

# ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL

Meeting of the Full Governing Body  
held at the school on Tuesday 3 July 2018

## DRAFT 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 ✓
		Lady Smith-Gordon ✓
	PCC	Miss Charlotte Close-Smith ✓
		Ms Estella Gomez ✓
		Mrs Stephanie Barbir x
	Parent	Mrs Sandra McGregor ✓
		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		
Observer	Tremayne Kwade	
Clerk	Mike Hutchinson	

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

The chair welcomed everyone to the meeting, which began at 4.57pm. The chair particularly welcomed Tremayne Kwade, a prospective parent governor, who was observing the meeting. Fr Paul Bagott led the meeting in a prayer. Apologies were accepted, and permission for absence given to, Stephanie Barbir. Father Paul Bagott and Jennie Dalton had apologised for an early departure. A quorum was present throughout the meeting. 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 MEETING AND MATTERS ARISING

**2.1** Minutes of the FGB meeting of 22 May 2018 were **AGREED** as a full and accurate record. Chair to sign them after the meeting. There were a number of matters arising which were not already on the current agenda.

**2.2 Item 2.3** Fr Paul Bagott reported that the Royal Hospital would be delighted to welcome pupils from St Cuthbert's and its fellow CDP (Chelsea Deanery Partnership) schools to the short (15 minute) Service of Remembrance to be held on 9 November 2019. A pupil from one of the CDP schools would be invited to recite the seminal quotation from Laurence Binyon's poem *For the Fallen* ("They shall not grow old...").

**2.3 Item 2.6** Fr Paul Bagott apologised that he had not yet managed to oversee the opening of a box of parish documents thought to reveal whether a former church crypt lay beneath the school site. A locksmith had not turned up.

**2.4 Item 2.7** The chair reported that she had convened a small working party, consisting of herself, the headteacher, Jennie Dalton and Sandra Smith-Gordon, to customise the RBKC model Business Continuity and Emergency Plan. It would meet the following week.

**2.5 Item 2.8** The headteacher reported that the school had not yet received a signed declaration from Stephanie Barbir agreeing to abide by the school's Acceptable Use Policy for email, in line with GDPR (the EU's General Data Protection Regulation). This was due to her prolonged and unavoidable absence abroad.

**2.6 Item 2.9** The headteacher reported that St Cuthbert's pupils, rather than the chair, would be writing to Thomas's Schools Foundation to acknowledge its generosity to the school.

**2.7 Item 2.10** The headteacher reported that after criticism at the service provided by the school's financial consultancy, SBS, the organisation had offered the school an additional two complimentary days of advice. This was welcomed by governors.

**2.8 Item 2.12** SATs results were expected on the following Tuesday, 10 July: Hamish Adourian promised to update the governors' annual report to parents after that, and circulate the draft. Publication to be in the final school newsletter of the term, on Friday 20 July.

**2.9 Item 3.1** The chair reported that she and the headteacher's visit to Christ's Hospital, a co-educational secondary day and boarding school in West Sussex, had been very memorable and enjoyable. Christ's Hospital could not have been more hospitable and hopeful of being able to provide a full bursary for a particular St Cuthbert's child. The headteacher and Holly Williamson had returned later to escort the child concerned for assessment: the school awaited the result.

**2.10 Item 3.6** The headteacher reported that an LDBS GDPR audit would be taking place on the following Friday 6 July, during which she hoped to clarify the terms of use of governors' school email addresses.

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

### 3. CHAIR'S REPORT

**3.1 CDP meeting** The chair reported that a recent meeting of the CDP, involving clergy, chairs and headteachers from the three partner schools (St Cuthbert's; Christ Church CE School, Chelsea; and Holy Trinity CE School, Sloane Square) had been overwhelming positive. The consensus was that shared activities such as staff training were already yielding financial savings. She personally welcomed the opportunity to liaise with her fellow chairs in order to avoid re-inventing the wheel.

**3.2 HR issue** The chair reported that a historical HR issue had resurfaced, of a teacher who had – some three years ago – committed disciplinary offences with safeguarding aspects. He had been suspended but breached that suspension several times and had now returned to the school with various spurious claims. The chair and headteacher would be meeting to attempt to resolve the issue.

### 4. HEADTEACHER'S REPORT

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

**4.2 Attainment: Summer 1 2017-18** Despite the fact that some able children had left the Early Years Foundation Stage, a greater percentage of children in this small cohort were achieving GLD (a good level of development) than last year.

