

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

**Minutes of the Full Governing Body Meeting (2014/15) Cycle 6 of 6
held on Thursday, 9th July 2015 at 5.00pm**

GOVERNORS PRESENT

Mrs Carla Muñoz Slaughter (CMS) - Chair	Professor Sue Malcolm (SM)
Lady Smith-Gordon (SSG) – Vice Chair	Miss Holly Williamson (HW)
Miss Gill Putterill (GP) - Acting HT	Mrs Stephanie Barbir (SB)
Ms Estella Gomez (EG)	Mrs Sandra McGregor (SMc)
Mrs Sheraza Khan (SK)	Mrs Jennie Dalton (JD)
Mr Zac Barratt (ZB)	In Attendance:
Fr Paul Bagott (PB)	Ms Debbie Potts (Clerk)

	<i>All Governor questions, challenges and support comments are recorded in blue</i>	ACTION
1.	<p>Welcome and Opening Prayer CMS welcomed everyone to the meeting.</p> <p>Fr Paul led the opening prayer.</p>	
2.	<p>Apologies for Absence (with reasons) The governors agreed and accepted the following apologies:</p> <p>Miss Charlotte Close-Smith – Transport issues due to tube strike Mrs Jennie Dalton - Leaving early</p>	
3.	<p>Declaration of Interests It was noted that Ms Sheraza Khan declared an interest as she is currently employed by the Children’s Centre. No further interests were declared at this meeting.</p> <p>Governors present completed and signed the declaration of pecuniary interests and copies were handed to the Acting Head Teacher for filing away.</p>	
4.	<p>Minutes of Previous Meeting: 14th May 2015 Subject to a few corrections to typing errors, the minutes of the previous meeting were agreed as a true and accurate record and signed by the Chair. A signed copy was handed to the Acting Head Teacher for filing.</p>	
5.	<p>Matters Arising</p> <ul style="list-style-type: none"> • Governors noted that the agreed draft Instrument of Government has been approved by the LDBS and is currently with the Local Authority for final approval. • CMS not yet actioned hot water machine for the staff. 	
6.	<p>Data Update and SATs Results GP gave a brief overview of KS2 data, non-SATs year-on-year progress and performance target update.</p> <ul style="list-style-type: none"> • Early Years’ Good level of Development (GLD): Last year 57% reached their GLD and this year 66% achieved their GLD, which is above the national average of 61%. The school has also been moderated for EYFS. 	

	<ul style="list-style-type: none"> Year 1 Phonics test and re-take of some children in Year 2: 83% pass in Year 1, which is a 20% increase against last year's results. The re-take of some of the Year 2 children resulted in 66% achieving a pass. KS1 SATs (Year 2): 100% of the children achieved Level 2 in all areas. Governors noted that this was above the national average. KS2 SATs (Year 6): These results were released on 7th July and GP reported 100% have achieved a Level 4 in reading (86% level 4 last year). 91% achieved Level 4 in writing (2 pupils did not achieve their Level 4). Governors noted that the school was also externally moderated in writing and the moderators were impressed with the school's judgment. 96% achieved a Level 4 in maths and 78% achieved a Level 4 in grammar, punctuation and spelling (GPS). 91% achieved a Level 4 in reading, writing and maths combined, compared to 59% last year. ZB noted that the progress made was very good and that this year one child did not achieve Level 4. GP explained to governors that only 16 pupils in this year's Year 6 cohort could be measured for 2 levels of progress as the remaining pupils have all joined the school from other schools or abroad. Governors noted the impact a non-full cohort has when assessing the school's data. GP also informed governors that the language of 2 points progress would be changing next year. Pupils would be measured against expected and exceeding levels. Performance targets measured against national averages shows the school above national average in KS1. KS2 Level 5: Reading: 48%; Writing: 91%; SPaG: 61%; Maths: 43%. KS2 Level 6: GP reported that 2 pupils achieved Level 6 in writing and maths and 1 pupil achieved a Level 6 in SPaG. <p>CMS asked how assessment/comparison would take place once levels have been removed. GP explained that this has been left to schools to create their own system for comparison of data. GP is currently working with the RiG team to develop this further and will present this matrix to governors in the autumn term. GP further explained how the school would be assessing from next year using both the current and new practice.</p> <p>Governors thanked GP and the team for the enormous improvement in this year's results and gave a presentation to GP who accepted this on behalf of the whole school team.</p> <ul style="list-style-type: none"> Governors looked at the progress and attainment of each class and noted the areas of red in the assessment cycle. GP explained that support has been put in all areas where support has been needed. The school has purchased an intervention reading programme called Lexia and improvement is shown in children who have taken on this programme. Year 5 progress data would be addressed next year. GP informed governors that interventions have been put in place to assist Year 5 such as summer reading challenge and governors' summer project challenge. ZB asked whether it was possible to disaggregate the problems in Year 5 between the cohort and the class teacher. GP explained the past difficulties in behaviour and that behaviour intervention has been put in place. The Year 5 teacher did spend time disciplining behaviour but some key areas in teaching were not addressed. Governors noted that the Year 6 teacher this year had been greatly supported and GP reported an improvement in engagement with the team and the quality of teaching. <p>Governors asked how vigilant as governors should they be for next year's Year 6 to achieve good results. It was agreed that next year's Year 6 should be approached with the same vigour and vigilance as was done for this year's Year 6. Financial resource allocation should be repeated next year for Year 6.</p>	GP
7.	<p>Acting Head Teacher's Report GP reported on the following:</p> <ul style="list-style-type: none"> Attendance still poor at the lower end of the school and GP is addressing this by writing to parents about these issues and the letters will be going on the pupil files. 	

