



**MINUTES OF THE FULL GOVERNING BODY MEETING OF
ST MARY & ST PANCRAS CHURCH OF ENGLAND PRIMARY SCHOOL
HELD ON
TUESDAY 19 NOVEMBER 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
William Hall (WH)	Foundation LDBS		Oct 2023	Present
Gregory Powell (GP)	Foundation PCC		Sep 2021	Present
Simon Bland (SB)	Foundation PCC		Sep 2022	Apologies
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	Head Teacher	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		Feb 2021	Present
Mirzeta Hadzic (MH)	Parent - elected		June 2023	Present
Vacancy	Parent - elected		Vacant from 11/19	Present
Nandini Ramakrishnan (NR)	Co-opted		June 2022	Present
Lucy Heard (LH)	Staff	Deputy Head	n/a	In attendance
Rob Cole (RC)	n/a	Clerk	n/a	In attendance

Item No	Item title	Action
1	Opening Prayer <ul style="list-style-type: none"> PW led the FGB in prayer. 	
2	Welcome from the Chair <ul style="list-style-type: none"> Apologies were received from AS and SB. WH was welcomed and introductions made. 	
3	Declaration of Interests <ul style="list-style-type: none"> 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. There were no conflicts of interest. 	

4	Attendance	
4.1	<ul style="list-style-type: none"> LH presented this huge area of work by the School and its rigorous strategy, which has greatly improved school attendance. The school is assiduous in tackling poor attendance in Nursery to prevent bad habits forming. In 2018-19 school attendance was 95.6%, a fraction under the national and Camden averages. It is difficult for the School because it is benchmarked against other schools with easier circumstances. LH explained how persistent absenteeism is defined. When that occurs, the School works with the Camden's Education Welfare Service through a series of escalation steps as required. Often, just the involvement of the Service is enough to improve the parent's behaviour. When that Service is disbanded next year, the School has then lost the leverage that the Service provided. 	
4.2	<ul style="list-style-type: none"> The School now only authorises term time holiday absence for emergency circumstances. Proof of which could be a flight very recently booked for the purpose. Medical evidence sent from abroad has been found to be unreliable on occasion. This is a challenging area that requires a balance between sensitivity while maintaining a credible attendance system that is not abused. The School knows what approach works best with each family with due regard to equality and diversity. A typical situation is when children do not return on time after school holidays. The child is of course not blamed for the parent's behaviour. The disbandment of Camden's Education Welfare service next year means that the School will have to take on more work in this area, particularly the legal aspects when necessary, and this will be challenging to resource. Although the Court Office will handle prosecution, the School will have to build expertise to get the documentation right. 	
4.3	<ul style="list-style-type: none"> LH recently attended a conference on attendance. A key trend reported was that unauthorised holiday absences are increasing nationally. LH gave an example of strategies being developed in East Sussex to tackle poor attendance, which included giving guidance to parents on how long a child should be off for certain illnesses. 	
5	Governing Body Update	
5.1	<u>FGB changes</u> <ul style="list-style-type: none"> Foundation Governor, William Hall, has now been recruited. Staff Governor, EN, is due to go on maternity leave. There have been four expressions of interest and an election will be held. The new governor will start in January 2020. Parent Governor, Anna Galutowska, has stepped down. An election for a replacement will be necessary. RA is stepping down at this meeting. A replacement is being progressed with the local authority. JP will step down as Chair in January. He will remain a member of the FGB. Governors were asked to express an interest to JP if they want to take over. There will be an election at the January meeting if necessary. Richard Walton is very interest in joining as an associate member. Richard is well known to the School. He has chaired a complaints panel and assisted the School in preparing for a permanent exclusion panel. If an LDBS or Deanery vacancy arose, he could then apply for that. SH clarified that Richard has references, which is crucial for auditing purposes. 	
5.2	<u>Link Governors</u> <ul style="list-style-type: none"> The updated list has been circulated. WH will fill the vacant slot on the Admissions panel. NR will fill the vacant slots on Finance. 	

