



ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL

Meeting of the Full Governing Body Thursday 8 September 2016

MINUTES

GOVERNORS

			Present
FOUNDATION	Incumbent <i>Ex officio</i>	Fr Paul Bagott	x
	Deanery	Mrs Carla Muñoz Slaughter Chair	✓
		Mr Zac Barratt	✓
	LDBS	Lady Smith-Gordon Vice chair	✓
		Mr Hamish Adourian	✓
	PCC ¹	Miss Charlotte Close-Smith	✓
		Ms Estella Gomez	✓
		Mrs Stephanie Barbir	x
	Parent	Ms Sheraza Khan	x
		Mrs Sandra McGregor	✓
Local authority ²	Mrs Jennie Dalton	✓	
Headteacher <i>Ex officio</i>	Miss Gill Putterill	✓	
Staff	Miss Holly Williamson	✓	

ATTENDING

Clerk³ Mike Hutchinson

1. Welcome, opening prayer, introductions, apologies and declarations of interest for this meeting

The chair welcomed everyone to the meeting, which began at 5.03pm. She led the meeting in a prayer. There were apologies from Fr Paul Bagott, Sheraza Khan and Stephanie Barbir; for a late arrival from Charlotte Close-Smith; and for an early departure from Estella Gomez. All were accepted by governors. A quorum was present. There were no declarations of interest, pecuniary or otherwise, in respect of any items on this agenda.

2. Appoint clerk and elect chair and vice chair

2.1 Appointment of clerk Governors **AGREED** to appoint Mike Hutchinson as clerk for the 2016-17 school year.

2.2 Election of chair The current chair handed over to the clerk, who called for nominations for the post of chair.

¹ St Cuthbert's

² Royal Borough of Kensington and Chelsea

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2.2.1 Sandra Smith-Gordon nominated Carla Muñoz Slaughter, seconded by Jennie Dalton. There were no other nominations. Carla Muñoz Slaughter having indicated that she was prepared to stand, the clerk declared her reappointed as chair.

2.2.2 The clerk returned the chair to Carla Muñoz Slaughter, who thanked governors for their confidence in her.

2.3 Election of vice chair Jennie Dalton nominated Sandra Smith-Gordon as vice chair, seconded by the chair. There were no other nominations. Sandra Smith-Gordon having indicated that she was prepared to stand, the chair declared her reappointed as vice chair.

3. Review Instrument of Government and list of disqualifications.

3.1 Instrument of Government The chair reminded governors that a copy of the Instrument of Government had been circulated in advance of the meeting. The document set out how the school's Governing Board was constituted, but could be varied as necessary. The vice chair asked whether the name of the school in the document should include the Nursery. Chair to enquire of the local authority.

ACTION **Item 3.1** *Chair to enquire of LA whether Nursery should be included in the name of the school on the Instrument of Government.*

3.2 List of disqualifications The chair reminded governors that a list of disqualifications for school governors, such as bankruptcy or unspent convictions, had been circulated in advance. All governors present confirmed that they were not disqualified from office.

4. Agree FGB operating guidelines and scheme of delegation

4.1 Scheme of delegation The chair reminded governors that this had been circulated in advance. There was some discussion as to whether it had been previously reviewed. The vice chair volunteered to review it for the next meeting, as it was in any case poorly formatted. Zac Barratt warned that it should be consistent with the terms of reference of the committees. Vice chair to redraft in consultation with him and forward to clerk to schedule on the agenda of the next governors' meeting.

ACTION **Item 4.1** *Vice chair to review scheme of delegation in consultation with Zac Barratt and forward to clerk to schedule on agenda of the next FGB.*

4.2 FGB operating guidelines The chair reminded governors that a copy of the FGB's operating guidelines had been circulated in advance. She urged governors to remain familiar with the document as it codified a number of their rights, for instance to have dissenting views recorded and add items to agendas. The vice chair recommended removing the terms of reference of the committees as they were not always updated within this document in line with review. She volunteered to review the document, adding to it a line (with an appropriate link) to the effect that the most up-to-date committee terms of reference could be found on the governors' section of the website, and that the school office had hard copy. Clerk to retable consideration of revised document at next FGB meeting.

