



**MINUTES OF THE FULL GOVERNING BODY MEETING OF  
ST MARY & ST PANCRAS CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD ON  
TUESDAY 17 DECEMBER 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	Apologies
Samuel Hopcroft (SH)	Foundation Deanery		Sep 2021	Present
Gregory Watson (GW)	Foundation LDBS	Vice-Chair	Feb 2021	Present
William Hall (WH)	Foundation LDBS		Oct 2023	Present
Gregory Powell (GP)	Foundation PCC		Sep 2021	Present
Simon Bland (SB)	Foundation PCC		Sep 2022	Absent
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
Vacancy	Local Authority		Feb 2021	Present
Mirzeta Hadzic (MH)	Parent - elected		June 2023	Present
Vacancy	Parent - elected		Sep 2021	n/a
Nandini Ramakrishnan (NR)	Co-opted		June 2022	Apologies
Richard Walton	Associate		Dec 2023	Present
Rob Cole (RC)	n/a	Clerk	n/a	In attendance

Item No	Item title	Action
1	<b>Opening Prayer</b> <ul style="list-style-type: none"><li>AS led the FGB in prayer.</li></ul>	
2	<b>Welcome from the Chair</b> <ul style="list-style-type: none"><li>Apologies were received from NR and JP (Part 1 only).</li><li>RW was welcomed and introductions made.</li></ul>	
3	<b>Declaration of Interests</b> <ul style="list-style-type: none"><li>Governors were reminded that if they have a personal or business interest in any of the agenda items, then it must be declared at the meeting before the agenda item and they must withdraw for that part of the meeting.</li><li>There were no conflicts of interest.</li></ul>	



<b>4</b>	<b>Governing Body Update</b>	
<b>4.1</b>	RW was welcomed to the FGB as an associate member and introductions were made.	
<b>4.2</b>	The staff governor election has been completed. EN is stepping down. Jason Bridgman has been elected and will start in January.	
<b>4.3</b>	The skills audit/GB self-evaluation remains outstanding.	
<b>5</b>	<b>Operational Documents</b> <ul style="list-style-type: none"> <li>New member RW has signed the <b>Code of Conduct</b> and <b>Declaration of interests</b> form</li> </ul>	
<b>6</b>	<b>Part 1 Minutes of the FGB Meeting on 19 November 2019 (for accuracy)</b> <b>Comments none. GW signed the minutes</b> <ul style="list-style-type: none"> <li><b>Action points</b></li> <li><b>Any Matters Arising not on the Agenda for Today's Meeting</b></li> </ul> <b>Action Points from November FGB</b> 7.2 Skills audit/GB self-evaluation (Also September 4.3) 7.3 Contact Cardiac Risk in the Young to see if they will donate a defibrillator 13.2 Add Governors to the email school newsletter circulation 15.1 All Governors to notify AS they have read KCSIE (Also September action) 15.2 Feedback to LDBS on their Capability Procedure 15.3 Conduct a data protection visit	
<b>6.1</b>	<u>November 7.2 (September 4.3) Skills audit/GB self evaluation</u> <ul style="list-style-type: none"> <li>This action has not been started.</li> </ul>	<b>Circulate skills audit (JP)</b>
<b>6.2</b>	<u>November 7.3 Contact Cardiac Risk in the Young (HM) to see if they will donate a defibrillator</u> <ul style="list-style-type: none"> <li>HM made contact with CRY. CRY do not donate but gave details of the Community Heartbeat Trust (CHT).</li> <li>CHT do not donate defibrillators but does provide grants as well as assistance with installation and training. The School will still need to fundraise between £1800 and £2500 approx.</li> </ul>	<b>Work with CHT on the defibrillator project (HM)</b>
<b>6.3</b>	<u>13.2 Add Governors to the email school newsletter circulation</u> <ul style="list-style-type: none"> <li>RC circulates the newsletter via GovernorHub.</li> <li>An archive of previous newsletters has been set up on GovernorHub and is maintained by RC</li> </ul>	<b>Action complete</b>
<b>6.4</b>	<u>15.1 All Governors to notify AS they have read KCSIE (Also September action)</u> <ul style="list-style-type: none"> <li>AS has received confirmation from three Governors so far.</li> <li>WH has read it and will email AS to confirm.</li> <li>This is a mandatory requirement for Governors.</li> </ul>	<b>Governors to notify AS by the end of December</b>
<b>6.5</b>	<u>Feedback to LDBS on their Capability Procedure</u> <ul style="list-style-type: none"> <li>JB has fed back to LDBS.</li> </ul>	<b>Action complete</b>
<b>6.6</b>	<u>Conduct a data protection visit</u> <ul style="list-style-type: none"> <li>This is being progressed.</li> </ul>	<b>Action ongoing (JB/HM)</b>
<b>7</b>	<b>SBM's Report including H&amp;S</b> <ul style="list-style-type: none"> <li>Finance and Premises Summary</li> </ul>	



