

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

**Minutes of the Full Governing Body Meeting (2014/15) Cycle 4 of 6
held on Thursday, 26th MARCH 2015 at 5.00pm**

GOVERNORS PRESENT

Mrs Carla Muñoz Slaughter (CMS) - Chair	Professor Sue Malcolm (SM)
Lady Smith-Gordon (SSG) – Vice Chair	Miss Charlotte Close-Smith (CCS)
Miss Gill Putterill (GP) - Acting HT	Miss Holly Williamson (HW)
Ms Estella Gomez (EG)	Ms Jennie Dalton (JD)
Mrs Sheraza Khan (SK)	In Attendance:
Mr Zac Barratt (ZB)	Mrs Stephanie Barbir (SB)
Fr Paul Bagott (PB)	Ms Debbie Potts (Clerk)

	All Governor questions, challenges and support comments are recorded in blue	ACTION
1.	<p>Welcome and Opening Prayer CMS welcomed everyone to the meeting, including Mrs Stephanie Barbir, prospective Foundation Governor. Mrs Barbir is also a parent of a child in the Nursery class and joins the governing body with much needed public relations skills.</p> <p>Fr Paul led the opening prayer.</p>	
2.	<p>Apologies for Absence (with reasons) Miss Charlotte Close Smith – arriving late due to work commitment.</p>	
3.	<p>Declaration of Interests It was noted that Ms Sheraza Khan declared an interest as she is currently employed by the Children’s Centre.</p> <p>No further interests were declared.</p>	
4.	<p>Minutes of Previous Meeting: 5th February 2015 The minutes of the previous meeting were agreed as a true and accurate record and signed by the Chair. A signed copy was handed to the Acting Head Teacher for filing.</p>	
5.	<p>Matters Arising Governors noted that St Cuthbert’s Day went very well and Year 6 presentation on other faith leaders also went very well.</p>	
6.	<p>Reconstitution CMS informed governors that a working group met to discuss and review the reconstitution of the governing body. A draft Instrument of Governance was circulated to all governors. CMS proposed that this draft be adopted by the governors, seconded by ZB and approved by all governors present. It was agreed that the clerk would forward the draft Instrument to the LDBS for approval prior to being sent to the LA.</p>	clerk
7.	<p>Acting Head Teacher’s Report A copy of the Acting Head Teacher’s report was circulated to all governors by email and the following comments were noted:</p>	

	<p>a. CMS asked whether the school was likely to meet their target for the forthcoming SATs results. GP informed the meeting that the school would probably not meet the initial predictions due to a new pupil entering Year 6 at a low level. It was hoped that there would be no more late entries. However, GP and the Year 6 teaching team are working very hard with the new pupil (currently having 1:1 tuition) to ensure that the best results are achieved. There are some pupils still at level 3 but it is hoped that the results would be above 90% for pupils achieving level 4. Disregarding the new entrant, governors noted that the school was likely to meet its target for level 4. GP informed governors of the good test scores achieved this week. Governors also noted the extra support currently in place for Year 6 including booster groups being held over the Easter holiday. CMS and GP agreed to have healthy snacks and bottles of water available during SATs week.</p> <p>b. ZB noted the great improvement in the quality of teaching seen recently. GP updated governors on the work and initiatives being carried out with the Head Teacher from Strand on the Green School as well as additional adults in place for a class in need of extra support. Targeted interventions in Year 3 and Year 1 as well as the hard work of the teaching team have been of great benefit to Year 3. Support is in place for the Year 5 teacher such as team-teaching and support with marking and feedback. Both GP and the Head of The Strand on the Green School have observed good differentiation and engagement. Subject and Phase Leaders are supporting their colleagues across all areas of the curriculum. The behaviour code has been consistently applied to ensure good behaviour management. GP is addressing the disparity between Nursery and Reception and has met with the Early Years Coordinator and Nursery Teacher to agree/develop a team planning approach thus allowing the Early Years to benefit from good ideas from other practitioners as well as allowing everyone in the team to have input time. Governors noted that the Nursery teacher would be leaving at the end of the academic year at the end of their 1-year placement. GP has also been tracking judgements made by using external moderation in reading and writing to help prove that their judgements are accurate.</p> <p>CMS was pleased to note the improvements and other governors commented on the overall atmosphere throughout the school, with the children and staff being much happier.</p> <p>Governors thanked GP for her informative report.</p>	CMS, GP
8.	<p>School Evaluation and SIP 2014-15 (including School's Post Ofsted Action Plan (POAP)) GP circulated an updated copy of the POAP. CMS explained to governors the relevance of the mandatory self-evaluation summary document. GP informed governors that an Early Years section has been inserted and explained to governors that this document does need to reflect what the school thinks of itself. As a school requiring improvement, GP felt that the self-evaluation did need to include more detail. CMS explained how important it was for governors to have a current working knowledge of such documents as the SEF and POAP and urged governors to carefully read through these documents, addressing any questions to GP.</p>	All governors
9.	<p>Playcentre and Children's Centre Update <i>Playcentre</i> CMS informed governors that the Playcentre team would be in touch as soon as they are ready to move forward with the new arrangements.</p> <p><i>Ms Sheraza Khan was asked to leave the meeting whilst the governors discussed the updated position with regard to the Children's Centre.</i></p> <p><i>Children's Centre</i> CMS informed the meeting that a Local Authority security audit was carried out resulting in a recommendation that the Children's Centre should relocate to St Matthias House to alleviate the security issue at the entrance of the school. CMS informed governors that she did not think the school should have the responsibility of informing the Children's Centre Team of the outcome of Cllr Will's security audit. Discussion took place regarding the implications of this</p>	