ACTION **Item 4.2** *Vice chair to review FGB operating guidelines and forward to clerk to schedule on agenda of the next FGB.*

5. Delegate agreement of committee etc. terms of reference and appoint chairs and members

5.1 Delegate agreement of committee terms of reference The chair proposed that the Governing Board should delegate agreement of committee terms of reference to the committees themselves. Governors **AGREED**. Committee chairs to ensure that agreed terms of reference are posted on the governor section of the school website.

ACTION *Item 5.1* **Committee chairs** to ensure that their committees agree terms of reference of reference and post them on the governor section of the school website.

5.2 Appoint chairs and members of committees The chair asked for nominations for chair of each of the committees as follows. Members of committees were agreed at the same time.

5.2.1 Finance and Premises Estella Gomez nominated Zac Barratt as chair of this committee, seconded by Sandra McGregor. There were no other nominations. Zac Barratt having indicated that he was prepared to stand, he was reappointed as chair of the Finance and Premises Committee. Other members of the committee were agreed as:

- Charlotte Close-Smith
- Estella Gomez
- Hamish Adourian
- Gill Putterill.

5.2.2 Personnel Gill Putterill nominated Carla Muñoz Slaughter as chair of this committee, seconded by the vice chair. There were no other nominations. Carla Muñoz Slaughter having indicated that she was prepared to stand, she was reappointed as chair of the Personnel Committee. Other members of the committee were agreed as:

- Estella Gomez
- Sandra Smith-Gordon
- Jennie Dalton
- Fr Paul Bagott
- Gill Putterill.

5.2.3 Pupil Welfare and Christian Ethos Carla Muñoz Slaughter nominated Fr Paul Bagott as chair of this committee, seconded by Gill Putterill. There were no other nominations. Fr Paul having previously indicated that he was prepared to stand, he was reappointed chair of the Pupil Welfare and Christian Ethos Committee. Other members of the committee were agreed as:

- Sandra McGregor
- Holly Williamson
- Stephanie Barbir
- Estella Gomez
- Gill Putterill.

5.2.4 Teaching and Learning Carla Muñoz Slaughter nominated Sandra Smith-Gordon as chair of this committee, seconded by Estella Gomez. There were no other nominations. Sandra Smith-Gordon having indicated that she was prepared to stand, she was reappointed as chair of the Teaching and Learning Committee. Other members of the committee were agreed as:

- Sandra McGregor
- Stephanie Barbir
- Jennie Dalton
- Carla Muñoz Slaughter
- Estella Gomez
- Hamish Adourian
- Gill Putterill.

5.2.5 Headteacher's Performance Management Review Panel Governors **AGREED** that membership of this panel should remain as Carla Muñoz Slaughter (as chair), Zac Barratt and Sandra Smith-Gordon, with the addition of Sandra McGregor and an external adviser.

5.2.6 Academisation Working Party This informal body to consist of Carla Muñoz Slaughter, Hamish Adourian, Estella Gomez and Gill Putterill. Carla Muñoz Slaughter to organise initial meeting with the school's London Diocesan Board for Schools adviser, Graham Marriner.

ACTION	Item 5.2.6	Chair to organise initial meeting of the Academisation Working Party with the school's LDBS adviser, Graham Marriner.
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6. Appoint governors with links/responsibilities

6.1 Governors **AGREED** the following individuals with links or responsibilities:

- Finance audit – Zac Barratt
- Health and safety – Zac Barratt
- SEND and high achievers – Jennie Dalton
- Pupil Premium – Holly Williamson
- Child protection and safeguarding – Stephanie Barbir
- Governor training and development – Sandra Smith-Gordon
- Grants – Charlotte Close-Smith and Hamish Adourian.

[Charlotte Close-Smith joined the meeting at 5.35pm.]

6.2 The chair canvassed other links, which were agreed as:

- English – Hamish Adourian
- Maths – Estella Gomez
- Early Years – Charlotte Close-Smith
- Humanities – Carla Muñoz Slaughter
- Science – Zac Barratt.

