



**THE GOVERNING BODY OF
ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL**

MINUTES

of the meeting held at the School on Thursday 17th March 2016 at 5.00pm.

<i>Members:</i>	<i>Name</i>	<i>Post</i>
(*Absent)	Mrs Carla Muñoz Slaughter	Chair
	Lady Sandra Smith-Gordon	Vice Chair
	Mr Zac Barratt	
	Ms Estella Gomez	
	Ms Sheraza Khan	
	Mrs Sandra McGregor	
	Miss Charlotte Close-Smith	
	Mrs Jennie Dalton	
	Miss Gill Putterill	
	Miss Holly Williamson	
	Mrs Stephanie Barbir	
	Father Paul Bagott	
Also present:	Natasha Stroud	Clerk to the Governing Body
	Hamish Adourian	Observer

- ITEM No. 1/16 APOLOGIES FOR ABSENCE**
All Governors were present.
- 2/16 DECLARATIONS OF INTEREST**
There were none.
- 3/16 WEB PUBLICATION OF GOVERNORS' DETAILS**
Governors noted the requirements of Government guidance in relation to web publication as set out on the agenda.
The attendance record for governors over the past 12 months was required. Lady Smith Gordon advised she would obtain this from the minutes.
RESOLUTION
Lady Smith-Gordon to obtain and update attendance records for all governors over the past 12 months
Governors noted statutory requirements
- 4/16 CONSTITUTION AND APPOINTMENTS**
The Chair was in communication with the LDBS and had submitted a supporting letter for Mr Adourian who was being recommended for appointment. If Mr Adourian's appointment was successful it would need to be considered which Committees he would join.
The Clerk would ensure that governor terms of office were noted on the membership list.
RESOLUTION
Awaiting appointment of Mr Adourian
Clerk to ensure terms of office were recorded on the membership list.
- 5/16 LONG TERM STRATEGY FOR GOVERNORS TO CONSIDER**

The Chair explained that Governors were to undertake a strategic role. It was explained that over the past 12 months a vast amount of time had been spent on a number of crisis that had occurred.

Ms Williamson had carried out work and produced a report which looked into the impact of children with high needs. The Chair felt that the LA pupil premium focus was not designed to cope with the cases identified in the report. It was explained that the level of needs within the school varied from EAL, SEN, and other areas for example disruptive behaviour. A huge amount of 1:1 support was needed for the children.

The Parents' Survey had been completed and most had returned their forms. There was a lot of positive feedback regarding staff and a number of parents that were asking for more rigor.

The Chair suggested that it would be helpful for the school to formulate a protocol, rather than a prescriptive policy, was required to deal with children with high need who exhibit challenging and disruptive behaviour which affect the learning of other children in the classroom. Ideally, such children should be observed and, if need be, temporarily ring-fenced before being re-integrated back into the classroom. Such a protocol would help learning stay on track and reduce stress for classroom teachers.

It was asked how the school could achieve rigor in classroom and fulfil and duty of care to all children whilst also dealing with challenging cases. The Chair gave an update on **CAPO**. More funding was needed to support these children.

The Chair asked for governors' views. An in depth discussion took place on the announcement of all schools becoming academies and the effects. Fr Bagott advised that there were a number of LDBS schools that were already academies and in the long term to see how relationships/links with the other 2 local LDBS schools could develop would be beneficial. It was felt that working together to explore the academy move would be better than going it alone.

A Governor asked if the LDBS could be an "umbrella" and this was confirmed. It was noted they had experience of converting schools.

It was early days and the academisation of schools had only just been announced. It was unsure moving forward what services would now be available from the LA in terms of buybacks for academies.

The Chair drew the board's attention to the need for a whole GB vision for the composition of the school and its core functions.

A discussion took place on the principle foundation of the school and the serving of the local parish. Fr Bagott mentioned that the landowners (i.e., the Church) would have a view and would want tradition to continue.

