



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

**HELD ON**

**TUESDAY 17 SEPTEMBER 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	Apologies
Vacancy	Foundation LDBS		Vacant from 3/19	n/a
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	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		Feb 2021	Present
Mirzeta Hadzic (MH)	Parent - elected		June 2023	Apologies
Anna Galutowska (AG)	Parent - elected		Sep 2021	Present
Nandini Ramakrishnan (NR)	Co-opted		June 2022	Present
Tim Brown (TB)	Associate		Sep 2020	n/a
Rob Cole (RC)	n/a	Clerk	n/a	In attendance

**1. OPENING PRAYER**

1.1 The meeting started at 6pm. The Chair (JP) 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 GW, SH, MH and SB.

**3. DECLARATIONS OF INTEREST**

3.1 The members of the FGB present at the meeting completed a new form for 2019-20.

	Action	Who	Deadline
3.1	Ensure that the Governors not present at this meeting complete their declarations of interest	Hannah Martin	Nov

**4. GOVERNING BODY UPDATE**

4.1 JP asked all Governors to complete safeguarding training, including KCSIE and Prevent Guidance as soon as possible.

4.2 Governor vacancies: RA (Local Authority) will be standing down in November. There is also the LDBS Foundation vacancy.

4.3 Skills audit/GB evaluation: JP will send out a survey monkey that will identify training needs and the skills

governors would like to develop. The aim is to have the results for the November meeting.

	Action	Who	Deadline
4.1	Governors to complete mandatory training	ALL	Nov
4.2	Governor vacancies (LDBS Foundation Governor and Local authority)	JP	Jan
4.3	Circulate evaluation form to GB.	JP	Sept

## 5. REVIEW OF OPERATIONAL DOCUMENTS

- 5.1 The Terms of Reference and Instrument of Governance are unchanged from last year and were readopted.  
 5.2 The Governors present signed the GB Code of Conduct and Register of Interest Forms.

	Action	Who	Deadline
5.2	Ensure that the Governors not attending this meeting sign the GB Code of Conduct and Register of Interest Forms.	RC	Nov

## 6. PART 1 MINUTES OF FGB MEETING ON 16 JULY 2019 (FOR ACCURACY)

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

### Action Points from July FGB

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

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

## 7. SBM's REPORT INCLUDING H&S

- 7.1 Upgrade work was carried out on the school premises the summer holidays with new CCTV installed, interior decoration in the EYFS and KS1 classrooms, work done on the roof and a replacement fridge delivered.
- 7.2 The intercom for the internal park gate needs replacing. Emergency lighting needs replacing in some areas. JP agreed that this is essential work that needs doing.
- 7.3 HM gave an update on the dispute with Its Learning Ltd regarding invoices from 2008. STMP itself has very little paperwork from that time and is dependent on what the company has sent. Its Learning offered that the school should pay only the last invoice (£2000 approx.). STMP has taken legal advice and has paid this invoice. The issue was that the contract with the company was never closed properly. HM maintains a contract renewal log to avoid such a situation arising in the future.
- 7.4 The Thermostatic Mixing Valves (TMVs) require testing every six months. Unfortunately, half are inaccessible and are located behind wall tiles. Some isolation valves are broken. A quote of £2500 approx. has been received to make the TMVs accessible in the future. This work will need to be carried out in a school break and has to be done to make sure that the water temperature is consistent and safe for children.
- 7.5 There is a residual issue with the roof join between the Unite building and STMP that can allow water to get in the building. This could be repaired next summer and LDSB will visit to draw up a plan of works. The repair costs should not fall on the school because the issue is of Unite's making. Furthermore, the handrail and safety ladder are yet to be completed as the works overran in the summer holidays.
- 7.6 HM went through the school balances and explained the reasons for balances being retained. All balances were agreed.
- 7.7 Thanks to HM and to Darren for coming into the school during the school holidays and facilitating contractor access.

HM left the meeting at 6.25pm.

## 8. LINK GOVERNORS (Community and Parental Engagement Strategy)

- 8.1 JB took the FGB through the list of responsibilities and highlighted the posts that need filling.
- 8.2 SRE has been added because of the anticipated controversy that this subject might cause. NR and SB are happy to do SRE. AS also volunteered. Camden are formulating an SRE policy for their schools.
- 8.3 As RA is stepping down, a deputy for Safeguarding is required.

- 8.4 NR will join the Finance Committee and TB will be taken off.
- 8.5 GP will do Developing Curriculum. MH has been put down for attendance.
- 8.6 MH and AG will do parental engagement.

	Action	Who	Deadline
8.1	JB will forward the updated list to RC. RC will then circulate.	RC	Sept

**9. SEX & RELATIONSHIP EDUCATION (SRE)**

- 9.1 SRE leads appointed

**10. SAFEGUARDING UPDATE**

- 10.1 Covered in HT verbal report

**11. DIVERSIFICATION OF FUNDING STREAMS**

- 11.1 There was a discussion of sponsorship and funding from charities opportunities. This subject will remain a standing item on the agenda.

**12. ADMISSIONS POLICY**

- 12.1 When the closure of St. Aloysius was announced, there was concern that local children or siblings would be pushed out of their locality. Fortunately, Our Lady’s has been able to absorb capacity. Overall, there are good options in Camden for children whose parents want them to have a catholic education. STMP does not need to change its admission policy.