7. Review governors' annual register of business and other interests and code of conduct

7.1 Annual register of business and other interests The chair asked those governors who had not already done so to forward signed copies of the document to the clerk.

7.2 Governors' code of conduct Governors **AGREED** to abide by the National Governors' Association code of conduct. Chair to sign it on their behalf.

8. Agree work plan and policy schedule for 2016-17

8.1 The chair reminded governors that copies of the governors' annual work plan and policy schedule for 2016-17 had been circulated to them in advance. Governors **AGREED** both documents.

8.2 Vice chair to reformat the annual plan from Excel to Word and forward to the clerk.

ACTION *Item 8.2* **Vice chair** to reformat annual plan in Word and forward to clerk.

8.3 The chair asked committee chairs to monitor policies for review by their committee.

ACTION *Item 8.3* **Committee chairs** to monitor policies for review by their committee.

8.4 The clerk recommended that each policy for review should be accompanied by a cover sheet summarising why the policy had been reviewed (for instance, as part of a regular cycle of review or in response to changing circumstances such as new legal responsibilities); what the changes were; and what the anticipated impact of the change(s) would be. Clerk to forward example of cover sheet to headteacher.

ACTION *Item 8.4* **Clerk** to forward example of policies cover sheet to headteacher.

8.5 The vice chair suggested removing the section on "requirements of school website" from the policy schedule as all requirements had been fulfilled for some time, having been reviewed and updated by the headteacher.

ACTION *Item 8.5* **Headteacher** to ensure section on "requirements of school website" is removed from policy schedule.

9. Review governor attendance and training registers for 2015-16

9.1 Governor attendance register 2015-16 Due to the late arrival of the minutes of the last meeting, this had not yet been updated: vice chair to forward to clerk to update and add to agenda for next FGB meeting.

ACTION *Item 9.1* **Vice chair** to forward governor attendance register for 2015-16 to clerk; **clerk** to update and schedule for consideration at next FGB meeting.

9.2 The chair thanked the vice chair for diligently maintaining the log of governors' training over the past school year; the vice chair asked governors to inform her of any updates.

ACTION *Item 9.2* **All governors** to inform vice chair of training undertaken.

10. Headteacher overview of new term including further review of 2016 SATs results

10.1 The chair thanked the headteacher for her report, noting that it had been circulated in advance of the meeting. She commended the governor dashboard in particular, given that Ofsted would likely be visiting before the autumn half term break. The headteacher said that she would forward a further version after 16 September with updated progress and attainment measures.

10.2 The chair invited the headteacher to summarise her report, which she did, highlighting in particular that Nursery and Reception numbers were down due to the opening of a new local free school and defections to the neighbouring schools of Bousfield and St Barnabas.

10.3 Governors asked a series of questions, to which the headteacher replied as follows.

10.4 Why was the school losing pupils to Bousfield and St Barnabas (chair)? Historically St Cuthbert's was a "waiting room" for pupils awaiting a vacancy at these schools. Parents had told her that they wanted a more "middle class" school for their children, without St Cuthbert's cultural and ethnic mix. The free school appeared attractive to parents as it was new. St Cuthbert's waiting list for Nursery and Reception pupils was particularly short this year as a result.

10.5 The chair highlighted the risk that pupil vacancies further up the school meant that it could be asked by the LA to accept children as pupils who had significant problems, or a record of low academic achievement, or a lack of English. These pupils made reaching SATs targets difficult.

10.6 On a related topic, she asked for the headteacher's next and subsequent reports to include data on pupils from families where child protection concerns had been raised.

ACTION	Item 10.6	Headteacher to ensure her next and subsequent reports include data on pupils from families where child protection concerns have been raised.
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10.7 The chair added that it was to be hoped that a Good or Outstanding verdict from Ofsted would make St Cuthbert's more attractive to parents, but she recognised that the school's cultural and ethnic mix was apparently not appealing to the local demographic. She had discussed this *de facto* cultural segregation with the Royal Borough of Kensington and Chelsea's councillor with responsibility for education, who had agreed that this was a considerable problem but could see no way to address it effectively.

