



**THE GOVERNING BODY OF  
ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL AND NURSERY**

**Minutes**

of the meeting of the Governing Body  
held at the school on 7 July 2016 at 5pm

Members:	Name	Post
(*Absent)	Mrs Carla Muñoz Slaughter (CMS)	Chair
	Miss Gillian Putterill (GP)	Head Teacher
	Mr Hamish Adourian (HA)	
	Father Paul Bagott (FrPB)	
	Mrs Stephanie Barbir (SB)	
	Mr Zac Barrett (ZB)	
	* Miss Charlotte Close-Smith (CCS)	
	Mrs Jenny Dalton (JD)	
	Ms Estella Gomez (EG)	
	Ms Sheraza Khan (SK)	
	Mrs Sandra McGregor (SMcG)	
	Lady Smith-Gordon (SSG)	
	* Miss Holly Williams (HW)	
Also present:	Mr Mike Hutchinson	Observer
	Nadia Williams	Clerk for this meeting

**1/16 WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed everyone to the meeting and Father Paul Bagott (FRPB) led the opening prayer.

Mr Mike Hutchinson was introduced as the new clerk to the Governing Body from September 2016.

There were apologies from Miss Close-Smith and Miss Williams.

The Governing Body (GB) gave consent to the absences.

**2/16 DECLARATIONS OF INTEREST**

**RESOLUTION:** There were no declarations of interest.

**3/16 MEMBERSHIP OF THE GOVERNING BODY**

The GB welcomed Mr Hamish Adourian, who had been formally appointed as a Foundation Governor by the LDBS.

It was noted that membership of Committees would be reviewed at the GB meeting in September 2016. The Chair advised that she would be standing for the position of chair at the election in September 2016. She noted however that she would be standing down the following year and that Governors would need to discuss the issue of succession planning to ensure a smooth transition.

**RESOLUTION:** That the LDBS appointment of Mr Adourian as a Foundation Governor be noted.

**4/16 LONG TERM STRATEGY FOR GOVERNORS TO CONSIDER, INCLUDING ACADEMY COVERSION**

The Chair suggested setting up a working party to discuss the issue of academy conversion. In the meantime she had had a brief discussion with Graham Mariner, LDBS who would provide some dates in September for a feasibility discussion.

Governors were asked to consider whether they would be interested in joining the working party.

The Chair had attended a seminar which highlighted the advantages of being in a MAT. It also highlighted the issue of the proposed changes in the national funding formula, which would have an impact on the level of funding received by the school.

Governors noted that the issue of academisation and changes in the National Funding Formula would impact on the long term strategy.

**RESOLUTION: That the update be noted.**

#### **5/16 MINUTES OF THE MEETING ON THE 19<sup>TH</sup> MAY 2016**

**RESOLUTION** That the minutes of the meeting held on the 19 May 2016 be agreed as a true and correct record and signed by the Chairman.

#### **13/15 MATTERS ARISING FROM THE MINUTES (INCLUDING REVIEW OF ACTIONS)**

FrPB reported that pupils from Year 5 (Yr5) had visited the gardens of Marlborough House, which commenced with an introduction service in the chapel. The children also jointly prepared a card with Yr5 pupils from Christchurch and Holy Trinity schools to be presented to the Queen. He noted that the visit reaffirmed British Values and the Christian ethos. The trip which many children of different faiths had attended had been very successful and hailed as an example of working together.

Further trips for remembrance to the chapel at the Royal Hospital for three schools had been arranged to which KS3 pupils could be included.

The GB gave a vote of thanks to FrPB for all his work.

The Head Teacher (HT) advised that she had placed an order for copies of the book 'Our *Serving Queen*' commemorating the Queens 90<sup>th</sup> birthday for all pupils in Yr 5.

It was confirmed that the attendance record for Governors was on the School's website.

#### **7/16 MINUTES AND REPORTS FROM COMMITTEES AND WORKING PARTIES**

##### **Committees**

Finance and Premises (verbal) The Committee met on 27<sup>th</sup> June 2016. The Committee Chair reported that the income expenditure report for the first two months of the year was reviewed. An additional £600k income had been located. The matter regarding the correct analysis of pre and post organisational structure was still outstanding. Minor premises issues had been highlighted and some building works were still on-going.

The Chair of GB noted that contributions of £2k from parents and £6k from the Governors found would be going towards the cost of extending the ICT room. The proposed letter from the Finance Committee Chair to parents in September 2016 should indicate that £1 from parent's contributions would go towards the ICT room.

Personnel The minutes of the meeting had been circulated prior to the meeting. The Committee met on 16 June 2016. Committee Chair reported that staffing was in place for all year groups for 2016-17, with the exception of Y6, which was until the Autumn term. Issues relating to HR had been satisfactorily resolved and staff on sickness leave was being investigated by the HT.

