

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

**Minutes of the Meeting
held on Tuesday, 24th September 2013 at 5.00pm**

GOVERNORS PRESENT

Mr Tom Brown (TB) – Chair	Mrs Carla Muñoz Slaughter (CS)	Ms Debbie Potts (Clerk)
Mr Steve Boatright – Headteacher (SB)	Ms Francesca Bogalski (FB)	
Miss Nina Brennand (NB)	Ms Estella Gomez (EG)	
Lady Smith-Gordon (SSG)	Mrs Sheraza Khan (SK)	
Mrs Melanie Panzone (MP)		

		ACTION
1.	Welcome and Opening Prayer Tom welcomed everyone to the meeting.	
2.	Apologies for Absence (with reasons) Carol Pryce (unwell) Fr Paul Bagott (away on holiday) Harriet Gore (work commitment)	
3.	Declaration of Interests None declared. All Governors present signed the register of pecuniary interests and these declarations were handed to the Head Teacher.	
4.	Disclosure and Barring Service Checks All Governors were encouraged to see Cathy in the School Office to carry out statutory Disclosure and Barring Service checks. Melanie Panzone handed in a copy of her DBS clearance.	All Governors
5.	Minutes of Meeting: 10th July 2013 Governors agreed that these were a true record of the meeting held on 10 th July 2013 and were signed by the Chair accordingly.	
6.	Matters Arising <ul style="list-style-type: none"> • For the purposes of the Borough’s records, it has requested that one name be put forward as the Vice Chair. It was agreed that Carla Muñoz Slaughter’s name would be put forward to the School’s Governance Services. • Carla has now written thanking the Imperial College for their work with the Homework Club. • Carla also spent time over the summer looking for replacement Governors and will continue with this search, looking specifically for a Governor with a financial background. Tom reported that he had conversations with members of the Earls Square Residents who have shown no interest in joining the school’s Governing Body. 	Carla

	<ul style="list-style-type: none"> • Training for Governors: Tom asked Governors to look at the courses on the LDBS website for upcoming courses, in particular finance training and data training. Governors can sign up to the LDBS courses online and are encouraged to do so. • Tom will be meeting with Lucy Nutt on 30th September, Tri-Borough Advisor to Schools, to discuss further guidance for Governors. 	<p>All Governors</p> <p>Tom</p>
7.	<p>Classroom Visits – Revised Ofsted Guidance (TB)</p> <p>Tom advised Governors of Ofsted’s revised guidance on Governors’ classroom visits, which will be circulated to all Governors. Tom encouraged Governors to observe classes being taught ensuring their visits are purposeful, whilst focusing on the School Development Plan. It was agreed that Governors should contact Steve to arrange such visits, which are by no means limited and visits can be done as often as Governors wish. It was also agreed that Governors who have the time, should continue to visit classes as link Governors. A new pro forma will be created by Steve and the Deputy Head Teacher to record visits with Senior Management, classes, book scrutiny etc. It was also agreed that a “learning walk” would be carried out on Tuesday, 8th October at 9.30am to 12 noon, to which Governors are strongly invited to attend.</p>	<p>All Governors</p>
8.	<p>Parents’, Pupil and Staff Survey Results/Analysis (SB)</p> <p><u>Parents’ Survey</u></p> <p>38 parents returned the Parents’ survey. This resulted in very little negative comments. Large numbers were unsure as to whether the school had improved since last year (Steve suggest that more communication celebrating the school’s successes was needed). Tom expressed slight concern at the small number of parents’ view on bullying. It was agreed that this would be investigated further. Steve informed the meeting that although the school does maintain an incidents log, interventions are put into place to deal with issues. Governors requested that the Chair of the Student Welfare and Christian Ethos Committee should report at the next Governors’ meeting on any incidents recorded, along with details of how these have been dealt with.</p> <p>Steve also informed Governors that the school does have good learning equipment and will ensure that this is communicated effectively to parents.</p> <p>Parents requested direct communication from Governors. Carla suggested that an annual report and/or an annual meeting for parents should be hosted with Governors. It was agreed that this formal Annual General Meeting should be arranged where the Chair would welcome parents and present a report on the Governing Body. It was agreed that the date for the Governors’ AGM with parents would be on Tuesday, 12th November at 3.30pm. It was agreed that Steve would ensure that parents are notified well in advance.</p> <p>It was further agreed that a ‘Governor Surgery/Meet a Governor’ programme would be set up where parents can drop in to speak to and meet Governors. Tom agreed to commence this on a date to be agreed with Steve.</p> <p><u>Pupil Survey</u></p> <p>Governors looked at areas of strength and areas for development resulting from the pupils’ survey. Steve and the Senior Leadership Team will be investigating the areas for development and revising the school’s behaviour policy accordingly.</p> <p><u>Staff Survey</u></p> <p>Staff undertook an in-house survey. Governors analysed the results and noted the areas</p>	<p>Fr Paul</p> <p>All Governors/ Steve</p> <p>Tom</p>

