

St Cuthbert with St Matthias CE Primary School

Minutes of the meeting of the governing body held at the school on 1 December 2015

Members:	Name	Post
(*Absent)	Mrs Carla Munoz Slaughter	Chair
	Miss Gill Putterill	Acting Head Teacher
	Lady Sandra Smith Gordon	Vice Chair
	Father Paul Bagott	
	Mr Zac Barratt	
	Ms Estella Gomez	
	Ms Sheraza Khan	
	* Ms Sandra McGregor	
	Miss Charlotte Close Smith	
	Mrs Jennie Dalton	
	Miss Holly Williamson	
	Mrs Stephanie Barbir	

Also present: Mrs Natasha Stroud Clerk to the Governing Body

The meeting opened with a prayer led by Father Paul Bagott – Clerk noted this should be included on future agendas

- Item 1/15 APOLOGIES FOR ABSENCE**
Apologies for absence were received from Ms Sandra McGregor.
RESOLUTION: Consent was granted
- Item 2/15 DECLARATIONS OF INTEREST AND REVISION OF THE REGISTER OF INTERESTS**
Governors declared they had no conflicts of interest that might be relevant to the business to be discussed at the meeting.
RESOLUTION: Nothing declared
- Item 3/15 CONSTITUTION AND APPOINTMENTS**
There were no changes to the membership.
Governors noted one LDBS vacancy. The Chair was in communication with Victoria Borwick MP. The Vice Chair advised that she had recently reviewed the vacancy page on the LDBS website and the School were not listed. The Chair agreed to follow this up.
- Governors reviewed the Scheme of Delegation. A discussion took place and Governors questioned the contents required. The GB agreed that the Scheme of Delegation required further attention and it was therefore going to be amended and approved at the next FGB meeting.
- Governors reviewed the existing Terms of Reference and these were approved subject to including the School logo. Link Governors would be reviewed.
- Governors were asked to complete and return their completed skills audit asap. It was noted following a Borough review that it was critical to strengthen Admin.
RESOLUTION:
Chair to make contact regarding the vacancy list; The vacancy was noted by Governors;
Continue trying to appoint to the vacancy
Scheme of Delegation to be amended and approved in the Spring Term
The Terms of Reference were approved
Governors to complete and return completed Skills Audit
- Item 4/15 CODE OF CONDUCT**
Governors agreed to adopt the NGA Code of Conduct subject to including the School logo.
RESOLUTION NGA Code of Conduct adopted

5/15 MINUTES OF LAST MEETING

The minutes of the meeting of the Governing Body held on 24th September 2015 were agreed as a true and correct record of proceedings and signed by the Chair.

RESOLUTION:

The minutes were agreed and signed by the Chair

6/15 MATTERS ARISING FROM THE MINUTES (INCLUDING REVIEW OF ACTIONS)

Hot water machine – The Chair confirmed that a machine had been identified and quotes for installation would be sought in the new year.

Farmers market – This would be discussed in further detail in the new year.

Website – Not all Governors had completed their pen portraits for uploading to the school website. The Vice Chair reminded Governors of the log in details and agreed to follow this up. Governors were advised to complete their pen portraits asap. It was felt that although the School were judged RI they had a strong GB with good qualifications and these should be included in the portraits for Governors and Staff. It was felt that this would attract better candidates.

RESOLUTIONS

Obtain quotes for the hot water machine

Farmers market to be discussed at the next meeting

Governors to complete their pen portraits including their qualifications

Lady Smith-Gordon to ensure pen portraits are uploaded to the website

7/15 CHAIR'S REPORT

The Vice Chair had created a policy tracker identifying policies due for review/adoption and the dates they were reviewed/adopted previously. Committee Chairs were asked to work back over the past 2 years and advise of their comments.

Once the list had been finalised the Chair would contact Ms Jackie Saddington, Head of Governor Services to clarify requirements.

Sex Education policy and any others due were to be considered at the next FGB meeting.

The Chair explained that she would like to put something in place for identifying families with extra need that did not fall into the SEND category. It was noted that there were a number of children that had little or no English, children who had been out of school and those with vulnerable family backgrounds. She explained that she would like to address this and have something in place that would take charge. Governors agreed that this should be looked into.

It was agreed to include the following as standing items on future FGB agendas:

- Policy Tracker
- Skills Audit
- New format of reporting

A Finance review had taken place and further documents had been requested. The School were expecting feedback by the end of term.

Following the Borough review it was identified that the Safe Guarding policy still needed to be revised and areas of Teaching was critical. The Acting Head Teacher was following up on Teaching through the Action Plan and the T&L Committee would address this.

RESOLUTIONS

Policy Tracker to be updated

Chair of Governors to contact Ms Jackie Saddington to clarify requirements

Sex Education policy and any others due to be included on the agenda for the next FGB meeting.

Standing items to be included on future FGB agendas:

- Policy Tracker
- Skills Audit

New format of reporting

8/15 **MINUTES AND REPORTS OF WORKING PARTY**

Teaching & Learning

The Chair of the Committee queried the absence of the minutes from 17th November 2015. The Clerk explained that the SLA turnaround was 14 school days and the minutes were still within the deadline.

