



ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL

Meeting of the Full Governing Body
held at the school on
Thursday 17 November 2016

DRAFT MINUTES

GOVERNORS

			Present
FOUNDATION	Incumbent <i>Ex officio</i>	Fr Paul Bagott	✓
	Deanery	Mrs Carla Muñoz Slaughter Chair	✓
		Mr Zac Barratt	✓
	LDBS	Lady Smith-Gordon Vice chair	✓
		Mr Hamish Adourian	✓
	PCC¹	Miss Charlotte Close-Smith	x
		Ms Estella Gomez	✓
		Mrs Stephanie Barbir	x
	Parent	Ms Sheraza Khan	✓
		Mrs Sandra McGregor	✓
Local authority²	Mrs Jennie Dalton	✓	
Headteacher <i>Ex officio</i>	Miss Gill Putterill	✓	
Staff	Miss Holly Williamson	✓	

ATTENDING

Clerk³ Mr Mike Hutchinson

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

The chair welcomed everyone to the meeting, which began at 5pm. Fr Paul led the meeting in a prayer. The chair thanked everyone for their contribution to the Ofsted result finding the school a good one, which had been announced that day. On behalf of the governors she presented a gift to the headteacher, who was applauded by all. Staff and parents had been, or would shortly be, informed.

[Sheraza Khan joined the meeting with apologies at 5.03pm.]

There were apologies from Charlotte Close-Smith, and for an early departure from Hamish Adourian and Fr Paul. All were accepted by governors. A quorum was present. There were no declarations of interest, pecuniary or otherwise, in respect of any items on this agenda.

¹ Parochial Church Council: all St Cuthbert's

² Royal Borough of Kensington and Chelsea

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2. Minutes of the FGB meeting of 8 September 2016 and matters arising

The minutes of the FGB meeting of 8 September 2016 were **AGREED** as a full and accurate record. Chair to sign them after the meeting. There were no matters arising. All actions had been, or were in the process of being, fulfilled.

3. Minutes of the FGB meeting of 7 July 2016 and matters arising

The chair reminded governors that draft minutes of the FGB meeting of 7 July 2016 had been received shortly before the meeting itself. Matters arising had been considered at the previous meeting and in the previous item, but the minutes themselves had still to be reviewed. Governors **AGREED** them as a full and accurate record. Chair to sign them after the meeting. There were no further matters arising. All actions had been, or were in the process of being, fulfilled.

4. Agree revised FGB operating guidelines

The chair reminded governors that a revised version of the FGB's operating guidelines had been circulated in advance, following review by the vice chair. The chair thanked her for her work on this. Governors **AGREED** the revised FGB operating guidelines.

5. Review revised scheme of delegation

The chair reminded governors that a revised version of the FGB's scheme of delegation had been circulated in advance, following review by the vice chair and Zac Barratt. The chair thanked both for their work on this. Governors **AGREED** the revised scheme of delegation.

6. Review governor attendance register for 2015-16

6.1 The chair reminded governors that this document had been circulated in advance and thanked the vice chair for compiling it and uploading it to the school website, as the Governing Board was statutorily obliged to do. She complimented governors on their attendance. ZBA asked for the heading of the third table to be corrected to 2015-2016.

ACTION	Item 6.1	Vice chair to amend the heading of the third table to 2015-2016.
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6.2 Governors discussed protocols for recording the attendance of those governors who contributed in other ways rather than attending meetings. The chair noted that there were governors who struggled to attend meetings because of other commitments but who nevertheless were contributing significantly in other ways.

7. Review minutes protocol re identification or anonymisation of governors

7.1 The chair pointed out that the custom and practice of the Governing Board had up to this point been not to name individual governors in FGB and committee minutes. This had partly been for the practical reason that many meetings were attended by a different clerk, who could not realistically learn the names of each governor afresh.

7.2 Now that the Governing Board had recruited a permanent clerk, the option was there to name governors. The advantage of the practice was chiefly that it demonstrated to Ofsted that a range of governors were contributing to the governance of the school.

7.3 On the other hand, the Governing Board was a collegiate body: all governors took responsibility for its actions, even if they disagreed with them, as outlined in the Code of Conduct signed at the last meeting by the chair on behalf of governors. In some situations governors might not want to be identified, where for instance discussions were contentious.

