



## MINUTES OF THE FULL GOVERNING BOARD

15th December 2020, 6.00pm via Zoom

Attendees	Role
Richard Walton (RW)	Chair of Governors
Jules Belton (HT)	Headteacher
Hannah Martin (HM)	School Business Manager
Lucy Heard (LH)	Deputy Headteacher
Nandini Ramakrishnan (NR)	Governor
Jason Bridgford (JB)	Governor
Zoe Bishop (ZB) - joined late	Governor
Greg Watson (GW)	Governor
Simon Bland (SB)	Governor
Greg Powell (GP)	Governor
Sam Hopcroft (SH)	Governor
James Poole (JP)	Governor
Rvd. Anne Stevens (AS)	Governor
William Hall (WH)	Governor
Laki Begum (LB)	Governor

Apologies	Role
Father Paschal Worton (PW)	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.	
2.	<b>Apologies for absence</b>	Apologies were received from PW.	
3.	<b>Declarations of Interests</b>	None.	
4.	<b>Minutes of the previous meeting and matters arising</b>	<p>RW apologised to Governors for cancelling the last meeting. He noted, however, that there were no pressing items and the Headteacher had not been well.</p> <p>Minutes were approved as a true and accurate record.</p> <p>RW raised two other matters:</p> <p>Page 7 – The single central record (SCR) had not been signed at the meeting. However, Ann has done this.</p> <p>In relation to the track and trace sheet not being shared, HM confirmed that the parents’ details are held on file.</p>	
5.	<b>Headteachers Written Report</b>	<p>RW thanked HT for this document which he felt to be extremely thorough.</p> <p>HT asked for Governor questions.</p> <p>WH asked about school closure on Friday. JB noted that the school takes the view that children need to be at school as much as possible. Our children have further to travel in their learning than most because of the community served. Closing the school on Friday is unlikely to be beneficial for the following reasons: HT explained further that INSET Days are organised in advance and tally with the SDP needs. We did not think that was valuable for our students or teachers. Many of our parents work shifts and not from home.</p> <p>Governors agreed that for safeguarding, children need to be in school. The school will stick to keeping children in school as far as possible.</p> <p>WH supported this approach. He praised the school’s view and endorsed this as best for children’s wellbeing.</p> <p>WH also approved of the format of the report which allowed for an easy and informative read.</p>	

		<p>NR asked about mental health implications of any of the non-curriculum based teaching.</p> <p>HT explained that the school supports children with their stability in learning at home. Grants for parents to buy white goods have been secured. Parents have also been supported with uniform grants. Those conversations which we have on the gate, and informally, are useful signposts for parents.</p> <p>HT noted that the greatest stability and happiness for pupils is from being in school, having clear expectations, structure and routine.</p> <p>HT agreed that having children in school is the most effective way to support them. They have been resilient and positive and should be commended.</p> <p>SH asked about parental engagement and how this has been impacted over the last few months.</p> <p>HT explained that we are in a completely different place. There was an email from one parent who was often reported on and involved in complaints. This parent didn't agree with the way the school is being run. HT was pleased to note two emails from her praising the school in keeping children in school. We've recently dealt with a parent who had misused her position in the Parents Association and she is now a strong advocate for the school's position.</p> <p>HT confirmed that parental issues are dealt with following the required procedures.</p> <p>GW thanked HT for the report, extending his thanks to staff for guiding the school through a difficult time.</p> <p>HT noted that the report was a composite effort with contributions from all staff.</p> <p>GP appreciated how the report is organised in line with the Ofsted framework headings, as this will support Governors in familiarising themselves with these aspects.</p> <p>GP noted that attendance was celebrated and high, considering the context. He asked what was driving this.</p> <p>HT explained that attendance is indeed something to celebrate. LH has done an excellent job in leading this area.</p> <p>LH explained that attendance is linked to parental engagement – parents really trust and endorse what the</p>	
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		<p>school is doing. LH also noted the school has been effective in following up on absence and celebrates attendance through certificates.</p> <p>RW felt the picture in the news was very different to the achievement in school.</p> <p>ZB explained that the school has made parents feel that their children are being looked after. As parents, we have realised that teaching is very challenging and how hard educating children is.</p> <p>AS asked about the 53 parents not on ParentHub. She asked if this is to do with technology and barriers in relation to home learning?</p> <p>HM explained that there had been a big push with this. Some parents have explained that there is a lack of technology. The school has tried to support parents. She noted a reluctance to engage from older parents.</p> <p>HT noted that remote learning is an ongoing issue because of the community served. Many parents and children don't have devices. The school is looking at the remote learning policy. There needs to be a blended approach as we cannot assume that parents have access they need.</p> <p>HT noted that there was work to be done with parents to demonstrate how technology can support learning. In the meantime, those who are self isolating have learning packs sent home to them.</p> <p>HT noted 75% compliance with ParentHub.</p> <p>RW asked about music. Research indicates that boys learn better after they have been playing music, particularly in a band.</p> <p>HT felt this was encouraging as there was a brass band.</p>	
6.	<b>Ofsted briefing on COVID-19</b>	<p>RW asked if there were specific thoughts in relation to this.</p> <p>RW noted the inclusion of staff wellbeing, which has become hugely important.</p> <p>HT found it a very reassuring read and welcomed the report.</p>	
7.	<b>Finance and Premises update</b>	<p>HM explained that the benchmarking information has not been uploaded on the Government website and she would provide this as soon as it is released.</p>	