The first half termly assessments had taken place through the shining stars scheme and moderation would take place. Y3 & 4 weak areas were noted. Action plan - NQT's discussed expected and exceeding. The Committee felt confident that the Acting Head Teacher was doing her best.

A Governor asked how settled it was so far following implementation of life without levels. It was reported that matrices were in place through the rising stars tracker and were set up against the new Curriculum and information was available and able to be addressed.

Another Governor asked how confident the School were in the data that was submitted. This was something the School had very little control over but would look at learning over time. End of unit tests and Moderation were extremely important. It was noted that it was part of a Subject Leaders Job Specification to assess where a child was at the end of each term but this was tricky with a small Leadership Team with limited hours out of class.

Pupil Welfare

Nothing to report.

It was noted that a report from the Pupil Welfare and Christian Ethos Committee be included at FGB meetings.

Finance

The Finance Committee were due to meet on Friday 27th November however the meeting was not quorate therefore no decisions were made. The budget was noted and was much healthier with a reasonable surplus and better expectation next year. The next meeting had been arranged for 12th January 2016.

The Committee discussed the possibility of getting external help to retrieve pressure on Classroom Teachers. The Acting Head Teacher was to decide if this could be done. The right balance between Staff and the budget needed to be obtained next year

Personnel

The Year 6 Teacher was appointed as Acting Deputy Head

Acting Head Teacher Performance Management was carried out by Ms Lucy Nutt.

Long term Staff illness had been noted but did not need to be brought to GB attention at present and would be monitored.

Report from Nursery Working Party

Not met however it was noted that Nursery attendance was to be increased.

RESOLUTION Reports were noted

9/15 **REPORT FROM THE ACTING HEADTEACHER**

The Acting Head Teacher took Governors through her report.

One permanent exclusion had taken place. Governors upheld the decision however it was going to an external appeal.

In Year admissions – The Acting Head Teacher explained to Governors that two children, with no English language, no prior schooling and significant needs had joined the school. They were hoping to bring in additional staff to help meet the needs of these children. Governors were advised that the School had contacted the LA advising of the strains on an RI school with no capacity and asked if the School were obliged to take children with needs they cannot

meet. The LA confirmed that they were obliged to do so. The situation was being addressed and the school were doing everything they could to ensure the needs of such children could be met but it was noted there were significant needs here.

There were school places available and more admissions would be expected.

SEND EHC Plans had been delayed due to a number of reasons within the Borough. It was noted that the Education Psychologist in charge had not written up the reports due to hurting their hand. The Chair contacted Cllr Emma Wills and Mr Ian Heggs, Tri-Borough Director of Schools regarding the poor service they had received. Since escalating concerns things were now moving forward. If needs were recognised early on this allowed time to arrange help and get plans in place.

Admissions criteria would be reviewed in 2016/17.

Medical injuries and Accidents

All information was recorded on the SIMs system and lists could be categorised. This would be reviewed from June 2016.

The Acting Head Teacher advised Governors of the action taken to reduce the number of injuries outside. Break times had been staggered and this had resulted in a calmer environment.

Race had been addressed. The SLT had provided an explanation on what was included in terms of racial abuse – Faith, belief, name calling etc. All incidents were recorded and patterns were watched for. Circle time took place. Trends and issues were addressed and children were confident in approaching staff.

It was noted that parents received copies of all accidents/incidents that took place and were required to sign and return slips to the School for filing.

All items raised in the recent review were being addressed.

Falling over was common. It was felt that PE and prioritising outside play was important. Some children did not have sufficient space to run around outside of school and it was felt that children needed space to “let off steam”.

School Comms texting was going well. The Acting Head Teacher thanked the Chair for setting this up.

As part of Performance Management, teams were being changed Ms Williamson and Mr Burgess were working on Personal Care and Ms Williamson would manage the Learning Mentors. This would come into effect after Christmas.

Ms Gemma Harris and Ms Dalton were working on the Accessibility plan and this would be recommended to Governors for approval at the next FGB meeting.

RESOLUTIONS

Governors noted the report

Admissions criteria was to be reviewed in 2016/17

Review Accidents/Incidents from June 2016

Accessibility Plan to be approved by Governors at the next FGB meeting

10/15 PARENTAL ENGAGEMENT

Parent engagement was an area of concern. It was noted that the PTA did a great job but it was felt that the School needed to reach out more. An Introduction to Education system workshop was held and was successful.

It was suggested a working party be established which can work out how to implement things

in the toolkit. Ms Barbir offered to set this up.

It was felt that it would be extremely beneficial to involve staff. There were barriers because of different faiths and beliefs and the School were looking to involve an Iman. It was agreed to make contact with an Iman to address the issues around different faiths. The Chair agreed to follow this up.

A discussion took place on the use of pictures around the school to encourage different faith groups to mix. It was felt that the use of images to promote this would help.

The School would continue to find ways to engage parents and work on things within the toolkit.

RESOLUTIONS

Establish a working party to help engage parents. Make contact with an Iman and use images to promote mixing with different faith groups.