7.4 How public are minutes: for instance, could parents ask for hard copy of minutes from the school office [Hamish Adourian]? The chair replied that they were a public document, although they were not currently posted on the school website. Clerk to check if this was a statutory obligation or if hard copies should be available.

ACTION **Item 7.4** *Clerk to investigate whether minutes should be published online or be available for interested parties in hard copy form.*

7.5 Governors **AGREED** that minutes should include governors' names; individual governors could ask for their name to be anonymised if they wished.

7.6 Given the sometimes significant expense of printing, the chair asked the school to provide governors' papers for those individuals who requested them, in keeping with the school's governors' expenses policy. Sandra Smith-Gordon suggested that not all papers needed printing; she thought that it was a burden on the office. The headteacher offered to ensure that sufficient sets of papers were available.

ACTION **Item 7.6** *Headteacher to ensure that sufficient sets of papers are printed to be laid around the table at each meeting.*

8. Approve revised Nursery admissions policy

8.1 The chair reminded governors that this policy had been circulated in advance. It followed a recommendation by the LA that governors should change the policy. The headteacher said it would have to be amended in light of the forthcoming 30 hours' a week infants' funding, following RBKC consultation. The chair asked for comments.

8.2 Zac Barratt noted some anomalies in the draft policy between school years and the birth years of children: they should match up. Headteacher to review and amend as necessary.

ACTION **Item 8.2** *Headteacher to review revised Nursery admissions policy to ensure that there are no anomalies.*

8.3 Zac Barratt reminded all present that this time last year governors had had very little time to amend the policy in order to comply with the periods required for consultation. Would there be a similar deadline this year? Would the school receive advice on amending the policy in time? If not, what would happen? The headteacher to clarify these issues. She did not want to run a legal risk by publishing what turned out not be the final version of the policy.

ACTION **Item 8.3** *Headteacher to clarify timescale for amending Nursery admissions policy.*

8.4 The headteacher promised to circulate the policy once she knew what amendments were necessary. She noted that, for practical reasons, the application form had already been amended to ask parents to state whether their child had SEN needs or a disability.

9. Chair's report, including any chair's actions and succession planning

9.1 SEN funding The chair reported that, at a recent RBKC chairs' forum which she had attended, the Tri-borough Head of SEN, Fiona Phelps, had made the disturbing admission that RBKC did not have enough money to carry out its statutory SEN duties.

9.2 As a result, to save money, the borough was removing children with special educational needs from specialist provision and allocating them to mainstream schools. The chair had pointed out at the meeting that this policy had a severely detrimental effect on schools with pupil vacancies, like St Cuthbert's.

9.3 A full and frank discussion had followed. The situation was very disturbing. As Fiona Phelps had put it, the borough was being told it must meet certain educational standards without the funding to do so.

9.4 The chair reported that she had met with Emma Will, RBKC's cabinet member for education and libraries, to outline the challenging circumstances faced by St Cuthbert's.

9.5 Succession planning The chair reported that she hoped to step down at the end of this school year. Clearly a successor should be identified. The choice was to wait until the final meeting of the school year for a candidate to volunteer or, without circumventing the democratic process, make a decision earlier so that there could be an orderly handover.

9.6 She warned that being chair was undeniably time consuming. Official guidance that it demanded half a day a week was an underestimate: she thought that at a maximum it could reach 20-30 hours in a week. The clerk had advised that a job share was possible; that could be one solution.

9.7 Some schools alternated their chair and vice chair. That was another option. Whatever governors decided, she wanted to give time to her successor to get up to speed, so that transition could be seamless.

9.8 Sandra Smith-Gordon, who is vice chair, urged her to stay, but if she felt she had to relinquish the role, whoever took over from her would have to actively want to do it. She offered to step down as vice chair to create a vacancy if necessary. Governors **AGREED** to return to the subject at their next FGB meeting. Clerk to schedule.

ACTION	Item 9.8	<i>Clerk to schedule succession planning for agenda of next FGB meeting.</i>
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9.9 Chair's action The chair added that she had not had cause to take any chair's actions since the last meeting.

10. Headteacher's report, including report on unvalidated RAISEonline data

10.1 The chair thanked the headteacher for her report, noting that it had been circulated in advance of the meeting. She invited the headteacher to summarise it, which she did, highlighting in particular that St Cuthbert's had been delighted to receive a visit from the children's author, Michael Morpurgo. During the visit, he had distributed books, promised to pay for transport for pupils to visit one of his educational farms (in Devon or Wales) and suggested that he might write a story about St Cuthbert's, which he himself had attended as a child.