	<p>and CMS advised that in the interim, security advice has been sought from the local police.</p> <p>CCS arrived at 5.40pm</p> <p>Ms Sheraza Khan returned to the meeting.</p>	GP
10.	<p>Updated Report on Nursery Promotion (CCS) CCS gave the following update:</p> <ul style="list-style-type: none"> • Thanked Mrs Stephanie Barbir for her time and assistance given on working with promoting the Nursery. • Governors noted that the school would be going ahead with offering a combination of morning only part-time and full-time places. • Currently working on the wording for the flyer and banner – with proposed Nursery open days on the 6th and 13th May. • Nursery Admission Policy has been updated. • Thank you to PB who has agreed for notices to be placed in the Church newsletter. PB also suggested advertising in the Court magazine, which is a free magazine in the Earl’s Court area. CCS and SSG would be liaising with regard to updating Nursery Admissions on the school website and has suggested making the Nursery a little more prominent on the new school website which would hopefully be live after the Easter break. • CCS clarified that they would be keeping the 9 free full time places and any additional full time places would be advertised. ZB asked if the school had a policy for oversubscription and GP and CCS informed that they would be following the school’s current admission policy which as very clear criteria. CCS pointed out to governors that increasing the number of full time places would have obvious educational and financial benefit to the school. <p>CMS thanked both CCS and SB for all their work and commended them both on a very concrete result achieved at this stage.</p>	<p>CCS</p> <p>CCS, SSG</p>
11.	<p>Pupil Premium Grant (PPG) The following discussion took place with regard to the Pupil Premium Grant:</p> <ul style="list-style-type: none"> • 46% of pupils are currently eligible for PPG. The school is currently working on ensuring more parents sign up for PPG eligibility. GP explained that a letter has been sent out to all parents to encourage eligible parents to sign up. The school is also working on signing up to a checking service run by the LA to increase take-up. There will be a link on the new website where parents can complete a form for PPG eligibility if they are uncomfortable with visiting the office. • CMS asked how much the school obtains and how well PPG pupils progress. GP’s report to governors includes comparison between PPG pupils against non-PPG and is measured each time assessments are carried out. PPG pupils are currently doing as well as and even better in some areas than non-PPG pupils. • The school is required to publish how the school spends the PPG and GP encouraged governors to view this on the website. GP works with HW to ensure that the PPG pupils are very well supported. £132,000 PPG was received during the financial year 2014-15 and approximately £150,000 would be received next year. GP would shortly be publishing how the school envisages spending the PPG for the next academic year. ZB noted the impact of PPG and the importance of closing the gap between PPG and non-PPG children. <p>Governors noted that there was also a statutory requirement to publish PE grant spending on the school’s website.</p>	GP
12.	<p>Chair’s Report</p> <ul style="list-style-type: none"> • <i>Result of Pupil Questionnaire:</i> CMS reported that administratively the pupil questionnaire was not successfully run due to some classes inadvertently sending the questionnaire home. However, SSG had collated the results for both the pupil and staff questionnaires and governors thanked SSG for her work on this. The following comments from the questionnaire were noted: 	