A Governor asked what the demographic of the area was. It was explained that it was widely mixed. It was reported that there would be an influx of refugees and the Chair had been asking the LA for further information on this but to date no response had been received. The Children's Centre had participated in meetings where it was explained by the Director of Children's Services that a number of refugees were coming into the area and interventions were in place and money was available to support them, however, details were not clear.

It was reported at the recent T&L Committee meeting that in 2 classes it was being broken into groups in terms of ability and other subjects and a Governor asked if this could be expanded throughout the school. The H/T explained that this had been considered but had not been possible due to the high mobility of staff but would be re-considered in the future when staffing was more stable.

A lengthy discussion took place on what path would be good for the school in the long term. Governors felt that the school had become extremely experienced in working with and supporting

children with various complex needs and had to decide long term which road was best to take. The school had unique characteristics and it was felt that it could play to this strength. Governors had an obligation to consider strategy but noted that St Cuthbert's could not turn itself into a Special School. It was imperative that high achieving children received as much attention as that of the under achieving children.

It was noted that the school had a number of higher achievers but the remainder of the cohort consisted of children who were under achieving and had high needs but there was no budget to support this. Governors felt strongly that they were unable to continue supporting the high complex needs without additional funding. It was felt that there should be recognition of the work that the school had done. This work and these difficulties were summarised in the presentation given to the Board by Holly Williamson at the last GB meeting.

A discussion took place regarding the Earls Court development and the effects it could have on the school. At present it was unsure exactly what impact this would have. There was a possibility of using the Children's Centre space for additional functions and moving the Children's Centre as the space wasn't ideal for them. Fr Bagott suggested that the H/T speak with him as he may know of a location suitable for the needs of the Children's Centre.

The H/T was considering a staff re-structure which would take into account the needs going forward to support the children and the community. The H/T was currently working with the LDBS and LA Advisers and would report back to Governors.

It was agreed that Long Term Strategy would remain an agenda item going forward.

RESOLUTION

H/T to update Governors on the suggested staff re-structure to support the level of needs moving forward

Long Term Strategy would remain an agenda item for FGB

6/16 MINUTES OF THE PREVIOUS MEETING

Lady Smith-Gordon had a number of minor corrections to the minutes and these were noted by the Clerk. The Clerk advised that these minutes had been seen and approved by the H/T and Chair prior to the meeting.

The minutes of the 4th February 2016 were approved as an accurate record of the meeting subject to the minor corrections listed below:

- 4/16 – Resolution: that the update be noted
- 6/16 – Potential Candidate joining the Governing Body as an LDBS Governor
- Governors were asked to return their skills audit forms
- 11/16 – Acronym to be spelt out – Schools Financial Value Standard
- 15/16 – The Chair had accompanied Year 6 on their visit to Parliament
- 17/16 – The Chair noted that Federation and other Collaborations were increasingly promoted by the LA

The amended minutes of the 1st December were approved and signed.

RESOLUTION

Minutes of the meeting held on 1st December 2016 – approved and signed by the Chair

Minutes of the meeting held on 4th February 2016 – approved and signed by the Chair

7/16 MATTERS ARISING

There were no matters arising from the minutes.

8/16 AUDIT/GOVERNANCE STRATEGY

The Chair explained that she had requested a year planner and this had been received. Looking at the planner it was agreed that the following items should be included on the Summer Term agenda:

- Approval of Budget
- Best Value Statement
- Financial Support
- Audit School Fund
- SEN report, including how it was working
- Review Admissions

The Chair was looking into evaluating the effectiveness of the GB in terms of skills, committees and the number of meetings held. Governors were asked to contact the Chair with any thoughts and/or suggestions.

RESOLUTION

Clerk to note items to include for the next FGB meeting

9/16 CHAIR'S ACTION

The Chair explained that it had been agreed by most Chairs in the borough that BT's' Payroll Service were not fit for purpose and there had been unacceptable errors and delays in payment. There had been significant issues regarding payroll and HR support. The School was in the process of seeking three quotes from alternative providers. It was also felt that the HR service provided by the LA was not fit for purpose and the school would not be purchasing this from the LA moving forward.