10.2 The visit had been reported on BBC London news. The children had written letters of thanks. The current school newsletter reported the visit.

10.3 Fr Paul praised St Cuthbert's pupils' behaviour at a special remembrance service in the Wren Chapel of the Royal Hospital Chelsea; their excellent singing; and how enthusiastically they walked back to school. He congratulated the children and Shane Burgess, their music teacher.

10.4 The headteacher went on to announce learning walks with governors from the nearby Bousfield School, at Bousfield and St Cuthbert's, on the following Tuesday morning.

10.5 The chair mentioned an incident involving an attempted assault of the headteacher, which resulted in the police and paramedics being summoned and a parent being banned from the school. Staff should not have to fear assault. As a result of the incident, it was likely that the children of the parent involved would have to transfer to another school.

10.6 Fr Paul noted that it was inappropriate for RBKC social services to ask governors to reconsider this. Governors **AGREED**. The headteacher stressed that she had taken professional advice at every juncture of the incident to ensure that the school was acting correctly.

10.7 Finally, the headteacher reported that unvalidated RAISEonline data for the school had been published, with a data dashboard that had been circulated to governors. Some measures were disappointing, but they concerned challenges about which the school was already aware and which were being addressed. They were the same issues which Ofsted had independently recognised were being tackled by the school: challenge to more able children, and the progress of some groups in certain areas such as reading.

10.8 Zac Barratt described the RAISEonline document as incomprehensible. For instance, there was no data to suggest that Pupil Premium funding was not being well spent, varying from cohort to cohort and key stage to key stage. The headteacher agreed.

10.9 She pointed out that attendance had improved although it still had a long way to go. In the first half of the autumn term it had risen to 96 per cent, in line with the national target, compared with 94 per cent last year. The Ofsted inspectors had noted the range of initiatives to improve it, which she did not believe were being supported by RBKC.

10.10 The chair added that the drawbacks of the RAISEonline report were precisely why governors had asked the headteacher to provide a regular governors' dashboard which contained more narrative. She thanked the headteacher for her report.

11. Safeguarding report

11.1 The headteacher noted that there were a number of current safeguarding issues, particularly relating to new families to the school.

11.2 Holly Williamson pointed out that, on a number of occasions, RBKC had not informed the school that newly arriving children were on the child protection register. On another occasion neither RBKC nor the previous school had informed St Cuthbert's that a new arrival was on medication.

11.3 The headteacher agreed that relations with RBKC were problematic. In one case, RBKC social services were refusing to support a troubled child at the school who was known to them. The school would have to decide whether to fund support for the child itself. The headteacher would appeal on the matter to the Tri-borough's interim director of children's services, Clare Chamberlain.

11.4 Members of the committee expressed disappointment at the lack of cooperation and support from RBKC social services in so many cases. Headteacher to compile a series of case studies for the chair, who would seek a meeting with Clare Chamberlain to present them.

ACTION	Item 11.4	Headteacher to compile a series of case studies for the chair; chair to seek a meeting with the Tri-borough's interim director of children's services, Clare Chamberlain, to present them.
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12. Receive committee and other reports

12.1 Personnel Committee The FGB chair, who chairs the Personnel Committee, reported that it had met on 13 September 2016, when it had discussed a number of confidential staffing matters, but also retention initiatives and the Pay Policy, which would be discussed by governors later in this meeting.

12.1.1 It had also met in joint session with the Finance and Premises Committee on 10 November 2016 to discuss the impact of confidential staffing matters on the finances of the school. This would be discussed in the confidential section.

12.2 Teaching and Learning Committee The FGB vice chair, who chairs the Teaching and Learning Committee, reported that it had met on the 27 September and the previous Monday, 15 November. The first meeting had discussed maths teaching and received a report on EYFS.

12.2.1 The second meeting had discussed 2016-17 standards and performance targets, and received reports on PHSE and SEN. The RE policy was approved due to the imminence of a SIAMS (statutory inspection of Anglican and Methodist schools) inspection, but members of the committee agreed that it should normally be reviewed by the Pupil Welfare and Christian Ethos Committee in tandem with the policy on collective worship. It was suggested that the policy on educational visits and activities should also be considered by the Pupil Welfare and Christian Ethos Committee in future, rather than the Teaching and Learning Committee.

