

THE GOVERNING BODY OF ST CUTHBERT WITH ST MATTHIAS C.E. PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting
held on Tuesday, 18th March 2014 at 5.00pm (Cycle 4 of 6)**

GOVERNORS PRESENT

Mr Tom Brown (TB) Chair	Miss Carol Pryce (CP)	Ms Debbie Potts (Clerk)
Mrs Carla Muñoz Slaughter (CS)	Ms Estella Gomez (EG)	
Mr Steve Boatright – Headteacher (SB)	Mrs Sheraza Khan (SK)	
Miss Nina Brennand (NB)	Miss Francesca Bogalski (FB)	
Lady Smith-Gordon (SSG)	Professor Sue Malcolm (observer)	
Ms Melanie Panzone (MP)	Mr Zac Barratt (observer)	

		ACTION
1.	Welcome and Opening Prayer Tom welcomed everyone to the meeting and Steve led the opening prayers.	
2.	Apologies for Absence (with reasons) Fr Paul Bagott – moving home.	
3.	Declaration of Interests No interests were declared.	
4.	Minutes of Meeting: 11th February 2014 Governors agreed that these were a true record of the meeting held on 11 th February 2014 and were signed by Tom Brown as Chair accordingly.	
5.	Matters Arising <ul style="list-style-type: none"> • Circulation of SEF: Steve informed the meeting that a number of governors have suggested that whilst this is an important document, it is lengthy and it has therefore been agreed to make the next SEF more compact in accordance with advice from the LA Advisor. Tom will investigate a template for this from the LA Advisor. • Estella informed governors that feedback from parents would be sought at the PTA meeting coming up this Thursday. • Surveys: Awaiting the Arabic translation before these can circulated. It is anticipated that the surveys will be sent out within a week. • DfE Constitution of Governing Bodies: Tom had responded to the DfE Consultation on Constitution of Governing Bodies as Chair of the Governors of the school expressing the view that if a governing body is functioning well he did not see any reason for it to be forced to reconstitute in September 2014. Tom also felt that it was the decision of the LA to decide whether LA appointed governors have the necessary skills to serve on the governing body. Tom would draft a paper highlighting the questions on reconstitution for consideration. Tom will also be discussing the reconstitution with Penny Harvey of LDS. 	
6.	Comments on Head Teacher’s Report Steve circulated a report to governors prior to the meeting and the following	

	<p>comments were made:</p> <ul style="list-style-type: none"> Looking at the 2013 Data Dashboard, governors noted that because the school is one-form entry, attainment of one child could account for a variation of up to 3% in total attainment results. Governors asked Steve to explain further what steps or interventions are in place to address this. Governors discussed issues around attendance at length and it was noted that attendance from September 2013 to date was 95.2%. Data dashboard information was compared against schools with similar KS1/KS2 results. Interventions have been put in place to support children with behavioural issues and there have been no further exclusions since the last Governing Body meeting. Governors queried the school's progress in writing and mathematics at KS2 which was shown as being in the 4th quintile. Steve explained that there are reasons for this and the school is working very hard to ensure that this looks differently next year. The school is working very hard for every child to make progress. Since 2011 the school has generally caught up from being well below the national average to being in line with or slightly above the national average and the data shows that the school has moved in the right direction over the past three years. 	
7.	<p>Mission Statement Draft (SB/CS/PB)</p> <p>Carla and Steve have had a conversation regarding a draft mission statement and Carla has now circulated other examples to all governors. Governors agreed that all the different stakeholders (including staff and pupils) of the school should take ownership of the mission statement and should have input. The significant part would be the ethos statement and the aims. It was therefore agreed that by formulating the ethos statement into a mission statement would be the first step and this should then be emailed to all stakeholders for further consultation and their comments.</p> <p>Action: In the meantime, governors agreed to email their comments to Carla and Steve before Friday, 11th April on the existing School Ethos statement (on the school website).</p>	
8.	<p>Report on AGM held on 27th February 2014 (TB/SB)</p> <p>Tom reported that approximately 23 parents attended the recent meeting. A presentation was held explaining the role of the governing body and a summary of SATs results in comparison to other schools. Lively discussion took place and parents were pleased with the results of the school. Governors present found this to be a very useful and positive exercise.</p>	
9.	<p>Action Points/Follow up from Committee Meetings incl adoption of policies:</p> <p>a. Personnel</p> <p>The Committee met on 11th March (minutes and reports were circulated to all governors). Sandra, as acting chair, informed governors of the following:</p> <ul style="list-style-type: none"> Steve and Gill are talking about contingency plans for the summer term with regard to filling the teaching vacancies. Steve is aware of a number of vacancies and informed the committee that some further resignations were in the pipeline. Tom read out a letter of resignation from the Year 4 class teacher, in which she thanked the school for the opportunity and wishing the school well. Steve is of the opinion that the school would need to advertise promptly for all the vacancies as from September 2014. There is also the expectation that the SCITT trainee teacher would take up 	

