staff said they did not feel involved in decisions made in the workplace that impacted on their MH while 68% of support staff said work impacted on their MH.

7.2 Peer to peer support was a very powerful tool in addressing MH issues at work, but barriers to this were lack of training, time and confidence. Key factors were awareness of MH issues, knowledge through training and practical support. Ideas for support included devising Wellness Action Plans (WAP) where staff identified what good and poor mental health looked like for them and training staff for a MH 1<sup>st</sup> Aid qualification.

7.3 The governors had an important role to play in understanding wellbeing and knowing how to support senior managers. SH pointed governors to further resources and stressed that in an emergency the Samaritans helpline was very good.

7.4 **Questions:** Asked what were the signs that someone needed help, SH said this varied according to individuals but if someone was acting out of the ordinary it was worth checking on them; WAPs were very helpful in this respect.

7.5 Asked which of the strategies he would recommend adopting here, SH said that it was for the school to determine. JB said MH was on the School Development Plan (SDP) for next year; she suggested having a wellbeing board in the staffroom and noted that the WAP model was something schools did for staff at the end of the line once a problem had developed rather than as a preventative measure. SH said WAPs made it easier to intervene when problems arose. Mind recommended that employers offered a WAP to staff annually. SH was to send JB the WAP template along with a lighter touch alternative called 'The Best of Me'. JB said she would consult with staff.

7.6 Asked whether counselling was available for staff, JB said free counselling was available to staff and their families under the school's insurance policy.

## 8. HEAD'S WRITTEN REPORT

- 8.1 JB spoke to her report and highlighted the large amount of curriculum enrichment activities. Attendance was around national but the school still had an ongoing issue with persistent absences. The SEN register was substantial with 10 children with EHCPs and another child to join in September.
- 8.2 The school did survey pupils' MH annually with 1 in 4 saying they thought they had someone at home with a MH problem so this was going in the SDP.
- 8.3 Mobility: some children had left London and new children had joined from St Aloysius, many of them with high needs and no paperwork.
- 8.4 Asked what form the nursery pupil home visits took, EN said they lasted 20 minutes and gave staff vital context for understanding the child.

*RA left at 6.45pm*

- 8.5 **Results:** JB announced the results as follows; all EYFS pupils expected to achieve GLD except one and phonics results were on a par with national. KS1 results were up on last year and KS2 results were very high with good percentages for Greater Depth (GD). Reading had 85% achieving EL and 33% GD, writing was 85% EL and 15% GD. Overall 74% had achieved combined Reading, Writing and Maths and 11% combined GD. The final Camden and national figures would not be available until October. JB was to pass the GB's thanks on to staff for all their hard work.

*GW left at 6.50pm*

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

- 9.1 HM tabled her report and highlighted that the Budget Monitoring Report showed the school was expecting slightly less income than before but had received £2k from the Thanet Trust.

*GP arrived at 6.55pm*

- 9.2 The indirect employee costs given were approximate with £17.5k unspent. School meals had not yet been charged which made it difficult to calculate this figure but the income for school meals was on target. Learning costs were on track but admin costs showed that copying costs were high and the school would look at replacing old photocopiers.
- 9.3 The school had overspent on messaging parents so was looking at the App-based messaging service attached to the school register. Staff could help parents download the free App on their Nursery and Reception home visits.
- 9.4 The expected carry forward was £116k.
- 9.5 **Premises:** The school would be a building site and hard hat area over the holidays. All contractors had been notified and staff would not be able to come in for 5 weeks. Work to be done included redecoration of much of the downstairs area and installation of CCTV and access control cameras.
- 9.6 JB noted that HM had been struggling with Camden's system and had managed a stressful time very well. Governors thanked HM for her hard work throughout the year.

## **10. DIVERSIFICATION OF FUNDING STREAMS - DISCUSSION**

- 10.1 JP postponed this item until September.

## **11. UPDATING ADMISSIONS POLICY - DISCUSSION**

- 11.1 JP postponed this item until September.

## **12. COMMUNITY AND PARENTAL ENGAGEMENT STRATEGY FOR INCLUSION IN SDP**

- 12.1 JB explained that this was something she wanted to include in the SDP and would be consulting a wide range of people connected with the school, including governors. The lead person had not been decided yet. JP suggested governors consider taking on a link role for this project.
- 12.2 A reception parent had taken on the role of parental engagement officer and let the HT know about local events.
- 12.3 AS suggested the school stage the fantastic STEAM HS2 drama again for the local community.

### **13. ITEMS FROM THE CHAIR**

- 13.1 There were none.

### **14. POLICIES FOR REVIEW AND RATIFICATION**

- 14.1 The following policies were reviewed and ratified;
  - Premises Management Policy
  - Pupil Premium Policy
  - Staff & Volunteer Confidentiality Agreement
- 14.2 The School Meal Policy had not been circulated and would be reviewed at the next FGB.

### **15. FEEDBACK FROM GOVERNORS' SCHOOL VISITS**

- 15.1 Safeguarding Governor AS and shadow RA met with JB to review safeguarding and found everything in order and systems working well as observed by Ofsted. AS noted that the number of children on the school's safeguarding caseload was very high. One in 4 children at the school was on one of the registers and each one of those children could generate hours of work for JB and her team. This year had seen some tricky situations.
- 15.2 JB had agreed to AS's suggestion that from September she keep a record of the hours spent by herself, LH and LC on safeguarding with a view to monitoring the situation and possibly bringing in extra support if necessary. The workload meant staff came in at weekends and during holidays and AS questioned the sustainability of this in terms of its impact on staff.

### **16. TRAINING UPDATE**

- 16.1 Six governors attended Camden's training on the new Relationship and Sex Education (RSE) curriculum. NR and SB both volunteered to be governors with a special interest in this area with AS bringing a faith perspective.
- 16.2 Governors fed back that the training emphasised that schools did not pass judgement on the content such as different kinds of relationships and families they just presented the facts. Parents who were concerned about the new curriculum had often heard things elsewhere and when the school explained the plan they were reassured. Issues could be pre-empted by sharing information with parents in advance. JB noted that the school had done this and had one bad reaction. The school insisted on British values and British law such as supporting diversity and equality legislation. RSE was now compulsory.
- 16.3 JB reported that Camden HTs had asked Camden to provide a policy to be adopted by all schools and a leaflet from Camden to parents at all schools.
- 16.4 Asked what responses there had been to the RSE books displayed on the table downstairs, JB said the children loved them and there had been no negative feedback from parents. One parent had come in to look at them and was very pleased with the content.

### **17. ANY OTHER BUSINESS**

- 17.1 HM thanked governors for organising this afternoon's drinks event.

**18. REFLECTION ON THE MEETING**

18.1 Governors noted the importance of supporting staff MH, including senior leaders and wanted to put in place a strategy for this. MH training for staff would be good. The Chair reflected that this had been a very busy year for the school with many positive achievements but some trying things too. He thanked all governors who sat on various panels.

**19. DATES OF FUTURE MEETINGS**

19.1 The next FGB was on 17<sup>th</sup> September. JB would circulate the draft schedule of meetings.

*Part 1 ended at 7.30pm. HM and EN 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**