<ul style="list-style-type: none"> ○ A request for more clubs - GP informed that a balls skills club would be run which would work on building the children's skills as well as encouraging more up-take from both boys and girls. There would also be a volleyball club and an art club. GP is working on developing a dance club. ○ SSG reported that many children perceived that other children were badly behaved causing disruption during their lessons. GP and HW are currently working with the children to help them to understand behaviour. ○ The children know who to go to if they have a concern. GP thanked HW for the work she has carried out with the children and having an open door policy. In addition, HW circulated a document on how the school addresses concerns. ○ Staff questionnaires to be carried out online (John Yates) to encourage greater response. CMS suggests enquiring whether staff surveys were mandatory at the next RIB meeting. ○ Results of parents' questionnaires to be tabled at the next meeting. <ul style="list-style-type: none"> ● <i>Fundraising:</i> CMS informed governors that the school would likely receive funding for the playground. Cllr Will has also been in touch regarding a charity called 'Give a Book' and they would be visiting the school next term. SSG has been in touch with Garden House School with the possibility of funding for equipment, books and playground. ● <i>Lawsuit:</i> Age discrimination law suit is not progressing very well. Previous employee making a claim under the tenure of the previous HT. ● CMS suggested rewarding and encouraging children who work independently to produce outstanding work by adopting a concept of 'sent up for good' where they would be recognised for their amazing work/projects. ● After SATs examinations, CCS has kindly agreed, along with some friends, to speak about their university experiences to some of the aspirational Year 6 pupils. ● <i>Recruitment:</i> No applications have been received to date for the Year 6 and Year 3 vacancies for September. Therefore the school may need to use a recruitment agency to for suitable candidates even though this may prove an expensive option. ● <i>British Values:</i> Governors noted that schools are required to teach British values therefore along with GP, CMS would be working on creating some resources. ● <i>Thursday's meeting with Parents:</i> Some parents were not entirely happy with the school's Christian ethos and therefore PB had invited an Imam to speak at assembly on 12th March. On the 19th March a parents' meeting was held with the LA advisor, Dr Abu-Lissan from Ashburnham School and a representative from the Home Office Prevent strategy team. The purpose was to explain that the school is a Church of England school and was not capable of changing its status. Parents were reminded that the school would also be graded on their ability to function as a Church of England school. A document on teaching of faith values and inclusivity of other faiths was shared with parents and they were informed that the school would not cease to teach Christianity as is taught in all other Christian faith schools. Many parents were unable to accept this and were unhappy for their children to take part in any Christian teaching or worship. Many of these parents have stopped attending PTA meetings and have formed an alternate group, which meets outside the framework of the school, with no communication with the school. In an effort to improve PTA participation from other parents, the PTA would establish class representatives from a wider background of parents, with a welcome day taking place in an effort to deter parents segregating to other groups. <p>PB clarified that one of the rumours circulating amongst the parents was about an assembly led by PB, which was a response to questions raised by some of the pupils addressed to PB. There is also a requirement for the school to respond to</p>	<p>GP</p> <p>GP, HW</p> <p>CMS</p> <p>CMS, GP</p> <p>CCS</p> <p>CMS, GP</p> <p>EG, SK (PTA)</p>
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	<p>incidents/concerns within the school. In response to concerns that other faiths are not being properly highlighted, PB is currently planning faith days where leaders from other faiths come into the school to speak to pupils and/or parents.</p> <p>Detailed discussion took place regarding the misinformation circulating amongst some of the parents. CMS welcomed further suggestions from all governors on how to create a more inclusive PTA.</p>	<p>PB</p> <p>All governors</p>
13.	<p>Learning Walk and Link Governor Class Visits Result of the next learning walk (23rd April) will be discussed at the next Teaching and Learning meeting. Governors will be informed and invited in due course.</p> <p>SM expressed concern with regard to her recent Year 6 link visit. She expressed disappointment with the children in the library and other children in the class and was concerned that the level of teaching was not as it should be and seemed to show a discrepancy with the observation judgement shown on the teaching over time grid.</p> <p>PB suggests using a brief pro-forma to log the visits so that the information can be shared with the Head and other governors.</p>	<p>PB</p>
14.	<p>Report from PTA (EG/SK) Covered in point 12 above. In addition, EG informed governors of the following future events:</p> <p>Summer Fayre on 6th June, from 1.00pm to 4.00pm Year 6 graduation on the 21st July</p> <p>Further details to follow in due course.</p>	
15.	<p>Action Points/Follow up from Committee Meetings incl adoption of policies</p> <p>a. Personnel Copy draft minutes were circulated to all governors. CMS covered an update in the Chair's report above. The office have assured SSG that the outstanding DBS checks have now been completed.</p> <p>b. Pupil Welfare and Christian Ethos Copy minutes were circulated to all governors. The committee would be reviewing the admissions criteria for 2016-17 at the next meeting.</p> <p>c. Finance and Premises Copy minutes were circulated to all governors. ZB reported that the School Financial Value Standards draft has been prepared and reviewed by GP, external advisors, office staff and Chair of Governors. All governors present gave approval for this to be signed off by ZB and submitted accordingly.</p> <p>d. Teaching & Learning Copy minutes were circulated to all governors and covered in the Acting Head Teacher's report above.</p>	
16.	<p>Future School Events (GP)</p> <ul style="list-style-type: none"> • 20 and 21 July - final assemblies • 26th June – British Tea Party hosted by children in each of their classes. Guests would be invited and children would be making their own hats and creating the menu. GP asked governors to email names of guests to be invited. 	
14.	<p>Future Agenda Items</p> <ul style="list-style-type: none"> • Using the School to generate income – form a working party 	