**13. HT VERBAL REPORT**

- 13.1 JB reported that there have been a few staffing changes. The two new teachers have made a good start. A new occupational therapist has started and there was great feedback from the previous OT, Milly, on her time at the school. There are new PE Staff from Kick London.
- 13.2 There is a new professional partner as Andy Redman has reduced his schools. Prue Barnes is an experienced headteacher and will tour the school w/c 23 September.
- 13.3 The Safeguarding caseload has gone down as can happen at the beginning of the school year but is likely to increase as issues get picked up. Currently: 2 CP, 1 CIN, 2 under assessment and 4 Early Help.
- 13.4 All staff received First Aid training on 2 September, including the use of a defibrillator (adult + infant). Camden does not provide defibrillators for schools

	Action	Who	Deadline
13.4	Contact the British Heart Foundation to see if they will donate a defibrillator	HM	Nov

- 13.5 Camden sent out the list of vulnerable students w/c 9 September but it was incorrect and included three children who no longer attend the school. All safeguarding files for departing children have been sent to their new schools.
- 13.6 Mrs Daly is currently sourcing Safer Recruitment training for 2 SLT and 4 Governors max.
- 13.7 There are 17 children on the nursery role. One family has not responded to a home visit request.
- 13.8 There are only 4 spaces across Years 1-6 so many thanks to the school office staff for their work.
- 13.9 The DfE data checking exercise is complete. This provides the benchmark for performance.
- 13.10 STMP’s Leadership Charter for the school year has been established and key dates and milestones have been established.
- 13.11 Camden Council have launched an initiative to track kids who school hop and STMP will be attentive to this.
- 13.12 The staff survey results were positive and helpful. To note, some support staff feel that the needs of SEND pupils are not being met as well as they could be. JB thinks the issue here is the need for better communication between teachers and support staff but will investigate further to clarify.
- 13.13 The Camden scorecard gives STMP a good rating overall with RAG ratings mostly green apart from reds for the website and mental health – surprising considering the resource and efforts made.
- 13.14 All staff will have a non-measurable performance target on wellbeing. The aim is to encourage staff to talk so

that the SLT can measure how staff are really feeling. JP will measure JB's wellbeing.

- 13.15 The classroom display guidelines have been reissued which encourages less downloading from the internet and less laminating. The governors agreed with the benefits of this approach which encourages children to write, produce their own displays and generally showcase their work.
- 13.16 Attendance, September 2-16, has been on target so far with attendance at 95% and unauthorised absence at 2.95% as some children were late starting term.
- 13.17 The Education Welfare Officer Service will close in April 2020 which may impact safeguarding. The work will effectively fall back on the schools to do. STMP will have a CAMHS worker on site on Monday mornings fortnightly.
- 13.8 In Reception, there is a high needs cohort with 7 children being monitored for SEN. A new EHCP child in Year 2 requires extensive support and equipment.

#### **14. ITEMS FROM THE CHAIR**

- 14.1 RA's last meeting, before standing down, will be in November.
- 14.2 Governor's week will take place w/c 18 November. There will be light refreshments at the school from 4.30pm for staff and governors before the next meeting on 19 November.

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

- 15.1 The May meeting was not quorate as a result the policies were brought back to the FGB.
- STMP Special Leave Policy May 2019 – **agreed**
  - STMP Data Protection Policy May 2019 – **agreed**
  - STMP Freedom of Information May 2019 – **agreed**
  - STMP Governor's Allowance May 2019 – **agreed**
  - STMP Publication Scheme May 2019 – **agreed**
  - STMP School Meals Policy September 2019 – **agreed**
  
  - The Safeguarding and Child protection Policy 2019 – Camden policy – **please read**
  - The Prevention of Radicalisation and Extremism Policy 2019 – National policy – **please read**
- 15.2 **All Governors should read Keeping Children Safe in Education 2019. Please notify Anne Stevens when you have done so [vicar@stpancraschurch.org](mailto:vicar@stpancraschurch.org) .**
- 15.3 LDBS Capability Procedure 2019 and LDBS Complaints Guidance – **carry over to November**

#### **16. TRAINING UPDATE**

- 16.1 JB advised that Governors should do Governor training if they have not already done so.
- 16.2 Forthcoming LDBS training can be found here: <https://www.ldbs.co.uk/governor-courses/>  
Forthcoming Camden training can be found here: <https://cpd.camdenlearning.org.uk/courses/bookings/>

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

None

#### **18. REFLECTION ON MEETING**

- 18.1 JP complimented the school on the first 11 days of term during which much has been achieved. The displays of the children's work in the classrooms are impressive. Thanks to all staff.
- 18.2 Thanks were given to HM and the SLT for managing the school budget so well.

#### **19. DATES OF FUTURE MEETINGS**

Dates of Full Governing Body Meetings 2019-20

- 19 November 2019
- 17 December 2019
- 21 January 2020
- 25 February 2020
- 17 March 2020
- 5 May 2020
- 16 June 2020
- 14 July 2020

19.1 JP asked for confirmation that the FGB was in agreement with the dates and the dates were agreed.

*Part 1 ended at 7.30pm. and Part 2 finished at 8pm*

**Signed:** .....

**Date:** .....

**Chair James Poole**

**On behalf of the Governing Body for**

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