



**MINUTES OF THE FULL GOVERNING BODY MEETING OF
ST MARY & ST PANCRAS CHURCH OF ENGLAND PRIMARY SCHOOL
HELD ON
ON TUESDAY 25 FEBRUARY 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	Present
Gregory Watson (GW)	Foundation LDBS	Vice-Chair	Feb 2021	Apologies
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	Present
Fr Paschal Worton (PW)	Foundation Incumbent	SEND Link	Ex-officio	Present
Jules Belton (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
Zoe Bishop (ZB)	Parent - elected		Feb 2024	Present
Vacancy	Parent - elected		Vacant from 11/19	n/a
Nandini Ramakrishnan (NR)	Co-opted		June 2022	Present
Richard Walton (RW)	Associate		Dec 2023	Present
Rob Cole (RC)	n/a	Clerk	n/a	In attendance

Item No	Item title	Action
1	Opening Prayer <ul style="list-style-type: none"> AS led the FGB in prayer. 	
2	Welcome from the Chair <ul style="list-style-type: none"> Apologies were received from GW and SB. ZB 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	Governing Body Update	
4.1	<u>Election of FGB Chair</u> <ul style="list-style-type: none"> JP again asked for candidates to come forward. RW declared his interest in standing. He will need to move from associate member status to full member. SH will be moving to Wales in the summer and this will create a suitable foundation vacancy. 	
4.2	<u>Parent Governor</u> <ul style="list-style-type: none"> One vacancy left to fill. The election will be rerun. 	
5	Operational Documents	
5.1	<ul style="list-style-type: none"> New member ZB has signed the Code of Conduct and Declaration of interests form. 	
5.2	<ul style="list-style-type: none"> RW verified that all the Governor DBS checks are up to date. HM stated that just GW is currently outstanding. AS added that, as Safeguarding Lead, she inspects the School's central record each term which is very reliably maintained. 	
6	Part 1 Minutes of the FGB Meeting on 21 January 2020 (for accuracy) <ul style="list-style-type: none"> With two members of the FGB now with the initials JB, the Headteacher will be known as HT. 9.4 (January): It should be HT instead of JB 	
6.1	<u>Action Points from January FGB</u> 7.1 Skills audit/GB self-evaluation (Since 2019/20) 7.2 Work with the Community Heartbeat Trust on the defibrillator project 7.3 All Governors to notify AS they have read KCSIE (Since September 2019) <ul style="list-style-type: none"> DfE currently has a consultation out on how the guide could be better written in future. Views can be added on Gov.uk until 21 April. 7.4 Conduct a data protection visit (Since November 2019) <ul style="list-style-type: none"> JP will take over as data protection governor when SH moves to Wales in the summer. 7.5 Identify local firms to contact for pro-bono work . <ul style="list-style-type: none"> JB gave the example of a London chartered surveyor firm that is donating 10 refurbished computers to the School. 	RC to circulate Ongoing. HM will work with CHT to raise funds. AS made a note of those outstanding. HM will pick this up with SH Carried over (action: GW)
6.2	The January minutes were agreed.	
7	Additional Governor matters	
7.1	<u>Code of Conduct (going forward)</u> <ul style="list-style-type: none"> HT stated that the Code of Conduct should be reviewed to ensure that it reflects actual need and is fit for purpose. It is essential that those who sign it understand its implications and adhere to the Code. 	Review wording at March meeting (ALL)



	<ul style="list-style-type: none"> JP referred back to the training session at the January meeting: Roles and Responsibilities of CE School Governors. Rhian Swain at Camden Learning has offered to rerun the session for those who were unable to attend. Governors were advised to contact JP if interested. 	
7.2	<p><u>Governor's Engagement with School</u></p> <ul style="list-style-type: none"> HT launched a discussion about how governor involvement in the School could be improved. HT reminded the Governors that the Governors in School weeks are set up with people's work/life balance in mind e.g. this is a focused week arranged well in advance so that Governors can arrange their schedules and set aside the time. It is essential that Governors spend time on the ground in the School and liaise with the link staff. NR stated that it would be useful if the Governors in School weeks were discussed and advertised in advance at FGB meetings. HT reminded the meeting that the School Calendar is strategically planned for the whole year and ideally dates would not change once set. The next Governors in School week is w/c 9 March. In the Summer Term, it will be w/c 15 June. Governors should be visiting the School and ideally their link staff in these weeks. JB added that it's very useful if Governors walk around the School and interact with staff and children. Early Years is good value because it is not as structured as classes for older children and thus a visit into a class is not interruptive. Break times and lunchtimes are good. JP added that the important thing is visibility and being there. HT advised that it's important that Governors take their lead from the teachers. SH related his experience that coming in has been really useful and that flexibility outside of Governors in School week is also important. It is also important to report back on the visit to show accountability and take ownership. AS asked to attend a School Council meeting. Governors are welcome to attend school assemblies and music sessions. These are advertised on the School Website and in the newsletter which is posted on GovernorHub. RW checked when there was a Health & Safety walk was last done. HM advised that GW did one in the Summer Term 2019. Another walk will be arranged and the expectation is to then compile a report which would be in addition to the School's own statutory reporting. 	<p>HT to forward School Council dates to AS</p> <p>HM to invite GW to do an H&S walk.</p>
8	SBM's Report including H&S	
8.1	<p><u>Budget Monitoring Report for Quarter 3</u></p> <ul style="list-style-type: none"> The School is expecting to receive £27,565 more income than originally forecast due to the £21,206 pension grant received. 72% of the total teaching budget has been spent up to the end of December. The staffing complement has been less stable this year which is unusual and caused unforeseen costs. A settlement agreement has been reached with one teacher. Two teachers are on maternity leave. Two teachers have been long-term sick this Spring Term. So far the sickness has mostly been covered internally, but in case 	