	<p>for development such as performance management, appropriate challenge by the school leadership, staff requesting to be kept in informed about plans and developments in the school and staff development time being well used and effective. Steve informed Governors that he would be taking direct responsibility for the performance management of all teachers. Support staff will be performance managed by other senior staff. Carla expressed concern that the results of the survey highlighted that staff did not feel valued and that morale could be low. Steve informed the meeting that part of the school’s development would be to improve communication with staff to create a better understanding, particularly with regard to development and training. Nina pointed out to the meeting that staff are endeavouring to hold social events in an effort to bond and increase morale.</p> <p>Performance appraisal of the Head Teacher will be reported at the next Governors’ meeting.</p>	<p>Tom</p>
<p>9.</p>	<p>Confirmed reporting of SATs Results (SB)</p> <p>Steve circulated KS2 results from the DfE used to judge the school. 85% and above of St Cuthbert with St Matthias pupils have achieved a level 4 and above and it is the school’s ambition for every child to achieve a level 4.</p> <p>It was noted that the schools in Kensington and Chelsea have achieved very high standards and it was further noted that the school has performed better than the national average but they school would not be complacent.</p> <p>Steve also circulated KS1 figures showing that the school has achieved 95% and above in level 2 and this how the school should be performing in KS2.</p> <p>Governors congratulated the school on these results.</p>	
<p>10.</p>	<p>‘Getting to Good’ – Ofsted Seminar for schools Requiring Improvement (TB)</p> <p>Steve and Tom attended a “Getting to Good’ seminar for schools and circulated the notes from this seminar to all Governors. Tom spoke about some of the activities/scenarios they worked on at the seminar, which encouraged governor/school perception in order to come together to get to ‘good’.</p> <ul style="list-style-type: none"> • Outstanding teaching is an important element for spreading this model across the whole school. The school has a very strong teaching team this year and there is outstanding teaching across every key stage. • Analysis of schools that have improved their teaching: Steve explained to Governors how the school is working to improve by analysing how teaching is working throughout every class. Coaching amongst teachers is being carried out. St Georges School is providing examples of good practice. Nina informed Governors that they have developed a handbook to encourage consistency and good practice in areas such as planning, feedback, environment, writing, marking etc. Middle leaders are monitoring teaching practice against criteria set out in the handbook. Governors asked to see a copy of this handbook at the next meeting. <p>Tom’s overall impression was that the school was heading in the right direction in working towards a good standard and encouraged all Governors to look through the seminar notes as it provides a good insight to where the school needs to be heading.</p>	<p>Nina</p>

11.	<p>Revision of School Development Plan for 2013-14 Steve reported that all middle leaders have submitted their plans for achieving academic targets. It was agreed that the Teaching & Learning Committee, when looking at the school's development plan, should also look at where the Governors can develop with regard to raising their standards.</p> <p>Carla suggested that it would be helpful to be given an executive summary/brief overview of the school's development, showing the highlights of the school's current development as compared to previous years and whether the school is on target or not.</p> <p><i>7.00pm – Francesca left the meeting</i></p>	<p>T&L Committee</p> <p>Steve</p>
12.	<p>Report from PTA (EG) Estella reported that the PTA coffee morning is on going and all Governors are welcome. The homework project volunteers are growing and this is going very well.</p>	
13.	<p>Action Points/Follow up from Committee Meetings incl adoption of policies:</p> <p>a. Personnel The Committee met on 12th September and minutes were circulated to all Governors.</p> <ul style="list-style-type: none"> • Carla reported that it was agreed that Calum (the Pastoral Assistant) would be given a specific job description and a contract. Steve will be formalising this for Calum as they have now reached an agreement with clear line management. • The Committee also adopted exit interview procedures for staff who have resigned. • The meeting with all staff at the beginning of the year was a great success. • After discussion, the Governing Body agreed to adopt the Pay Policy and the Appraisal Policy as recommended by the Personnel Committee. The concerns of the NUT were noted as being received after the deadline. However, the Governors agreed, in the spirit of improving the conditions of the school, to adopt the Pay Policy and the Appraisal Policy. The Personnel Committee will discuss these concerns at the next meeting. <p>b. Finance and Premises The Committee met on 17th September and Tom reported as follows:</p> <ul style="list-style-type: none"> • Terms of Reference remained unchanged. • The school's financial situation is being closely monitored and controlled to avoid the school closing the year in deficit. <p>c. Teaching and Learning The Committee has not yet met.</p> <p>d. Student Welfare & Christian Ethos The Committee has not yet met.</p>	<p>Personnel Committee</p>
14.	<p>Comment on Head Teacher's Report Covered in items 8, 9 and 11 above.</p>	
15.	<p>Future School Events</p> <ul style="list-style-type: none"> • To be circulated. 	
16.	<p>Dates of Future Meetings 2013-2014 <i>Tuesday, 3rd December 2013 at 5.00pm</i> <i>Tuesday, 11th February 2014 at 5.00pm</i> <i>Tuesday, 18th March 2014 at 5.00pm</i> <i>Tuesday, 13th May 2014 at 5.00pm</i></p>	

	<i>Thursday, 10th July 2014 at 5.00pm</i>	
17.	Future Agenda Items: <ul style="list-style-type: none"> • Classroom visits/learning walk report • Staff Handbook – for circulation to all Governors (item 10 above) • Executive Summary/Overview of School Development Plan • Report on Annual General Meeting with Parents held on 12th November 2013 • Head Teacher’s Appraisal 	
18.	A.O.B. None	
	The meeting closed at 7.15pm	

Dated: 3rd December 2013

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)
Melanie Panzone
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

Melanie Panzone (Chair)
Sandra Smith-Gordon
Carol Pryce
Estella Gomez
Tom Brown
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