



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

**HELD ON**

**ON TUESDAY 16 JUNE 2020 AT 5.00 PM**

**PART ONE**

Name	Category	Additional Information	Term of office ends	Present/Apologies/Absent
Richard Walton (RW)	Foundation Deanery	Chair of Governors	March 2024	Apologies
Gregory Watson (GW)	Foundation LDBS	Vice-Chair	Feb 2021	Present
James Poole (JP)	Foundation Deanery		Dec 2023	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
Lucy Heard (LH)	Observer	Deputy Head	n/a	Present
Rob Cole (RC)	n/a	Clerk	n/a	In attendance

Item No	Item	ACTION
1	<b>Opening Prayer</b> <ul style="list-style-type: none"> <li>AS led the FGB in prayer.</li> </ul>	
2	<b>Welcome from the Vice-Chair</b> <ul style="list-style-type: none"> <li>Apologies had been received from RW who had another longstanding commitment.</li> </ul>	
3	<b>Declaration of Interests</b> <ul style="list-style-type: none"> <li>Governors were reminded that if they have a personal or business interest in any of the agenda items, then it must be declared before the agenda item and they must withdraw for that part of the meeting.</li> <li>There were no conflicts of interest.</li> </ul>	



<b>4</b>	<b>Governing Body Update</b> <ul style="list-style-type: none"> <li>Parent Governor vacancy deferred until September.</li> </ul>	
<b>5</b>	<b>Part 1 Minutes of the FGB Meeting on 5 May 2020 (for accuracy)</b> <ul style="list-style-type: none"> <li><b>Action points</b></li> <li><b>Any Matters Arising not on the Agenda for Today's Meeting</b></li> </ul>	
<b>5.1</b>	<u>Action Points from May FGB</u>	
	(May 6.1) Skills audit/GB self-evaluation.	<b>Forms outstanding from Simon Bland and Samuel Hopcroft (RC)</b>
	(May 6.1) Work with the Community Heartbeat Trust on the defibrillator project.	<b>Deferred (Covid) until September (HM)</b>
	(May 6.1) Conduct a data protection visit. <ul style="list-style-type: none"> <li>GW clarified if this action is time sensitive. It is best practice but not urgent.</li> </ul>	<b>Deferred (Covid) until September (SH/HM)</b>
	(May 6.1) Identify local firms to contact for pro-bono work.	<b>Deferred (Covid) until September (GW)</b>
	(May 6.1) Review wording of the Code of Conduct.	<b>Update for September meeting (HT/RW)</b>
	(May 6.1) Attend School Council.	<b>Deferred (Covid) until September (AS)</b>
	(May 6.1) Thank you drinks for staff.	<b>Postponed (Covid) until further notice (RW)</b>
	(May 6.1) HT to feedback to local authority on the wording of their Supporting Pupils with Medical Conditions Policy.	<b>DONE</b>
	(May 6.1) Church attendance in relation to admissions policy re: Covid-19 (Penny Harvey, Schools Admissions Adviser, LDBS). <ul style="list-style-type: none"> <li>HT has spoken with RW. STMP is part of an LDBS working group looking into this matter. Thanks to PW for alerting HT of the deadline to join the working group.</li> </ul>	<b>Action closed (updates to FGB as and when necessary)</b>
	(May 8.1) JP to share minutes of the Finance Committee.	<b>DONE</b>
	(May 11.6) HT to ask Helen Ridding whether LDBS are planning additional support for staff and pupils. <ul style="list-style-type: none"> <li>They have discussed what is available.</li> </ul>	<b>DONE</b>
	(May 11.7) HT to convey thanks of the FGB to all staff for their brilliant response to the pandemic.	<b>DONE</b>
	(May 15.1) In the Child Protection (Covid-19 Addendum) "JP" needs to be changed to "RW" (HT).	<b>DONE</b>
<b>6</b>	<b>SBM's Report including H&amp;S</b>	
<b>6.1</b>	<u>Finance update</u>	



