



**MINUTES OF THE FULL GOVERNING BODY MEETING OF
ST MARY & ST PANCRAS CHURCH OF ENGLAND PRIMARY SCHOOL
HELD ON
ON TUESDAY 21 JANUARY 2020 AT 6.00 PM**

PART ONE

Name	Category	Additional Information	Term of office ends	Present/Apologies/ Absent
James Poole (JP)	Foundation Deanery	Chair of Governors	Dec 2023	Present
Samuel Hopcroft (SH)	Foundation Deanery		Sep 2021	Apologies
Gregory Watson (GW)	Foundation LDBS	Vice-Chair	Feb 2021	Apologies
William Hall (WH)	Foundation LDBS		Oct 2023	Apologies
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(HT)]	Staff ex-officio	Head Teacher	Ex-officio	Present
Hannah Martin (HM)	Staff associate	School Business Manager	June 2022	Present
Jason Bridgford (JB)	Staff Governor - elected		Dec 2023	Present
Vacancy	Local Authority		Feb 2021	n/a
Vacancy	Parent - elected		June 2023	n/a
Vacancy	Parent - elected		Vacant from 11/19	n/a
Nandini Ramakrishnan (NR)	Co-opted		June 2022	Present
Richard Walton	Associate		Dec 2023	Apologies
Rob Cole (RC)	n/a	Clerk	n/a	In attendance

Item No	Item	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 SH, GW, WH, RW, AS. JB 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	Governor Training Session <ul style="list-style-type: none"> • Roles and Responsibilities of CE School Governors 	
4.1	<ul style="list-style-type: none"> • The training session was delivered by Rhian Swain from Camden Council and Ann Foster from LDBS. It focused on effective governance, the governor's role and responsibilities, and working with staff to ensure the school moves forward. • During the section on the corporate responsibility of governing bodies, JB(HT) sought clarification on local authority governor nominations. Rhian Swain stated that this is allocated fairly. The candidate is proposed by the local authority and appointed by the FGB. • In the exercise carried out by Governors, there was good discussion of the governor role and what governors should do and not do, followed by a section on the principles and personal attributes required. • The section on effective governance initiated good discussion, which looked at the factors that presented a challenge for the FGB. <ul style="list-style-type: none"> ➤ JP commented that monitoring and improving the quality and impact of governance can be hard to do. ➤ JB(HT) spoke of the challenge of getting governors into schools to do termly visits despite being strategically planned e.g. link governor weeks. All areas of link governor responsibility should see at least a couple of visits a year. ➤ SB spoke of the importance of vision and strategy and having a good process for regular self-evaluation. ➤ PW spoke of the importance of a strong ethos and then having those values lived out in the playground. ➤ There was discussion of the challenge to get people to become governors and Rhian Swain expressed the importance of talking positively about the role and what it can achieve. 	
5	Governing Body Update	
5.1	<ul style="list-style-type: none"> • Staff Governor recruited – Welcome to Jason Bridgford. [Post meeting note: For minuting purposes, Jason will be (JB) and the Head Teacher will be JB(HT)]. 	
5.2	<ul style="list-style-type: none"> • Election of FGB Chair - JP wishes to stand down. He will continue temporarily until a candidate(s) comes forward. An election will be held if necessary. • JP confirmed that he had been re-elected by the deanery for a further 4 years and thus was able to continue as Chair for the time being. 	
5.3	<ul style="list-style-type: none"> • Parent Governor election – two posts will be advertised. JB(HT) advised that a parent had expressed interest. • Local Authority Governor vacancy – Owen Rees at Camden is working on this and there should be a nominee soon. 	
6	Operational Documents <ul style="list-style-type: none"> • New member JB has signed the Code of Conduct and Declaration of interests form 	
7	Part 1 Minutes of the FGB Meeting on 17 December 2019 (for accuracy) <ul style="list-style-type: none"> • JB pointed out that his surname had been spelt incorrectly. • HM pointed that she always leaves the meeting after Part 1. • <u>The minutes were approved.</u> 	