11/15 HEAD TEACHER RECRUITMENT

The Head Teacher recruitment was taking place. The documents were just being finalised. Ms Lucy Nutt and Mr Graham Marriner would help with the shortlisting and Interviews would take place in February. It was agreed that the GB would meet to ratify the decision on Friday 5th February 2016 if all went to plan. Time to be confirmed. The advert would be included in the Times Education Supplement.

RESOLUTION

Process was being followed and post would be advertised shortly with interviews taking place in February 2016

12/15 POLICIES

Child Protection and Safeguarding

The Chair advised Governors that during the recent review the School were criticised regarding their Child Protection policy. Although the policy was in place it wasn't seen as acceptable. It was noted that the policy required updating to include the new Prevent Strategy and FGM.

The Vice Chair advised that the policy in place was the Borough model policy and although criticised, upon comparison with the version on the Borough website the above items were not included on the model.

The Chair advised that she had been in contact with the prevent team. The Child protection and Safeguarding policies were approved subject to inclusion of items to meet statutory requirements and dates and names to be included.

Pay Policy

Approved and adopted

Vexatious Complaints

A discussion took place on recent issues that prompted the use of this policy. It was agreed that this policy be adopted to help resolve the issues.

Finance

Approved and adopted

Credit Card

Approved and adopted

RESOLUTION

The Child Protection and Safeguarding policies were approved and adopted subject to inclusion of items to meet statutory requirements

The Vexatious Complaints policy was approved and adopted

The Pay policy was approved and adopted

The Finance and Credit Card policy was approved and adopted.

13/15 GOVERNOR VISITS

Governors gave details of visits they had undertaken since the last meeting as follows:

A British values Learning Walk had taken place. Two Chelsea pensioners had visited one of which had recently completed a sky dive and wing walk. Victoria Borwick MP had taken part in assembly and had requested to visit again in January 2016. The Acting Head teacher and Chair of Governors agreed to arrange this.

The Chair proposed the next visit focussed on families with extra needs as discussed under item 9/15. Governors discussed the best way to focus on this area. It was felt that a presentation from the Acting Head teacher and Ms Williamson would give an indication on how many children in each class fell into this category. The School could then focus on how to distinguish learning and provide evidence on actions being taken to support and encourage learning.

Governors felt this may be a bit much to do as a learning walk. They were also concerned that not all Governors were able to attend learning walks. Following further discussion it was agreed that a presentation take place immediately before the next FGB meeting. The Chair would consider what would work best i.e. start earlier/finish later at the next meeting.

The Chair, Acting Head Teacher and Ms Williamson would work on a format for case studies that would be included as part of the presentation.

Governors were reminded to carry out link area visits.

RESOLUTIONS

Visits had taken place and were noted by Governors

Presentation to take place at the next FGB meeting with focus on families with extra needs

Chair to work with Acting Head Teacher and Ms Williamson on collating case studies that can be used for the presentation

Governors were reminded to carry out link area visits

14/15 GOVERNOR TRAINING

The Vice Chair had taken on the role as Training Governor and had developed a training schedule that recorded training undertaken by the GB. She asked Governors that had undertaken any recent training to contact her with details so that the record could be updated.

Governors were reminded by that if they did not attend sessions without sending apologies to the Governor services team the school would be charged.

The Chair asked the Vice Chair to circulate the current schedule to all Governors and the Clerk.

It was noted that Mr Barratt had undertaken 10 ELearning sessions with Modern Governor. Governors were encouraged to use Modern Governor and log in details would be circulated. Governors were to contact Mr Baratt if they experienced any issues.

RESOLUTION

Training schedule was in place and would be circulated to all Governors and the Clerk

Governors were encouraged to use Modern Governor ELearning

Clerk to circulate log in details for Modern Governor

Lady Smith-Gordon to provide a copy of the updated training schedule to the Administrative Assistant for filing

15/15 DATES OF FORTHCOMING MEETINGS

The next FGB meeting would take place on Thursday 4th February 2016 at 5pm. The EGM to ratify the Head Teacher appointment would take place on Friday 5th February – time to be confirmed.

It was agreed to change the date of the Summer Term FGB meeting from 12th May to the 19th

May 2016 at 5pm.

RESOLUTION

FGB – Thursday 4th February 2016 at 5pm

EGM – Friday 5th February 2016 – time to be confirmed

FGB – Thursday 19th May 2016 at 5pm

16/15 ANY OTHER BUSINESS

Christmas Lunch - Wednesday, 9 December

Christingle Service -Thursday, 10 December, 2pm, St Cuthbert Church

Craft Fair - Friday 11 December at 3.30pm – Donations for the raffle welcome

Christmas Party - 15th December 4pm-6pm

Nativity - date TBC

The Chair thanked the Acting Head Teacher for all her amazing hard work and dedication. Governors felt that she had gone above and beyond and present the Acting Head Teacher with a gift to show their appreciation. The Acting Head thanked Governors and was delighted with the token of appreciation.

RESOLUTION

Governors noted forthcoming events

17/15 CONFIDENTIAL ITEMS

Nothing to report