10.8 The headteacher stressed that parents' views were not racist but focused on the presence of pupils with English as an additional language, and what the parents called "visibly foreign" cultural mores. The fact that some pupils freely discussed their child protection experiences did not help.

10.9 Could the school engage parents more (Charlotte Close-Smith)? Yes, particularly fathers, as they were the individuals who tended to press for their children to move to other schools; mothers were generally happier with St Cuthbert's.

10.10 Moving on, the chair commended the new ICT suite: the headteacher said that they would be inviting LDBS's principal buildings and development officer, Steve White, to visit the school to brief him on further development ambitions.

10.11 The headteacher turned to a matter which had arisen over the summer.

10.12 She reported that she had approached the LA to seek advice on the apparent admission to the school's Nursery of five children with high needs, such as autism. All would require EHC (Education, Health and Care) plans, and additional resources, including staff, to support them. The school had not realised that these five children had high needs until after offer letters had been sent out. The LA stated that the school had to accept all five children. The Nursery classroom could not accommodate the additional support assistants necessary to look after them.

10.13 The chair had called in the LDBS to mediate: as a result, the school would be accepting three of the children, all of whom were siblings of pupils already at the school. One of the children would be attending Reception. The LA had recommended a change in the admissions policy for the Nursery.

10.14 Would the school receive funding for the new pupils (Jennie Dalton)? Certainly for the child joining Reception: the LA had pledged to provide support for the other two children before they joined the Nursery. However, the school would have to employ and fund three dedicated support staff in advance of any funding being received.

10.15 Had St Cuthbert's advisers, School Business Services, been informed of the potential financial consequences (Zac Barratt)? They had. Zac Barratt noted that the school faced three significant risks: pupil numbers and thus income were down; staffing was up; and doubts remained over the true cost savings from the recent reorganisation.

10.16 The school needed an up-to-date income and expenditure statement to the end of August, with forward projections, from SBS as soon as possible. The headteacher assured him that it was on its way.

10.17 Zac Barratt noted that the school's Nursery admissions policy was not easy to understand; he promised to forward comments. By contrast, the application form was extremely clear. Headteacher to circulate redrafted policy before next FGB.

ACTION *Item 10.17* **Zac Barratt** to forward comments on the school's Nursery admissions policy to headteacher; **headteacher** to amend as necessary and circulate in redrafted form before next FGB.

10.18 The chair thanked the headteacher for her report, and for answering questions.

11. Review and approve policies and other documents

11.1 Safeguarding policy The headteacher explained that the LA had advised that the policy should be revised in a number of areas, which it had been. Zac Barratt suggested amendments which the headteacher promised to incorporate. The vice chair reminded her to update the footer. With those amendments, governors **AGREED** the policy.

11.2 The chair noted that this policy changed so frequently and the requirement to keep it up to date was so urgent that she suggested responsibility for approval should be delegated to the safeguarding governor, Stephanie Barbir, subject to the policy coming to the full FGB for review at the earliest subsequent opportunity. Governors **AGREED**.

11.3 The chair thanked the headteacher for her work on the safeguarding policy.

12. Review last term's governor learning walk, other governor visits and training undertaken

The chair reminded governors that there had not, in fact, been a learning walk last term, and as the last FGB had taken place towards the end of term it was no surprise that governors had had little time to visit the school or undertake training. She proposed that this term's learning walk should focus on EAL. Governors **AGREED**. Headteacher to arrange.

ACTION *Item 12* **Headteacher** to organise governors' learning walk, focusing on English as an additional language (EAL).

13. Plan governor awayday

The chair explained that this would be an opportunity for governors to take a strategic perspective by discussing the draft School Development Plan, which would succeed the current post-Ofsted action plan. The headteacher noted that the school's senior leaders had begun work on this: draft to be presented to governors on Tuesday 8 November 2016, from 2–5pm. Venue to be advised. Clerk to alert absent governors.

ACTION *Item 13* **Clerk** to alert absent governors to forthcoming governor awayday to discuss draft School Development Plan.

[Estella Gomez left the meeting at 6.22pm.]