	<p>Matters Arising not on the Agenda for Today's Meeting</p> <p><u>Action Points from December FGB</u></p> <p>6.1 Skills audit/GB self-evaluation (Also September 4.3, November 7.2)</p> <p>6.2 Work with the Community Heartbeat Trust on the defibrillator project</p> <p>6.4 All Governors to notify AS they have read KCSIE (Also September 15.2, November 15.1)</p> <p>6.6 Conduct a data protection visit (November 15.2) – JB(HT)/HM</p> <p>15.1 Identify local firms to contact for pro-bono work – GW</p>	
7.1	6.1 Skills audit/GB self-evaluation (Also September 4.3, November 7.2)	Clerk to produce a draft audit form (RC)
7.2	6.2 Work with the Community Heartbeat Trust on the defibrillator project	Action ongoing (HM)
7.3	6.4 All Governors to notify AS they have read KCSIE (Also September 15.2, November 15.1)	JB & NR to notify AS
7.4	6.6 Conduct a data protection visit (November 15.2)	SH to do. Contact SH (HM)
7.5	15.1 Identify local firms to contact for pro-bono work	Action for GW
8	SBM's Report including H&S	
8.1	<p><u>Schools' Financial Value Standard (SFVS)</u></p> <ul style="list-style-type: none"> • HM explained that the SFVS is a self-assessment tool to ensure schools have effective financial management of their resources. It is a statutory requirement that all maintained schools complete and submit the SFVS to the local authority on an annual basis. • RW had commented by email in advance of the meeting having noticed that the school's SLT cost is much higher than average. In his view, this is wholly acceptable given the effectiveness of the SLT and the school's location. JP seconded that observation. • JB(HT) explained that the SLT matches the need of the school as does the necessity of having a full-time SEND coordinator for example. • SB commented on the high cost of admin staff. HM explained that it was a very experienced team. The benefit to the school is that it can run well as a business because of that experience and competence. • GP asked about the pupil to teacher ratio. JB(HT) explained that the school was doing well with its circumstances and the Orange status is because of the interpretation of the RAG rating system. 	
8.3	<p><u>Budget monitoring</u></p> <ul style="list-style-type: none"> • HM explained that there is now increased budget monitoring from 3 times to 6 times a year due to new regulations. • HM is working on a three year budget using the stipulated DfE frameworks. • HM is producing a contracts register. JP advised that a threshold is established so that it focuses on the major contracts of high cost. 	



8.4	<p><u>School Premises</u></p> <ul style="list-style-type: none"> • HM gave an update on the leak into the school hall in the school holidays from the adjacent Unite building. The loss adjuster and Neville Brown visited the school on 21 January. Their assessment was that the floor needs to be replaced. • The work will need to be carried out in the summer break and the hall will be redecorated. There will be a temporary repair until the summer break. • The loss adjuster recommended that a second leak is added to the same insurance claim. • Neville Brown has looked at the hole in the School Office's floor and will get back with a course of action. 	
9	HT Verbal Report	
9.1	<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • The School has been back for eleven days. At the time of this meeting, there were no safeguarding events over the Christmas holidays that the School had been notified of. • A child is due to have a S47 assessment. The School has made multiple requests for updates, but these have not been forthcoming. It is possible to conclude that the family have asked for the School not to be part of the assessment. A social worker is due to visit the child in school. • New S47 referrals for two children were received on 21 January. 	
9.2	<p><u>Attendance</u></p> <ul style="list-style-type: none"> • Attendance in nursery has recently been affected by nasty sickness bugs and late returners. This brings the Nursery – Y6 attendance figure to 95% for the first ten days of term. The Reception – Y6 figure is 95%. • The School is working on persistent absenteeism. Notices will go out to parents. There is a perception among some parents that despite having signed their child up to nursery, attendance is then optional. The School will try and challenge this. • There are 8 vacancies across the school. There are waiting lists for some year groups. These lists rollover each school year but the School Office does check that the places are still wanted. 	
9.3	<p><u>Curriculum</u></p> <ul style="list-style-type: none"> • There was an inset day session on the gender equality programme to challenge gender stereotypes. This will be worked into the curriculum map. Two mapping sessions are planned with School staff. • The RSE policy has been received and LDBS have advised schools to adopt it. Meetings will be set up with parents in conjunction with LDBS. 	
9.4	<p><u>Staffing</u></p> <ul style="list-style-type: none"> • JB will be EYFS leader from January. • JB has attended SEF training. • A TA is being trained as an Emotional Literacy Support Assistant (ELSA). <ul style="list-style-type: none"> ➢ The TA will focus on children at risk of exclusion. Other school staff will be trained. ➢ GP stressed the importance of sharing that learning. He has two TAs training at his school. 	



