



ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL

Meeting of the Full Governing Body
held at the school on Thursday 18 May 2017

MINUTES

GOVERNORS		Present
FOUNDATION	Incumbent <i>Ex officio</i>	Fr Paul Bagott ✓
	Deanery	Mrs Carla Muñoz Slaughter Chair ✓
		Mr Zac Barratt ✓
	LDBS¹	Lady Smith-Gordon Vice chair ✓
		Mr Hamish Adourian ✓
	PCC²	Miss Charlotte Close-Smith ✓
		Ms Estella Gomez ✓
	Parent	Mrs Stephanie Barbir x
		Mrs Sandra McGregor x
		VACANCY N/A
Local authority³	Mrs Jennie Dalton ✓	
Headteacher <i>Ex officio</i>	Miss Gill Putterill ✓	
Staff	Miss Holly Williamson ✓	
ATTENDING Clerk⁴	Mr Mike Hutchinson	

1. Welcome, opening prayer, apologies and declarations of interest

The chair welcomed everyone to the meeting, which began at 5.01pm. Fr Paul Bagott led the meeting in a prayer. Apologies were received from, and permission given for absence to, Stephanie Barbir and Sandra McGregor. Apologies came from Fr Paul Bagott for an early departure. No other apologies were necessary as all other governors were present, and thus a quorum. There were no declarations of interest, pecuniary or otherwise, in respect of any items on this agenda. The chair proposed amending the order of the agenda as the headteacher was dealing with a safeguarding issue.

¹ London Diocesan Board for Schools.

² Parochial Church Council: all St Cuthbert's.

³ Royal Borough of Kensington and Chelsea.

⁴ Contact details: 07760 155216 / mikethutchinson@yahoo.co.uk

2. Minutes of the previous FGB meeting and matters arising

2.1 The minutes of the FGB meeting of 30 March 2017 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 3.2.1 Jennie Dalton, as LA governor, reported that she had raised the issue of affordable housing for teachers but had received little positive response from RBKC. The vice chair suggested asking people in neighbourhood if they had a spare room which they could let to teachers: Fr Paul Bagott to advertise in the church newsletter.

ACTION Item 2.2 *Fr Paul Bagott to ask members of the St Cuthbert's congregation, through the church newsletter, if they have a spare room to let.*

2.3 Item 4.7 The headteacher apologised that she had not included the school's full capacity in her current report but would do so in future reports.

ACTION Item 2.3 *Headteacher to include school's full capacity in reports.*

2.4 Item 4.25 The headteacher reported that too many aspects of the school's summer fair had already been booked to change the date.

2.5 Item 7.2.2 The chair noted that Stephanie Barbir was not present to clarify whether there was a requirement to renew DBS certificates every three years. Postponed to the next meeting.

ACTION Item 2.5 *Stephanie Barbir to clarify whether there is a requirement to renew DBS certificates every three years.*

2.6 Item 7.4.1 The headteacher apologised that she had not yet consulted LDBS architects on practical lockdown initiatives.

ACTION Item 2.6 *Headteacher to consult LDBS architects on practical lockdown initiatives.*

2.7 Item 11 The headteacher reported that staff, pupil and parent surveys would be carried out following the half term break.

ACTION Item 2.7 *Headteacher to initiate staff, pupil and parent surveys after half term break.*

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

3. Receive headteacher's report

3.1 The chair reminded governors that a report by the headteacher had been circulated in advance, with appendices. She invited her to introduce it, which she did, answering questions as she did so. The headteacher reported on staffing, which was up to date with the exception of a temporary senior leader in Y6 and a permanent music teacher. Further maternity cover positions would be confirmed.

3.2 Y6 SATs This year's Y6 SATs reading paper had been kinder than last year's, so the headteacher hoped that 2016-17's cohort would do better than 2015-16's. She was hopeful that targets could be met in spelling, punctuation and grammar (SPAG). The maths paper had been tricky, but again she was positive. Teacher assessments of writing need not be submitted until 29 June, at which point the combined results of reading, writing and maths (RWM) could be calculated.

3.2.1 Did the headteacher have any concerns about meeting floor targets [chair]?
No.

3.3 Y2 matrices This year's Y2 SATs reading paper, and the SPAG paper, had both been positive. Y2 had still to sit the maths paper. Teacher assessments of pupils' writing had yet to be submitted.

