



**MINUTES OF THE FULL GOVERNING BODY MEETING OF  
ST MARY & ST PANCRAS CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD ON  
ON TUESDAY 14 JULY 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	Present
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		n/a	n/a
Zoe Bishop (ZB)	Parent - elected		Feb 2024	Present
Vacancy	Parent - elected		n/a	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	<b>Opening Prayer</b> AS led the FGB in prayer.	
2	<b>Welcome from the Chair</b> <ul style="list-style-type: none"> <li>All Governors were present.</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>	
4	<b>Governing Body Update</b> <ul style="list-style-type: none"> <li>Parent Governor vacancy deferred until September</li> <li>Local Authority Governor vacancy deferred until next school year</li> </ul>	



<b>5</b>	<b>Part 1 Minutes of the FGB Meeting on 16 June 2020 (for accuracy)</b> <ul style="list-style-type: none"> <li>There were no matters arising</li> <li>The Part 1 minutes were agreed.</li> </ul>	
<b>5.1</b>	<u>Action Points from June FGB</u>	
	(June 5.1) Skills audit/GB self-evaluation.	<b>All forms now in. Clerk will write up by end July</b>
	(June 5.1) Work with the Community Heartbeat Trust on the defibrillator project.	<b>Deferred (Covid) until September (HM)</b>
	(June 5.1) Conduct a data protection visit.	<b>Deferred (Covid) until September (SH/HM)</b>
	(June 5.1) Identify local firms to contact for pro-bono work.	<b>Deferred (Covid) until September (GW)</b>
	(June 5.1) Review wording of the Code of Conduct.	<b>Update for September meeting (HT/RW)</b>
	(June 5.1) Attend School Council.	<b>Deferred (Covid) until September (AS)</b>
	(June 5.1) Thank you drinks for staff.	<b>Postponed (Covid) until further notice (RW)</b>
	(June 6.2) Update the FGB on the results of the water testing	<b>Complete. HM confirmed water passed testing.</b>
<b>7</b>	<b>SBM's Report including H&amp;S</b>	
<b>7.1</b>	<ul style="list-style-type: none"> <li>A massive thanks was extended to HM for her work this school year in difficult circumstances.</li> </ul>	
<b>7.2</b>	<u>Finance</u> <ul style="list-style-type: none"> <li>The Government have now confirmed that the PE and Sports Grant will continue for the academic year 2020-2021, however, the individual school allocations have not yet been announced.</li> <li>The school have received £137,500 of Pupil Premium Grant.</li> <li>There are 18 confirmed nursery places. Six of these children qualify for the Government 30-hour funding, nine of the children qualify for the Camden Enhanced funding and three children's applications for funding are still in progress.</li> <li>The Covid Summer Food Fund will enable FSM children to be supported over the summer holiday period.</li> </ul>	



