

**THE GOVERNING BODY OF ST CUTHBERT WITH ST MATTHIAS C.E. PRIMARY SCHOOL**

**Minutes of the Meeting  
held on Tuesday, 3<sup>rd</sup> December 2013 at 5.00pm**

**GOVERNORS PRESENT**

Mrs Carla Muñoz Slaughter (CS) – Acting Chair	Fr Paul Baggott (PB) Ms Estella Gomez (EG)	Ms Debbie Potts (Clerk)
Mr Steve Boatright – Headteacher (SB)	Mrs Sheraza Khan (SK)	
Miss Nina Brennand (NB)	Professor Sue Malcolm (observer)	
Lady Smith-Gordon (SSG)	Mr Zac Barratt (observer)	
Miss Carol Pryce (CP)		

		<b>ACTION</b>
1.	<p><b>Welcome, Opening Prayer and introduction of potential new governors</b> Carla welcomed everyone to the meeting, especially Sue Malcolm and Zac Barratt, attending as observers, pending their respective appointment to the Governing Body.</p>	
2.	<p><b>Apologies for Absence (with reasons)</b> Mr Tom Brown (away on holiday) Ms Melanie Panzone (sick) Ms Francesca Bogalski (family member unwell) Mrs Harriet Gore (work commitment)</p>	
3.	<p><b>Declaration of Interests</b> Carol declared an interest with regard to her role as a PCC Governor as well as sitting on the Chelsea Deanery.  No further interests were declared.</p>	
4.	<p><b>Minutes of Meeting: 24<sup>th</sup> September 2013</b> Governors agreed that these were a true record of the meeting held on 24<sup>th</sup> September 2013 and were signed by Carla as Acting Chair accordingly.</p>	
5.	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Personnel Committee did discuss the concerns of the NUT.</li> <li>• Sandra has carried out a scrutiny of the school’s single central record. It was noted that there is one reading volunteer who does not have a cleared DBS check. It was agreed that this person should have DBS check carried out for good practice. Steve agreed to deal with this.</li> <li>• Governors’ meeting with parents on 12<sup>th</sup> December has been postponed to January in light of the RAISEOnline data.</li> <li>• The LDBS are processing a prospective governor and there is an interested parent wishing to fill the vacancy as Foundation Governor. The position of Foundation Governor can then be actioned by the current Foundation</li> </ul>	

	Governors.	
6.	<p><b>Classroom Visits / Learning Walk Report (MP)</b></p> <p>Concerns were expressed regarding the consistency of marking in the books. The Head and Deputy are monitoring this on a weekly basis, insisting that response marking is taking place. Steve reported that the majority of the work is now marked but not response marked. Steve also informed the meeting that every teacher is being supported to improve his or her teaching standards.</p> <p>Sandra expressed disappointment in almost all that was seen apart from the Early Years/Foundation Stage.</p>	
7.	<p><b>Tri-borough Monitoring Visits (MP)</b></p> <p>Carla informed the Governors that Tom, Melanie, Fr Paul and herself had met with Lucy Nutt, Local Authority Advisor to the school, after she had spent a day at the school and reported to the Head as well as to Governors. Lucy did not feel that the school had clear priorities and felt that clear priorities should be set to aim for outstanding teaching. She also felt that some of the teaching was not consistent with internal observations.</p> <p>Lucy felt that this was a matter of some urgency and Governors present agreed. It was also felt that the school would benefit from a mission statement, expressing the drive towards excellence and the culture of respect within the school.</p> <p>Action points coming out of the meeting were:</p> <ul style="list-style-type: none"> <li>• Making clear the priorities of the school</li> <li>• Working to improve staff/senior management relations</li> <li>• Working on creating a mission statement</li> </ul> <p>A further meeting is scheduled with Lucy Nutt in January. Fr Paul will look into leading a group of governors and staff to create a mission statement and suggested that governors and staff, particularly newly joined governors and staff, should meet to carry out this exercise. It was agreed that an after school day should be set aside to draft a mission statement, clarifying the aims, goals and ethos of the school. Fr Paul will liaise with Carla on this.</p>	Fr Paul/Carla
8.	<p><b>Executive Summary/Overview of School Development Plan</b></p> <p>Steve circulated the latest version of this to all governors, which has been updated to incorporate the priorities suggested by Lucy Nutt.</p> <p>Steve pointed out that the end of key stage targets have been included on the advice of the LDBS Advisor and show improvements over previous years.</p> <p>Comments:</p> <p>Carla suggested that the third priority should be the first.</p> <p>Fr Paul asked if improvements were seen since writing this plan.</p> <p>Steve said that despite the plan being written a few weeks ago, improvements have been seen but not quite in line with what is expected, particularly in Key Stage 2.</p> <p>Steve pointed out that 20% of teaching is outstanding, 60% good, 20% requiring improvement. Steve also pointed out that all of the teachers are capable of being at least good.</p>	

