

ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL

Meeting of the Full Governing Board
held at the school on Thursday 16 November 2017

MINUTES

GOVERNORS			Present
FOUNDATION	Incumbent <i>Ex officio</i>	Fr Paul Bagott	✓
	Deanery	Mrs Carla Muñoz Slaughter Chair	✓
		Mr Edward Lethbridge	x
	LDBS	Mr Hamish Adourian	✓
		Lady Smith-Gordon	✓
	PCC	Miss Charlotte Close-Smith	✓
		Ms Estella Gomez	x
		Mrs Stephanie Barbir	x
	Parent	Mrs Sandra McGregor	x
		VACANCY	N/A
Local authority	Mrs Jennie Dalton	✓	
Headteacher <i>Ex officio</i>	Miss Gill Putterill	✓	
Staff	Miss Holly Williamson	✓	
Co-opted	VACANCY	N/A	
ATTENDING			
Observer	Mr George White		
Clerk	Mr Mike Hutchinson		

1. WELCOME, OPENING PRAYER, APOLOGIES AND DECLARATIONS OF INTEREST

The chair welcomed everyone to the meeting, which began at 5pm precisely. Fr Paul Bagott led the meeting in a prayer. Apologies were received, and accepted, from Stephanie Barbir, Estella Gomez and Edward Lethbridge. Fr Paul Bagott and George White apologised for an early departure. There were no apologies from Sandra McGregor. A quorum was present. There were no declarations of interest, pecuniary or otherwise, in respect of any items on this agenda. Unless otherwise indicated, all papers had been distributed in advance. The chair introduced George White, who was shadowing Fr Paul Bagott as an ordinand at St Mellitus College in South Kensington.

2. MINUTES OF THE PREVIOUS FGB MEETING AND MATTERS ARISING

2.1 The minutes of the FGB meeting of 12 September 2017 were **AGREED** as a full and accurate record. Chair to sign them after the meeting. There were a number of matters arising.

2.2 Item 1 Fr Paul Bagott noted that Edward Lethbridge had now been appointed to the Governing Board by the Deanery; the chair noted that Sandra Smith-Gordon had now been reappointed by LDBS.

2.3 Item 4.1 Fr Paul Bagott reported that the Pupil Welfare and Christian Ethos Committee had not taken place on 17 October 2017 as scheduled. It would convene on the following Tuesday.

2.4 Item 10.4 The chair reported that, disappointingly, no candidates for new parent governor had come forward. Holly Williamson to approach a potential candidate. The chair noted that the Governing Board would cover babysitting costs.

2.5 Item 11.5 The headteacher reported that RBKC officers claimed never before to have received a request concerning a school's capacity with regard to fire hazard, but they were enquiring. The chair reported that RBKC had no functioning health and safety lead. Headteacher to return to LDBS.

2.6 Item 11.9 The chair reported that the headteacher's 2 November 2017 workshop on analysing data had been extremely helpful. She thanked her for it.

2.7 Item 12.5 Stephanie Barbir having given apologies for this meeting, the chair reminded her that she had committed to writing up an annual safeguarding report.

2.8 Item 13.3 The headteacher reported that many class teachers had already spent the £50 per classroom which had been kindly donated by the PTA.

2.9 All other actions had been, or were in the process of being, fulfilled.

3. CHAIR'S REPORT

A sensitive item was reported at this point which is confidentially minuted as item 18.

3.1 Categorisation letter The chair noted that the RBKC's categorisation letter reported the good news that St Cuthbert's was in a firmer position than previously. However, that meant less LA support.

3.2 Headteacher Performance Management Panel Edward Lethbridge could not attend this; as a result, Sandra Smith-Gordon would be joining the chair and vice chair for a postponed meeting on 13 December 2017.

