



## MINUTES OF THE FULL GOVERNING BOARD

21<sup>st</sup> September 2020, 5:30pm via Zoom

Attendees	Role
Richard Walton (RW)	Chair of Governors
Lucy Heard (LH)	Deputy Headteacher (Acting HT)
Hannah Martin (HM)	School Business Manager
Nandini Ramakrishnan (NR)	Governor
Jason Bridgford (JB)	Governor
Zoe Bishop (ZB)	Governor
Greg Powell (GP)	Governor
Father Paschal Worton (PW)	Governor
Sam Hopcroft (SH) - Joined late	Governor

Apologies	Role
Jules Belton (HT) – apologies	Headteacher
James Poole (JP) – apologies	Governor
Rvd. Anne Stevens (AS) – apologies	Governor
Simon Bland (SB)	Governor
William Hall (WH)	Governor
Greg Watson (GW)	Governor

*Minutes clerked by Deepti Bal (DB) – Clerk to Governors, St Mary's & St Pancras*

## Minutes of Meeting

	Agenda Item	Detail	Action
1.	<b>Welcome and Introductions</b>	RW welcomed attendees and introduced DB to the Governing Board as the new clerk.	
2.	<b>Apologies for absence</b>	Apologies were received from HT (sick), JP and AS. No apologies were received from SB, WH and GW	
3.	<b>Declarations of Interests</b>	No new declarations were made in respect of the agenda.  RW requested that all Governors complete the relevant forms, which are available on GovernorHub.	DB took an action to send an email reminder re. Declarations following the meeting.
4.	<b>Elections of Chair and Vice Chair</b>	DB welcomed nominations for the position of Chair of Governors  PW nominated RW. ZB seconded RW. RW was duly appointed as Chair, unanimously.  RW welcomed nominations for the position of Vice Chair.  None were forthcoming and, in GW's absence, this was deferred to the next meeting.	Election of Vice Chair to be tabled at next FGB.
5.	<b>KCSiE</b>	RW reminded Governors that they are required to read the KCSiE and declare that they have done so. Governors should indicate that they have 'Read and Understood' KCSiE via the Declarations Page on GovernorHub.  RW noted in terms of a significant change, supply staff are now subject to the school's internal disciplinary procedures, in line with the rules applied to employees of the school.	
6.	<b>Instrument of Government</b>	Governors approved the Instrument of Government unamended.	
7.	<b>Governor Vacancies</b>	RW noted the upcoming Parent Governor election which was carried over from last year.	HM to provide RW with details

		<p>It was confirmed that the ballot was closed on Friday and there has been only one nomination.</p> <p>RW took an action to write to the nominee.</p>	<p>RW to write to successfully elected Parent Governor.</p>
8.	<b>Governor Training</b>	<p>RW noted the very good training on offer from Camden and the LDBS and invited Governors to take this up.</p> <p>Governors were reminded to inform the Clerk where training was undertaken so that this could be updated on GovernorHub.</p>	
9.	<b>Link Governors</b>	<p>The following Governors were appointed:</p> <ul style="list-style-type: none"> <li>● AS (in absentia) - Safeguarding</li> <li>● PW - SEND</li> <li>● GW (In absentia) - Health and Safety</li> <li>● NR - Teaching and Learning</li> <li>● ZB - Attendance</li> </ul> <p>RW explained that Sam Hopcroft (SH) used to be a Governor but stood down last year. He stood down to move to Wales but he has not gone to Wales. RW explained that both he and HT would like to co-opt SH.</p> <p>Governors unanimously appointed SH as Co-opted Governor. SH was duly co-opted.</p> <p>GP asked about the skills audit, asking if this needed to be completed once more? RW explained that the skills audit that was sent out is the outcome of the last skills audit, so no further action is required on this.</p> <p><i>SH joined the meeting.</i></p>	
10.	<b>Review of Minutes</b>	<p>Minutes of the previous meeting were accepted as a true and accurate record.</p>	<p>RW to sign and return copy of minutes to DB.</p>
11.	<b>Matters Arising</b>	<p>None</p>	
12.	<b>Headteacher's Report</b>	<p>LH gave an update in HT's absence.</p>	