The Chair also reported that a quote had been solicited and received from a company called "Debate Mate" which worked specifically with schools similar levels of needs and Pupil Premium to St Cuthbert with St Matthias. The Chair had received a vigorous data based explanation on how they improved the outcomes in schools and had forwarded the report to Ms Holly Williamson and the H/T. The company had an excellent track record and would be considered. The cost was approximately £4k however it would be subsidised and the school would pay approximately £2k.

It was agreed this would be discussed further in the next T&L meeting.

The Chair advised that she had arranged for Ms Jackie Saddington – Tri-Borough Head of Governor Services to attend the next FGB meeting to provide a 15 minute training session on good meeting procedures.

The Parent Survey would be reported at the next meeting but it was noted that a positive response had been received. Ms Cathy Cryer would produce a pie chart outlining results.

RESOLUTION

BT and Payroll Services to be discussed at the next T&L committee

Jackie Saddington to attend the next FGB meeting to provide training on good meeting procedures

Parent Survey would be reported at the next FGB meeting

Cathy Cryer to produce a pie chart outlining results

10/16 SERVICE LEVEL AGREEMENTS

The LA SLA's had been delayed and were not yet available. SLA's and contract costs would be compared. It was noted that there were a lot of outside companies that offered multiplicity of services.

It was felt that it was extremely useful to have the LDBS legal insurance service but other insurances within the borough. Once the HR and Payroll services were fixed the school would look at other SLA's and Contracts.

RESOLUTION

SLA's deferred until the next FGB meeting

11/16 BUDGET UPDATE

The end of year position showed there was little room for change. There was a surplus of £45k and a carry forward surplus of £85k. This may increase as some additional money was due to be received.

There was a little bit of flexibility and there were things that needed to be carried out in the future and it was positive that these could be considered.

The Farmers Market was confirmed and the contract had been received. A 14 week trial period was soon to commence. This would bring in an income of £1k per month.

The Budget for 2016-17 would be signed off at the next FGB meeting

RESOLUTION

The report was noted

Budget for 2016-17 would be signed off at the next FGB meeting

12/16 SCHOOLS FINANCIAL VALUE STANDARDS (SFVS)

Governors approved the SFVS. The H/T would submit the document to the LA.

RESOLUTION

SFVS was ratified by Governors

13/16 MINUTES AND REPORTS OF COMMITTEES AND WORKING PARTIES

The minutes of Committees were included in the agenda pack and were read and noted by Governors.

Personnel - The legal issues regarding the former Y5 teacher were on-going but the Borough HR was bearing the costs. There had been a high turnover of staff and the H/T had a restructure plan in mind.

Teaching and Learning – Data training was taking place and governors were invited to attend. The Chair of the Committee gave an explanation of the matrices in place and it was noted that the level of complex needs were high and the school was amazingly successful in how it dealt with these children.

Resources – Covered in the budget update above.

(Fr Bagott left the meeting at 6.15pm)

RESOLUTION

Noted

14/16 HEADTEACHERS' REPORT

The H/T report was included in the agenda pack and was noted by Governors.

The Chair asked the H/T to analyse the likelihood of Year 6 meeting their target and to explain difficulties and what was being done. Year 6 was a very difficult cohort and there a number of children with high need, SEN and CP or other family difficulties. In addition, two children had come into the year mi-year in the last few months with no English, and, in one case, no prior schooling at all.

The H/T took Governors through areas of the report.

Rigorous testing was taking place every 6 weeks and intervention sessions were in place with various tutors. The school was ability grouping and booster sessions were happening with various tutors.

The school was trying to address the needs and meet the expectations. An explanation was given on how the matrices tracked attainment and progress.

