



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

HELD ON

ON TUESDAY 5 MAY 2020 AT 5.30 PM

PART ONE

Name	Category	Additional Information	Term of office ends	Present/Apologies/Absent
James Poole (JP)	Foundation Deanery	Outgoing Chair of Governors	Dec 2023	Present
Richard Walton (RW)	Foundation Deanery	Incoming Chair of Governors	March 2024	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	Present
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
Samuel Hopcroft (SH)	Associate		Sep 2021	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"> PW led the FGB in prayer. 	
2	Welcome from the Chair <ul style="list-style-type: none"> No apologies were received. All Governors were able to join the meeting. 	
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"> RW was elected unanimously as Chair. RW thanked the FGB for their confidence. He has been a CoE School Governor for nearly thirty years, with a passion for education and a particular focus on strong lines of communication with Governors, Staff and Parents. 	
4.2	<u>Parent Governor</u> <ul style="list-style-type: none"> One vacancy left to fill. The election will be rerun once School returns. 	
5	Operational Documents (for new Governors) <ul style="list-style-type: none"> No new starters this meeting 	
6	Part 1 Minutes of the FGB Meeting on 25 February 2020 (for accuracy) <ul style="list-style-type: none"> Action points Any Matters Arising not on the Agenda for Today's Meeting 	
6.1	<u>Action Points from February FGB</u>	
	(Feb 6.1) Skills audit/GB self-evaluation	Chase outstanding forms (RC)
	(Feb 6.1) Work with the Community Heartbeat Trust on the defibrillator project	Project on hold until School returns (HM)
	(Feb 6.1) All Governors to notify AS they have read KCSIE <ul style="list-style-type: none"> SB and ZB confirmed that they have read KCSIE. All Governors have completed this action. 	Action closed
	(Feb 6.1) Conduct a data protection visit <ul style="list-style-type: none"> A date was in the diary but had to be postponed due to school closure. 	Rearrange date when feasible (SH/HM)
	(Feb 6.1) Identify local firms to contact for pro-bono work.	Action paused – CV19 (GW)
	(Feb 7.1) Review wording of the Code of Conduct <ul style="list-style-type: none"> HT stated that it would be beneficial to review and renew the Code to ensure that it achieves what it needs to and is something that people can have confidence in. 	RW and HT to discuss further
	(Feb 7.2) Forward School Council dates to AS <ul style="list-style-type: none"> Due to school closure, there have been no further meetings of the School Council. 	AS will attend a future School Council
	(Feb 7.2) Invite GW to do an H&S walk <ul style="list-style-type: none"> This took place before the closure. HM accompanied GW to make a note. GW did not identify anything additional to the existing work list. Most of the work list is already being actioned. HT commented on the School's excellent relationship with the Site Manager who often identifies problems early. The subsidence in a walkway outside the School building has been flagged by HM to Neville Brown at LDBS. RW recommended notifying the local authority also. 	H&S walk done. RW to inspect the subsidence on next visit (RW/HM)
	(Feb 10.3) Advertise drinks on 17 March among staff <ul style="list-style-type: none"> The drinks were advertised by JP but unfortunately had to be postponed due to School closure. 	To rearrange when School reopens (RW)



	(Feb 13) SENDCO Report for future meeting <ul style="list-style-type: none"> This item on the FGB year planner was for Lesley Carneiro to attend a meeting and give a report. 	Action closed. HT to continue updates in verbal report
	(Feb 17.2) Feedback to Camden on the wording of their Supporting Pupils with Medical Conditions Policy.	This action is carried forward (HT)
	(Feb 17.2) Discuss church attendance in relation to admissions policy with Penny Harvey, Schools Admissions Advisor <ul style="list-style-type: none"> There is a requirement for church attendance, but the churches have been closed for some weeks. This year's admissions meeting has taken place but the church closures may be a factor for next year's meeting. Further advice awaited from LDBS. RW suggested that PW and AS are included in any deliberations on admissions. 	Await further guidance from LDBS (HT)
6.2	<u>The minutes of the February meeting were agreed</u>	
7	Review Code of Conduct <ul style="list-style-type: none"> Discussed in 6.1 above 	
8	SBM's Report - 2020/21 Budget Approval	
8.1	<u>Income</u> <ul style="list-style-type: none"> The Finance Committee met last week. Many thanks from the Chair for getting the budget out in the current circumstances. The School will receive an additional £18,916 which is an increase of 1.58% on 2019/20. Nursery income is expected to be £116,000. The School has budgeted for 18 confirmed places. There were 26 applications and confirmed acceptance of offered places is awaited. The Government have confirmed they will pay the Summer Term funding despite current school closures. There are increases in the grants for Teachers' pay and pensions. The High Needs top-up will decrease as two high needs pupils are leaving Year 6. The Pupil Premium Funding estimate (£1345 per pupil) is based on 96 pupils qualifying. Overall, the School is anticipating receiving 2% (£30,000) more income compared with 2019/20. <u>Teaching Staff</u> <ul style="list-style-type: none"> The School is hoping to recruit an NQT for the Y4 vacancy. This would save approx. £9k p.a. The School hopes to reduce supply teaching costs by covering internally in the first instance. The School is budgeting for a 5% teaching budget increase. <u>Support Staff</u> <ul style="list-style-type: none"> The Support staff pay increase is expected to be 2%. 1 TA is expected to retire this summer. Use of a specialist agency TA for nursery will be discontinued. <u>Indirect Employee Expenses</u> <ul style="list-style-type: none"> There was an additional cost to renew a staff visa. 	Share minutes of the Finance Committee (JP)



- Teacher and Support Staff Absence Insurance are expected to increase 5%.
- The indirect employee expenses cost centre expenditure is due to be 23% (£12,500) higher than 2019/20 due to the rise in pension back funding.