12.3 Finance and Premises Committee The chair of the committee, Zac Barratt, reported that the committee had met once this term, jointly with the Personnel Committee on 10 November. Most of its agenda would be discussed in the confidential section of this meeting. Currently the school was running a significant deficit: not enough to eradicate the school's brought forward surplus this year, but the school would have to either reduce costs or increase income in the mid- to long-term.

12.4 Pupil Welfare and Christian Ethos Committee The chair of the committee, Fr Paul Bagott, reported that the committee had not yet met this term but was due to meet in a week's time, on 24 November.

12.5 Academisation Working Party The FGB chair reported that she and the headteacher had met that week with the school's two LDBS advisers, Graham Marriner and Mark Newton. Their advice to the school was that they were not sure that academisation would be beneficial. It was certainly not now currently required. No additional funding would be forthcoming, and the school could lose autonomy.

12.5.1 However, there was no reason why St Cuthbert's could not collaborate informally with its sister Chelsea Deanery schools, Christ Church and Holy Trinity, for instance on joint inset days, teacher retention, staff development opportunities and so on.

12.5.2 As a first step, Graham Marriner had proposed hosting a meeting of the chairs and heads of the three schools, on 26 January 2017. He would be writing to Christ Church and Holy Trinity to suggest this, stressing that the partnership ideas, which were very much in line with what St Cuthbert's governors had discussed at their awayday, would benefit all participants.

[Fr Paul left the meeting at 6.26pm.]

12.5.3 Jennie Dalton asked whether St Cuthbert's could propose a similar partnership with local secondary schools. The chair thought not, because the school was looking specifically for financial benefits. The headteacher pointed out that St Cuthbert's already collaborated with Holland Park School for art and with Chelsea Academy for science.

12.6 Rapid Improvement Group The FGB chair noted that this LDBS group had met on Friday 4 November: a highlight of the meeting had been congratulations on the school's Ofsted Good rating. The headteacher added that members had discussed the school's standards and performance targets, in the process providing independent corroboration to governors of the headteacher's analysis of data.

13. Discuss consultation re 2018-19 admissions policy

There was no proposal to amend the admissions policy for 2018-19, given that the policy had been amended as lately as last year. Since at that time governors had consulted on the policy, there was also no necessity to consult on it this year, or, if it remained unchanged, for another four years.

14. Receive reports on governor activity

14.1 Awayday The chair reported that this had been a stimulating and thought-provoking event. Governors had discussed the strengths and weaknesses of the school, and its perennially unpredictable levels of income. Providing for pupils with significant educational needs made it difficult to offer extra provision to higher achievers.

14.1.1 Grant funding for special programmes for higher achievers was one way forward: profits from the Farmers' Market had funded involvement in Debate Mate, for instance. The two governors involved in seeking grants, Hamish Adourian and Charlotte Close-Smith, had been provided with a wish list for funding high achievers' projects. The Finance and Premises Committee had also considered renting out the school hall to raise funds. St Cuthbert's pupils would be singing Christmas carols at the Farmers' Market to raise funds.

14.1.2 Jennie Dalton pointed out that, when it started 15 years ago, the nearby Avondale Park Primary School had successfully requested donations in a leaflet drop. She would pass on contact details for Fiona Greenwood, vice chair of governors there, to the chair.

ACTION *Item 14.1.2* **Jennie Dalton** to pass contact details for Fiona Greenwood, vice chair of governors at Avondale Park Primary School, to the chair; **chair** to make contact.

14.2 Visits to school The chair reported that the recent EAL learning walk had been a success. It was important to recognise that the teaching of EAL children was a great strength of the school, but given that a lot of time and money was devoted to EAL training for staff which was not reimbursed, it was also a significant drain on the school's finances.

14.3 Training The vice chair invited governors to inform her of any training they had undertaken, and in particular any excellent training, which could then be recommended to colleagues. She reminded governors that if they booked a training session but did not turn up, the school would be charged.

15. Receive report on PTA activity

Estella Gomez noted that the school's Christmas Fair would be held on Saturday 10 December, 11-4pm. Tables were for hire for £20, with the hirer retaining all profits. Teachers were being offered a table without charge; they could use any profits for their classrooms.

