

ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL

Meeting of the Full Governing Body
held at the school on Tuesday 22 May 2018

MINUTES

GOVERNORS		Present	
FOUNDATION	Incumbent <i>Ex officio</i>	Fr Paul Bagott	✓
	Deanery	Mrs Carla Muñoz Slaughter Chair	✓
		Mr Edward Lethbridge	✓
	LDBS	Mr Hamish Adourian Vice chair	x
		Lady Smith-Gordon	✓
	PCC	Miss Charlotte Close-Smith	✓
		Ms Estella Gomez	✓
		Mrs Stephanie Barbir	✓
	Parent	Mrs Sandra McGregor	x
		VACANCY	N/A
Local authority	Mrs Jennie Dalton	✓	
Headteacher <i>Ex officio</i>	Miss Gill Putterill	✓	
Staff	Miss Holly Williamson	✓	
Co-opted	VACANCY	N/A	
ATTENDING			
Clerk	Mr Mike Hutchinson		

1. WELCOME, OPENING PRAYER, APOLOGIES AND DECLARATIONS OF INTEREST

The chair welcomed everyone to the meeting, which began at 5.06pm, following a meeting of the Finance and Premises Committee. Fr Paul Bagott led the meeting in a prayer. Apologies were accepted, and permission for absence given to, Hamish Adourian and Sandra McGregor. Fr Paul Bagott and Charlotte Close-Smith apologised for an early departure. A quorum was present throughout the meeting. The chair noted that Hamish Adourian had been elected as a ward councillor in the May local elections: governors congratulated him. There were no declarations of interest, pecuniary or otherwise, in respect of any items on this agenda. Unless otherwise indicated, all papers had been distributed in advance.

2. MINUTES OF THE PREVIOUS FGB MEETING AND MATTERS ARISING

2.1 Minutes of the FGB meeting of 27 March 2018 were **AGREED** as a full and accurate record. Chair to sign them after the meeting. There were a number of matters arising.

2.2 Item 2.2 Fr Paul Bagott had ascertained that it was not good practice to recruit a parent governor from another school; in any case, Holly Williamson had identified a potential governor among the parents of St Cuthbert's: chair to meet.

2.3 Item 2.4 Fr Paul Bagott apologised that he had not yet been able to explore the potential for St Cuthbert's pupils to attend one of the Royal Hospital's scheduled services of remembrance in November 2018 but would do so.

2.4 Item 2.6 The chair reported that a decision on the validity of the historic security audit of the school was now in the hands of the school's RBKC adviser, Lucy Nutt.

2.5 Item 4.3.2 The headteacher reported LDBS advice that, despite a thorough 2014 asbestos survey, the school should commission a Type 3 asbestos survey – a full survey potentially including inspection within cavity walls, below floors or above ceilings – in advance of any future work on the fabric of the building.

2.6 Item 5.2.1 Fr Paul Bagott had been unable to find a key to the box of parish documents thought to reveal whether the crypt of the former St Matthias Church lay beneath the school site but he had sourced a locksmith and would report back.

2.7 Item 5.3.1b Jennie Dalton and Sandra Smith-Gordon volunteered to join the small working party to convene after SATs (i.e. after 23 June) in order to customise the RBKC model Business Continuity and Emergency Plan. Chair to convene.

2.8 Item 5.3.2f Stephanie Barbir apologised that she had not yet signed a declaration, in line with GDPR – the EU's General Data Protection Regulation – agreeing to abide by the school's Acceptable Use Policy.

2.9 Item 6.4.10 The chair apologised that she and the headteacher had not yet discussed a letter to Thomas's Schools Foundation to acknowledge its generosity to St Cuthbert's but would do so.

2.10 Item 8.4 The headteacher reported she had drafted a letter requesting a refund from the school's financial consultancy SBS due to failure to fulfil its contract with the school; she would share with the chair and Edward Lethbridge, who chairs the Finance and Premises Committee, before sending.

2.11 Item 10.1 A learning walk on provision for more able pupils would now take place on Thursday 7 June, rather than Thursday 24 May, at 9.30am: governors were welcome to attend the preceding 9am assembly.

2.12 Item 12 Hamish Adourian, rather than the chair, to update governors' annual report to parents following SATs results; the headteacher advised that these were expected on or after 10 July.