**4.2.1** KS1 data was the result of a combination of teacher assessment and SATs, although the latter were not externally marked. KS2 data for reading and maths was externally marked and would be published on 10 July; writing was teacher-assessed, although as teachers had attended moderation workshops and training, the school was confident in these assessments.

**4.2.2** Y3's summer 1 data had been highlighted as of concern, the responsibility of an NQT who was leaving at the end of the year. She was being supported.

**4.2.3** All teachers would be aligning data from tests with their assessments as part of their handover to next year's teachers.

**4.3 Admissions** An increase in the number of Reception children in September 2018 by 11 to 26 – potentially 27 – was welcome. The school was seeking EHC (education, health and care) plans and contingency funding for individual pupils.

**4.3.1** In the Nursery, 20 out of 26 places had been taken. The school was offering banded categories of attendance: mornings only, full time (topped up by parents) and for 30 hours a week, funded by the DfE. There were children in every bracket.

**4.3 Roll and marketing** The school's shortfall of some 50 pupils was financially significant. With the October census coming up, it could adversely affect the school's delegated funding for 2019-20, and potentially its Pupil Premium income. There were in-year admissions, but often the funding formula failed them.

**4.3.1** Marketing was therefore essential. The website was often parents' first port of call and it would be aligned that of fellow CDP schools to attract any pupils denied a place by the more popular Christ Church.

**4.3.2** During the summer holidays, the headteacher and school business manager would be touring local estate agents and embassies to promote the school. Various initiatives had attempted to engage the community and promote positive feedback. The school would also be working to build closer links with the on-site Children's Centre and local secondary schools.

**4.4 CPD** Staff would be undertaking statutory child protection training in September, and training in Prevent – the government’s initiative to prevent young people being drawn in to extremism – in October. An inset day on wellbeing would include health checks by the school’s new occupational health consultancy APL Health.

**4.5 Parent survey** At 38, the number of parents who had participated in this year’s parent survey had almost doubled since last year: there had been many positive comments and ideas.

**4.5.1 Could a page on the school’s website reflect some of the positive comments, suitably anonymised [Sandra Smith-Gordon]?** The headteacher thought it could.

**4.6 Enrichment** Among a range of activities, Hamish Adourian had kindly arranged for Y6 to witness a static aircraft RAF display at Horse Guards Parade, and a mobile zoo would visit the school. Years 5 and 6 would take part in SRE (sex and relationships education) workshops on the changes to be expected with puberty.

**4.6.1 Were the workshops co-educational [Carla Muñoz Slaughter]?** Holly Williamson replied to this: on this occasion, they were. The workshops were effectively a biology lesson, using scientific vocabulary.

**4.7 Finance and premises** A number of iPads had been delivered and installed: the headteacher had thanked Hoare and Co.’s Golden Bottle Trust for funding them.

**4.7.1** The school was being supported by RBKC HR to bring in house the after-school Fit for Sport club.

**4.7.2** Newly-installed air conditioning in the hall had ensured activities there were much more comfortable.

**4.7.3** The school’s lift had been out of action since a change of maintenance company before the half term break. The headteacher was liaising with LDBS, as the owner of the school premises, and RBKC’s health and safety department.

**4.8 School events** Music performances would take place on Tuesday 17 and Wednesday 18 July (the same performance on each day). The Rose Assembly for Y6 leavers, to which all governors were invited, would be on Friday 20 July at 2pm. Graduations for each class would be taking place in the final two weeks of term.

**4.9 Spiritual** A new SIAMS (Statutory Inspection of Anglican and Methodist Schools – equivalent to an Ofsted) framework would be in place from September 2018, with a new curriculum and higher expectations on implementation and outcomes.

**4.9.1** As a result, the number of SIAMS-outstanding schools was likely to fall. The new framework would be expected to affect everything from the curriculum and website to behaviour and staff wellbeing. The headteacher had attended training.

**4.9.2 How often do SIAMS inspections happen [Hamish Adourian]?** Every five years: the school’s next was due in 2021, although it could be brought forward if necessary.

**4.9.3 What kind of practical changes would be needed [Jennie Dalton]?** They would flow from a vision based explicitly on a Biblical text: “values” would take second place, with the emphasis on greater in-depth pupil knowledge of RE. Governors and the school community would be expected to be intimately familiar with the vision.