		<p>Re. the PE and Sports grant allocation of £10,337, £7k will be received start of the financial year</p> <p>There are two photocopiers in the school which are due for renewal, due to the age of the machines. They regularly break down and the cost per sheet is now excessively high. We have sought to renew through the Crown Commercial Service. Quotes for three and five year contracts have been included. If we were to proceed with a 5 year contract rather than a 3 year contract for both machines then we will make an annual saving of £413. Based on our usual colour and black and white usage, this would provide a saving of approximately 45% on our staff copier costs and 51% on our admin copier costs. Quotes cover all call outs, labour, and breakdown cover. i.e. Everything apart from paper. New copiers will take approximately six weeks to install from the point of ordering.</p> <p>Re. the BT ISDN telephone line switch off, BT are trying to avoid all schools and businesses leaving it until 2025 to make the change to their telephone systems and are, therefore, proposing an offer of providing the new handsets for free which would save the school approximately £5,000. They are currently drawing up the proposal which we will review and will consult with Camden IT for further advice. More information will be provided in due course.</p> <p>RW asked why Camden IT was used.</p> <p>HM felt they understood school life and secured good value for the school.</p> <p>An inspection of external and internal gym equipment has taken place. It was noted that there are some rotten logs and ropes to be replaced (at a cost of around £2,500) and this is booked in for January.</p> <p>Re. the glass canopy, Steve White (LDBS) has agreed to fund the removal of the glass as a temporary solution, given the canopy is not fitted with with laminated glass. The contractor will come onto site next week and the work will take place after Christmas. The cost will be £9,777 and will be covered by the LDBS. The cost of replacing this is £623 (ex VAT). We are awaiting confirmation of the date of this work but have requested that it is carried out on the INSET day on 4th January.</p> <p>Re. Unite leaks, there have been two further leaks: one in the atrium above the library, the other in Y4. Fortunately both leaks were caught early which means there is damage</p>	
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		<p>to the ceiling in the atrium but not to books or to the Y4 area.</p> <p>RW reported on his involvement, explaining that Unite are responsible for everything above the slab – including insurance. He is not convinced the school should be paying the excess claims as this will affect future insurance premiums.</p> <p>RW has made contact with the area manager of Unite who was unaware of the previous 13 instances of leakages.</p> <p>RW is taking advice on the matter of insurance.</p> <p>HM confirmed that the school is looking at the issue on the LDBS and the Camden end. The repairs to the Atrium will not be done by Christmas but repairs, carpet replacement and redecoration will need to be done. She is also keeping a log of the time spent on this and RW intends to charge this back. Unite have promised that the building survey will be carried out before next term. They have set aside a budget of £15k to complete this survey. RW has made clear that he does not want this matter to continue further.</p> <p>HM thanked RW for his support.</p> <p>RW noted that HM drew up a schedule of at least 14 incidents, noting the bad management on the part of Unite and this should not happen any longer.</p>	
<b>8.</b>	<b>Safeguarding</b>	<p>AS gave an update, noting that concerns were picked up at the gate, reception and front door by senior staff and the office team. Ann referred to this as ‘perceptive vigilance’.</p> <p>AS noted that the school has also been a place of safety offering families an important anchor. The safeguarding system is working extremely well and Ann was assured by the practices in place.</p> <p>HT noted that CPOMS has proven excellent in terms of reporting and recording safeguarding incidents and conversations.</p>	
<b>9.</b>	<b>Pay Committee</b>	<p>RW reported that the Committee has met and reviewed the HT’s recommendations, which were subsequently approved.</p> <p>There was one outstanding review which has now been completed.</p> <p>Governors endorsed the recommendations from HT.</p>	

<b>10.</b>	<b>Policies</b>	<p>RW suggested that the breach management report be renamed the <i>data</i> breach management report.</p> <p>SH asked about a reference to him in relation to PE.</p> <p>HT asked SH if he was happy to be listed.</p> <p>SH was happy to be listed on this item and took an action to speak with Lesley.</p> <p>All policies were adopted.</p>	SH to speak with Lesley.
<b>11.</b>	<b>Training</b>	<p>There was no additional training to be noted.</p> <p>The LDBS and Camden websites were highlighted for Governors.</p>	
<b>12.</b>	<b>Visits</b>	<p>No visits have taken place.</p> <p>HT noted that PW met with the lead for SEND and this should be reported on at the next meeting.</p>	
<b>13.</b>	<b>Chair's Items</b>	None	
<b>14.</b>	<b>Part Two</b>	Meeting closed for Part Two items	

*Minutes reviewed and approved by FGB on 3<sup>rd</sup> February 2021*



Signed by Chair

*and accepted as a true and accurate record of discussions.*