3.3 Chair's actions The chair had taken none.

3.4 Financial issues Edward Lethbridge had worked hard on these, producing a useful proposal form to help in fundraising, though he had warned that most charities expected to donate a third of the cost of any capital project, the rest being funded equally by the school and parents. This was unlikely at St Cuthbert's.

3.5 Governors' Fund The chair noted that the only sources of money for the Governors' Fund – used for minor capital spending which could not be funded otherwise – were parental donations which, despite the school business manager literally rattling a tin at the school gate, were meagre. Most church schools expected an annual family donation of £50-60 per child. This was a challenge.

3.5.1 Currently income from the Farmers' Market was used for projects to benefit higher achieving pupils. One suggestion was that additional school lettings could supplement the Governors Fund. She urged a push for more lettings. It was also helpful if parents were approached as soon as their children joined the school.

3.5.2 Fr Paul Bagott suggested business sponsorship and the livery companies. The chair replied that livery companies had previously been unsuccessfully approached; the local independent school had also been asked for sponsorship, but had offered the occasional services of an art teacher rather than cash.

3.5.3 Charlotte Close-Smith volunteered to approach the livery companies again, as well as local airlines Qatar Airways and Malaysia Airlines.

3.5.4 The chair pointed out that an extra £10k annually would make an extraordinary difference to the school's pupils. Clerk to send link for specialist lettings agent Schools Plus to Charlotte Close-Smith and vice chair.

4. HEADTEACHER'S REPORT

4.1 The chair invited the headteacher to introduce her report, which she did as follows, answering questions as she did so. She pointed out that some aspects had already been presented to the Personnel and Teaching & Learning Committees.

4.2 School roll The school's roll was low, partly because Reception was half full. All schools were facing roll concerns because of the opening of new free schools and academies locally. SEN numbers were fluctuating, which also affected finances.

4.3 Attendance This was creeping up: attendance for this term was likely be 95 per cent, but it needed to be 96 per cent or more to be in line with government expectation.

4.4 Health and safety The school's lift was broken, which had implications because one member of staff was disabled. A new control panel would cost £11k; she was consulting LDBS on this.

4.4.1 How many quotes had been received for a new panel [vice chair]? Two.

4.4.2 Was the cost not covered by insurance [Charlotte Close-Smith]? No, because the failure was due to wear and tear.

4.4.3 Were no grants available [chair]? Headteacher to brief Charlotte Close-Smith and vice chair, who would research.

4.4.4 Still on health and safety issues, the headteacher noted that quotes had been received for repairing the rear fence. A ceiling panel had come down in the creche in Matthias House.

4.5 Parents' meetings Individual parents' meetings with class teachers had taken place during the previous week.

4.6 CPD The headteacher noted that she had included a full list of CPD in her report as members of staff often complained that they did not receive enough: this list belied that. Visiting consultants were often value for money.

4.7 School events Y6 had attended a Remembrance Service on the previous Friday in the Wren chapel of the Royal Hospital in Chelsea. Fr Paul Bagott to enquire about booking a 2018 service.

4.7.1 Carol singing at Tesco would fund the hire of a donkey for the school's Nativity Play, which

would take place on 19 December 2017 at 10am.

4.8 KS1 and KS2 attainment: Autumn 1 2017-18 This was whole-school data for headline subjects on priorities such as reading, which had shown the lowest progress last year. It was now a priority in the School Development Plan. Reading was stronger in KS2 than KS1 in autumn data.

4.8.1 Maths problem-solving, particularly for more able children, was another area of focus, after being highlighted in the school's Ofsted inspection last year.

4.8.2 No children were likely to reach GDS (Greater Depth Standard) this term, as they had to reach the expected standard first.

4.9 Preliminary ASP data ASP referred to Analyse School Performance, the successor report to RAISEonline: it was summative attainment data in reading, writing and maths for the end of the academic year, measuring the school's performance against expected progress nationally. The school was above average in most areas.

4.9.1 Did parents have access to it [Sandra Smith-Gordon]? No, they were more likely to monitor the published league tables.