**4.9.4** That said, the school would have to show that it accepted and respected other faiths. Links with other schools, the diocese, charities and internationally would be expected. There was a lot that the school was already doing, but it would need to show what impact this was having on pupils and how it reflected the school’s vision.

**4.9.5** A governor learning walk before Christmas on RE teaching would reveal more.

**4.9.6** The chair, who had also attended training, stressed that RE would be expected to be a core subject at the school, and collective worship would have to be exclusively Christian.

**4.9.7** The school would have to demonstrate how the school’s values were linked to biblical teaching, and children would be expected to demonstrate how collective worship influenced their behaviour. The school would be expected to present outwardly as more explicitly Christian, so would need to show enhanced sensitivity to the local community.

*[Tremayne Kwade left the meeting with apologies at 5.38pm.]*

**4.11 Attendance** This was not where the headteacher would like it to be. Early Years numbers were particularly low. A bout of chicken pox, as well as Eid, had depressed attendance. However, if persistent absentees and other outliers were removed from the figures, they improved dramatically.

**4.11.1** Holly Williamson agreed: removing the children of just two families and a separate persistently absent child raised the school’s attendance level by 1.5 per cent. Involvement

with social or “early help” services rendered families immune from sanction by, for instance, a fine or prosecution. However, one family was being prosecuted, which could result in a fine or a child or children being taken into care.

**4.11.2** The good news was that, where the school could explain poor attendance to Ofsted inspectors, it was likely to receive a sympathetic hearing. Holidays in term time had also reduced, following an energetic campaign. It helped that two of the next three terms began on a Monday and ended on a Friday.

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

## **5. APPROVE BUDGET 2018-19**

**5.1** The chair reminded governors that a finalised budget, through no fault of the school, had not been available at their previous meeting, and governors had therefore delegated responsibility for approving the budget to her and Edward Lethbridge, as chair of the Finance and Premises Committee. They had done this.

**5.2** The chair thanked Edward Lethbridge for his diligent oversight of the process of setting the budget, and the headteacher and school business manager for working so cheerfully and diligently over the weekend of the Royal Wedding.

**5.3** Edward Lethbridge noted that the (deficit) budget had been submitted to RBKC during the previous week, with the necessary recovery plan. A sensible and positive conversation, including the need for early communication with regard to shortfalls in funding, had been had with RBKC. The school was now in a healthier cycle of understanding and shaping financial data, rather than reacting to nasty surprises.

**5.4** The chair noted that the governing body would have to continue to address the school's financial situation. Edward Lethbridge to circulate scan of budget.

## **6. RECEIVE COMMITTEE AND OTHER REPORTS**

**6.1 Finance and Premises** Edward Lethbridge, the chair of this committee, reported that it had not met since the previous FGB meeting, but minutes of the F&P committee meeting immediately prior to the previous FGB meeting had been circulated. As previously advised, the budget had been the main topic of discussion. He was pleased that SBS had offered some recompense for previous poor performance. RBKC advice had been that non-RBKC monies – such as those sourced from the Farmers' Market – should not to go through governor funds.

**6.1.1 If the school had a full roll, would that eliminate its deficit [Hamish Adourian]?** The headteacher answered this: another 50+ pupils would bring in funding of around £200k, with extra Pupil Premium funding for some children, so would largely eliminate the deficit. Edward Lethbridge added that a school roll of just 210 pupils – compared with 179 now and a capacity of 236 – would be all that were needed. A roll of 210 would be the trigger for the school to begin paying back a recent RBKC loan.

**6.2 Personnel** The FGB chair, who also chairs this committee, reported that this committee had met on 25 June 2018; minutes not had been circulated as they were confidential.

**6.2.1** There were still live issues: the former site manager had been on medical leave for three years, but resolution was in sight, in the form of a governors' panel to be held on the last day of term, on Friday 20 July, at 4pm. It was important to resolve his situation because he was still entitled to receive holiday pay, and for the time being the school was forced to resort to costly agency staff for cover.

**6.2.2** She had referred to a second HR issue in her chair's report [see item 3.2].

**6.3 Teaching and Learning** Sandra Smith-Gordon, who chairs this committee, reported that it had met on 19 June 2018; minutes had been circulated. She highlighted the success of the recent governors' learning walk, which demonstrated a great feature of St Cuthbert's – that every child was known and supported individually.