16. Review policies and other documents

16.1 Pay Policy The chair noted that, at the previous FGB meeting, governors had agreed to award a one per cent pay increase above and beyond any extra performance-related pay to teaching staff. The headteacher had amended the school's Pay Policy accordingly, and the policy had been further reviewed at the Personnel Committee meeting of 13 September 2016. There, the headteacher had sought guidance on a number of options within the policy; these were still outstanding. Clerk to highlight outstanding options to her.

ACTION *Item 16.1* **Clerk** to highlight outstanding options in model pay policy and forward to headteacher.

16.2 Safeguarding Policy Governors **AGREED** the policy.

16.3 SEND Policy The headteacher reported that the new SENDCo had updated this policy in line with the 2015 Code of Practice. Governors **AGREED** the policy. Pupil Welfare and Christian Ethos Committee to consider further.

ACTION *Item 16.3* **Fr Paul** to schedule consideration of SEND Policy on agenda of Pupil Welfare and Christian Ethos Committee of 24 November.

16.4 Grievance Policy The chair noted that this was an LDBS policy which was not available for substantive amendment. She suggested that the title should be amended to Grievance and Discipline Policy. Governors **AGREED**, and **AGREED** the policy.

16.5 Lettings Policy Governors referred this back to the Finance and Premises Committee. Clerk to schedule on agenda.

ACTION *Item 16.5* **Clerk** to schedule consideration of Lettings Policy on agenda of Finance and Premises Committee of 9 February 2017.

16.5 Capability Policy The chair noted that this policy referred only to the headteacher and teachers, not teaching assistants. She proposed amending this, given that the policy protected staff. Governors **AGREED** to use the generalisation "teaching support staff".

16.6 Miscellaneous policies The following policies had been approved at committee:

- Appraisal Policy (Personnel)
- Staff Absence Policy (Personnel)
- Finance Policy (F&P)
- Lone Worker Policy (Personnel/F&P).

17. Any other business

17.1 Governors' Fund Zac Barratt reported that the paying-in book for the Governors' Fund recorded donations of £2.4k for this year and last year, taking the fund to just over £10k. He reminded governors that they had promised to match donations on a 2-1 basis up to £4k for this year, to be spent on IT equipment for the new school IT suite: headteacher to separate 2015-16 and 2016-17 donations to facilitate this.

ACTION *Item 17.1* **Headteacher** to separate 2015-16 and 2016-17 donations in order to facilitate governors' pledge to match the latter 2-1.

17.2 Ofsted celebration Governors were invited to a brief informal celebration to mark the Ofsted rating of Good on the following Tuesday 22 November at 3.45pm.

17.3 Christmas party The staff Christmas party, which is hosted by governors, would be on Friday 16 December at 4pm, following the Christingle Service.

[Hamish Adourian and (in the light of the confidential matters to be discussed) Holly Williamson left the meeting at 6.58pm.]

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 6.58pm. Confidential items followed.

Signed.....

26 January 2017

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

ACTIONS ARISING FROM THE FGB MINUTES OF 17 NOVEMBER 2016

ACTION	Item 6.1	Vice chair to amend the heading of the third table to 2015-2016.
ACTION	Item 7.4	Clerk to investigate whether minutes should be published online or be available for interested parties in hard copy form.
ACTION	Item 7.6	Headteacher to ensure that sufficient sets of papers are printed to be laid around the table at each meeting.
ACTION	Item 8.2	Headteacher to review revised Nursery admissions policy to ensure that there are no anomalies.
ACTION	Item 8.3	Headteacher to clarify timescale for amending Nursery admissions policy.
ACTION	Item 9.8	Clerk to schedule succession planning for agenda of next FGB meeting.
ACTION	Item 11.4	Headteacher to compile a series of case studies for the chair; chair to seek a meeting with the Tri-borough's interim director of children's services, Clare Chamberlain, to present them.
ACTION	Item 14.1.2	Jennie Dalton to pass contact details for Fiona Greenwood, vice chair of governors at Avondale Park Primary School, to the chair; chair to make contact.
ACTION	Item 16.1	Clerk to highlight outstanding options in model pay policy and forward to headteacher.
ACTION	Item 16.3	Fr Paul to schedule consideration of SEND Policy on agenda of Pupil Welfare and Christian Ethos Committee of 24 November.
ACTION	Item 16.5	Clerk to schedule consideration of Lettings Policy on agenda of Finance and Premises Committee of 9 February 2017.
ACTION	Item 17.1	Headteacher to separate 2015-16 and 2016-17 donations in order to facilitate governors' pledge to match the latter 2-1.

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>		