<p>9.5</p>	<p><u>Miscellaneous items</u></p> <ul style="list-style-type: none"> • The School has applied for a P4C Silver award. The Healthy School application is also in. • The CHILL (Children's Health in London and Luton) Project has visited the school to monitor the children in their study group. • The School Council is being re-established and they will do an assembly in due course. • A Y1 Assembly will be held in St Mary's w/c 20 January. • A school values refresh is planned. • With no school hall available at the moment, slide packs are sent out to teachers to deliver in class. 	<p>A date needs to be booked for the Admissions Committee to meet (HM/JB(HT))</p>
<p>10</p>	<p>Future term dates</p>	
<p>10.1</p>	<ul style="list-style-type: none"> • JB(HT) took the Governors through the dates for 2020/21. The school can set its own dates but these are usually the same as other Camden schools. A priority is to make sure the summer holidays are a full six weeks. • There will be an inset day on 1 September. This enables teachers to make the transition from the long holiday to the school routine. It facilitates reflection for the term ahead and starts the term well. • The school term will end for pupils on Wednesday 21 July 2021. There will be an inset day on the Thursday. This enables reflection and with everybody ready for a break, avoids continuing to the Friday when other schools are scheduled to break up • All the inset days for 2020-21 are already planned. • <u>The dates were agreed.</u> 	
<p>11</p>	<p>Sex and Relationship Education (SRE)</p> <ul style="list-style-type: none"> • Covered in HT verbal report 	
<p>12</p>	<p>Safeguarding update</p> <ul style="list-style-type: none"> • Covered in HT verbal report 	
<p>13</p>	<p>Items from the Chair</p> <ul style="list-style-type: none"> • None 	
<p>14</p>	<p>Policies for Review and Ratification</p>	
<p>14.1</p>	<p>The following policy was reviewed and ratified:</p> <p>Incident, Accident and Safeguarding Procedures 2020 - <u>agreed</u></p> <p>Pandemic Flu Plan 2020 - <u>agreed</u></p> <p>NQT Policy 2020 - <u>agreed</u> -</p> <p>LAC Lead Teacher Policy 2020 – <u>agreed</u></p> <p>Emergency Planning Evacuation Response Plan 2020 – <u>agreed</u></p> <p>➤ The FGB expressed concern that the emergency contact numbers from the local authority are incorrect or do not get answered.</p>	<p>JB(HT) will raise the issue of contact numbers at the Camden Heads meeting.</p> <p>PW will update HM with his contact numbers</p>



15	Training Update	
15.1	<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/• Bookings for paid courses can be made via Elisabeth Daly in the School Office.• JP reminded Governors of the expectation to do two courses a year. School staff on the Governing Body do several courses a year as part of their school responsibilities.	
16	Any Other Business <ul style="list-style-type: none">• The Governor link weeks are advertised on GovernorHub.	
17	Reflection on meeting <ul style="list-style-type: none">• No further comments to add to the reflections made in the training session.	
18	Dates of remaining Full Governing Body Meetings 2019-20 <ul style="list-style-type: none">• 25 February 2020• 17 March 2020• 5 May 2020• 16 June 2020• 14 July 2020	

Part 1 ended at 8.00pm. HM and JB left. Part 2 then followed.