**6.4 Pupil Welfare and Christian Ethos** Fr Paul Bagott, who chairs this committee, reported that it had met on 5 June 2018; minutes had been circulated. The meeting had discussed the new SIAMS framework, and welcomed the appointment of a staff RE coordinator.

**6.5 LDBS Rapid Improvement Group** The chair, who sits on this group, reported that it continued to meet, and continued to be helpful and supportive: the next meeting would take place following publication of SATs results on 18 July. Hamish Adourian had been invited to join.

**6.6 Fundraising Working Party** Hamish Adourian, who sits on this working party, reported that

Earls Court Youth Club was keen to make links with St Cuthbert's. The club possessed a recording studio, a football pitch and many other useful facilities. Fr Paul Bagott reported that he would be attending the club's AGM shortly.

## 7. ELECT CHAIR AND VICE CHAIR(S) FOR 2018-19

**7.1 Elect chair** The current chair nominated Hamish Adourian as chair, seconded by Estella Gomez. There being no other nominations, and Hamish Adourian having indicated that he was willing to stand, he was appointed as chair for 2018-19. Hamish Adourian thanked governors for their confidence in him.

**7.2 Elect vice chair** Governors to consider standing for this position at the September FGB.

## 8. APPOINT MEMBERS OF COMMITTEES AND APPOINT CHAIRS

**8.1 Finance and Premises Committee** The chair nominated Edward Lethbridge as chair of this committee, seconded by Hamish Adourian. There were no other nominations. Edward Lethbridge having indicated that he was prepared to stand, he was reappointed as chair of the Finance and Premises Committee. Committee membership to be confirmed at the next FGB meeting.

**8.2 Personnel Committee** The chair, who also chairs this committee, pointed out that she was stepping down as a governor from the end of this term, and this might be an opportunity to disband the committee, which had largely served its purpose.

**8.2.1** Its functions could be distributed between the remaining three committees. Hamish Adourian, as chair-elect, to consider combining the Finance & Premises and Personnel Committees, and put a proposal to the next FGB.

**8.3 Teaching and Learning Committee** The chair nominated Sandra Smith-Gordon as chair of this committee, seconded by Jennie Dalton. There were no other nominations. Sandra Smith-Gordon having indicated that she would be prepared to stand for another year – but no longer than that – she was reappointed as chair of the Teaching and Learning Committee. Committee membership to be confirmed at the next FGB meeting.

**8.4 Pupil Welfare and Christian Ethos Committee** The chair nominated Fr Paul Bagott as chair of this committee, seconded by Sandra McGregor. There were no other nominations. Fr Paul Bagott having indicated that he would stand, he was reappointed chair of the Pupil Welfare and Christian Ethos Committee. Committee membership to be confirmed at the next FGB meeting.

**8.5 Headteacher Performance Management Panel** Governors **AGREED** that membership of this panel should be Hamish Adourian (as chair), Sandra Smith-Gordon and a third governor, to be confirmed at the next FGB meeting. The headteacher noted that the panel would be advised under the LDBS HR SLA (Service Level Agreement), rather than by an RBKC adviser, as previously.

**8.6 LDBS Rapid Improvement Group** Governors **AGREED** that the chair (from September 2018, the current chair-elect) and headteacher should continue to attend this group.

*[Fr Paul Bagott left the meeting at 6.20pm.]*

**8.7 Fundraising Working Party** Governors **AGREED** that this working party had served its purpose and should be replaced by Charlotte Close-Smith in a new role, link governor for grants and fundraising.

**8.8 Chelsea Deanery Partnership** Governors **AGREED** that the chair (from September 2018, the current chair-elect) should continue to attend this group.

*[Jennie Dalton left the meeting at 6.28pm.]*

## 9. APPOINT LINK GOVERNORS

**9.1** The following link governors were appointed:

- **Child protection and safeguarding** Stephanie Barbir
- **LAC (Looked-After Children) and previously-LAC children** Stephanie Barbir
- **RE and collective worship** Fr Paul Bagott
- **Pupil premium** Estella Gomez
- **Early Years** Sandra McGregor
- **SEND and high achievers** Jennie Dalton
- **Health and safety** Edward Lethbridge
- **Governor training and development** Sandra Smith-Gordon
- **Grants and fundraising** Charlotte Close-Smith

9.2 Governors **AGREED** that link governors for subjects – English, maths, science and the humanities – had served their purpose and should not be reappointed.