4.9.2 The headteacher noted that the report was a long document so she had not printed it out but she urged governors to review the PDF summary.

4.9.3 What were the school's academic strengths and weaknesses [chair]? A strength was the combined score for reading, writing and maths in KS2, which was above the national figure. There had been improvement in numbers of pupils achieving GDS but the percentage was still below national. GDS in writing was a particular weakness in KS1.

4.9.4 The chair asked for a revised dashboard in the New Year.

4.10 There being no further questions, the chair thanked the headteacher for her report and for answering questions, and moved on.

5. SAFEGUARDING REPORT

There were no safeguarding issues to report.

6. RECEIVE COMMITTEE AND OTHER REPORTS

6.1 Personnel The FGB chair, who also chairs this committee, reported that it had met on Thursday 2 November 2017, two weeks earlier. Given that most of the issues it had discussed were confidential, she would report to governors at the end of this meeting.

6.2 Teaching and Learning Sandra Smith-Gordon, who chairs this committee, reported that it had met two days earlier, on Tuesday 14 November 2017. The committee had expressed concern that there was a huge burden on the headteacher due to the maternity leave of the substantive deputy head.

6.3 Finance and Premises Edward Lethbridge, the chair of this committee, having given apologies for the meeting of 10 October 2017, the chair deferred this item.

6.4 Pupil Welfare and Christian Ethos Fr Paul Bagott, who chairs this committee, reported that it had not met on Tuesday 17 October 2017, as scheduled, but would meet shortly.

6.5 Fundraising Working Party The vice chair reported that a reading charity was interested in renting the school on Saturdays. The headteacher regretted that local property developer CapCo's offer of volunteer readers and a team to paint classrooms had come to nothing.

6.6 Rapid Improvement Group The next meeting would take place on 7 December.

6.7 Deanery Partnership The next meeting would take place in the New Year.

7. NOTE TERMS OF REFERENCE FOR THE ABOVE COMMITTEES

7.1 Governors **NOTED** the terms of reference of the Personnel Committee. Clerk to circulate terms of reference of the Teaching & Learning and Finance & Premises Committees in papers for the next FGB.

7.2 The Fundraising Working Party, being an informal working group, has no terms of reference.

8. RECEIVE REPORTS ON GOVERNOR ACTIVITY

8.1 Awayday This was scheduled for the following term.

8.2 Visits to school The chair reported that Holly Williamson had led an excellent learning walk on the role of the learning mentor and the theme of child protection and safeguarding, giving insights into how the school dealt with children of concern, some of whom had serious problems. These were important issues which not all schools had to address.

8.3 Training The chair reported that the headteacher's data training for governors had been very helpful, particularly in helping to decipher acronyms and abbreviations.

8.4 Chairs' Forum The vice chair had attended the recent RBKC Chairs' Forum on 4 October 2017, which had considered a range of topics.

8.4.1 For security, all governors would need a school email address in time. Access for NQTs to advice and support, particularly in their first term, was crucial: governors should ensure they had a mentor, who should not be their manager. The forum had recommended the appointment of an NQT link governor: governors decided that the Teaching and Learning Committee at St Cuthbert's performed that role.

8.4.2 The meeting had also considered expulsions and their protocols.

8.4.3 Following the dismantling of the Tri-borough, any Tri-borough SLAs would be honoured to the end of the academic year 2017-18, with the option still open to subscribe to Hammersmith SLAs after that.

8.4.4 Finally, the forum had received an update on activity following the Grenfell Tower fire, noting that the RBKC's Green Education Fund supported children's travel costs from temporary accommodation to their schools. Jennie Dalton reported that 50 children were still living in local hostels.

[Fr Paul Bagott and George White left the meeting at 6.12pm.]