	<ul style="list-style-type: none"> <li>The School has received £14,535 insurance reimbursement from the staff absence fund.</li> </ul>	
<b>7.3</b>	<p><u>Premises</u></p> <ul style="list-style-type: none"> <li>A fire drill was completed, and it took 2 minutes to evacuate and register the children and staff. This will be undertaken again in the first week back in September when there is a higher number of pupils on site.</li> <li>The monthly water temperature tests have been carried out.</li> <li>In the summer holidays, CBS will install access panels to the currently inaccessible Thermostatic Mixing Valves (TMVs) as well as installing isolation valves and replacing any faulty TMVs.</li> <li>The monthly emergency light testing has been carried out. Phase one of the lighting project installing new LED fittings will also start in the school holidays.</li> <li>The Domestic Hot Water Boiler is at the end of its life. A replacement is estimated at £12k. The cost will have to be met by the School and come from contingency funds.</li> <li>The entire floor of the School Hall will be stripped in the school holidays and it is hoped the true source(s) of the damp problem will become clear.</li> </ul>	
<b>7.4</b>	<ul style="list-style-type: none"> <li>RW checked with HM that she had enough support over the summer holidays in terms of maintaining a staff presence during the works. HM will discuss further with the SLT.</li> <li>RW will get up to date with the building history in the next few weeks.</li> <li>It was discussed how keeping the building together takes up much time and finance. From a duty of care point of view, HM and the Site Manager will need to get a break and this will need to be worked out.</li> <li>RW checked if FSM meals had risen? HM confirmed that there were a couple more pupils than previously.</li> </ul>	
<b>8</b>	<b>Headteacher's verbal report</b>	
<b>8.1</b>	<ul style="list-style-type: none"> <li>FSM vouchers for summer have been ordered in good time. Some families have needed support in how to redeem and use the vouchers.</li> <li>All staff remain well. One attended for a Covid test, had the result in 24 hours and was negative. Staff attendance has been excellent with no other absences.</li> <li>The new Nursery teacher has had two days of paid planned induction.</li> <li>The parent communication app is operational.</li> </ul>	
<b>8.2</b>	<ul style="list-style-type: none"> <li>24 children are due in Reception in September. There may be one more. Unusually, there is no waiting list, but generally there are falling numbers of families living in the area.</li> </ul>	
<b>8.3</b>	<ul style="list-style-type: none"> <li>Camden provided feedback on the School's Positive Learning Behaviour Policy with a particular focus on the exclusions section. They recommended the following addition at the beginning of our exclusion section:  "Exclusion from school should be a last resort. St Mary and St Pancras School will endeavour to ensure that all pupils have access to support from external agencies and will work in partnership with parents to maintain their child's place. Any referral to outside agencies will be done in partnership with parents and with written consent in some cases. The school may refer to the following agencies and professionals to help school understand a pupil's needs and any underlying reasons for behaviour:</li> </ul>	