		<p>The return to school has gone well and the planning for this has proven to be effective.</p> <p>The school's broad priorities are:</p> <ul style="list-style-type: none"> <li>● Pupil progress.</li> <li>● Teaching and learning.</li> <li>● Implementation of a recovery curriculum.</li> <li>● Safeguarding (ensuring the school is Covid-19 secure).</li> </ul> <p>LH explained that keeping up to date with the latest Government guidance on Covid-19 is proving challenging and that accessing 'Test and Trace' is currently difficult.</p> <p>A baseline assessment for all children has been completed, and this has informed the school's catch-up programme.</p> <p>The school has completed roughly half of its provision meetings and these are being held earlier in the term than normal. Attainment is lower than normal at this point in the term but this is to be expected given the missed teaching as a result of Covid-19.</p> <p>The recovery curriculum has been launched and all teachers have received full training. It has been made clear to teachers that there is an expectation that there will be no drop in achievement.</p> <p>All Year 2 pupils will take their phonics tests during the Autumn-2. JB is working on this and retakes will take place in June for those who do not pass.</p> <p>Professional Development Meetings have been redesigned to suit the current school priorities.</p> <p>Attendance was expected to be a challenge but this has proven to be better than anticipated, at 95% (compared with an average of 84% attendance in Camden). The challenge is in keeping those children who are required to isolate away from school. Work will be provided remotely while children are isolating, however.</p> <p>The risk assessment has driven changes in lunch seatings (there are now four) and whole school events</p>	
--	--	---	--

		<p>are being reevaluated (e.g. Harvest Festival) to ensure that these are delivered in a safe manner.</p> <p>The glass canopy outside the Nursery has shattered (after school) and this will need to be rectified. This will be covered as a separate item later in the agenda.</p> <p>The school's focus will be on returning to 'normality' and ensuring that there is no drop in teaching standards and achievement as a result of Covid-19.</p> <p>Staff attendance is excellent and morale is higher than expected. There are two staff absences but neither is Covid-19 related. Line management and the team ethos was discussed at length at the INSET days, and teachers have been reminded about the free counselling services that are available. Staff are, however, finding social distancing difficult to comply with.</p> <p>Overall, it has been a positive start given the challenges.</p> <p>RW expressed his gratitude to LH and that all staff be thanked for their support and for their efforts.</p> <p>ZB and GP echoed this.</p> <p>PW asked whether there was good take up of the remote learning provision.</p> <p>LH explained that this was poorer than hoped and pockets of students failed to engage with this. The majority, however, did partake. In July, the uptake dropped off significantly.</p> <p>RW noted Ofsted's one day non-judgemental inspections, intended to determine how successful remote learning has been and how successfully the reopening of the school has proven.</p> <p>RW suggested that training be offered to parents to ensure that expectations of them are made clear.</p> <p>LH agreed that this may be pursued.</p> <p>PW asked about the sex and relationship consultation with parents and whether this will go ahead.</p>	
--	--	---	--

		LH explained that the DfE has given until Summer 2021 for this to be completed. The consultation will move to Spring, therefore.	
13.	<b>Budget update</b>	<p>HM gave an update on the budget</p> <p>HM explained that there are 19 children currently attending the nursery provision and seven of these qualify for the 'Government 30 hours funding', up from one last year. A further qualifying child has also applied to start immediately and eleven qualify for 'Camden enhanced funding'.</p> <p>There have been two significant donations: one from Greggs of £2,500 to support families and this will be used to purchase iPads, the second from Thanet Street Trust for £2,000.</p> <p>Re. expenditure, the school teachers pay and conditions document sets out a 2.75% increase across all scales with the exception of M1 through M5 which will see between a 3.3% and 5.5% increase.</p> <p>Any increase above a rate of 2% usually accrues a teachers' pay grant but this will not happen this year. The additional pay will, therefore, need to be paid from the existing school budget.</p> <p>This will be backdated to 1st September for all teaching staff and support staff will also likely be awarded a pay increase of 2.75%.</p> <p>Repair works (repairs to floor, ceiling, etc) totalling £45k will be paid for by the school but will be reimbursed by Camden.</p> <p>RW thanked HM for the work completed outside of usual working hours.</p> <p>RW asked if the result of the survey has yet been received? LH confirmed that no response has yet been received but agreed to send a letter on behalf of HT.</p> <p>RW agreed to follow up with his own letter ten days hence.</p> <p>Governors approved this.</p>	<p>LH to write a letter re. the survey.</p> <p>RW to write a letter re. the survey.</p>