Teaching and Learning (verbal) The Committee met on 23 June 2016. Committee Chair reported that there had been a discussion regarding data. Highlighted weak data had been

attributed to the lack of quality data rather than teaching. Where weaknesses were shown, it was noted that the teachers concerned would not be teaching at the school in September 2016. The HT had shown that the issues were being addressed.

Pupil Welfare and Christian Ethos Committee No meeting had been convened.

## **8/16 REPORT OF THE HEADTEACHER**

The Committee discussed relevant aspects of the report circulated to the Governing Body with the agenda. The *Y6 Attainment* and *EYFS GLD Attainment July 2016* papers were table at the meeting.

Attainment Predictions - Early Years data – Showed good level of development. The National Average (NA) last year was 66%, the percentage this year at the school was 71% (surplus expectation) but the NA had not yet been released and would be reported to Governors in due course.

Phonics Attainment data Schools were now required to combine the data for Y1 & Y2 resulting in 96%, an even better percentage. Y2 data was above average but SPAG test was not taken and Reading, Writing and Maths were not likely to be combined.

The HT reported that many children were arriving later in year groups. Challenges for Y2 and Y6 include SEND, child protection issues, PP as well as arriving in class late. It was noted children arriving from abroad with issues was borough wide.

The Chair noted that many such children who were status delayed tutored appeared to pass exams where as other children did not benefit from this. The HT explained that children not shown in the data (who had been disapplied) were still required to be taught. The children had performed well on the whole compared to the NA.

A Governor queried the exceptional results in writing. The HT said this was due to the focus on the subject. The next focus would now be on all three subjects (English, Writing and Maths).

Year 6 Attainment Schools were required to show that assessment was challenging and robust. The data was in line and the school was above the NA. It was highlighted that as well as the National Percentage, schools were also expected to show that they were not a 'coasting' school. All three subject combined reduced the overall percentage to 55%, still above the NA of 53%. Governors noted that the Floor Standard (FS) was 65% but the NA was 63% and the school could only be 6% below the FS.

A Governor asked to see comparison data for KS1 achievement as teaching of this cohort had been inadequate. The Chair reported that the data was related to a different cohort. The HT had worked vigorously to raise the standards to above NA.

The GB gave a vote of thanks to the HT for all her hard work.

In response to a Governors question as to whether the Y6 was ready to move on, the HT said all the children were, including those who had no attainment but had made progress.

The Chair welcomed the good SATS results.

Vietnamese Visit The HT reported that the father of a child at the school had arranged for Vietnamese teachers to visit the school. The EAL teacher had set a class project on Vietnam for the children to complete through the creation of a craft book. The School would like a reciprocal arrangement for staff to visit their school and they had offered to pay for two members of staff. The Vietnamese teachers present the school with pictures. It was noted that the Y6 pupils were visiting Barcelona next year.

Challenges There had been an issue regarding children fasting and for safeguarding purposes, parents had been advised that children should only fast on Fridays. Parents had accepted the advice.

Grant Applications The HT sought support from Governors in completing grant applications for funding to support the company. Miss Close-Smith had already volunteered but two further Governors were required. Mr Adourian volunteered.

Prevent Training A training session would be arranged for September/October 2016. Details would be circulated to all Governors once the date had been confirmed.

Behaviour Record This was shown to Governors. It was noted that there had been a reduction in accident and racial incidents. More staff had been placed on playground duty. Children were also given the opportunity to place their concerns in a 'worry box'.

Governors discussed that in reporting the level of Incidents, figures should be shown over a number of periods to enable a comparison to be made and enable analysis. The HT explained that current reporting was on a half termly basis. The GB noted that termly reporting would be preferable. Termly reporting would therefore begin in September 2016.

**RESOLUTION:**

- **That the report be noted**
- **That the level of Incidents would be reported on a termly basis to the GB**

**9/16 SATS AND ASSESSMENT**

This had been covered in the HT's report (item 8/16 above).

**10/16 PLAY CENTRE PROVISION AND RELATED DECISION MAKING**

A Governor questioned why the school was not proposing to manage the Play Centre. The HT explained that it had been recommended that the school would take over management of the Centre after one year.

Another Governor questioned whether there was a need for a play centre. The HT said that the Play Centre would be beneficial to some of the children who required additional provisions.

In response to concerns about ensuring that policies were in place to cover external activities it was noted that the Centre would be providing for vulnerable families and for working parents.

A Governor questioned whether children from Bousfield school would be admitted. The HT said that given the changes, children from Bousfield would be charged for attending and the funds raised would be used to support vulnerable pupils. Priority would also be given to children from the school

Parents had indicated in a survey that they favoured a greater offer at the After School Club. This means that further development on and off site of the School Club would encourage more parents to use the Club, which in turn would eliminate the need to run a Play Centre.