Premises

- The School has set the budget for repairs & maintenance and reactive works. RW queried if this was a sensible budget for a building which has many things going wrong. He advised the importance of discussing major works with LDBS as they still have a contingency fund.
- Cleaning contract costs are going up by 6.2 %. This is mainly due to paying staff the London living wage.
- The School's water bill is currently in credit. The water supplier had been incorrectly billing the school and this had been investigated by the SBM. Estimated bills were higher than necessary, but meter readings are now provided for more accurate billing.

Catering

- Costs have been calculated based on average meal numbers for last year. This could change as the School encourages parents to apply for FSM. If the School does not reopen until September, these costs will change.

Insurance

- DfE is extending its Risk Protection Arrangement (RPA) to Local Authority Maintained Schools with effect from 1 April 2020. For 2020/21, Camden Insurance have adjusted their premiums to keep them in line with the DfE offer of £18 per pupil while providing more cover than the RPA scheme. The School will use Camden and review annually.

Learning Resources

- The budget has been allocated in line with the School Development Plan. The areas of focus are Art and Design and Technology alongside Humanities, Maths and Literacy. AS asked about home learning. HM explained that this was already budgeted for. JB explained that the School already uses learning platforms like Oxford Owl.

ICT Rental Agreements

- £14k was the approx. cost of leases for the classroom teaching screens and the pupil laptops in 2019/20. This will drop to £9.5k from 2020/21 as the lease for the laptops will be paid off.

Miscellaneous points

- The sports grant is expected to continue.
- The admin budget is 20% lower than 2019/20's actual. This is due to a one off settlement payment regarding the Fronter contract (settlement agreement advised by Camden legal team).
- The Breakfast Club continues to be funded by Greggs with all expenditure being reimbursed.
- After school clubs will not be running until at least September.

The School is looking to set the budget with an overspend of £96,084 which will come from the school's predicted carry forward of £146,639.



	<ul style="list-style-type: none"> • JP explained that the School keeps the carry forward each year to ensure there is not a surplus that would then be taken back by the local authority. This also means that the School has funds for contingencies. • The FGB extended its thanks to HM. • The Budget was passed unanimously. 	
9	Review of Pupil Premium Expenditure <ul style="list-style-type: none"> • To be reviewed at a future meeting. 	
10	Admissions update	
10.1	<ul style="list-style-type: none"> • 26 pupils have been offered Reception places. There are currently no pupils on the waiting list. More pupils are required to attract more funding. • 26 Nursery places have been offered. The offer letters are going out w/c 4 May. This process will take place earlier in 2021 to assist budget planning and income forecasting. 	
11	Headteacher's verbal report: Covid-19 response	
11.1	<ul style="list-style-type: none"> • On 20 March, the School closed to pupils following the Government's announcement on 18 March. The School had minimal time to prepare for delivering childcare for keyworkers and to become a local food distribution centre. • The Childcare Hub provision (with Richard Cobden Primary and Edith Neville Primary) has been working well. The schools operate in rotation as the Hub site. STMP staff enjoy working in the hub when on the rota. • The children attending are happy and enjoying the well-rounded curriculum and activities. Due to smaller class sizes, there is also the benefit of being able to work closer with pupils under child protection. • Each day, a member of staff emails all the hub staff to tell them about the day and feedback on activities and the children. HT speaks to other heads daily to check which STMP children are attending. • Admin staff complete daily attendance returns for Camden and the DfE as well as a weekly return to the LDBS. STMP admin staff are working to an on/off rota. 	
11.2	<ul style="list-style-type: none"> • A vulnerable person's welfare phone call system was promptly put into operation after closure on 20 March. With closure and the lockdown continuing, this was extended from 20 April to a weekly check on the welfare of all pupils and their parents. • A new category has been created on CPOMs (Welfare Call Covid-19) to record issues that merit recording. The feedback from parents to the welfare phone calls has been favourable. JB affirmed that doing this work has been enjoyable and good for building a rapport with parents. ZB added that, as a parent, it has been very good to receive these calls and passed on her thanks to all staff. • Annual EHCP reviews are being done remotely. 	
11.3	<ul style="list-style-type: none"> • Food distribution got off to a difficult start as there were issues with the provider. The School opened for a limited period so that hampers for FSM children could be collected until the national Edenred voucher system was up and running. 	