**10. RECEIVE REPORT ON POTENTIAL LIBRARY DEVELOPMENT**

There was no news on the potential library development.

**11. APPROVE POLICIES AND OTHER DOCUMENTS**

**11.1 SEND Policy** The chair reported that although this policy had been reviewed by the Teaching and Learning Committee, it was a statutory document which had to be approved by all governors. However, the headteacher pointed out that the departure at the end of term of the current deputy head would mean that it would need amending with regard to personnel: she would do so and bring it to the next FGB.

**11.2 Home-School Agreement** The headteacher pointed out that the Teaching and Learning Committee had made various suggestions regarding this document which she and the school business manager would incorporate. She would then bring it to the next meeting.

**12. RECEIVE REPORT ON GOVERNOR ACTIVITY**

**12.1 Visits** The chair commended the previous month's governors' learning walk on provision for more able pupils, which had been well attended.

**12.2 Training** Hamish Adourian reported that he had attended the May Tri-borough Chair's Forum, the most compelling part of which had been an address by RBKC's the new head of HR.

**13. RECEIVE REPORT ON PTA ACTIVITY**

Sandra McGregor reported that the recent Summer Fair had raised £800+. She thanked Hamish Adourian for sponsoring the bouncy castle, and teachers for attending and supporting the event, which had benefited from excellent weather. Some of the monies raised would fund in-class equipment; the residue would be used for whole-school purposes. Pupils had been very impressed when the fire engine attending had had to speed off to an emergency.

**14. APPROVE GOVERNORS' ANNUAL REPORT TO PARENTS AND SET DATE FOR PUBLICATION**

This had been considered in matters arising from the previous minutes (see item 2.1).

**15. ANY OTHER BUSINESS**

**15.1 Keeping Children Safe in Education** Holly Williamson advised that the DfE's statutory guidance on keeping children safe in education was due to change in September this year. She would forward a summary of key changes to the clerk for him to circulate to governors.

**15.1.1** The good news was that every action identified as a change in the document was already being undertaken by the school.

**15.2 Confidential minutes of the previous meeting and matters arising** Given that no discussion of this item was anticipated or forthcoming, the confidential minutes of the FGB meeting of 22 May 2018 were **AGREED** as a full and accurate record. Chair to sign them after the meeting. There were no matters arising.

**15.3 Farewell to the chair** The chair announced that it had been an amazing experience being chair for the last four years. She felt as though she and all present had been through a lot together, but she left the chair in the capable hands of Hamish Adourian.

**Next scheduled meeting: Tuesday 11 September 2018 at 5pm.**

There being no other business and no further confidential items, the chair thanked everyone for attending and closed the meeting at 6.41pm.

Signed.....

11 September 2018

**Hamish Adourian**

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

**ACTIONS ARISING FROM THE ABOVE MINUTES**

- Item 2.3** *Fr Paul Bagott to try again to arrange opening of box of parish documents potentially confirming presence of former church crypt beneath the school site*
- Item 2.5** *Stephanie Barbir to source and sign declaration agreeing to abide by the school's Acceptable Use Policy on her return to the UK.*
- Item 2.6** *Headteacher to ensure pupils write to Thomas's Schools Foundation to acknowledge its generosity to St Cuthbert's.*
- Item 2.8** *Hamish Adourian to update governors' annual report to parents following SATs results' publication on 10 July, and circulate the draft. Headteacher to publish in the final school newsletter of the term, on Friday 20 July.*
- Item 3.2** *Chair and headteacher to meet to attempt to resolve historical HR issue.*
- Item 4.5.1** *Headteacher to ensure website is updated with suitably anonymised positive comments from parent survey.*
- Item 5.4** *Edward Lethbridge to circulate scan of budget.*
- Item 7.2** *All governors to consider standing as FGB vice chair at September FGB meeting.*
- Item 8.2.1** *Hamish Adourian to consider combining the Finance & Premises and Personnel Committees and put a proposal to the next FGB meeting.*
- Item 11.1** *Headteacher to amend SEND Policy in light of the departure of the current deputy head and bring to the next FGB meeting.*
- Item 11.2** *Headteacher to amend Home-School Agreement in light of suggestions by the Teaching and Learning Committee and bring to the next FGB meeting.*
- Item 15.1** *Holly Williamson to forward summary of key changes in DfE statutory guidance on keeping children safe in education to clerk; clerk to circulate to governors.*