		<p>HM explained that on Thursday 17th, a panel from the glass canopy outside of the nursery shattered. Darren has cleaned, hoovered, jet washed the entire playground, etc, to ensure that it is safe.</p> <p>Both Darren and the LDBS surveyor have checked the remaining glass and the area has been roped off until repair work has been completed.</p> <p>Neville Brown has completed his report, outlining five options, as follows:</p> <ul style="list-style-type: none"> <li>● Reinforce the toughened glass by adding a lamination film.</li> <li>● Replace all existing glass with the current standard glass (this will prove to be massively costly).</li> <li>● Remove all glass and replace with polycarbonate (plastic) panels.</li> <li>● Replace the glass with metal sheeting. This will hamper the intake of light and will not be considered.</li> <li>● Replace with a timber tunnel.</li> </ul> <p>HM's current preference is option one.</p> <p>Evacuation routes, etc, have been affected so this is a priority to resolve quickly.</p> <p>RW noted that the glass itself shattered in the correct way. i.e. It shattered as a 'honeycomb' rather than as sharp shards of glass.</p> <p>RW noted two priorities:</p> <ul style="list-style-type: none"> <li>● Get the playground and fire escape walkways reopened.</li> <li>● Get the remainder of the glass tested.</li> </ul> <p>HM explained that point two has been completed and the glass is up to specification.</p> <p>RW felt that a new frame and reglazing would be out of budget and beyond what could be reasonably expected.</p> <p>LH agreed with this analysis.</p>	
--	--	--	--

		<p>JB explained that there is a potential difficulty for the nursery because pupils generally spend a significant period outside, and praised the nursery staff and pupils. He noted that the 'quiet area' is being used more than at any point he can remember, as a result.</p> <p>Governors agreed to the work required to ensure that the fire escapes are reopened as usual by installing timber tunnels.</p> <p>ZB emphasised the speed required to get this resolved and keep children safe.</p> <p>Re. health and safety, HM confirmed the fire drill has been completed at the start of term.</p> <p>All summer projects have been completed ready for the school's return and all hot water points have met the required safety check, as has the lighting system.</p> <p>Quotes have been received for the boiler works, the cheapest of which was £8k; the most expensive via the LDBS provider £27k.</p>	
14.	<b>Safeguarding Update</b>	<p>LH explained that there are two Child Protection children and three Children in Need.</p> <p>Any children who the school has not been able to make contact with have been referred to the LA.</p> <p>All staff have completed online safety training.</p> <p>The risk assessments have been updated, in line with new Covid-19 guidance.</p>	
15.	<b>Policies</b>	<p>RW noted re. admissions that the sibling rule appears to be a long way down the list of admissions criteria, running the risk of splitting up families. He felt that this should be reviewed in the future.</p> <p>SH noted his surprise also, but explained that it made little difference in practice because the prior admissions criteria account for the admission of very few pupils.</p> <p>PW asked, re. the homework policy, what is meant by 'other approaches to homework comments', and asked for some examples.</p>	



		<p>It was confirmed that this means range of visuals (smiley faces, highlighting, etc) or verbal feedback.</p> <p>JB added that specific strategies for communicating were often adopted with respect to SEND pupils.</p> <p>All policies were adopted by Governors</p>	
<b>16.</b>	<b>Training update</b>	<p>RW asked if any training since July has been completed?</p> <p>None was noted.</p> <p>RW highlighted to Governors the training opportunities on offer, asking that Governors confirm any such attendance to the school. RW confirmed that he had undertaken "Ofsted the new framework" training via LDBS.</p>	
<b>17.</b>	<b>Chair's Actions</b>	<p>Outcome from school adjudicator: RW noted a requested variation in admissions Criteria re. the inability to worship full time, given places of worship have been closed as a result of lockdown.</p> <p>The school's adjudicator has agreed to the requested change.</p>	
<b>18.</b>	<b>AOB</b>	<p>Part two minutes from the previous meeting are to be reviewed at the next meeting.</p>	
<b>19.</b>	<b>Meeting Close</b>	<p>PW closed the meeting with a prayer.</p>	

Minutes reviewed and approved by FGB on 20 October 2020



Signed by Chair \_\_\_\_\_

\_\_\_\_\_ and accepted as a true and accurate record of discussions.