	<ul style="list-style-type: none"> <li>➤ Educational Psychologist</li> <li>➤ Early Help</li> <li>➤ Primary Learning Support Service</li> <li>➤ Camden’s Primary Inclusion Forum</li> <li>➤ Social Communication Assessment Service”</li> </ul>	
<b>8.4</b>	<ul style="list-style-type: none"> <li>• Since the June FGB meeting, 2 sets of ‘Home Learning’ packs for each class have been created and disseminated. Teachers put together work designed to last for 2 weeks at a time. Getting parents to collect consistently and at designated times has been challenging at times and further collections have had to be arranged.</li> <li>• ZB commented that the packs have been so useful and that nursery parents are content.</li> </ul>	
<b>8.5</b>	<ul style="list-style-type: none"> <li>• The School has designed a recovery curriculum for September. The curriculum map was presented to teaching staff during an inset day in early July. There is full curriculum coverage for next year whilst promoting ‘catch-up’ in core subjects, as well as providing plentiful opportunities for PSHE and P4C to support children in returning to school and managing anxieties.</li> <li>• The School retains a keen focus on its Ofsted improvement priority to allow more time for Art, History and Geography as well as improving standards across the board.</li> <li>• RW commented that Ofsted will be visiting to schools to reflect on how they have managed during the pandemic. HT advised that the School has all documentation ready for such a visit.</li> </ul>	
<b>8.6</b>	<ul style="list-style-type: none"> <li>• All children in Years 2-5 were invited in for a transition event for going up to their next class. The take-up was quite good.</li> <li>• The Nursery and Reception new starter meeting was well attended.</li> <li>• The Year 6 leavers event was attended by RW and PW. PW commented that it is a difficult transition for Y6 as they have not visited their next school. HT stated that the School SendCo has spent a lot of time on holding virtual meeting with the secondary schools. It is unfortunate that the School has not been able to do the normal safety lessons advising pupils on use of public transport etc.</li> </ul>	
<b>8.7</b>	<ul style="list-style-type: none"> <li>• Pupil school reports were posted out early July with a letter explaining the full return in September. This will be followed up with a more detailed letter explaining some of the specific details parents need to know, based on the enhanced risk assessment.</li> <li>• The risk assessment will include staggered starts using two entrances, staggered breaks and lunches, a collective worship rota, and changes to events. When the School Hall is again in operation, the reintroduction of breakfast club and after school clubs. Depending on what happens with Covid, things like trips and visits will be considered at the appropriate time.</li> </ul>	
<b>8.8</b>	<ul style="list-style-type: none"> <li>• In terms of the Government’s money for tutoring, this will be devolved to School staff rather than using tutors who do not know the children and their community.</li> </ul>	
<b>9</b>	<b>Safeguarding update</b>	
<b>9.1</b>	<ul style="list-style-type: none"> <li>• Welfare calls to all children not in school are continuing and are recorded on CPOMs.</li> <li>• DSLs continue to attend CP Conferences and core group meetings.</li> <li>• Arrangements have been made for three vulnerable children to attend Plot 10 in the summer.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Three vulnerable children received laptops from Camden. The School had to support with their set-up and use.</li> <li>• Two children are no longer deemed to be children in need but remain on monitoring. Eight children have a family support worker now. Six children have been referred to early help. Some children have been referred for additional support in the summer.</li> <li>• Two children in Y4 are at risk of exclusion. The School has met with Primary Learning Support Services in preparation for September. Risk assessments have been prepared and shared with the family. There is a follow-up meeting with CAMHS before school closes next week.</li> <li>• All staff have completed on-line safeguarding training as Camden are unable to provide their usual course in September. All staff have completed Covid-19 Psychological First Aid training. The support staff have also completed ASD training.</li> <li>• AS will catch up with HT on safeguarding before the end of term.</li> <li>• With a view to safeguarding over summer, HT provided assurance that CPOMs is embedded in the School and safeguarding is good.</li> </ul>	
<b>10</b>	<b>Sex and Relationship Education (SRE)</b>	
<b>10.1</b>	<ul style="list-style-type: none"> <li>• There will be a consultation with parents this autumn.</li> </ul>	
<b>11</b>	<b>Items from the Chair</b>	
<b>11.1</b>	<ul style="list-style-type: none"> <li>• Thanks to RC who is stepping down as Clerk to the Governing body.</li> </ul>	
<b>11.2</b>	<ul style="list-style-type: none"> <li>• Thanks to SH who was due to step down as a Governor. SH announced that he may now be in a position to stay on and will discuss this further with RW.</li> </ul>	
<b>11.3</b>	<ul style="list-style-type: none"> <li>• HT has interviewed a new clerk recommended by RW and the appointment will go ahead.</li> <li>• The School has given notice on the LDBS Clerking SLA and will save money by using another company.</li> </ul>	
<b>12</b>	<b>Policies for Review and Ratification</b>	
<b>12.1</b>	<ul style="list-style-type: none"> <li>• Staff Code of Conduct - <b>agreed</b></li> <li>• Staff Dress Code - <b>agreed</b></li> <li>• Premises Management Procedures (updated for Covid-19) – <b>agreed</b></li> <li>• Staff and Volunteer Confidentiality Agreement - <b>agreed</b></li> <li>• Equalities, Diversity and Community Cohesion - <b>agreed</b></li> <li>• Car Park Policy – <b>agreed</b>. Further discussion in Part 2.</li> <li>• Positive Learning Behaviour Policy - <b>agreed</b></li> <li>• Written Statement of Behaviour Principles - <b>agreed</b></li> <li>• Teaching, Learning and Assessment Policy – <b>agreed</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>• Mrs Daly in the School Office keeps a record of Governor training.</li> <li>• ZB confirmed that she attended the Effective Governance course on 1 July.</li> </ul>	



<b>14</b>	<b>Any Other Business</b> <ul style="list-style-type: none"><li>• None</li></ul>	
<b>15</b>	<b>Reflection on meeting</b>	
<b>15.1</b>	<ul style="list-style-type: none"><li>• The value of this agenda item was discussed. JP reflected that he was now aware that HM and the Site Manager would have to work at times over the summer while renovations and repairs are carried out.</li><li>• PW reflected on how staff must be exhausted.</li></ul>	
<b>16</b>	<b>Date of next Full Governing Body Meeting 2020-21</b> <ul style="list-style-type: none"><li>• 29 September 2020</li></ul>	

**Part 1 ended at 6.13pm. 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 14 July 2020 by videoconference at 5.00 p.m.
<b>Signed:</b>
<b>Date:</b>
<b>Richard Walton</b> <b>Chair of the Governing Body</b>