	<p><i>Mrs Jennie Dalton left the meeting.</i></p> <ul style="list-style-type: none"> • A few bullying issues since the Year 5 teacher absence resulting in many issues as a result of this. GP has had to issue 5-day, 3-day and 1-day exclusions. A letter has been sent to parents requesting them not to discuss such issues with their children. • A family in Year 1 is facing homelessness. Governors noted that HW was supporting the family to contact relevant services. • Two moderation visits and a review day have taken place, resulting in a validation of the school's SEF judgement of 2 across the board. The logging of behaviour was raised and GP will be changing this log to 'Racist and Name Calling Log'. Head injury logging would also be graded as serious and non-serious head injuries. • Very successful Seven Seeds Concert at the RAH, skipping day and tea party have taken place. • £66,000 funding request has been granted for the development of the outdoor Foundation Stage area. This will be done during the summer holiday. • Parents have been sent warning letters in light of their hostile behaviour towards staff and governors. • Two Schools Direct students will begin next term in Year 6 and Year 2. Both the school and the Diocese will train these students. • GP is currently addressing the vacancies still existing for a Year 3 and Year 5 class teacher. An EAL Teaching Assistant will be leaving at the end of this year. • The school will be advertising internally next academic year for an Acting Deputy Head Teacher position. • New teaching staff starting in September have had an induction day to meet the children. 	
8.	<p>Playground update Covered above in the Acting Head Teacher's Report above (item 7).</p>	
9.	<p>Chair's Report to include Parental Behaviour</p> <ul style="list-style-type: none"> • CMS reported attending a fantastic Seven Seeds Concert at the Royal Albert Hall in which some of the children took. They sang extremely well as part of a 1,000-voice choir supported by professional singers and musicians. • CMS informed governors that many parents have been behaving in an unacceptable manner towards staff and governors and the school and governors are therefore looking at strategies to deal with this. CMS circulated the NAHT's Managing Abusive visitors' guidance to all governors, which provides sample letters to avoid the school being open to legal action. Governors noted the need to change the way the parents behave and therefore CMS and SB attended a conference about engaging with parents. SB would present this at the next Teaching and Learning committee meeting and hope to implement these strategies at the beginning of next academic year. CMS and governors present discussed the use of Schoolcomms to engage with parents about children attendance, forthcoming tests, homework, etc. CMS and GP would present this to the Senior Leadership Team in order to assess the school's needs. • CMS informed governors that they hope to secure the services of a parent ambassador for one day a week on a TA salary to deliver the school's message to parents and help to manage expectations. Funding for this has not yet been secured. • ZB suggested that governors should think about having an Arabic speaking governor representation. 	
10.	<p>Learning Walk and Link Governor Class Visits CMS and GP informed governors that the next learning walk would be about behaviour management for the children. A date for this learning walk would be set at the first meeting of next academic year.</p> <p>Ssg pointed out that future learning walks would be supported by a report.</p>	

11.	<p>Action Points/Follow up from Committee Meetings incl adoption of policies</p> <p>a. Personnel Copy draft minutes of the meeting held on 18th June 2015 were circulated to all governors. Covered in the Acting Head Teacher’s report above.</p> <p>b. Finance and Premises The committee met on 30th June 2015 and monitored the school’s finances to date.</p> <p>c. Teaching & Learning Copy minutes of the meeting held on 4th June 2015 were circulated to all governors. SSG invited governors’ comments on the committee’s schedule of reporting. The committee would also include discussion on British Values at future meetings.</p> <p>d. Pupil Welfare and Christian Ethos Copy minutes of the meeting held on 24th June 2015 were circulated to all governors. The committee discussed ways of improving pupil attendance such as revising future term dates. They will also be reviewing admissions criteria for 2017/18. The school’s emergency plan and major incidents procedure has been agreed and details are available on the school website. The committee also reviewed various ways to work with the school’s neighbours.</p> <p><i>PB requested all committees to ensure that safeguarding was on their agenda and that each committee should have a governor responsible for safeguarding.</i></p>	Committee chairs
12.	<p>School Generated Income - Report from Working Party meeting held on 12th June The working party looked at sample lettings agreements. CMS has met with a representative from The London Farmers Market Association who thought that a farmers’ market could be held at the school starting in September, which would generate an income of approximately £1,000 per month. This would also present an opportunity for the PTA to raise funds by selling teas and coffees.</p>	
13.	<p>Report from PTA EG informed governors that despite the low number of members, the work still continues and funds are being raised. EG thanked the donors of the school’s PE kit (Mr Toby Brown). The summer fair raised a total profit of £763. <i>CMS has suggested that the PTA should be re-launched in September with the addition of class representatives.</i></p> <p><i>PB and governors present applauded the PTA for their continued commitment to the school.</i></p>	
14.	<p>Future School Events (GP)</p> <ul style="list-style-type: none"> • 17th July – Children’s disco • Class graduations are currently taking place • 14th July - Year 6 class has been invited to the Earl’s Court Tea Party • Tuesday, 21st July –Year 6 Leavers’ Rose assembly at 2.00pm • Tuesday, 1st September – Welcome Tea for staff on Inset day (1st September) at 4.00pm hosted by the governors. 	
15.	<p>Future Agenda Items</p> <ul style="list-style-type: none"> • New Assessment Matrix presentation by GP • Date of Learning Walk • PTA Report – Re-launch 	