	<ul style="list-style-type: none"> There is a Deputy Safeguarding vacancy. 	
6	Operational Documents <ul style="list-style-type: none"> GB Code of Conduct Declaration of interests 2019-20 <ul style="list-style-type: none"> SH, GW, MH and WH brought their documents up to date and signed. 	
7	Part 1 Minutes of the FGB Meeting on 17 September 2019 (for accuracy) <ul style="list-style-type: none"> Action points Any Matters Arising not on the Agenda for Today's Meeting Action Points from September FGB <p>4.2 Governor vacancies 4.3 Skills audit/GB self-evaluation 13.4 Contact the British Heart Foundation to see if they will donate a defibrillator</p>	
7.1	September: 4.2 Governor vacancies <ul style="list-style-type: none"> Covered in Section 5 above. 	
7.2	September: 4.3 Skills audit/GB self evaluation	Circulate skills audit (JP)
7.3	September: 13.4 Contact the British Heart Foundation to see if they will donate a defibrillator <ul style="list-style-type: none"> The BHF do not donate 	Contact Cardiac Risk in the Young (HM)
8	SBM's Report including H&S	
8.1	<u>Income</u> <ul style="list-style-type: none"> Camden incorrectly paid the Summer Term of nursery funding and then took back their overpayment in November. However, by the end of the financial year, there will £4000 additional income overall due to an additional pupil qualifying for full time hours in January 2020. The Teacher's pay grant is higher this year as it covers both the 2018 and 2019 pay awards. The pay award this year is a 2.75% increase across all pay ranges. 	
8.2	<u>Expenditure</u> <ul style="list-style-type: none"> The teaching staff budget is currently on target due to a settlement agreement with a member of staff. This created a salary saving which helped absorb the 2019 pay award cost and the increase in the Teacher's pension contribution. There are currently two teaching positions available and thus allowances have been made for supply teacher costs. Expenditure for teaching staff is expected to be £13k approx. higher than forecast 	
8.3	<u>Pupil Premium</u> <ul style="list-style-type: none"> There was an error in the formula for the original budget and the expenditure is now expected to £10k approx. higher than the original budget. 	
8.4	<u>Premises</u> <ul style="list-style-type: none"> The school's energy consumption is higher than other schools. Thus, the energy contract has been looked at. It is not feasible to move away from the Camden contract because their bulk purchase power brings the cost down, but Camden's plan to purchase green energy will raise costs. The school's flawed design, including 23 different types of bulb for example, is a difficult legacy to overcome. The School will continue to look at ways of reducing consumption. There is an area of uneven ground outside the Finance/SEN Office which has been cordoned off and being looked into. 	
8.5	<u>School meals</u> <ul style="list-style-type: none"> The school has not yet been invoiced by Camden. Their billing is often delayed. This makes setting the budget for next year difficult. 	

8.6	<u>Administration</u> <ul style="list-style-type: none"> Admin costs are higher this year. The text messaging service has caused an overspend, and ways of addressing this are being looked at. The current year-end balance is project as £95,205. 	
9	School Development Plan	
9.1	<ul style="list-style-type: none"> The SDP is written on an annual basis for FGB scrutiny. In light of the new Ofsted framework, this year the SEF and SDP have been merged. As the school has improved significantly in recent years, the focus of the document is now more on matters like the curriculum rather than strategies to improve attendance, which was paramount previously. The school's curriculum work is progressive and ongoing. The SDP encompasses what the school needs to do, how it is going to do it and by whom, so that this can be tracked and measured through the year. The SDP is the necessary overarching plan from which individual action plans for subjects like Maths, English etc, and individual performance plans for staff, can be derived. Governor comment was very favourable. It was agreed that SEND and the SIAMs framework are at the heart of the plan. The School's projects to raise aspiration are indicative of the plan's ambition The team ethos at the school is very strong. Staff absence is half the national average. The use of supply teachers is avoided as much as possible. Staff want to come back to work. JP conveyed the gratitude of the FGB for this big piece of work and the very strong quality of the school's education. 	
10	Camden Schools Scorecard	
10.1	<ul style="list-style-type: none"> JB presented and explained the scorecard. The scorecard requires further development. It could become a useful tool in the future once its presentation and the accuracy of the data improves. Some areas whether the school was marked red are incorrect. The school's website is Ofsted compliant. The scorecard does not reflect the school's own significant work on mental health. The scorecard is not in the public domain and going forward Camden will use it as a tool to try and resolve inequalities in the schools system. 	
11	Sex and Relationship Education (SRE)	
11.1	<ul style="list-style-type: none"> JB attended a meeting with the Church about SRE. There is guidance available from the PSHE team at Camden. The LEA has been consulting widely on policy. Once the policy is finalised, the School will hold meetings for all stakeholders. DfE has set out very clear guidelines. This national issue has attracted controversy. Some parent opposition is expected and will be handled as it arises. The school now has better video clips to present and explain SRE. 	
12	Safeguarding update	
12.1	<ul style="list-style-type: none"> The School is liaising with the Metropolitan Police with two cases. The School did Keeping Ourselves Safe Week. Other matters to be discussed in Part 2. 	
13	HT Verbal Report	
13.1	<ul style="list-style-type: none"> The children have had their targets set for the school year. Parent meetings with their child's teacher have taken place. All performance management targets for school staff have been set. 	