14. Minutes of the FGB meeting of 7 July 2016 and matters arising

14.1 The chair noted that draft minutes of the FGB meeting of 7 July 2016 had been received barely an hour before this meeting. They would therefore have to be reviewed at the next meeting. She noted that governors had been unable to fulfil any actions logged in the draft minutes due to their late arrival. She urged governors to review and undertake any actions which had not now been consigned to history.

ACTION **Item 14.1** **All governors** to review draft minutes of the FGB meeting of 7 July 2016 for actions in their name and to fulfil if still pertinent.

14.2 The chair noted that there was one issue on which she would like to update governors.

14.3 Item 18/16 The problem of children climbing on the school's climbing frame during farmers' markets remained. The LA had advised that the school was insured against any claim for injury, but that it should erect a sign warning parents not to allow their children to play on the structure. This had been done.

14.4 On a similar issue, the headteacher advised that there were new compliance guidelines for school websites: headteacher to forward to the vice chair.

ACTION **Item 14.4** **Headteacher** to forward new compliance guidelines for school websites to the vice chair.

15. School dates

The chair reminded governors that a calendar of school dates had been circulated prior to the meeting. The headteacher added that the Harvest Festival service had been penciled in for 2pm on Thursday 13 October 2016. However, at the chair's request, she would liaise with Fr Paul over whether it could be moved to Thursday 20 October 2016 instead.

ACTION **Item 15** **Headteacher** to liaise with Fr Paul over potentially rescheduling Harvest Festival service to Thursday 20 October 2016.

16. Any other business and dates of forthcoming scheduled meetings

16.1 The headteacher reported that statutory guidance in the form of the official School Teachers' Pay and Conditions Document 2016 had been published.

16.2 She asked governors to decide on an urgent issue regarding pay. The options were for the school to

1. remain with the *status quo*, awarding pay increases solely on the basis of performance, so that those teachers who did not merit a performance-related increase were awarded no extra pay
2. award an additional one per cent to all teaching staff, on top of any performance-related pay increase, as recommended by the LA
3. customise pay on a local basis.

16.3 Zac Barratt noted that an additional one per cent for staff, amounting to some £6-7k a year, would not be unaffordable.

16.4 The vice chair stressed that governors had a duty to ensure that staff felt valued. A pay award, even of only one per cent, was one way to do this. The chair reminded colleagues that extra funding for the three children with exceptional needs could be on the way.

16.5 Governors **AGREED** to the second option, to award a one per cent pay increase above and beyond any extra performance-related pay. Headteacher to amend the school's Pay Policy accordingly and forward to the clerk for further review at the next meeting of the Personnel Committee.

ACTION *Item 16.5* **Headteacher** to amend school's Pay Policy in line with governors' decision on pay and forward to the clerk; **clerk** to schedule on agenda of next Personnel Committee.

16.6 Noting that confidential items were to follow, one of which concerned the staff survey, and that the staff governor would be asked to leave at that point, the chair asked Holly Williamson to canvas the views of staff on how they thought governors could do a better job for the school. She agreed to do so.

ACTION *Item 16.6* **Holly Williamson** to canvas the views of staff on how they thought the governors could do a better job for the school.

16.7 The headteacher passed on staff's thanks for the governors' provision of tea at the start of term, in acknowledgement of their contribution to the school.

Dates of forthcoming scheduled meetings: see calendar below.

There being no further business in this part of the meeting, the chair thanked everyone for attending and brought this part of the meeting to a close at 6.44pm. Confidential items followed.

Signed.....

17 November 2016

Carla Muñoz Slaughter

Chair, Governing Board of St Cuthbert with St Matthias CE Primary School

ACTIONS ARISING FROM THE FGB MINUTES OF 8 SEPTEMBER 2016

ACTION *Item 3.1* **Chair** to enquire of LA whether Nursery should be included in the name of the school on the Instrument of Government.

ACTION *Item 4.1* **Vice chair** to review scheme of delegation in consultation with **Zac Barratt** and forward to **clerk** to schedule on agenda of the next FGB.

ACTION *Item 4.2* **Vice chair** to review FGB operating guidelines and forward to **clerk** to schedule on agenda of the next FGB.