Learning was looked at over time and it was imperative that the school could provide evidence in terms of the progress made.

There were 2 children with statements (out of 5) and all had an outside story/external factors. The SENCO was asked to write case studies which outlined: where they were, what the school was doing and why the targets were not met – showing the progress that had been made. A Governor asked if the school could create a projector – before the children came to the school and what had been done highlighting the achievements. This was confirmed.

Measures had been put into place to deal with ineffective teaching and this had changed the quality of teaching, issues were addressed.

It was explained that parents looked at data and used this as basis whether or not to apply for a place for their child. It was felt that because the stories of children (i.e. their individual backgrounds etc.) could not be seen by parents and if only the basic data was used this reflected negatively on the school, as it was perceived that the school was not meeting targets but no explanation of why was given. If the children with complex needs were removed from the data the school was close to reaching the expected target.

The H/T had asked the EAL leader to use an induction pack for children with little/no English. It was important to gain parent input and a meeting was taking place to involve parents. It was hoped this pack would be available very soon.

Whole school attendance was 94.7%. Attendance was and remains an area of focus and the Governors noted the importance to highlight what was being done to address the issues. Each group was analysed.

When a child's attendance dropped below 90% family services were engaged and families were aware of this. The School was considering other options in which it could address the issues.

The Chair asked in terms of HR and Legal, what was the School allowed to do in terms of removing a child from role for non-attendance. The H/T confirmed that this needed to be looked into.

Attendance figures for:

- **Boys**
- **FSM & Non-FSM**

And other categories – details would be given at the next meeting.

All other groups were in line with the 94%. The H/T wanted to ensure the school aimed to reach 96% and she would be meeting with the H/T of Colville to see what measures he put in place to reach 97%.

It was noted that attendance was flagged up on the dashboard and Governors noted the importance of addressing this. The school was doing everything possible to address the issues.

Mobility and Attendance were the 2 main areas of focus.

There were currently:

- 3 children with Statements
- 4 children with top up funding
- 49 children requiring SEN support including Statements
- 2 Looked after Children
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A discussion took place on ensuring the SEN register was not high and the importance of assessing to ensure children were SEN and not different in abilities. A list was being created to review this.

A Governor asked why there was such a big increase. The H/T explained that this was due to intake – Mid Year Admissions – The school were tightening up on SEN and had reviewed the provision to ensure it was more robust.

The H/T confirmed she had started to look at persistent offenders in absences during term time and was writing to parents.

A Governor asked for an update on the effectiveness of the teaching in Y2. **It was explained that the Y2 teacher was absent and a number of children were not going to reach expected levels.** The H/T explained the current staffing in Y2 and that intervention and monitoring was taking place and an external practitioner was supporting.

(Mr Barratt left the meeting – 6.30pm)

It was explained that the pupil staff ratio in Y2 was approximately 1:1 due to the high level of needs.

Governors thanked the H/T for her report.

RESOLUTION

Noted

Attendance figures to be provided for the next FGB meeting: Boys, FSM and non-FSM

15/16 SCHOOL DEVELOPMENT PLAN

The SEF, SDP and OAP were explained to Governors. Targets needed to be met and the documents maintained. It was agreed that the documents would be included for the next FGB meeting.

The Chair gave an explanation on the circle of achievements and how everything fed in to the documents. A discussion would be held at the next meeting to review how everything was working and cycling through.

The Safeguarding and Health & Safety audit reports remained outstanding. The H/T explained that she had been chasing this by phone, email and had spoken to Ms Lucy Nutt. A log was being kept but no response was being received. Mr Richard House had advised the H/T that due to staff cuts he had not been able to get the report written. The Chair was not impressed with this and the H/T would continue to chase these up.

RESOLUTION

**SDP,SEF and OAP documents to be included in the agenda pack for the next FGB meeting
H/T to continue to chase the reports for H7S and Safeguarding Audit**

16/16 SAFEGUARDING

The report was deferred to the next meeting as Fr Bagott had left the meeting.