	<ul style="list-style-type: none"> <li>The final carry forward figure for 2019-20 was £131,207. This is £15,432 lower than the predicted carry forward of £146,639, reported at the May FGB meeting, but is £46,743 higher than the carry forward of £84,464 which was forecast when setting the 2019/20 budget. The main reason for the difference was the income received for the Teachers' Pension and Pay Grants as well as not spending any of the designated £20,000 contingency.</li> <li>The School will receive all its funding for next year regardless of closures.</li> </ul>	
<p><b>6.2</b></p>	<p><u>Premises</u></p> <ul style="list-style-type: none"> <li>On advice from LBC the water system was fully flushed three times a week during the lockdown period. CBS have also attended to disinfect both cold water storage tanks and they have also tested the water at various outlet points in the school. The results are due back w/e 19 June.</li> <li>Full servicing was carried out on the fire alarm, security alarms, CCTV and access controls at the end of May.</li> <li>The monthly emergency light testing has been carried out, as has the water temperature tests.</li> <li>The Site Manager has been working very hard to prepare the site for an increase in pupil numbers. Along with other measures, 2m markers have been applied in the playground, corridors and on the pavement outside the pupil gate.</li> <li>Signs have been placed all around the school site to remind pupils and staff of the new processes. All these measures are important for insurance purposes.</li> <li>There has been another leak into the KS2 group room.</li> <li>The School has received the paperwork from Neville Brown regarding this summer's building projects.</li> <li>The plan to redecorate the School Hall is estimated at £6-8k. The emergency light system is costed at just under £27k funded by LDBS, Government funding and the School. The overhaul of the hot water system will be done by CBS who dropped the price from their initial quote to something more competitive. Cladding for the roof will be funded by LDBS.</li> <li>Governors discussed the busy programme of works. The KS2 room is currently unusable as the floor is sodden. Inigo Wolf from LDBS has also been involved due to the ongoing issues with Unite above.</li> </ul>	<p><b>Update the FGB on the results of the water testing (HM)</b></p>
<p><b>7</b></p>	<p><b>Headteacher's verbal report: Covid-19 response, School reopening and related safeguarding issues</b></p>	
<p><b>7.1</b></p>	<ul style="list-style-type: none"> <li>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.</li> <li>The School ran the keyworker group through the Easter Holidays and then became part of a childcare hub (with Richard Cobden Primary and Edith Neville Primary) with the schools operating in rotation.</li> <li>The School knew at some point that the Government would allow some year groups to return and planning began on 12 May for a phased approach to pupils returning.</li> <li>A through risk assessment was begun using trade union guidelines Camden had not yet published theirs. Parents were surveyed to assess likely take-up.</li> </ul>	



	<p>The school site was prepared. The response from parents to the survey was low.</p> <ul style="list-style-type: none"> <li>• 1 June was an INSET day with socially distanced staff meetings held about the risk assessment and running of the school day. Through each phase, the focus is to keep staff and children safe at all times. (The original plan for 1 June was training to accredit STMP as a mental health school but this was postponed).</li> <li>• On 2 June, some Reception, Year 1 and Year 6 pupils returned. Some schools in Camden did not reopen until the week after, but STMP worked through half-term to make sure it could.</li> <li>• The numbers returning to STMP were low and there was a recognised need to build up confidence in the community. On 2 June, only three children (2 x Y6 &amp; 1 x Reception) in addition to the key worker group attended.</li> <li>• The keyworker children and additional children were put into their bubbles and staffing rotas were organised to lead them. There is staggered entry and home times. Breaks and lunches are also staggered. There are restrictions on what the children can bring in to School.</li> </ul>	
<p><b>7.2</b></p>	<ul style="list-style-type: none"> <li>• Ways to increase the numbers of pupils returning are being actioned. The local community is happy with the School's offer but remain concerned about the virus and continue to take the lockdown seriously. It would seem a lot of parents have decided on a September return.</li> <li>• In phase two, there are now five bubbles operating: 2 x Y6 of 4 and 5 children, 2 x Reception/Y1 of 6 and 9 children and 1 x key worker of 12 children.</li> <li>• JB has found interest from parents for nursery provision. Eight children are expected on Monday 22 June.</li> <li>• The School is about to do a new survey. There may well be scope to open up other year groups. For those children who have returned, full-time provision is being offered. Current numbers are already higher than Edith Neville and Richard Cobden Schools.</li> <li>• The intention is for all children to return in September. Depending on the Covid situation, there may be a rota. This will be planned as necessary in the summer.</li> <li>• ZB confirmed the reluctance of the parent group to return their children to School. It's hoped that over time, word of mouth will promote confidence. LH, as attendance lead, has reassured parents that they will not get into trouble over Covid absence.</li> </ul>	
<p><b>7.3</b></p>	<p><u>Home learning</u></p> <ul style="list-style-type: none"> <li>• The School prepared for closure and lockdown. The 'Home Learning' resource posted on the school website on 17 March to be accessed by those children already self-isolating and in preparation for what was to come next. Paper copies were made available for collection by those families without access to the internet. This compendium of activities covered curriculum areas and also contained tips for parents on how to best support their child with learning.</li> <li>• Teachers were released for half a day for training/preparation time with English and Maths leads. The School developed a specific weekly activity sheet for each year group covering all areas of the curriculum. A number of parents came to collect a copy of this.</li> </ul>	