3.3.1 What were the chances of any pupil's writing exceeding expectations [chair]?
The headteacher was not hopeful.

3.4 Reception Here, the headteacher reported that the school was aiming for a good level of development (GLD) of 70 per cent or higher, but was more likely to achieve 68 per cent. The school was focusing heavily on two children. The fact that there were only 22 children (rather than the maximum of 30) in the class meant that each child's achievement had a significant effect on the data. This year's Reception cohort had also got off to a rocky start, with a change of staff.

3.5 The chair thanked the headteacher for her summary and asked for any further questions.

A sensitive issue was discussed at this point which is confidentially minuted elsewhere as item 17.

3.6 How should governors read the Y6 and Y2 matrices [Charlotte Close-Smith]? The headteacher gave a brief explanation, pointing out that for several pupils no previous data was available, for instance if they had joined the school from abroad. Y2 and Y6 non-English-speaking children in the last two years had not taken SATs and were disapplied, so not included in the matrices.

3.7 How did the school populate the matrices [Charlotte Close-Smith]? Pupils were tested six times a year and the results used to populate the matrices, allowing teachers to identify those children who needed intervention or support in class, separately from quality first teaching. Some pupils may leave KS1 having done well but then coasted; others may have disappointed at the end of KS1 but then demonstrated excellent progress. The matrices allowed these to be identified.

3.7.1 The headteacher added that, following assessments a week before SATs, Y6 data had been benchmarked against an increased (by four per cent) threshold in reading, SPAG and maths, in order to ensure that a possible national increase this year would make the school's teachers' assessments more realistic.

3.8 Reception 2017 The headteacher reported that a provisional list of applications for Reception 2017 had been compiled, offers had been made, and a number of acceptances had been received by the deadline. Information had then been sent out. Most children on the provisional list had not put down St Cuthbert's as their first or any option: several places had been offered but not accepted. Those parents who had not yet accepted an offer had been emailed the school's brochure and newsletter and prompted. As a result, the headteacher was still waiting for the final list of Reception starters and could not yet report on numbers.

3.8.1 The headteacher reported that she and governors had assumed that when new children started mid-year at the school, they would be funded by RBKC. In fact this did not happen. The key date was that of the October census: all children logged in this census, from Reception to Y6, received funding. Children who joined the school after October were not funded until the next financial year.

3.8.2 That said, if the pupil population rose “significantly” – by between five and ten per cent – then RBKC apparently had a discretionary fund of £360k to allocate. The increase in pupils at St Cuthbert's had been 10.35 per cent, which qualified it.

3.8.3 Surely children had also left the school [Jennie Dalton]? Yes, but the net increase of 17 pupils from Reception to Y6 should mean that the school could access funding. How much would depend on how many other schools were in the same position. An additional eight children in the Nursery should also bring funding of £1.5k per child before the end of the school year, although the headteacher was not clear whether this was paid annually or termly in advance.

3.8.4 Zac Barratt, who chairs the Finance and Premises Committee, pointed out that fewer children would mean a shortfall of £45-50k in the budget. The school had been trying to set a budget when it had no idea of what its income was going to be.

3.8.5 The headteacher noted that a census was carried out three times a year. It had been assumed that funding was adjusted after each census, depending on numbers of pupils – but it was not. She had only been told that day that funding was not adjusted at each census.

3.8.6 The chair pointed out that this was a particular problem for a school that was not full, as it received children throughout the year who were effectively not funded. Funding for new children would not be received until the next financial year. Meanwhile, RBKC needed to receive an approved budget by the end of May.

3.8.7 Zac Barratt said that the school had worked hard to analyse staff costs and make budget provision for non-staff costs: the problem was not knowing how much income would be forthcoming. The school's hard-won carried-forward surplus was likely to be exhausted if sufficient funding was not in the pipeline.

3.8.9 Governors **AGREED** to delegate approval of an amended budget to the chair; Zac Barratt, as chair of the Finance and Premises Committee; and Hamish Adourian.

[The headteacher left the meeting with apologies at 5.51pm.]

3.9 School Development Plan The chair pointed out this was work in progress: governors to discuss at an awayday during the next school year. One issue was that the school was spending funds which were not reimbursed on children with very high needs, which affected other children. This was not fair. Quality first teaching could only go so far. Pupil Premium was intended to be spent on all pupils in receipt of it, not just a few with special, unfunded, needs.

[The headteacher returned to the meeting at 5.54pm.]

3.9.1 Could the school refuse these pupils [vice chair]? The headteacher replied that the school might not physically be able to accommodate a large number of SEN children who required one-to-one support. But it was obliged to accept children with difficult backgrounds. The chair pointed out that the school often did not know children's backgrounds until they had been accepted. She urged governors and the headteacher to keep up the pressure on RBKC.