2.13 All other actions had been, or were in the process of being, fulfilled.

3. CHAIR'S REPORT

3.1 Christ's Hospital visit The chair reported that, on the following Thursday, she and the headteacher would visit Christ's Hospital, a co-educational secondary day and boarding school near Horsham in West Sussex: more able St Cuthbert's pupils may be able to benefit from its generous bursaries. They would report back to the next FGB.

3.2 Children's Centre meeting The chair reported that she and the headteacher had had a cordial meeting with Bash Kehinde, early years operations and projects manager of the St Cuthbert's and St Matthias Children's Centre, who had agreed in theory to a higher rent, and to collaborate on lockdown protocols.

3.3 CDP chairs meeting The chair and her opposite numbers from Christ Church and Holy Trinity, fellow members of the Chelsea Deanery Partnership (CDP), would be meeting with Cllr Emma Will, RBKC's lead member for Families, Children and Schools.

3.3.1 Among other things, the chair planned to urge her to ensure that RBKC prioritise sister CE school St Cuthbert's as an alternative to Christ Church for those parents whose children were not awarded a place at the latter.

3.4 Potential library development The chair reported that children's author and friend of St Cuthbert's Michael Morpurgo had offered funding for a new library.

3.4.1 She and the headteacher had subsequently met with LDBS adviser Mark Newton, who had conveyed an offer from Stirling Prize-winning architect Amanda Levete to provide architectural advice to the school on a *pro bono* basis.

3.4.2 The headteacher, Fr Paul Bagott and Mark Newton would be meeting Amanda Levete during the half term break.

3.4.3 Edward Lethbridge urged that any new space should serve the community, with the potential to be let as a community space in order to generate income. Clerk to schedule item on agenda of next FGB meeting.

3.5 Virtual attendance The chair reminded all present that a fellow governor had attended a previous FGB remotely, by speakerphone. It was clearly useful for a governor who was absent to dial in, hear the discussion, and contribute to it. The question was whether they should count towards a quorum, and have a vote.

3.5.1 Clearly it was also not good governance if governors routinely attended meetings remotely: she raised the spectre of a meeting at which only she and the clerk were physically present, with everyone else attending by phone or Facetime.

3.5.2 Any variation in the current protocols would require an amendment to the FGB's standing orders. A debate ensued. Points made included:

- No technical problems to remote attendance were insurmountable
- Best practice was to attend in person but where that was difficult or impossible, governors should be encouraged to attend by alternative means
- Governors who attended remotely would be less engaged in the discussion
- Unless a governor was abroad or out of London there was no reason why they should not attend in person.

3.5.3 Governors **AGREED** to delegate to the chair permission to attend remotely; if permission were granted, the governor should count towards a quorum.

3.6 LDBS GDPR SLA The chair reminded governors that they now all had a school email address, in advance of the imminent GDPR deadline: headteacher to clarify terms of use with LDBS adviser Robert Bullett and (part of the school's subscription to the LDBS GDPR service level agreement) the school's data protection officer Liz Rose.

3.7 Bank signatories Governors noted that the chair, Estella Gomez and Sandra Smith-Gordon were already signatories of the governors' School Fund and **AGREED** that Hamish Adourian and Edward Lethbridge should be added.

4. HEADTEACHER'S REPORT

4.1 The chair invited the headteacher to introduce her report, which she did – selectively – as follows, answering questions as she did so.

4.2 There had been 24 secure admissions for Reception in September 2018, nine more than currently. In-year admissions continued, with many of the children concerned requiring EAL support.

4.3 Marketing of the school continued, with flyers, events, parent meetings and – to follow during the next half term – a parent questionnaire. The website would be spruced up and a joint CDP website launched.

4.4 Parental engagement activities had included a highly successful Christian Aid Big Brekkie, organised by staff governor Holly Williamson, which had made £180+. The Children's Centre had hosted parenting workshops for the parents of children up to five years old. The NSPCC would be leading workshops in online safety for parents, particularly those of Y6 pupils.

4.5 Staff had done a spectacular job in organising a street party for the day before the Royal Wedding. The chair concurred that the involvement of members of the School Council had been impressive. One highlight of the event itself had been that a St Cuthbert's parent had driven Meghan Markle to St George's Chapel in Windsor.

4.6 The headteacher noted that there would be a music performance later in the term, and Y6's final Rose Assembly would take place on the final Friday of term, 20 July, at 2pm.

4.7 Returning to the theme of pupils on roll, the headteacher noted that the Welsh farm trip had been, and the forthcoming trip to Barcelona would be, useful in retaining pupils. The school had been invited back to Wales the following year.