	<p>long-term supply cover is required the cost will move to a different cost code. Teacher absence insurance cover will help cover some of the supply teacher costs, although it's noting the cost of this cover has risen by an additional £1k this year.</p> <ul style="list-style-type: none"> • Expenditure on teaching staff is expected to be £9,893 higher than originally forecast. • 77% of the total support staff budget has been spent at the end of this quarter. Due to several children with high needs, a specialist SEN TA has been retained for two additional terms. A £14,010 overspend is currently forecast. • An underspend of £12,581 is expected on indirect employee costs. • 75% of the pupil premium budget has been spent. • There have been numerous issues with the School's premises causing an expected overspend of £4,915. • Camden have finally set up a team to administrate school catering properly and the School is now being charged monthly after a long hiatus which made budgeting difficult. An overspend of £2036 is forecast. • The School will participate in both the KS1 and KS2 Camden School Shakespeare project. Due to this and other factors, learning resource expenditure is expected to be £3193 higher than forecast. • The School is reviewing its photocopier contracts to reduce costs. • The School has had demonstrations for two different parent messaging systems. One of these is a free system included with the School's current MIS system. If parents do not have a smartphone to download the necessary app, other means will be used to communicate. The School has it in writing that the system is GDPR compliant. • The Breakfast Club is still fully reimbursed by Greggs. <p>The current year end balance is projecting a carry forward of £83,237.</p>	
<p>8.2</p>	<p><u>Premises</u></p> <ul style="list-style-type: none"> • A fire drill has been carried out this term. Although it took 2:50 minutes to evacuate the building, it was 3:48 before all pupils were in the Refuge area. This was due to a bottleneck because not all gates were opened. The drill will be repeated before the end of term. A lockdown drill will be also carried out. • The fire and intruder alarms have been serviced. Work has been carried out on the lighting system. • There have been persistent issues with the boilers. One boiler still fails regularly despite every part having been replaced. 	
<p>9</p>	<p>Building Works proposal</p>	
<p>9.1</p>	<ul style="list-style-type: none"> • The Unite student accommodation next door to the School wishes to expand its premises. • The School does not own the land. Any financial benefit from the scheme would go to LDBS and Camden, a part of which may possibly benefit the School in the future. • LDBS are considering the scheme. 	



10	HT Verbal Report	
10.1	<u>Attendance</u> <ul style="list-style-type: none"> • The figures are very good considering there was a lot of sickness after Christmas. • Nursery-Y6: 95%. Reception-Y6: 96% reception. 	
10.2	<u>Leadership</u> <ul style="list-style-type: none"> • The School has been awarded the P4C Silver Award. It can hold this for three years while it works towards Gold. The School will work in partnership with St. Johns CE School in Bethnal Green. This has been a great effort so far and is now led by the Y2 teacher. • 28 out of 30 pupils are going on the Y6 school trip. This is a great response. • The Leadership Team has met and will reduce meetings to fortnightly to assist work/like balance, particularly as two middle leaders are also class teachers. • The new team in EYFS are in the development phase. The new teacher in Reception has made an excellent start. The EYFS lead has done well. • The Deputy Head and Pupil Premium Teacher have had to teach classes in KS2 as sickness cover. This has meant less strategic curriculum work but maintaining quality teaching and safeguarding are priorities. • The School recently held a successful citizenship day. • The second tranche of the CHILL project monitoring the effects of pollution on a cohort of children has been done. • The Hall floor has been repaired with more work to do in the summer. • The COVID19 posters are up in the School and a hygiene message will go in the next newsletter. LDBS have issued guidance concerning church services. 	
10.3	<u>Staff welfare</u> <ul style="list-style-type: none"> • Following recent staff sickness, RW asked if there was anything else the FGB could do to provide support. HT stated that the School's SLT ensure that they are aware of staff's personal circumstances to ensure they are supported. The staff's insurance company also provides a free helpline. Governor interaction with the School is important to provide another layer of support. • JB commented that the way the School has rallied and covered recent sickness has been outstanding. The team ethos is so strong that people naturally step up. HT has thanked all the staff and showed her appreciation. JP added a big thank you from the FGB for keeping things going. • Another drinks evening is planned for 17 March, and the Governors will use that opportunity to again show their appreciation. 	<p>HT will advertise drinks on 17 March among staff.</p>
11	EID/SATS 2020	
11.1	<ul style="list-style-type: none"> • Guidance from DfE is that Eid is likely to fall in SATs week in 2021. This would affect the Thursday. One option is for those pupils affected to sit the paper on the Friday. This would pose a risk to the integrity of the test. It has been decided that all pupils will sit the test on the Friday. 	