Governors discussed that Barsfield school could be asked to approach parents to sign up for the Play Centre at a given cost. The money could then be the guaranteed income for the company, supported by parents at the school. It was noted however, that given that the payments would be made on an ad hoc basis and bearing in mind that many parents received concession to use the Centre, it would not be difficult to confirm a guaranteed income.

The GB noted that it was now not certain that the Play Centre scheme would go ahead.

**RESOLUTION: That the update on the Play Centre Provision and related decision making be noted.**

**11/16 SCHOOL DEVELOPMENT PLAN**

This had been covered in the HT's report (item 8/16 above).

**12/16 ANNUAL SAFEGUARDING REPORT TO GOVERNORS**

*This item was covered after item 16 below.*

The Annual Safeguarding report was tabled at the meeting. Copies would be circulated by email to Governors.

FrPB reported that all staff had received Safeguarding training and all Governors were encouraged to attend a training session. HW and SK would be attending a training session in October 2016. FrPB recommended that at least one Governor from each Committee should attend a session. The HT was the designated senior officer, in addition to three other members of staff.

SB would be taking over the Safeguarding role from FrPB, who would hand over all relevant details. Asked whether he was satisfied with the safeguarding standards at the School, FrPB confirmed that he was and it was noted that Hilary Shaw of RBKC was also satisfied with the standards.

**RESOLUTION: That the Annual Safeguarding update be noted.**

**13/16 GOVERNOR'S MONITORING AND VISITS**

The Chair had attended sports day at the school today.

A learning walk on focusing on enrichment and play was taking place on Friday 8<sup>th</sup> July 2016, the following day starting at 2pm. It was noted that four Governors would be attending.

**RESOLUTION: That the update be noted.**

**14/16 APPROVAL OF STATUTORY POLICIES**

*This item followed after item 12 which was covered after item 16 below.*

The following policies had been circulated prior to the meeting:

- Children with Medical Conditions
- Accessibility
- Health and Safety policy
- Safeguarding and Child Protection policy – To be updated at the next GB meeting in September 2016.

It was noted that the Lone Worker and Risk Assessment policy would be placed on the agenda for next GB meeting.

**RESOLUTION: That the following policies be approved:**

- Children with Medical Conditions
- Accessibility
- Health and Safety policy

**15/16 DBS CHECKS**

DBS checks for all Governors were confirmed to be in order.

**16/16 GOVERNOR TRAINING AND DEVELOPMENT**

Governors were encouraged to sign up for available courses. The HT would circulate the LDBS schedule of courses to all Governors. The Chair urged Governors to attend the Strategic training provided by the School Governance Service and would circulate the 2016-17 Course Brochure as soon as it was available.

The Chair had attended a course at which attendees were given a sample stick containing a sample policy. It had been suggested that teachers were given a loan to avoid making one large payment.

**RESOLUTION: That the update be noted.**

#### **17/16 DATE OF FORTH COMING MEETINGS**

Tea party – Inset day – Tuesday 6<sup>th</sup> September 2016.

Rose assembly - 20<sup>th</sup> July 2017 at 2pm.

#### **FGB**

Thursday 8<sup>th</sup> September 2016 at 5pm (Election of Chair/Vice-Chair), 26<sup>th</sup> January, 30<sup>th</sup> March, 25<sup>th</sup> May and 6<sup>th</sup> July 2017.

#### **Committees**

Personnel Committee – Tuesday 13<sup>th</sup> September & 10<sup>th</sup> November 2016 at 4.30pm.

Mr Hutchinson, Clerk to the Governors would liaise with the Chair to co-ordinate the Committee dates and circulate to Governors.

#### **18/16 ANY OTHER BUSINESS**

##### **Farmers' Market**

The issue regarding insurance liabilities for operating the farmers market had been submitted to the borough solicitors to investigate. A Governor queried whether the School would be required to pay 10% fee to the Local Authority. The Head would investigate and report back to the Committee. It was noted the number of stalls taking part would be closely monitored and charges would be increased if there had been a measurable increase. The HT confirmed that although the market had been running for six weeks, stalls were not committed to attend regularly.

##### **Link Governors**

Governors discussed that subject links would be more appropriate as opposed to class links. Governors were asked to email the Chair with suggestions of subject areas. FrPB confirmed he would be the RE link (including RE inspection).

##### **Governor Fund**

ZB confirmed that had been audited.

##### **Grant**

It was noted that there was a requirement to show the holistic use of Pupil Premium (PP) funding, which was now on the Schools website and was subject to change.

##### **School's Website**

The Chair urged Governors to check the website for updates on the Data Dashboard. The HT advised that it required updating with the SATS results.

##### **OFSTED Inspection**

The HT confirmed that the Ofsted Inspection would be over two days. The last day for it to take place this term would be on the following Wednesday.

##### **Whole Class Parent Meetings**

The HT reported that the dates for parents to meet were yet to be set.

#### **19/16 CONFIDENTIAL ITEMS**

There were none.