The number of Racist incidents and Bullying had been included in the H/T written report. Incidents over the half term had been logged and hard copies were filed and information was recorded on SIMS. The school was analysing what they could do to reduce the number of incidents. A drop in bullying was noted, over the spring term there had been no incidents. Measures had been put in place to address and were successful.

Prevent training had been booked. One family had been referred to the Prevent team and the family were being supported.

RESOLUTION

Noted

Report from Fr Bagott deferred until the next FGB meeting

17/16 POLICIES

- Photography – **Operational include as part of the Child Protection policy**
- Lone Worker Policy – **Tabled for next Personnel meeting**
- Risk Assessment Policy – **Tabled for next Personnel meeting**
- Intimate and Personal Care Policy – **Operational include as part of the Child Protection policy**
- Child Missing Education Policy - **Operational**
- Capability Policy – **Approved**
- Allegations of Abuse Against Staff – **Approved**
- Sex Education Policy – **Approved**
- Complaints policy and procedure – **Lady Smith Gordon revising at present**
- Governors Allowance – **Approved**
- Data Protection – **Approved**
- Governor Induction – **Approved**

A Governor asked if the School had an FGM policy and if they were comfortable in addressing concerns. The H/T advised that she and Ms Williamson met regularly and where there were any concerns it was addressed immediately. Social Service would be alerted or Early Help and referrals were written. Concerns would be voiced and monitored.

Age appropriate discussions were taking place with Y5 & Y6 and a training session was being scheduled. This was to make children aware and keep them safe.

Next FGB meeting approve:

- Safeguarding
- SEND
- Freedom of Information
- Amended Child Protection Policy

The Chair asked if the Clerk had a model FOI policy. The Clerk agreed to check and send to the Chair.

The following policies were due for review/revision by the relevant committees:

- Anti-Bullying
- SMSC
- Health and Safety
- Supporting Pupils with Medical Conditions
- Accessibility

RESOLUTION

The following policies were ratified by Governors:

- **Capability Policy**
- **Allegations of Abuse Against Staff**
- **Sex Education Policy**
- **Governors Allowance**
- **Data Protection**
- **Governor Induction**

Clerk to forward to Ms Cathy Cryer and forward FOI model policy to the Chair

Governors noted the policies due for review by the relevant committees and the policies due for approval at the next FGB meeting

18/16 GOVERNOR VISITS

It was asked if the Link Governor areas were working and this was confirmed. Governors were linked to classes and carried out visits.

It was agreed that the Link areas would be reviewed at the forthcoming Committee meetings.

RESOLUTION

Review Link areas at forthcoming Committee meetings

19/16 GOVERNOR TRAINING AND DEVELOPMENT

Governors noted the training available to them.

RESOLUTION

Noted

20/16 TRI-BOROUGH CHAIRS FORUM UPDATE

There had been no Chairs' Forum since the last GB meeting.

RESOLUTION

Nothing to report

21/16 DATE OF NEXT MEETING

FGB – 19th May 2016 at 5pm

FGB – 7th July 2016 at 5pm

Personnel – 16th June 2016 at 4.30pm

Finance – 10th May 2016 at 5pm

PWCE 26th May at 4.30pm

Teaching and Learning – 23rd June 2016 at 5pm

RESOLUTION

Noted

22/16 ANY OTHER BUSINESS

Fr Bagott was extremely keen to hold a joint event with Holy Trinity and Christ Church, for the Queen's Birthday at the Royal Hospital Chelsea. It was explained this would consist of a picnic and games etc. a meeting was taking place to discuss this further and the Chair asked Governors for their thoughts.

After discussion which included concerns on Health & Safety it was felt that although a lovely idea it was not logistically possible. There was a high level of concern among the GB.

It was suggested that the School Council go or Y5 & Y6 but could not incorporate the rest of the schools.

23/16 CONFIDENTIAL

Nothing to report