	<ul style="list-style-type: none"> <li>Benchmarking Report – uploaded to hub HM explained the criteria.</li> </ul>	
<b>7.1</b>	<p><u>H&amp;S compliance</u></p> <ul style="list-style-type: none"> <li>The monthly water temperature and lighting checks have been carried out.</li> <li>The lift has been serviced. A new battery pack and transformer are necessary. These have now arrived and will be fitted in January.</li> <li>The fire extinguisher servicing has been arranged.</li> <li>The fire alarm and intruder alarms are being serviced on 6 January.</li> </ul>	
<b>7.2</b>	<p><u>Premises works</u></p> <ul style="list-style-type: none"> <li>The light system in a ground floor disabled toilet has failed. The quote is double for the same work in an adjacent toilet and is being queried.</li> <li>Issues persist with the hot water boiler and engineers have attended regularly. The ignition transformer will be replaced in January at a cost of £349.80.</li> <li>Due to persistent problems with the lighting in the Finance/SEN Office, the entire system will be replaced in February half-term at a cost of £1500 approx.</li> <li>Another noise from the hall ventilator will be investigated by CBS.</li> <li>The quote for the Thermostat valve work lacked detail and CBS have been asked to provide more detail.</li> <li>The LDBS (Steve White) letter concerning the 2019/20 capital works contained inaccuracies and clarification has been requested. RW stressed that if the emergency lighting is not working that should be an absolute priority for LDBS.</li> <li>A quote has been provided for a new panel to correct the intermittent issue with the vehicle gate.</li> <li>RW enquired about the school's fire alarm testing and HM confirmed that there has been two tests this term.</li> </ul>	
<b>7.3</b>	<p><u>Benchmarking Report</u></p> <ul style="list-style-type: none"> <li>The report has been uploaded to GovernorHub for Governors to read.</li> <li>HM explained that STMP has been benchmarked against 14 other schools. The report compares the costs, expenditure and income of schools.</li> </ul>	
<b>8</b>	<b>HT Written Report</b>	
<b>8.1</b>	<p><u>Format of HT Written Report</u></p> <ul style="list-style-type: none"> <li>The report is written in the assumption that this the format governors want. Governors must feedback if they want a different format. The report covers all necessary reporting criteria for this purpose.</li> <li>JB explained to governors the breakdown of the school roll and mobility.</li> <li>One of the benefits of the report is that it puts an onus on middle leaders to contribute and highlight the good work being done and what needs improving.</li> </ul>	
<b>8.2</b>	<p><u>Staffing</u></p> <ul style="list-style-type: none"> <li>JB extended best wishes to EN for her maternity leave. A job ad has gone out for her maternity cover. Jason Bridgford will apply for EYFS leader. Jason is currently the nursery teacher. The SLT will support Jason in his new role and LDBS will also support his development.</li> <li>Rebecca Lewin will teach Y4 for the rest of the year. There was a trial of agency teachers.</li> </ul>	