8.5 The chair thanked the vice chair for his report.

9. RECEIVE RESULTS OF PARENT SURVEY

9.1 The headteacher circulated a one-page summary of responses to the parent survey, with additional pie charts and a list of answers to questions. The survey had been completed by 20 participants, one of whom had recently been banned from the school premises. Governors noted a number of misconceptions.

9.2 Children at St Cuthbert's "do not have regular prayers or song worship" – they did. If the PE coordinator was not available, teaching assistants or teachers "should lead some sort of physical activity" – they did. The school could be improved "if parents were able to attend assembly" – they were. And there should be "a lot more support for parents on how to help them to give the support to their children" – there were regular workshops on curriculum subjects and parenting.

9.3 The headteacher suggested that most of the misapprehensions were because many parents did not read the school's newsletter.

9.4 Holly Williamson pointed out that 70 per cent of parents did not have email, as they had no access to the internet. The headteacher said important messages were texted, reported in the newsletter and sent home directly in a letter.

9.5 The chair called governors' attention to a particularly misleading comment in the survey. The family concerned were involved with RBKC's social services. Teachers had been available to consult but following a serious assault it was felt the individual concerned could not be allowed on to the school premises on a daily basis. It had been her choice to keep her son at home for a period. He, and her other child, were now both attending school regularly.

10. RECEIVE REPORT ON PTA ACTIVITY

The chair reported that she had met with members of the PTA recently, to explore changing its focus to concentrate on educational briefings, advice on community involvement and practical activities such as creating Christingles.

11. REVIEW UPDATED POLICY SCHEDULE

Governors **NOTED** the updated policy schedule. Chair to change the date on it.

12. REVIEW POLICIES AND OTHER DOCUMENTS

12.1 Appraisal Policy The headteacher was drawing up a schedule of variances between the school's former (RBKC) Appraisal Policy and LDBS's policy; the latter was being preferred because the school now subscribed to the LDBS HR SLA.

12.2 Charging and Remissions Policy Governors **AGREED** this policy.

12.3 Finance and Lettings Policies Governors **NOTED** the Finance Policy and Lettings Policy, both of which had been agreed by the Finance and Premises Committee.

13. ANY OTHER BUSINESS

Staff Christmas party Jennie Dalton and Charlotte Close-Smith volunteered to join Sandra Smith-Gordon in helping the chair to set up the Staff Christmas Party on 15 December 2017 at 3.30pm; governors **AGREED** to take monies for the party from the Governors' Fund. Headteacher to supply numbers attending, including consultants and volunteers.

Next scheduled meeting: Tuesday 23 January 2018 at 5pm

There being no further business in this part of the meeting, the chair thanked everyone for attending and closed this part of the meeting at 6.31pm, at which point Holly Williamson, the staff governor, left. Confidential items followed.

Carla Muñoz Slaughter

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

ACTIONS ARISING FROM THE ABOVE MINUTES

Item 2.4	Holly Williamson to approach potential candidate for parent governor role.
Item 2.5	Headteacher to return to LDBS for advice on school premises' capacity with regard to fire hazard.
Item 2.7	Stephanie Barbir to write up annual safeguarding report.
Item 3.5.4	Clerk to send link for specialist lettings agent Schools Plus to Charlotte Close-Smith and vice chair.
Item 4.4.3	Headteacher to brief Charlotte Close-Smith and vice chair on lift so they can research grants.
Item 4.7	Fr Paul Bagott to enquire about booking a 2018 Remembrance service at the Royal Hospital, Chelsea.
Item 4.9.4	Headteacher to supply revised ASP dashboard in New Year; clerk to schedule.
Item 7.1	Clerk to circulate terms of reference of the Teaching & Learning and Finance & Premises Committees in papers for the next FGB.
Item 11	Chair to change the date on updated policy schedule.
Item 13	Jennie Dalton and Charlotte Close-Smith to join Sandra Smith-Gordon in helping the chair to set up the Staff Christmas Party on 15 December 2017 at 3.30pm; headteacher to supply numbers attending.