

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

**Minutes of the Full Governing Body Meeting (2014/15) Cycle 5 of 6
held on Thursday, 14th May 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)	In Attendance:
Mr Zac Barratt (ZB)	Ms Debbie Potts (Clerk)
Fr Paul Bagott (PB)	

	All Governor questions, challenges and support comments are recorded in blue	ACTION
1.	<p>Welcome and Opening Prayer CMS welcomed everyone to the meeting, including Mrs Sandra McGregor, new parent governor.</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>Charlotte Close-Smith – unwell Jennie Dalton – away on vacation</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.</p> <p>No further interests were declared.</p>	
4.	<p>Minutes of Previous Meeting: 26th March 2015 Subject to the correction of a few 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"> • Reconstitution: ZB updated the governors on the progress of the draft instrument of government submitted to the LDBS for approval in which the governors had agreed to have an additional foundation governor appointed by the other foundation governors. The LDBS did not agree with this and ZB informed the governors that there was a difference in interpretation in that the foundation governors must be no more than two and therefore proposed adding an additional co-opted governor. The LDBS has subsequently stated that governors could only be appointed by the Local Authority, the LDBS, the PCC or the Deanery and not by other foundation governors. ZB felt that this undermined the governors in their prohibiting the foundation governors to appoint an additional foundation governor. 	

	<p>PB reminded governors that under the new reconstitution regulations, governing bodies should be smaller in number and has the view that the governors should accept the LDBS proposal to appoint the extra foundation governor.</p> <p>It was agreed that governors would await a response from the LDBS.</p> <ul style="list-style-type: none"> • SATs week: Governors noted that the children undertaking SATs exams have been treated to breakfast, healthy snacks and extra bottles of water during SATs week. • CMS confirmed that children's good work is now being recognised under the 'sent up for good' concept. • CMS has spoken to the Globe Theatre to try to establish links that tie in with British Values. 	
6.	<p>Year End 2014-15</p> <p>ZB reported that the year-end financial position was a very small in-year deficit of £1,000, with the school going into the new financial year with a carry forward surplus of approximately £37,000.</p>	
7.	<p>Approval of Draft Budget 2015-16</p> <p>ZB informed governors that the committee had reviewed the budget, which forecasts a small deficit of £1,000. It was also noted that the income budgeted is approximately £40,000 less for this year. However, the school anticipates that it has still to receive approximately £6,000 high needs funding.</p> <p>ZB informed governors that the budgeted expenditure has been extremely conservative and that savings have been made. However GP does have a number of areas the school would like to focus on should income be available.</p> <p>CMS asked whether the school was working on full capacity eligible pupils. ZB explained that the budget is set on the numbers of pupils on roll and that there is the assumption that as pupils leave the school, new pupils replace them.</p> <p>ZB informed the meeting that expenditure would be carefully reviewed over the next five months to see whether there would be capacity GP's requests.</p> <p>ZB confirmed that the £31,250 contingency allocation from schools forum has been factored into the budget.</p> <p>Governors present thanked ZB for his work on preparing and presenting a balanced budget and agreed to adopt the draft budget as presented.</p> <p>It was agreed that ZB would speak to SBS regarding compensation for the poor service the school has received with regard to financial management but thought it was of greater importance to focus on the budget at this time.</p>	ZB
8.	<p>Statement of Internal Control (SIC)</p> <p>The governors were assured that all reasonable steps are taken to ensure the school's financial controls are sound and therefore agreed to adopt the Statement of Internal Control for the financial year ending 31st March 2015.</p>	
9.	<p>Chair's Report</p> <ul style="list-style-type: none"> • CMS thanked SSG and GP for the school's new website launched today. SSG gave a brief introduction to the website and in particular the secure governors' area, inviting governors to contribute to this area. The website also has the facility for emergency notifications to be posted on the website. Governors present were pleased to see that the school's website was now compliant with the statutory requirements and thanked and congratulated both SSG and GP for their work on the website. 	