<p><b>8.3</b></p>	<p><u>Christmas activities</u></p> <ul style="list-style-type: none"> <li>• The Christmas Fair was a success.</li> <li>• The Christmas church service at St. Mary's was affected by behavioural issues with inappropriate behaviour in terms of pushing for the best view of the children and a fixation on filming which should not happen for safeguarding issues. This was a difficult situation to manage and stressful for all concerned. There will be consultation in the New Year on how best to manage this service in the future.</li> <li>• There was a performance of the Snow Queen in school. The Christmas staff night out and secret santa were popular.</li> </ul>	
<p><b>8.4</b></p>	<p><u>CPOMs (Child Protection Online Monitoring and Safeguarding)</u></p> <ul style="list-style-type: none"> <li>• The system has been implemented. All staff have been trained and are using it correctly.</li> <li>• There have been immediate benefits in sharing information and having access to the chronology of events.</li> </ul>	
<p><b>8.5</b></p>	<p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>• There has been a lot of sickness in Reception this term but no reportable illnesses.</li> <li>• There was agreement that attendance awards are motivating, and of course it is always better to motivate than penalise.</li> <li>• Unfortunately, many attendance issues are for children not yet of statutory school age and the Education Welfare Service no longer send letters. However, the EWO and School Attendance Lead have been vigorous in following up.</li> </ul>	
<p><b>8.6</b></p>	<p><u>Governor consideration of the Report</u></p> <ul style="list-style-type: none"> <li>• There was discussion of whether the school could communicate with parents by email as the previous SMS system was too costly. JB explained that not all parents have email addresses. HM explained that the School is scoping options with companies so that the School can again provide an SMS service, but at no cost.</li> <li>• There was discussion of debating activities in the School. There are various opportunities in the school year so that the children can learn to discuss topics in a formal way. The School is also part of a SAPERE research project examining the language of collaboration through the teaching of Philosophy for Children.</li> <li>• Another example of the School's many initiatives is the Shakespeare Project that Y5 and Y2 are doing. There will be a Shakespeare Week in School and during that week all classes will study Shakespeare.</li> <li>• There was discussion of teaching standards across the School, which are very strong. There has been coaching for the Year 4 teacher and support for another new teacher to achieve the School's level.</li> <li>• There was discussion about reducing obesity as the school has been flagged, although it is not readily apparent. The height and weight of the children is recorded in Reception and Y6. Some children get referred to the School Nurse. The School educates the children about the choices they make. There is a No Sugar Week in January. The School gets the children outside as much as possible for physical exercise.</li> </ul>	
<p><b>9</b></p>	<p><b>Sex and Relationship Education (SRE)</b></p>	
<p><b>9.1</b></p>	<ul style="list-style-type: none"> <li>• JB has been in contact with Gill Morris at Camden.</li> <li>• Camden's SRE policy will be published in January 2020.</li> <li>• Some opposition from parents is expected. There will be meetings held to explain the policy.</li> </ul>	