13.2	<ul style="list-style-type: none"> The harvest festival was successful. Governors were advised to read the school's website as the best way of keeping up to date with the school progress and its events. 	Add Governors to the email school newsletter circulation (ED/HM)
14	Items from the Chair <ul style="list-style-type: none"> No further items 	
15	Policies for Review and Ratification	
15.1	Governors were reminded to read the following: <ul style="list-style-type: none"> Keeping Children Safe in Education 2019 : Two people have contacted AS to confirm that they have read it. The FGB is accountable on this. The Prevention of Radicalisation and Extremism Policy 2019 The Safeguarding and Child protection Policy 2019 	All Governors to notify AS they have read KCSIE (ALL)
15.2	The followed policies were reviewed and ratified: <ul style="list-style-type: none"> LDBS Capability Procedure 2019 – <u>agreed</u> SH commented that the way managing performance was presented did not give sufficient regard to mental health and wellbeing. LDBS Complaints Guidance Revised September 2019 - <u>agreed</u> Pay Policy 2019-20 – <u>agreed</u> Data Protection Policy May 2019 –<u>agreed</u> LDSB has a good checklist that can be used. Guidance: allegations against teachers May 2019 - <u>agreed</u> Harmful sexual behaviour protocol Nov 2019 - <u>agreed</u> Mental Health & Wellbeing Policy for Schools Nov 2019 - <u>agreed</u> Physical activity policy Nov 2019 - <u>agreed</u> Physical intervention and restraint policy Nov 2019 - <u>agreed</u> Positive Learning Behaviour Policy Nov 2019 - <u>agreed</u> Primary whole school food policy Nov 2019 – <u>agreed</u> Schools online safety Sept 2019 - <u>agreed</u> Whistleblowing policy Sept 2019 - <u>agreed</u> Written statement of behaviour principles Sept 2019 – <u>agreed</u> 	Feedback to LDSB on their Capability Procedure (JB) Conduct a data protection visit (SH/HM)
EN left the meeting at 6.30pm		
16	Training Update	
16.1	<ul style="list-style-type: none"> Governors were reminded how to access training <ul style="list-style-type: none"> ➤ https://cpd.camdenlearning.org.uk/courses/bookings/ ➤ https://www.ldbs.co.uk/governor-courses/ 	
16.2	<ul style="list-style-type: none"> Governors were reminded that the Code of Conduct stipulates that they should attend a minimum of two training courses a year. There will be a Being Effective Governors training session at the January meeting. This will be a one-hour session. Governors gave an update on their upcoming training. JP will attend an SRE course in December. 	
17	Any Other Business <ul style="list-style-type: none"> GW raised the issue of time concerning the January meeting, if there is to be a training course and potentially an election for Chair. 	

18	Reflection on meeting <ul style="list-style-type: none"> • Good meeting • JB read out a wonderful card from a pupil to AS 	
19	Dates of remaining Full Governing Body Meetings 2019-20 <ul style="list-style-type: none"> • 17 December 2019 • 21 January 2020 • 25 February 2020 • 17 March 2020 • 5 May 2020 • 16 June 2020 • 14 July 2020 	

Part 1 ended at 7.30pm. MH and HM withdrew from the rest of the meeting. GW left at 7.30pm. Part 2 then followed.