	<ul style="list-style-type: none"> • Governors noted that the employment litigation has now been resolved and was settled out of court at a small cost to the school. • CMS asked governors to think about money saving and fundraising ideas to replenish the governing body fund account. • As a gesture of appreciation, the staff were asked if there was something they would like governors to fund. GP informed governors that staff have requested a hot water machine to save time during staff break times. It was agreed that CMS and GP would investigate procurement of a hot water machine. • Security: CMS informed governors that the school has had a visit from a security consultant instructed by Cllr Will to assess the school and Children’s Centre access during drop off and pick up times. CMS has now chased up Cllr Will for recommendations. • Emergency Plan: GP reported that the school now has an emergency kit bag for use during emergencies. Emergency venues are St Cuthbert Church and St Mary the Bolton. The emergency plan will be sent out as a letter to the parents outlining the school’s options in case of emergency. Governors suggested that these procedures should also be published on the school’s website. • GP has also spoken to the neighbourhood watch team to arrange a visit to the school. • The exit button at the main gain has now been raised to protect the children following a child in Reception being left unattended by the mother resulting in the child escaping out to the street. GP is also ensuring that parents keep their children with them at all times after school hours. 	<p>All governors</p> <p>CMS, GP</p>
10.	<p>Learning Walk and Link Governor Class Visits</p> <p>CMS reported that the new format of learning walks (topic focussed) is working very well and has promoted positive communications with the staff. The topic this week was around teaching assistants and it was felt that the governors learnt a great deal from the presentation given by the school’s SENCo, which they found helpful, constructive and productive. It was useful for the governors to observe how teaching assistants support the class and work with children.</p> <p>For the next learning walk, it was agreed that GP would look at the Ofsted development points and use one of these as the next learning walk topic. Governors would be invited in due course.</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 30th April were circulated to all governors. CMS informed governors that would be a number of vacancies, two of which have been filled. Further interviews will be taking place. Governors noted that there was a serious shortage of teachers and the school was doing its best to recruit high performing staff.</p> <p>b. Finance and Premises Copy minutes of the meeting held on 5th May were circulated to all governors. ZB reported that the committee reviewed the year-end position and the draft budget (covered above). The Charging and Remissions Policy was reviewed by the committee and recommended to the full governing body, which was agreed by the governors present on the proviso that this should be reviewed by the PWCE committee with regard to the Ethos statement.</p> <p>c. Pupil Welfare and Christian Ethos Not yet met – next meeting 24th June 2015 at 4.30pm.</p> <p>d. Teaching & Learning Not yet met – next meeting 4th June 2015 at 4.30pm. However, governors thanked GP and the staff involved for the extra work they carried out with the children at Easter break.</p>	

12.	<p>School Generated Income – form a working party Governors agreed to form a working party to focus of ways to generate income for the school by using the school building/premises. It was felt that this was a great opportunity for the school to raise income. The working party would investigate the logistics such as costs, access, cleaning, advertising, legal matters etc.</p> <p>The following members agreed to join and the first meeting would be held on Friday, 12th June at 2.00pm:</p> <p><i>Estella Gomez; Sheraza Khan; Sandra McGregor; Sue Malcolm; Fr Paul and Carla Munoz Slaughter.</i></p> <p>An update would be made to governors as appropriate.</p> <p>SM suggested thinking about how to address the excessive traffic during drop off and pick up times.</p>	
13.	<p>Result of Parent Questionnaire Governors reviewed the results of the recent parent questionnaire. It was agreed that question 5 ‘My child is harassed at school’ should be changed for the next questionnaire. HW and GP agreed to do this.</p> <p>One of the major concerns was the lack of a selection of after school clubs. Taking this on board, GP has sent out a letter to parents identifying the new clubs and activities and presented various ways for parents to make payment. To date, GP reported that there has been low take-up for some of the clubs identified in the parents’ survey. GP has communicated well in advance and addressed requests but expressed frustration that the clubs requested have little or no take-up.</p> <p>Governors discussed the lack of up-take and suggested that perhaps the PTA could obtain parents’ views on why they have not signed up to the clubs they initially requested.</p> <p>HW agreed to work with the children to see how the children interpret the questions asked and assist the children with language difficulties.</p> <p>EG and SMc agreed to visit the Earls Court Free School Primary to obtain ideas.</p>	<p>HW, GP</p> <p>HW</p> <p>EG, SMc</p>
14.	<p>Report from PTA (SK) EG reported that they are hoping to put a new PTA structure in place.</p> <p>Governors were invited to the summer fayre on the 6th June. Donations were welcomed.</p>	
15.	<p>New Governors The clerk agreed to forward training information to the new governors (SB, JD and SMc). New governors were encouraged to attend training and to keep the clerk informed so that the training log could be updated.</p> <p>The new governors agreed to join the following committee:</p> <ul style="list-style-type: none"> • Jennie Dalton – Personnel • Sandra McGregor – Teaching and Learning and Finance and Premises • Stephanie Barbir – Teaching and Learning <p>The clerk will inform new governors the dates of the next committee meetings.</p> <p>SMc agreed to replace SSG as link governor to Year 4.</p>	<p>Clerk</p> <p>Clerk</p> <p>SMc</p>