	<p>one of the vacant posts from September. Steve and Gill are very happy with his work and training to date.</p> <ul style="list-style-type: none"> • Governors noted that the Year 5 teacher is now progressing well. • Age Equality Policy: This should now be a single Equality Policy and Steve is working on a new draft. The issue of compulsory retirement age is still unclear and further investigation is taking place. <p>b. Finance & Premises</p> <p>The committee met on 25th February and minutes were circulated to all governors.</p> <ul style="list-style-type: none"> • Tom informed governors that the latest forecast is that the school will end with a balance of approximately £9,000. • Some provisional numbers have been received from the Borough and Steve is currently working on a draft budget. • Carla queried the Sport and Living Grant alternative project. If replacing playground equipment, this would cost between £20,000 or £25,000. The project to develop the quiet area (cost of approximately £2,000 to £3,000) could be difficult to meet the criteria of the Sport and Living Grant. It was therefore agreed that Steve would speak to Melanie to ascertain the best way to take advantage of this grant. Steve will invite Gill to this meeting to discuss the best way forward and ideas of any suitable projects. Melanie will also speak further to Cllr Jonathon Read to see if the development of the quiet area could fit the grant criteria. <p>c. Teaching & Learning</p> <p>The committee met on 4th March and minutes were circulated to all governors. Sandra highlighted the following:</p> <ul style="list-style-type: none"> • Steve and Sandra will be meeting to develop a format of a document containing targets and results on the same page and putting together a more simplified report for governors. • The committee also received an update from the science coordinator and a cycle of reporting from the subject leaders has now been established. 	
10.	<p>Governor School Visits – Report on Learning Walk on 13th March 2014 (SSG/MP/EG/SH/PG/ZB)</p> <ul style="list-style-type: none"> • Sandra circulated a report on the recent learning walk conducted by some of the governors which they found very positive compared to the previous one and it was felt that the school is moving in a positive direction. The children were very enthusiastic and willing to talk about their work. • Sue conducted a learning walk on 4th March and her only comment was that science didn't appear to be embedded in the children's learning. Sue would like to see science integrated into their everyday learning rather than just being seen as a science subject. The science coordinator had shared his ideas to improve science in the children's learning. 	
16.	<p>Future School Events</p> <ul style="list-style-type: none"> • St Cuthbert's Day, 20th March Mass at will be held at 10.00am at St Cuthbert's Church and children will take part in a poetry competition at 1.30pm on Thursday, 20th March. Steve welcomed any governors able to make this event to serve as judges. 	

16.	Dates of Future Meetings 2013-2014 <i>Tuesday, 13th May 2014 at 5.00pm</i> <i>Thursday, 10th July 2014 at 5.00pm</i>	
17.	Future Agenda Items: <ul style="list-style-type: none"> • Relationship with other schools/partner schools • Ofsted awareness session • Report on Mass in church and process for consent/opt-out from RE (Fr Paul/SB) • Adoption of the draft budget for 2014-15 	
18.	A.O.B. <ul style="list-style-type: none"> • Admissions for Reception 2014: Governors noted that National Offer Day is 16th April 2014 and it was agreed that Steve would give an update of accepted offers at the next Governors' meeting. • Carla reported that Fr Paul has identified a prospective Foundation Parent Governor whose details will be referred to Tom and Steve. • Sue is following up a small possible contribution from Earls Court Residents' Association funds to the garden project. • Nursery class: RBKC funding no longer covers the costs for all children to attend full-time and in the current year the shortfall has been met from within the school budget. The school will not be able to continue this effective cross-subsidisation in 2014-15 due to ongoing squeeze in RBKC funding. Several options are being considered which include introducing charges for full time places. Owing to the importance of this issue, Tom and Steve highlighted this as a matter which will have to be decided at the next Governing Body as part of the 2014-15 Budget discussion and approval. • Debbie will email updated photos and updated committee list to Steve for the website to be updated. • Tom Brown was nominated as SEN Link Governor and Sandra Smith-Gordon was nominated as T&L Link Governor. • NUT strike Wednesday, 26th March – all classroom teachers will be on strike and therefore the school will be closed. 	
	The meeting closed at 6.46pm	

Dated: 13th May 2014

Signed:.....

Chair of Governors

THE GOVERNING BODY OF ST CUTHBERT WITH ST MATTHIAS C.E. PRIMARY SCHOOL

GOVERNORS' COMMITTEES 2013-2014

Finance & Premises Committee

Tom Brown (Chair)

Zac Barratt

Nina Brennand

Estella Gomez

Steve Boatright

Personnel Committee

Carla Muñoz Slaughter (Chair)

Fr Paul Bagott

Sandra Smith-Gordon

Carol Pryce

Steve Boatright

Teaching & Learning Committee

Sandra Smith-Gordon (Chair)

Tom Brow

Carol Pryce

Estella Gomez

Steve Boatright

Student Welfare and Christian Ethos Committee

Fr Paul Bagott (Chair)

Estella Gomez

Francesca Bogalski

Steve Boatright

Fundraising Committee

Carla Muñoz Slaughter (Chair)

Sandra Smith-Gordon

Sheraza Khan

Tom Brown

Chair's Advisory Committee

Tom Brown (Chair)

Fr Paul Bagott

Melanie Panzone

Carla Muñoz Slaughter

Appeals Committee*

Tom Brown (Chair)

Redundancy Committee*

Tom Brown (Chair)

Head Teacher's Appraisal

Tom Brown (Chair)

Carla Muñoz Slaughter

Melanie Panzone

**All governors (except staff governors) in a rota system, alphabetically available*

Governors with Linked Responsibilities: To be confirmed at next meeting

Safeguarding children

(including Looked After Pupils and Anti-Bullying): Fr Paul Bagott

Link Governor to Children's Centre: Head Teacher

SEN Governor: Tom Brown

Finance Audit Governor: Tom Brown

New Governor Induction: Carol Pryce

RE Governor: Carol Pryce

Gifted and Talented Link Governor: Nina Brennand

Link Governor to the Borough: Tom Brown

T&L Link Governor: Sandra Smith-Gordon

Health and Safety Governor: Carla Muñoz Slaughter

NB: The Chair is welcome to attend any committee meetings