9.	<p><b>Report from PTA (EG)</b>  Estella reported that the PTA has had a very busy month. They catered for 300 people for the Eid event. The creepy cakes sale raised £150. Fundraising for the victims of the typhoon in the Philippines raised over £200.  The Christmas extravaganza is coming up on the 17<sup>th</sup> December at 3.30pm – all governors were welcome to this event.</p> <p>Estella reported that parents expressed concern over the lack of a manned library in order for the children to make use of this facility. Estella suggested a rota of PTA members to man this after school. The Deputy Head Teacher has drawn up a library timetable so that classes can use the library during the day. Staff will also be manning this for homework club. Due to the concerns of the PTA, Carla suggested a meeting should be arranged with the Deputy Head Teacher to discuss these concerns. Carla will also look into enlisting the help of Bonas Macfarlanes again for the purpose of manning the library after school.</p>	Carla/DHT/PTA
10.	<p><b>Action Points/Follow up from Committee Meetings incl adoption of policies:</b></p> <p><b>a. Personnel</b>  The Committee met on 12<sup>th</sup> November and minutes were circulated to all Governors.</p> <ul style="list-style-type: none"> <li>• Carla reported that the Leadership appraisal group has been established.</li> <li>• New staff are working well.</li> <li>• Performance management reviews were viewed.</li> <li>• Callum Zuckert has left the school and his duties have been taken over by internal staff.</li> <li>• Steve is supporting a teacher experiencing stress outside of the school.</li> <li>• The Year 5 teacher will be leaving at the end of this term. Steve has not seen any suitable replacements at this time. He will be meeting two more teachers recommended by the LDBS teaching service.</li> <li>• The Year 6 teacher has developed pneumonia and has been hospitalised. He will be returning to school on Monday.</li> <li>• The NUT comments on the Pay Policy were forwarded to the LDBS.</li> <li>• The Capability Procedures were circulated to all Governors and it was agreed by all present that these should be adopted.</li> </ul> <p><b>b. Finance and Premises</b>  The Committee met on the 19<sup>th</sup> November and Steve reported as follows:</p> <ul style="list-style-type: none"> <li>• Drop in income due to incorrect forecast of income.</li> <li>• The school is in a very difficult financial position and therefore the financial situation is being closely monitored and controlled to avoid the school closing the year in deficit.</li> <li>• On his appointment to the Governing Body, Zac agreed to join the Finance and Premises Committee in light of Melanie stepping down from this committee.</li> <li>• The Finance Policy was presented to the Governors for adoption. All Governors present agreed to adopt the Policy subject to the deletion of the final sentence at the end of page 6 and on page 7 under Budget Compilation, 'his' plan should be changed to 'this' plan. Subject to the document being proof-read and correction of typographical and printing errors, this policy was adopted.</li> </ul>	

	<p><b>c. Teaching and Learning</b> The Committee met on 21<sup>st</sup> November. Sandra commented that it was useful to hear that things were being done. Zac queried how much has been achieved since the committee last met. Steve informed the governors that the intense work that needs to be done is being done. The report is inconsistent with the Borough evidence and the school is making sure that in future, there is enough evidence of progress. Nina commented that the problem with phonics will not be repeated this academic year. Prior to the last phonics test, the children are now being prepared for what is expected in the phonics tests. It was noted that the phonics test results have not affected the school's reading levels. Senior staff are looking into slimming the reports down and focussing on important highlights for the committee.</p> <p><b>d. The Chair's Advisory Committee</b> The Committee met on 18th October and 15th November and governors noted the contents of the minutes circulated.</p>	
11.	<p><b>Approval of Head Teacher's Appraisal Committee (TB/CMS/MP &amp; External Advisor)</b> Carla explained Governors' statutory duty to carry out the Head Teacher's appraisal, seeking approval of the committee members to do this. All governors present agreed to appoint Tom, Carla, Melanie and Lynne Hargreaves (LDBS Advisor).</p>	
12.	<p><b>Comment on Head Teacher's Report</b> Steve highlighted that the school is currently in the top 3% of schools making progress nationally. However, it was noted that the school still does need to present itself well.</p> <ul style="list-style-type: none"> <li>• Concerns were expressed regarding progress in reading. This has been addressed through various interventions.</li> <li>• Quality of teaching on page 3 was the view of the Head and Deputy. More evidencing of children's work will be taking place to show good teaching.</li> <li>• Year 4 progress data gave cause for concern. Steve and the Deputy Head are addressing this.</li> <li>• Lucy Nutt's figures suggest that 60% of the teaching required improving and 40% of teaching was good.</li> <li>• Carla queried the end of year target progress.</li> <li>• Development in speaking, understanding and writing in the Early Years. This is being addressed by learning strategies from the Speech and Language Therapist for children who are reluctant speakers.</li> </ul>	
13.	<p><b>Arrangements for circulation of papers for Governing Body/Committee Meetings (SB/DP)</b> It was confirmed that all papers will be circulated to Governors at least a week in advance of meetings. If any Governors would like hard copies, please would you request these from the clerk. Carla, Carol, Nina, Estella and Sheraza have requested hard copies of all papers. The clerk will forward these electronically to the School Office to be sent out by post.</p>	<b>Clerk/School Office</b>