3.9.2 To clarify, funding was available for children with educational needs but not emotional needs [Zac Barratt]? Staff governor Holly Williamson, who is a learning mentor at the school, replied that the behaviour of some children, in the short term or longer, could be more challenging than that of pupils with SEN. For instance, there were no SEN-statemented pupils in Y4 but it was the toughest class to support because of its challenging cohort of children with difficulties.

3.9.3 Did poor English add additional expense [Jennie Dalton]? No, because the children concerned were usually receptive to teaching and quick to learn.

3.10 The chair thanked the headteacher for her report, and the headteacher and Holly Williamson for answering questions.

4. Chair's report

4.1 Chair's action(s) The chair reported that she taken no chair's actions since the last meeting that were not referenced in what follows.

4.2 Governor vacancies The chair noted that she had been in touch with LDBS and the area dean to seek a successor to Deanery governor Zac Barratt, who would be stepping down at the end of the school year.

4.2.1 Estella Gomez reported that a single parent had stepped forward as a successor to Sheraza Khan, whose term of office as parent governor had expired on 14 May 2017. The chair suggested reminding parents of the vacancy in the school newsletter; Estella Gomez to liaise with headteacher. When necessary, chair to meet candidate(s) to brief them on the parent governor role and invite them to attend a meeting.

ACTION	Item 4.2.1	Estella Gomez and headteacher to liaise on notice of parent governor vacancy in school newsletter; when necessary, chair to meet candidate(s) to brief them on the role and invite them to attend a meeting.
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4.3 Succession planning The chair reminded governors that, for various practical reasons, she had planned to step down as chair at the end of this school year.

4.3.1 However, given that no immediate successor was in prospect, she reported that Hamish Adourian had kindly agreed to be vice chair from September 2017 and, if the Governing Board agreed, to take over as chair from September 2018.

4.3.2 The chair added that Sandra Smith-Gordon, the current vice chair, had agreed to stand for reappointment by LDBS as its sponsored governor when her term expired at the end of June 2017. The chair welcomed this.

4.4 Crypt The chair reported that the school was investigating a report that the crypt of the former St Matthias church lay beneath the rear playground, and the cellars of a now-defunct row of town houses lay below the front playground. If so, their renovation could provide an exciting fundraising challenge in the long term.

5. Update on Chelsea Deanery Partnership of Schools

5.1 The chair reminded governors that the school's LDBS lead adviser, Graham Marriner, had facilitated a link with Holy Trinity and Christ Church schools, which had resulted in a Memorandum of Understanding, a non-exclusive agreement to explore economies of scale and share good practice.

5.2 The launch of the Partnership had been very exciting. Teachers and teaching assistants in particular had been thrilled to network. The headteacher noted that a number of staff, such as the SENDCo and school business manager, had already set up follow-up meetings.

[Fr Paul Bagott left the meeting at 6.14pm.]

5.3 The chair added that activities would be limited to start with, such as joint Insets, a joint Christmas party, and joint events for children. She asked for questions.

5.4 Who had paid for the launch [vice chair]? The rector of St Luke's, Brian Leathard, which was linked with Partnership member Christ Church, had promised to fund this.

6. Receive annual safeguarding report

Given the apologies of the governor with responsibility for safeguarding, Stephanie Barbir, this item was postponed to the next meeting. Clerk to schedule.

ACTION	Item 6	Clerk to schedule annual safeguarding report on agenda of 6 July 2017 FGB.
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7. Receive School Improvement Partner visit report

7.1 The chair reminded governors that a copy of a report of a visit by Lucy Nutt, RBKC's principal lead adviser to schools, had been circulated in advance. Her reports, following her three scheduled visits a year, should usefully demonstrate independent corroboration of governors' observations of the school. The headteacher agreed to ensure that written reports followed each visit, and were reviewed by governors.

ACTION	Item 7.1	Headteacher to ensure that written reports follow each visit by RBKC principal lead adviser Lucy Nutt, and are reviewed by governors.
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7.2 The chair added that, personally, she felt that she could consult Lucy Nutt on governance and other matters at any time. She asked for questions.

7.3 Were agreed actions in her report fulfilled [vice chair]? The headteacher reported that the actions for her personally, and the school, had all been fulfilled. A one-page Prevent risk assessment, the subject of one of the actions, had been approved by Ofsted during its recent inspection. Most, if not all, of Lucy Nutt's actions had been fulfilled. Zac Barratt pointed out that Lucy Nutt supported St Cuthbert's governors' appraisal of the headteacher, which also helpfully triangulated the governors' observations.