4.8 The chair thanked the headteacher for her report and asked for questions,

4.9 **Had parental engagement improved [Charlotte Close-Smith]?** Yes, in line with the school's improved educational offer. She had particularly appreciated parental support over SATs, which seemed to be going to plan: the children had been positive and, based on sight of the papers, should have done well. Staff governor Holly Williamson noted a different, more positive cohort of families than previously.

4.10 **Expected attainment in Y1 reading had almost doubled, from 33 per cent of the class to 60 per cent, over half a term: could the headteacher's academic report highlight such changes by including a comparison with the previous half term [Sandra Smith-Gordon]?** The headteacher agreed that this improvement was not obvious: normally she would annotate the data, but she would in future add figures from the previous half term to highlight comparisons.

4.11 **Was it true to say that small numbers of poorly-attending pupils adversely affected attendance figures [Charlotte Close-Smith]?** Yes: one Y2 pupil was on roll but had barely attended the school, and should in fairness be discounted from the data. Unauthorised absences at the beginning or end of term, due to families taking advantage of cheaper flights to leave for or return from visits to their home country, were being challenged; attendance by the children of these families had improved. The headteacher thanked the chair for a much-appreciated pre-SATs breakfast.

4.12 There being no further questions, the chair thanked the headteacher for her report and for answering questions, and moved on.

5. ATTAINMENT SPRING 2 2017-18

This had been referenced in the previous item.

6. RECEIVE ANNUAL SAFEGUARDING REPORT

The governor with responsibility for safeguarding, Stephanie Barbir, apologised that her report had been delayed. She had arranged to meet Holly Williamson, the school's designated safeguarding lead, to discuss a more thorough report for this year (2017-18). Sandra Smith-Gordon asked for the report to credit its author, and provide more narrative comment. Stephanie Barbir replied that her next report would be based on a template which would encourage the supply of comment.

7. APPROVE BUDGET 2018-19

7.1 The chair noted that the Finance and Premises Committee, which had met prior to this FGB meeting, had thoroughly reviewed a draft 2018-19 budget. She asked the chair of the committee, Edward Lethbridge, to introduce it, which he did as follows.

7.2 The RBKC template for reporting the 2018-19 budget had only been received the previous week, fully three months after it had been promised. Figures on funding had also been late. The headteacher

and the school business manager had populated the template within hours and he had reviewed the results over the weekend.

7.3 A comparison with the previous year's figures and a commentary had both been added: phasing of income and expenditure over 12 months would follow. He thanked the headteacher and school business manager for their hard work on this.

7.4 Governors would receive the final budget by the end of the week, which would then be submitted to RBKC after the half term break. As it would necessarily be a deficit budget, it would be accompanied by the required recovery plan, the subject of an item in Part 2 (confidential items) of this meeting.

7.5 Governors **AGREED** to delegate responsibility for signing off the budget to the FGB chair and Edward Lethbridge. FGB to ratify chairs' action at a later date.

8. RECEIVE COMMITTEE AND OTHER REPORTS

8.1 Fundraising Working Party The chair brought this item forward, given that Charlotte Close-Smith, who sits on this working party, had given apologies for an early departure. She reported that Hamish Adourian, a fellow member of the working party, was looking into funding for after school clubs. The school had also applied to RBKC's City Living Local Life initiative to fund EAL-focused technology which linked speech to the printed word.

8.1.1 Edward Lethbridge reported that he was in touch with three further sources of funding: the Coles-Medlock Foundation, the Mason Foundation and the Inflexion Foundation.

8.1.2 The chair thanked Hamish Adourian, Charlotte Close-Smith and Edward Lethbridge for their efforts.

[Charlotte Close-Smith left the meeting at 6.37pm.]

8.2 Finance and Premises Edward Lethbridge, the chair of this committee, reported that apart from the budget, the committee had discussed the school's problematic relations with the school's financial consultancy, SBS. A new service level proposal documenting what the school could expect from the company – including nine reports and 11 visits – and what the company could expect of the school could help to hold the organisation to account and reset relations. In a separate item, the committee had considered the cost of a replacement Y1 roof.

8.3 Personnel The FGB chair, who also chairs this committee, reported that it had not met since the last FGB meeting. It was due to meet on 25 June 2018.

8.4 Teaching and Learning Sandra Smith-Gordon, who chairs this committee, reported that it had not met since the last FGB meeting. It was due to meet on 19 June 2018.