ACTION *Item 5.1* **Committee chairs** to ensure that their committees agree terms of reference of reference and post them on the governor section of the school website.

ACTION *Item 5.2.6* **Chair** to organise initial meeting of the Academisation Working Party with the school's LDBS adviser, Graham Mariner.

ACTION	Item 8.2	Vice chair to reformat annual plan in Word and forward to clerk.
ACTION	Item 8.3	Committee chairs to monitor policies for review by their committee.
ACTION	Item 8.4	Clerk to forward example of policies cover sheet to headteacher.
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ACTION	Item 10.6	Headteacher to ensure her next and subsequent reports include data on pupils from families where child protection concerns have been raised.
ACTION	Item 10.17	Zac Barratt to forward comments on the school's Nursery admissions policy to headteacher; headteacher to amend as necessary and circulate in redrafted form before next FGB.
ACTION	Item 12	Headteacher to organise governors' learning walk, focusing on EAL.
ACTION	Item 13	Clerk to alert absent governors to forthcoming governor awayday to discuss draft School Development Plan.
ACTION	Item 14.1	All governors to review draft minutes of the FGB meeting of 7 July 2016 for actions in their name and to fulfil if still pertinent.
ACTION	Item 14.4	Headteacher to forward new compliance guidelines for school websites to the vice chair.
ACTION	Item 15	Headteacher to liaise with Fr Paul over potentially rescheduling Harvest Festival service to Thursday 20 October 2016.
ACTION	Item 16.5	Headteacher to amend school's Pay Policy in line with governors' decision on pay and forward to the clerk; clerk to schedule on agenda of next Personnel Committee.
ACTION	Item 16.6	Holly Williamson to canvas the views of staff on how they thought the governors could do a better job for the school.

ST CUTHBERT WITH ST MATTHIAS GOVERNOR DATES 2016-17

Autumn term 2016 (Monday 5 September-Wednesday 21 December)		
Thursday 8 September	5pm	Full Governors
Tuesday 13 September	4.30pm	Personnel Committee
Tuesday 27 September	5pm	Teaching and Learning Committee
Wednesday 5 October	6.30pm	Tri-borough Chairs' Forum
Thursday 20 October	5pm	Finance and Premises Committee
<i>Half term break (24-28 October 2016)</i>		
Thursday 10 November	4.30pm	Personnel Committee
Tuesday 15 November	5pm	Teaching and Learning Committee
Thursday 17 November	5pm	Full Governors
Thursday 24 November	4.30pm	Pupil Welfare and Christian Ethos Committee
<i>Term ends Wednesday 21 December 2016</i>		
Spring term 2017 (Tuesday 3 January-Friday 31 March)		
Tuesday 10 January	4.30pm	Personnel Committee
Thursday 26 January	5pm	Full Governors
Saturday 4 February	9-2pm	LA Governors' Conference
Tuesday 7 February	5pm	Teaching and Learning Committee
Thursday 9 February	5pm	Finance and Premises Committee
<i>Half term break (13-17 February 2017)</i>		
Tuesday 28 February	4.30pm	Personnel Committee
Thursday 2 March	4.30pm	Pupil Welfare and Christian Ethos Committee
Thursday 9 March	5pm	Teaching and Learning Committee
Wednesday 15 March	6pm	Tri-borough Chairs' Forum
Thursday 30 March	5pm	Full Governors
<i>Term ends Friday 31 March 2017</i>		
Summer term 2017 (Tuesday 18 April-Friday 21 July)		
Tuesday 2 May	4.30pm	Personnel Committee
Monday 15 May	5pm	Finance and Premises Committee
Thursday 18 May	5pm	Full Governors
Wednesday 24 May	6.30pm	Tri-borough Chairs' Forum
<i>Half term break (29 May-2 June 2017)</i>		
Tuesday 13 June	5pm	Teaching and Learning Committee
Thursday 18 June	4.30pm	Pupil Welfare and Christian Ethos Committee
Thursday 6 July	5pm	Full Governors
<i>Term ends Friday 21 July 2017</i>		