8. Receive committee and other reports

8.1 Personnel Committee The FGB chair, who also chairs the Personnel Committee, reported that it had met on 2 May 2017, when it had discussed a number of mostly confidential staffing issues. Most would be aired in Part 2 of this meeting. Additionally, the HR SLA had been transferred to LDBS. The previous provider had been expensive and unable to help with contracts.

8.2 Teaching and Learning Committee The FGB vice chair, who chairs the Teaching and Learning Committee, reported that this committee had not met since the last FGB meeting on 30 March 2017. It would next meet on 13 June 2017.

8.3 Finance and Premises Committee The chair of the committee, Zac Barratt, reported that this committee had met on 15 May 2017, though it had unfortunately been inquorate; draft notes were not yet available.

8.3.1 Much of its discussion of the budget had been overtaken by events. He noted that the brought-forward surplus from 2015-16 was incorrect, following a mistake by the school's financial consultants, SBS: it was £79k rather than £59k. Better information on the school's income would allow it to set a more informed budget.

8.3.2 The chair reminded governors that the deputy head was about to take maternity leave; meanwhile, the headteacher was under increasing pressure. Governors had a duty of care to support her. The chair proposed three options: employing a high level teaching assistant (HTLA) known to the school; temporarily promoting an employee already in post; or employing an assistant at a basic level so that everyone else could step up.

8.3.3 Was there a risk that the last option would overload teachers [Estella Gomez]?

The headteacher replied that individuals who had agreed to take on additional tasks when the deputy head went on maternity leave could assume responsibility for them now. That would make them familiar with the responsibilities for September.

8.3.4 Zac Barratt feared that the school would not have the funds for any of the options, but if governors decided to go ahead, they should approach RBKC for support, as the deputy head's maternity leave would have effectively started four months early. Headteacher to draft proposal for support with which to approach RBKC.

ACTION *Item 8.3.4* **Headteacher** to draft proposal for support with which to approach RBKC.

8.3.5 What explained the school's extra spending [vice chair]? Zac Barratt replied that there had been a number of one-off premises expenses.

8.3.6 He added that he, the headteacher and the supply site manager had preceded the inquorate Finance and Premises Committee meeting with a school premises inspection, the results of which were acceptable.

8.4 Pupil Welfare and Christian Ethos Committee The chair of the committee, Fr Paul Bagott, having left the meeting, the chair noted that the committee had met on the previous day, and perhaps, in future, a committee report could be earlier on the agenda. Clerk to action.

ACTION *Item 8.4* **Clerk** to schedule report on the Pupil Welfare and Christian Ethos Committee earlier on future FGB agendas.

8.5 Grants Working Party Hamish Adourian reported that he, Charlotte Close-Smith and the headteacher had met Capital and Counties Properties (CapCo) and proposed that the company support a new school library. They had supplied a further list of potential projects to support. CapCo architects would visit the school for the tea party in July.

8.5.1 Charlotte Close-Smith added that she and Hamish Adourian would be meeting Chelsea Football Club and Metro Bank to explore potential sponsorship.

8.5.2 The headteacher added that the school had received £780 from the charitable Thomas's Schools Foundation to pay for art activities provided by the educational consultants Chalice Arts UK.

8.5.3 The chair congratulated all concerned and volunteered to approach the Sutton Trust.

ACTION *Item 8.5.3* **Chair** to approach Sutton Trust for potential sponsorship.

8.5.4 Could any local Spanish school be approach for a volunteer to teach Spanish [Charlotte Close-Smith]? The headteacher noted that any individual did not have to be a qualified teacher but dates were often difficult to pin down with volunteers. She was in any case to interview a prospective Spanish teacher shortly.

8.5.5 The chair thanked Hamish Adourian and Charlotte Close-Smith for their report.

9. Receive reports on governor activity

9.1 Visits to school The vice chair reported that she had attended the school's Farmers' Market, where St Cuthbert's pupils had run a stall. The headteacher noted that on sale had been plants and greetings cards.

9.2 Training Jennie Dalton reported that she had undertaken a day's LDBS training in safeguarding. The headteacher had undertaken LDBS training in safer recruitment.

10. Plan date and agenda for forthcoming Governors' Day/learning walk

Given that either option involved the headteacher in extra work, the chair proposed postponing the next Governors' Day or learning walk. Governors **AGREED**.

11. Receive report on PTA activity

Estella Gomez noted that the PTA had donated £200 for planters at the school, and raised £35 for Christian Aid. The Summer Fair would take place on Saturday July 8, from noon to 4pm. Donations of food and prizes for the raffle were welcome.