	<ul style="list-style-type: none"> <li>SRE will start in September 2020. In practical terms, there is little difference to current teaching.</li> </ul>	
<b>10</b>	<b>Safeguarding update</b>	
<b>10.1</b>	<ul style="list-style-type: none"> <li>JB and AS have met. AS came to look at CPOMS in operation. The vulnerable child register is checked every two weeks. A third of the School's children are on this register. AS has full confidence in the School's safeguarding work.</li> <li>There will be training on County Lines in the Spring Term.</li> <li>The School is also looking at friendship groups to check for unequal power bases.</li> </ul>	
<b>11</b>	<b>Items from the Chair</b> <ul style="list-style-type: none"> <li>None</li> </ul>	
<b>12</b>	<b>Policies for Review and Ratification</b>	
<b>12.1</b>	<ul style="list-style-type: none"> <li>Governors were reminded to read <b>Keeping Children Safe in Education 2019</b> and notify AS accordingly. This is mandatory.</li> <li>New Governors should also prioritise the reading of: <ul style="list-style-type: none"> <li>➤ The Prevention of Radicalisation and Extremism Policy 2019</li> <li>➤ The Safeguarding and Child protection Policy 2019 (Docs link: <a href="https://bit.ly/2E76iIP">https://bit.ly/2E76iIP</a>)</li> </ul> </li> </ul>	
<b>12.2</b>	<p>The following policy was reviewed and ratified:</p> <ul style="list-style-type: none"> <li>Health &amp; Safety Policy 2019 – <u>agreed</u></li> <li>Abusive Parents Policy 2019 – <u>agreed</u> <ul style="list-style-type: none"> <li>➤ JB will flag the policy in the next newsletter.</li> <li>➤ The policy has to exist to explain what constitutes acceptable behaviour and to explain how a parent's behaviour outside the School is not necessarily appropriate within School.</li> <li>➤ Three parent licences have revoked this School Year. This is for safeguarding purposes to ensure that the School is safe and people are treated with respect.</li> <li>➤ RW stressed the importance of zero tolerance and supporting staff with this.</li> </ul> </li> </ul>	
<b>13</b>	<b>Training Update</b>	
<b>13.1</b>	<ul style="list-style-type: none"> <li>Governors were reminded how to access training <ul style="list-style-type: none"> <li>➤ <a href="https://cpd.camdenlearning.org.uk/courses/bookings/">https://cpd.camdenlearning.org.uk/courses/bookings/</a></li> <li>➤ <a href="https://www.ldbs.co.uk/governor-courses/">https://www.ldbs.co.uk/governor-courses/</a></li> </ul> </li> </ul>	
<b>13.2</b>	<ul style="list-style-type: none"> <li>GP went on the Selecting for Leadership Course aimed at senior leaders. His takeaway was that senior leaders need to be very clear what they are looking for.</li> <li>GP has also attended the Camden SRE course, which helps schools to get ready for implementation in September 2020. STMP's SENCO goes to the PHSE meetings.</li> </ul>	
<b>14</b>	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>None</li> </ul>	
<b>15</b>	<b>Reflection on meeting</b>	
<b>15.1</b>	<ul style="list-style-type: none"> <li>Governors reflected on the time, energy and money that has to be spent on maintaining the building on account of the multitude of design faults such as 23</li> </ul>	



	<p>different types of light fittings. The increasing costs have been captured in the benchmarking report.</p> <ul style="list-style-type: none"><li>• It was noted that CBS are not meeting the terms of their SLA with the School. The School has its own Site Service Officer and the new incumbent has been an improvement on the previous.</li><li>• It was agreed that it is worth exploring with local firms whether they are prepared to do any pro bono work in the school. GW is trustee of a club and local firms have provided some assistance.</li></ul>	<p><b>Draw up a list of local firms to contact (GW)</b></p>
<b>15.2</b>	<ul style="list-style-type: none"><li>• This term has seen excellent progress in the School and SH asked JB to pass on the thanks of all Governors for this. The dedication of staff is clear. Furthermore, it is worth noting that staff sickness levels are half the national average.</li><li>• AS expressed gratitude for the culture of the School where children have the chance to be shaped by something beautiful and life affirming.</li></ul>	
<b>16</b>	<p><b>Dates of remaining Full Governing Body Meetings 2019-20</b></p> <ul style="list-style-type: none"><li>• <b>21 January 2020</b></li><li>• <b>25 February 2020</b></li><li>• <b>17 March 2020</b></li><li>• <b>5 May 2020</b></li><li>• <b>16 June 2020</b></li><li>• <b>14 July 2020</b></li></ul>	<p><b>ALL (to note)</b></p>

Part 1 ended at 7.05pm. MH and EN left. Part 2 then followed.