	<ul style="list-style-type: none"> <li>• The School also provided training on virtual platforms and how to use them effectively to target children at their specific level (Bug Club, Teach a Monster to Read, Oxford Owl, Mathletics, Times Tables Rockstars). The School ensured that all pupils had logins and passwords.</li> <li>• From 17 April onwards, each class had 3 lessons a day uploaded on their home learning page on the website consisting of a daily English, Maths and foundation subject lesson. These were quality controlled by HT as well as the English and Maths leads.</li> <li>• The School's approach to home learning was adapted again in preparation for 1 June when more pupils returned to school. As teachers on site are required to teach, the School has utilised the DfE endorsed Oak National Academy online resources for those who continue to learn at home. Teachers select three lessons each day for children to access.</li> <li>• During the welfare calls with parents, there have been mixed reactions to DFE resources. The School remains aware that some families do not have laptops. From 22 June, the School is providing paper packs of work to all children learning at home as a way to increase participation in home learning and eliminate technical barriers. Each day, children will have an English, Maths and foundation subject activity to complete. The packs will be provided fortnightly.</li> <li>• RW has identified a picture book that explains Covid in a helpful way for children.</li> <li>• The NQT is still receiving regular support from her mentor.</li> <li>• School reports this year will look the same but will not have the end of year attainment. The mark will be based on attainment levels as of 20 March. This will be explained to parents in a covering letter. This is the best approach rather than predicted grades.</li> <li>• GP asked how pupil levels will be assessed in September. HT stated that a recovery curriculum is being developed. It is recognised that the next school year will be challenging as pupils catch up and additional mental health support may be required.</li> <li>• In terms of secondary transfer, the main concern is those with SEN who would normally be doing tours of secondary now to prepare. LH stated that the School is doing its best to provide information to all pupils.</li> </ul>	
7.4	<p><u>Food Distribution</u></p> <ul style="list-style-type: none"> <li>• The FSM voucher system is working well. It was announced on 16 June that this will continue over the summer holidays.</li> </ul>	
8	<p><b>Admissions update</b></p>	
8.1	<ul style="list-style-type: none"> <li>• Projected numbers for Reception next school year are down. There are potentially 30 places. 24 are confirmed. This will have an impact on the budget. In Nursery, 19 places are confirmed out of 26 available. Fortunately, the School has budgeted cautiously for that number. ZB stated that she would raise awareness of available places in the local community. Covid may be a factor why some parents have not confirmed yet.</li> <li>• Normally, at this time of year, the School would be holding meetings for new parents. HT and JB will hold several meetings in small socially distanced groups. JB will also put together a video of the nursery in action to provide reassurance to new and prospective parents.</li> </ul>	



<b>9</b>	<b>Safeguarding update</b>	
<b>9.1</b>	<ul style="list-style-type: none"> <li>• Five children are shielding due to medical needs.</li> <li>• Welfare calls to all children not in school continuing and being recorded on CPOMs.</li> <li>• Deputy HT and Assistant HT have worked hard on safeguarding and filled the gap caused by the reduced service from social services during the pandemic.</li> <li>• Safeguarding meetings have continued online. The School has three children on child protection, four children in need and three working with a family support worker.</li> <li>• Other updates in Part 2.</li> </ul>	
<b>10</b>	<b>Sex and Relationship Education (SRE)</b>	
<b>10.1</b>	<ul style="list-style-type: none"> <li>• As stated at the May meeting, 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.</li> <li>• Because of the delay to consultation, Camden have given an extension until summer 2021 to implement the programme.</li> </ul>	
<b>11</b>	<b>Items from the Vice-Chair</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>12</b>	<b>Policies for Review and Ratification</b> <ul style="list-style-type: none"> <li>• Home-school Agreement - <b>approved</b></li> <li>• School Toilet Practices and Procedures - <b>approved</b></li> <li>• Staff childcare disqualification declaration - <b>approved</b></li> </ul>	
<b>13</b>	<b>Training Update</b>	
<b>13.1</b>	<ul style="list-style-type: none"> <li>• Governors were reminded how to access training <ul style="list-style-type: none"> <li>➤ <a href="https://cpd.camdenlearning.org.uk/courses/bookings/">https://cpd.camdenlearning.org.uk/courses/bookings/</a></li> <li>➤ <a href="https://www.ldbs.co.uk/governor-courses/">https://www.ldbs.co.uk/governor-courses/</a></li> </ul> </li> <li>• ZB confirmed that she is booked onto the Effective Governance course on 1 July.</li> </ul>	
<b>14</b>	<b>Any Other Business</b>	
<b>14.1</b>	<u>FGB dates for 2020-21</u> <ul style="list-style-type: none"> <li>• The dates were agreed by the FGB.</li> </ul>	
<b>14.2</b>	<u>Update on school banking mandate</u> <ul style="list-style-type: none"> <li>• The FGB ratified the change of signatories (removal of JP and addition of RW).</li> </ul>	
<b>15</b>	<b>Reflection on meeting</b>	
<b>15.1</b>	<ul style="list-style-type: none"> <li>• The FGB gave their thanks to all staff for their excellent work in difficult circumstances. Additional thanks to HM for keeping the School's finances secure during the pandemic.</li> <li>• JP looked forward to staff drinks in the future following the postponement in March. Depending on what the restrictions are in July, consideration may be given for a socially distanced occasion in July.</li> </ul>	



16	<b>Date of remaining Full Governing Body Meeting 2019-20</b> <ul style="list-style-type: none"><li>• 14 July 2020</li></ul>	
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Part 1 ended at 6.15pm. HM, LH 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 16 June 2020 by videoconference at 5.00 p.m.

**Signed:**

**Date:**

**Richard Walton**

**Chair of the Governing Body**