12. Discuss governors' annual report to parents

Hamish Adourian volunteered to prepare a draft governors' report to parents.

ACTION *Item 12* **Hamish Adourian** to draft governors' report to parents.

13. Review policies and other documents

There were no policies or other documents to review.

14. Any other business

The headteacher informed governors that the annual school tea party, to which they were cordially invited, would take place at 2pm on Friday 7 July.

Dates of forthcoming scheduled meetings: see calendar below.

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 6.54pm. Confidential items followed, for which Holly Williamson, the staff governor, left.

Signed.....

6 July 2017

Carla Muñoz Slaughter
Chair, Governing Board of St Cuthbert with St Matthias CE Primary School

ACTIONS ARISING FROM THE FGB PART 1 MINUTES OF 18 MAY 2017

ACTION	Item 2.2	Fr Paul Bagoff to ask members of the St Cuthbert's congregation, through the church newsletter, if they have a spare room to let.
ACTION	Item 2.3	Headteacher to include school's full capacity in reports.
ACTION	Item 2.5	Stephanie Barbir to clarify whether there is a requirement to renew DBS certificates every three years.
ACTION	Item 2.6	Headteacher to consult LDBS architects on practical lockdown initiatives.
ACTION	Item 2.7	Headteacher to initiate staff, pupil and parent surveys after half term break.
ACTION	Item 4.2.1	Estella Gomez and headteacher to liaise on notice of parent governor vacancy in school newsletter; when necessary, chair to meet candidate(s) to brief them on the role and invite them to attend a meeting.
ACTION	Item 6	Clerk to schedule annual safeguarding report on agenda of 6 July 2017 FGB.
ACTION	Item 7.1	Headteacher to ensure that written reports follow each visit by RBKC principal lead adviser Lucy Nutt, and are reviewed by governors.
ACTION	Item 8.3.4	Headteacher to draft proposal for support with which to approach RBKC.
ACTION	Item 8.4	Clerk to schedule report on the Pupil Welfare and Christian Ethos Committee earlier on future FGB agendas.
ACTION	Item 8.5.3	Chair to approach Sutton Trust for potential sponsorship.
ACTION	Item 12	Hamish Adourian to draft governors' report to parents.

ST CUTHBERT WITH ST MATTHIAS GOVERNOR DATES 2016-17

Autumn term 2016 (Monday 5 September-Wednesday 21 December)		
Thursday 8 September	5pm	Full Governors
Tuesday 13 September	4.30pm	Personnel Committee
Tuesday 27 September	5pm	Teaching and Learning Committee
Wednesday 5 October	6.30pm	Tri-borough Chairs' Forum
Thursday 20 October	5pm	Finance and Premises Committee
<i>Half term break (24-28 October 2016)</i>		
Thursday 10 November	4.30pm	Personnel Committee
Tuesday 15 November	5pm	Teaching and Learning Committee
Thursday 17 November	5pm	Full Governors
Thursday 24 November	4.30pm	Pupil Welfare and Christian Ethos Committee
<i>Term ends Wednesday 21 December 2016</i>		
Spring term 2017 (Tuesday 3 January-Friday 31 March)		
Tuesday 10 January	4.30pm	Personnel Committee
Thursday 26 January	5pm	Full Governors
Saturday 4 February	9-2pm	LA Governors' Conference
Tuesday 7 February	5pm	Teaching and Learning Committee
Thursday 9 February	5pm	Finance and Premises Committee
<i>Half term break (13-17 February 2017)</i>		
Tuesday 28 February	4.30pm	Personnel Committee
Thursday 2 March	4.30pm	Pupil Welfare and Christian Ethos Committee
Thursday 9 March	5pm	Teaching and Learning Committee
Wednesday 15 March	6pm	Tri-borough Chairs' Forum
Thursday 30 March	5pm	Full Governors
<i>Term ends Friday 31 March 2017</i>		
Summer term 2017 (Tuesday 18 April-Friday 21 July)		
Tuesday 2 May	4.30pm	Personnel Committee
Monday 15 May	5pm	Finance and Premises Committee
Thursday 18 May	5pm	Full Governors
Wednesday 24 May	6.30pm	Tri-borough Chairs' Forum
<i>Half term break (29 May-2 June 2017)</i>		
Tuesday 13 June	5pm	Teaching and Learning Committee
Thursday 18 June	4.30pm	Pupil Welfare and Christian Ethos Committee
Thursday 6 July	5pm	Full Governors
<i>Term ends Friday 21 July 2017</i>		