12	Admissions update	
12.1	<ul style="list-style-type: none"> The Admissions Committee will meet on 4 March at 4.30pm. There are 25 applications for Nursery (capacity 23). There are 47 applications for Reception (capacity 30). The School Office has prepared a dossier of the applications for the Committee to consider. 	
13	SENDCO Report <ul style="list-style-type: none"> Inclusion Intervention Map Achievement of SEND pupils 	This will be provided by Lesley Carneiro for a future meeting
14	Sex and Relationship Education (SRE)	
14.1	<ul style="list-style-type: none"> The School's SLT has reviewed the policy received from Camden. This will be shared with stakeholders, including parents. A slide pack will be made available at the Camden Heads meeting. AS advised that when the meeting is held with parents, it is important that there are Governors present. 	
15	Safeguarding update	
15.1	<ul style="list-style-type: none"> There are currently three Child Protection cases and four Child In Need cases. One of these CP cases has come from another Camden School and presents with a very complex history. A further child under assessment has moved to a neighbouring school. 	
16	Items from the Chair <ul style="list-style-type: none"> None 	
17	Policies for Review and Ratification	
17.1	<p>The following policies, which all governors must read, were highlighted to ZB: Keeping Children Safe in Education 2019 (mandatory) The Prevention of Radicalisation and Extremism Policy 2019 The Safeguarding and Child protection Policy 2019 (Docs link: https://bit.ly/2E76iIP)</p> <ul style="list-style-type: none"> It was verified at the meeting (6.1) who had read KCSIE. 	
17.2	<p>The following policies were reviewed and ratified:</p> <ul style="list-style-type: none"> SEND policy 2020/21: A couple of updates have been added. <u>Policy agreed.</u> Supporting Pupils with Medical Conditions 2020/21: <u>Policy agreed.</u> Some errors were spotted in the wording of this Camden policy. <ul style="list-style-type: none"> ➤ In 3.6 it states " The School Nursing Service can provide training on specific medical conditions and how to administer the medication and respond to an emergency e.g. Epilepsy and Buccal Midazolam training.", but in 3.14 it states that Buccal Midazolam is a prohibited treatment which cannot be carried out by school staff. ➤ In 3.7 (Recordkeeping) it states that "some schools keep a logbook" of the medicines administered. In reality, all schools <i>must</i> keep a log. Nursery admissions policy for September 2021: <u>Policy agreed.</u> 	HT to feedback to Camden on the wording of their policy



	<p>It was noted that in the policy it states when there are more applicants than there are places, regular worship over the last year in the local area is one of the factors that can be taken into account. This discussion was continued when reviewing the next policy.</p> <ul style="list-style-type: none"> Primary admissions policy for September 2021: <u>Policy agreed</u>. Governors sought clarification over previous church attendance e.g. consistent attendance over a period of time or regular attendance for twelve months immediately previous. 	<p>HT to discuss the policy with Penny Harvey, Schools Admissions Adviser, at LDBS.</p>
18	<p>Training Update</p> <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. 	
19	<p>Any Other Business</p> <ul style="list-style-type: none"> JB highlighted two upcoming EYFS class assemblies. Reception is on 12 March and Nursery on 26 March. Attendees need to be seated in the School Hall by 3pm. 	
20	<p>Reflection on meeting</p> <ul style="list-style-type: none"> Good meeting with a lot of important ground covered. 	
21	<p>Dates of remaining Full Governing Body Meetings 2019-20</p> <ul style="list-style-type: none"> 17 March 2020 5 May 2020 16 June 2020 14 July 2020 	<p>ALL (to note)</p>

Part 1 ended at 7.55pm. HM and JB left. Part 2 then followed.

<p>Approval of the minutes by the Chair of the Governing Body</p> <p>I, Chair of the Governing Body of St Mary & St Pancras Church of England Primary School approve these minutes as an accurate representation of the Governing Body Meeting Part 1, which took place on Tuesday 25th February 2020 at the School at 6.00 p.m.</p> <p>Signed:</p>  <p>Date: 5 May 2020</p> <p>Richard Walton</p> <p>Chair of the Governing Body</p>