<p>11.4</p>	<ul style="list-style-type: none"> • The home learning programme that the School has put together is very good and is quality assured by the SLT. Governors are invited to log in to the website and see for themselves. • Pupil uptake of the learning is excellent, reaching 85% in Y4. RW commented on how well this compares to other schools. ZB affirmed that the learning has great activities and invaluable learning resources. Thanks to all concerned. JB added that in Early Years parents are engaging most with phonics. • The School has examined why some children are not accessing the learning. There are various factors at play here including the fact that some parents find it difficult to support the learning. • PW asked whether there have been peer to peer problems online. There are no known issues but HT confirmed that some siblings within families have been having disputes with each other. • GP asked further about online safety and whether children might see something inappropriate unintentionally. Nothing has been flagged to the HT so far. The online learning platform is safe within itself, but it is understood that if pupils are using the internet more the general risk rises. 	
<p>11.5</p>	<ul style="list-style-type: none"> • Camden send out documents to Headteachers on 4 May in terms of planning to reopen schools. 1 June is the prospective start date. Camden Headteachers are due to meet on 7 May to discuss further. • There are logistical considerations to consider in terms of capacity and social distancing. • The School is ready to meet the challenge of reopening and from the date of this meeting there are nearly four weeks to prepare. It is less clear how many parents will want their children to return. • With a view to September, when hopefully all children will return, JP asked about how their attainment will be assessed. HT stated that summer assessments have been cancelled but the School would have a good idea of the pupil's current academic achievement from on-going assessment. 	
<p>11.6</p>	<ul style="list-style-type: none"> • SH asked about staff wellbeing. HT is maintaining contact with all staff with increased contact with staff considered vulnerable. Safeguarding briefings and Church of England updates are still being sent out to staff. Staff have to notify HT if they are not feeling well, or if they have been tested etc. • JB added that the structure and routine of making calls to the parents/pupils, as well as the planning involved, helps his personal mental health as it is good to have something to focus on. • HT stated that the School has already asked Camden what the safeguarding training will look like for all staff in September in recognition that as we the School needs to take care and consideration of staff on their return. • RW stated that some schools are bringing in outside help for a few months after reopening to help settle staff and children back in again. RW recommended that the School check what LDBS have planned. AS added that the Diocese have sent guidance round to Clergy on how to support people with trauma. 	<p>HT to check with Helen Ridding whether LDBS are planning additional support for staff and pupils</p>



	<ul style="list-style-type: none"> RW asked if the FGB could provide additional support to HT. HT has the necessary support. 	
11.7	<ul style="list-style-type: none"> RW gave thanks to HT, SLT and every staff member for the huge amount of work that the School has done across the board to respond to the pandemic, continue education and plan for the future. A remarkable team effort. 	HT to pass on to all staff
12	Safeguarding update	
12.1	<ul style="list-style-type: none"> Child protection work continues at pace. Eleven children are on the CAMHS caseload and a letter has been sent to parents asking them to make contact with the service if needed. There have been four new referrals to the Kids Network Mentoring identified through CPOMS logs/conversations with class teachers and safeguarding leads. Eight children are currently accessing a year's mentoring and two families have been given tablets so the children can continue their support through an online platform. HT has attended three emergency strategy meetings in the last couple of weeks. One potential child protection case was closed after a subsequent Core Group meeting yield no further concerns, but another case did proceed to the register. Two children have been referred to Early Help since the School closed. The School has three children on child protection, four children in need and three working with a family support worker. 	
13	Sex and Relationship Education (SRE)	
13.1	<ul style="list-style-type: none"> Normally the School would have been consulting on the policy. Camden have warned against online consultation. The School will consult with parents when school returns 	
14	Items from the Chair	
	<ul style="list-style-type: none"> None 	
15	Policies for Review and Ratification	
15.1	<p>The following policies were reviewed and ratified:</p> <ul style="list-style-type: none"> Bankline Policy (from March meeting) – approved Governors Allowance Policy - approved Child Protection & Safeguarding (Covid-19 addendum) - approved 	In the Child Protection (Covid-19 Addendum) "JP" needs to be changed to "RW".
18	Training Update	
18.1	<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/ JP confirmed that he is now a GDPR professional. 	
19	Any Other Business	
	<ul style="list-style-type: none"> None 	



20	Reflection on meeting	
20.1	<ul style="list-style-type: none">• JP commented on the remarkable work the School has done with its online teaching and general welfare provision since the lockdown started. HT will pass this on to staff.• SH stated that if it was helpful for the FGB to convene before the next scheduled meeting, then he would be happy to do that. HT stated that it would be helpful to wait and see what the Government's immediate plans are for the lockdown.	
21	Dates of remaining Full Governing Body Meetings 2019-20 <ul style="list-style-type: none">• 16 June 2020• 14 July 2020	

Part 1 ended at 7.10pm. HM and JB left. Part 2 then followed.

Approval of the minutes by the Chair of the Governing Body

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 5th May 2020 at the School at 5.30 p.m.

Signed:

Date:

Richard Walton
Chair of the Governing Body