16.	<p>Future School Events (GP)</p> <ul style="list-style-type: none"> • 26th June – British Tea Party organised by the School Council for children in each of their classes. The School Council will also be arranging the menu. The children would be making their own fancy hats. GP asked governors to email names of guests to be invited. The children will also be running a ‘how British are we?’ quiz and will also be flag-making. • Borough Review will take place on the 16th June – the advisor will be speaking to some governors. • Week beginning the 15th June - Refugee week • Friday, 3rd July at 2.30pm – a celebration assembly to thank the volunteers who have given so generously of their time and funds. • Open day Nursery Days were held last week • 13th – 17th July – Performing Arts week • 14th July - Year 6 class has been asked to the Earl’s Court Tea Party • Tuesday, 21st July – leavers’ Rose assemblies <p><i>PB left the meeting at 6.26pm</i></p>	
17.	<p>Future Agenda Items</p> <ul style="list-style-type: none"> • Election of Chair and Vice Chair • Agree committee structure • Update on data and SATs results (put further up on the agenda) • Staffing update • Playground update 	
18.	<p>A.O.B.</p> <p>GP reported that one child is still without a year 7 place but the family are relocating. There is an appeal for one child.</p> <p>GP updated governors on the following:</p> <ul style="list-style-type: none"> • Building – GP will be meeting with Mr Steve White, Principal Buildings and Development Officer at the LDBS, to find out whether the school has secured LCVAP funding for the outside area of the Early Years. • Playground – GP is sourcing costs for the equipment and will be meeting with a representative from Sovereign in June to discussion for the use of £10,000. 	
15.	<p>Dates of Future Meetings 2014-2015</p> <p><i>Thursday, 9th July 2015 at 5.00pm</i></p>	
16.	<p>CONFIDENTIAL ITEM</p> <p>None.</p>	
16.	<p>Close</p> <p>There being no further business, the meeting closed at 6.38pm.</p>	

Dated: 9th July 2015

Signed:.....

Chair of Governors

GOVERNORS' COMMITTEES 2014-2015

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
Sue Malcolm
Sandra McGregor
Stephanie Barbir
Gill Putterill

Pupil Welfare and Christian Ethos Committee

Fr Paul Bagott (Chair)
Estella Gomez
Sheraza Khan
Charlotte Close-Smith
Sue Malcolm
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, LDBS 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	Miss Charlotte Close-Smith
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Reception	Fr Paul Bagott
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Year 1	Ms Estella Gomez
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Year 2	Ms Sheraza Khan
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Year 3	Mr Zac Barratt
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Year 4	Sandra McGregor
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Year 5	Mrs Carla Muñoz Slaughter
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Year 6	Professor Sue Malcolm
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