16.	A.O.B. • None	
17.	Dates of Future Meetings for the 2015-2016 Academic Year <i>Thursday, 24th September 2015 at 5.00pm</i> Tuesday, 1st December 2015 at 5.00pm – changed date <i>Thursday, 4th February 2016 at 5.00pm</i> <i>Thursday, 17th March 2016 at 5.00pm</i> <i>Thursday, 12th May 2016 at 5.00pm</i> <i>Thursday, 7th July 2016 at 5.00pm</i>	
18.	CONFIDENTIAL ITEM (if any) None.	
19.	Election of Chair and Vice Chair for the Academic Year 2015-16 The clerk invited nominations for the position of Chair of Governors for the academic year 2015-16. SSG nominated Mrs Muñoz Slaughter for this position. This was seconded by PB and agreed by all governors present. Mrs Carla Muñoz Slaughter agreed to stand at Chair of Governors for the next academic year. Nominations were invited for the position of Vice Chair of Governors for the academic year 2015-16. PB nominated Lady Smith-Gordon for this position, seconded by SK and agreed by all governors present. Lady Smith-Gordon agreed to stand as Vice-Chair for the next academic year.	
20.	Agreed Committee Structure Governors present agreed the committee structure as shown below. Dates of Autumn Term Committee meetings: Personnel Committee – Monday, 7 th September at 5.00pm PWCE Committee – Wednesday, 11 th November 2015 at 5.00pm Finance and Premises Committee – To be confirmed and circulated by email Teaching & Learning Committee – To be confirmed and circulated by email	
21.	Close There being no further business, the meeting closed at 6.48pm.	

Dated: 24th September 2015

Signed:.....

Chair of Governors

GOVERNORS' COMMITTEES 2015-2016

Finance & Premises Committee

Zac Barratt (Chair)
Estella Gomez
Charlotte Close-Smith
Sandra McGregor
Gill Putterill

Personnel Committee

Carla Muñoz Slaughter (Chair)
Fr Paul Bagott
Sandra Smith-Gordon
Jennie Dalton
Gill Putterill

Teaching & Learning Committee

Sandra Smith-Gordon (Chair)
Estella Gomez
Sheraza Khan
Sandra McGregor
Stephanie Barbir
Gill Putterill

Pupil Welfare and Christian Ethos Committee

Fr Paul Bagott (Chair)
Estella Gomez
Sheraza Khan
Charlotte Close-Smith
Holly Williamson
Gill Putterill

Appeals Committee*

Carla Muñoz Slaughter (Chair)

Redundancy Committee*

Carla Muñoz Slaughter (Chair)

Head Teacher's Appraisal

Carla Muñoz Slaughter (Chair)
Sandra Smith-Gordon
Zac Barratt
Fr Paul Bagott

Rapid Action Group

Carla Muñoz Slaughter (Chair)
Sandra Smith-Gordon
Zac Barratt
Fr Paul Bagott
Lucy Nutt, LA Advisor

Rapid Improvement Group

Carla Muñoz Slaughter (Chair)
Sandra Smith-Gordon
Zac Barratt
Fr Paul Bagott
Graham Mariner, LDDBS Advisor

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

NB: The Chair is welcome to attend any committee meetings

Governors with Linked Responsibilities:

Safeguarding children

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

SEN Governor: Sandra Smith-Gordon

Finance Audit Governor: Zac Barratt

RE Governor: Fr Paul Bagott

High Achievers Link Governor: Sandra Smith-Gordon

Health and Safety Governor: Carla Muñoz Slaughter

Pupil Premium Grant Governor: Holly Williamson

Training and Development Governor: Sandra Smith-Gordon

Classes Link Governors

Nursery	TBC
Reception	Miss Charlotte Close-Smith
Year 1	Fr Paul Bagott
Year 2	Ms Estella Gomez
Year 3	Ms Sheraza Khan
Year 4	Mr Zac Barratt
Year 5	Sandra McGregor
Year 6	Mrs Carla Muñoz Slaughter