8.5 Pupil Welfare and Christian Ethos Fr Paul Bagott, who chairs this committee, having left the meeting, the chair reported that it had not met since the last FGB meeting. It was due to meet on 20 June 2018.

8.6 LDBS Rapid Improvement Group The chair, who sits on this group, reported that it had met on 23 April 2018: the agenda had been circulated. The meeting had discussed succession planning, data and staffing.

8.6.1 In a departure from the usual practice, why had only the agenda, and not the minutes of the meeting, been circulated [Sandra Smith-Gordon]? The chair replied that this had been because several items in the minutes had been confidential.

9. APPROVE POLICIES AND OTHER DOCUMENTS

9.1 Data Protection Policy The chair reported that these and the other two documents were associated with the LDBS GDPR SLA, which had been discussed earlier. Governors **AGREED** the Data Protection Policy.

9.2 Breach Management Policy Governors **AGREED** the Breach Management Policy.

9.3 ICT User Agreement 2018 Governors **AGREED** the ICT User Agreement 2018.

10. RECEIVE REPORTS ON GOVERNOR ACTIVITY

10.1 Visits to school

The chair reminded governors of the forthcoming learning walk (see item 2.11 above).

10.2 Training The chair reported that she had attended LDBS SIAMS training. Two RBKC training events, on data protection and attendance, which she and Sandra Smith-Gordon had been due to attend, had been cancelled.

11. RECEIVE REPORT ON PTA ACTIVITY

Sandra McGregor reported that the date of the school's Summer Fair had been changed to Saturday 30

June 2018: staff and pupils would be assisting PTA members in preparing for the event. Hamish Adourian had kindly paid for the rental of a bouncy castle. A donation for a small freezer had been received, but further donations of cakes, biscuits and soft drinks would be welcome. The PTA would be hosting a barbecue. Tables would be rented for £10 each to budding entrepreneurs. The headteacher reported that staff had discussed activities and games. Sandra Smith-Gordon, if available on the date, volunteered to do face painting.

12. ANY OTHER BUSINESS

There was no other business.

Next scheduled meeting: Tuesday 3 July 2018 at 5pm.

There being no further business in this part of the meeting, the chair thanked everyone for attending and closed this part of the meeting at 6.47pm. Confidential items followed. Holly Williamson left the meeting at this point.

Signed.....

3 July 2018

Carla Muñoz Slaughter

Chair, Governing Body of St Cuthbert with St Matthias CE Primary School

ACTIONS ARISING FROM THE ABOVE MINUTES

- Item 2.2** **Chair** to meet potential St Cuthbert's parent governor identified by Holly Williamson.
- Item 2.3** **Fr Paul Bagott** to explore potential for St Cuthbert's pupils to attend one of the Royal Hospital's scheduled services of remembrance in November 2018.
- Item 2.6** **Fr Paul Bagott** to report back on bid to open box of parish documents thought to reveal whether a former church crypt lies beneath the school site.
- Item 2.7** After SATs (i.e. after 23 June), **chair** to convene small working party, to include headteacher, Jennie Dalton and Sandra Smith-Gordon, in order to customise RBKC model Business Continuity and Emergency Plan.
- Item 2.8** **Stephanie Barbir** to source and sign declaration, in line with GDPR, agreeing to abide by the school's Acceptable Use Policy.
- Item 2.9** **Chair** and **headteacher** to discuss letter to Thomas's Schools Foundation to acknowledge its generosity to St Cuthbert's.
- Item 2.10** **Headteacher** to share draft of letter to SBS requesting refund with chair and Edward Lethbridge.
- Item 2.11** **All governors** to consider attending learning walk on provision for more able pupils on Thursday 7 June at 9.30am, as well as preceding 9am assembly.
- Item 2.12** **Hamish Adourian** to update governors' annual report to parents following SATs results (i.e. on or after 10 July).
- Item 3.1** **Chair** and **headteacher** to report back to next FGB meeting re 24 May 2018 visit to Christ's Hospital.
- Item 3.4.3** **Clerk** to schedule item on potential library development on agenda of next FGB meeting.
- Item 3.6** **Headteacher** to clarify terms of use for governors' school email addresses with LDBS contacts.
- Item 4.10** **Headteacher** to add historic figures to attainment reports for comparative purposes.
- Item 7.5** **Clerk** to schedule ratification of 2018-19 budget on agenda of next FGB meeting.
- Item 3.7** **Headteacher** to ensure Hamish Adourian and Edward Lethbridge are added as signatories of School Fund.