14.	<p><b>Re-Schedule of Annual General Meeting with Parents</b></p> <p>It was suggested that Tom should communicate a proposed date by email to all Governors.</p>	
15.	<p><b>Future School Events</b></p> <p>Carla circulated a list of events to all Governors. These can also be found on the newsletter on the website.</p>	
16.	<p><b>Dates of Future Meetings 2013-2014</b></p> <p><i>Tuesday, 11<sup>th</sup> February 2014 at 5.00pm</i></p> <p><i>Tuesday, 18<sup>th</sup> March 2014 at 5.00pm</i></p> <p><i>Tuesday, 13<sup>th</sup> May 2014 at 5.00pm</i></p> <p><i>Thursday, 10<sup>th</sup> July 2014 at 5.00pm</i></p>	
17.	<p><b>Future Agenda Items:</b></p> <ul style="list-style-type: none"> <li>• Mission Statement</li> <li>• School Development Plan – standing item</li> </ul>	
18.	<p><b>A.O.B.</b></p> <p>Updating all the information on the website.</p> <p>Training for Governors: Sandra prepared a pro forma where Governors signed up to courses. Sandra will coordinate this and will email Debbie with the list of requests for courses so that these can be booked by Debbie.</p> <p>Carla drew everyone’s attention to an event being held at the Army Museum entitled ‘Christmas Cancelled’ on the weekend of the 7<sup>th</sup> and 8<sup>th</sup> December.</p>	<b>Sandra/Clerk</b>
	<p>The meeting closed at 7.00pm and Carla wished everyone a productive Advent and a Happy Christmas!</p>	

Dated: 11<sup>th</sup> February 2014

Signed:.....

**Chair of Governors**

## THE GOVERNING BODY OF ST CUTHBERT WITH ST MATTHIAS C.E. PRIMARY SCHOOL

### GOVERNORS' COMMITTEES 2013-2014

#### Finance & Premises Committee

Tom Brown (Chair)

Zac Barratt

Nina Brennand

Estella Gomez

Steve Boatright

#### Personnel Committee

Carla Muñoz Slaughter (Chair)

Fr Paul Bagott

Sandra Smith-Gordon

Carol Pryce

Steve Boatright

#### Teaching & Learning Committee

Tom Brown (Chair)

Sandra Smith-Gordon

Carol Pryce

Estella Gomez

Steve Boatright

#### Student Welfare and Christian Ethos Committee

Fr Paul Bagott (Chair)

Estella Gomez

Francesca Bogalski

Steve Boatright

#### Fundraising Committee

Carla Muñoz Slaughter (Chair)

Sandra Smith-Gordon

Sheraza Khan

Tom Brown

#### Chair's Advisory Committee

Tom Brown (Chair)

Fr Paul Bagott

Melanie Panzone

Carla Muñoz Slaughter

#### Appeals Committee\*

Tom Brown (Chair)

#### Redundancy Committee\*

Tom Brown (Chair)

#### Head Teacher's Appraisal

Tom Brown (Chair)

Carla Muñoz Slaughter

Melanie Panzone

*\*All governors (except staff governors) in a rota system, alphabetically available*

#### **Governors with Linked Responsibilities: To be confirmed at next meeting**

Safeguarding children

(including Looked After Pupils and Anti-Bullying): Fr Paul Bagott

Link Governor to Children's Centre: Head Teacher

SEN Governor: Vacant (previously ST)

Finance Audit Governor: Tom Brown

New Governor Induction: Carol Pryce

RE Governor: Carol Pryce

Gifted and Talented Link Governor: Nina Brennand

Link Governor to the classrooms: Vacant (previously Osman Ahmed)

Link Governor to the Borough: TBC

Curriculum Link Governors: Melanie Panzone

ICT Link Governor: Vacant (previously AM)

Health and Safety Governor: Carla Muñoz Slaughter

*NB: The Chair is welcome to attend any committee meetings*