	<ul style="list-style-type: none"> • Result of Parent Questionnaire • Approval of Budget for 2015-16 	
15.	<p>A.O.B.</p> <p>It was agreed that HW would be the governor responsible for PPG and SSG would be the governor responsible for training and development.</p> <p>It was further agreed that future documents would be sent to SSG for formatting and inserting footers before circulating to all governors.</p>	
15.	<p>Dates of Future Meetings 2014-2015</p> <p><i>Thursday, 14th May 2015 at 5.00pm</i></p> <p><i>Thursday, 9th July 2015 at 5.00pm</i></p>	
16.	<p>CONFIDENTIAL ITEM</p> <p>None.</p>	
16.	<p>Close</p> <p>There being no further business, the meeting closed at 7.05pm.</p>	

Dated: 14th May 2015

Signed:.....

Chair of Governors

GOVERNORS' COMMITTEES 2014-2015

Finance & Premises Committee

Zac Barratt (Chair)
Estella Gomez
Charlotte Close-Smith
Gill Putterill

Personnel Committee

Carla Muñoz Slaughter (Chair)
Fr Paul Bagott
Sandra Smith-Gordon
Gill Putterill

Teaching & Learning Committee

Sandra Smith-Gordon (Chair)
Estella Gomez
Sheraza Khan
Sue Malcolm
Gill Putterill

Pupil Welfare and Christian Ethos Committee

Fr Paul Bagott (Chair)
Estella Gomez
Sheraza Khan
Charlotte Close-Smith
Sue Malcolm
Holly Williamson
Gill Putterill

Appeals Committee*

Carla Muñoz Slaughter (Chair)

Redundancy Committee*

Carla Muñoz Slaughter (Chair)

Head Teacher's Appraisal

Carla Muñoz Slaughter (Chair)
Sandra Smith-Gordon
Zac Barratt
Fr Paul Bagott

Rapid Action Group

Carla Muñoz Slaughter (Chair)
Sandra Smith-Gordon
Zac Barratt
Fr Paul Bagott
Lucy Nutt, LA Advisor

Rapid Improvement Group

Carla Muñoz Slaughter (Chair)
Sandra Smith-Gordon
Zac Barratt
Fr Paul Bagott
Graham Mariner, LDBS Advisor

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

NB: The Chair is welcome to attend any committee meetings

Governors with Linked Responsibilities:

Safeguarding children

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

SEN Governor: Sandra Smith-Gordon

Finance Audit Governor: Zac Barratt

RE Governor: Fr Paul Bagott

High Achievers Link Governor: Sandra Smith-Gordon

Health and Safety Governor: Carla Muñoz Slaughter

Pupil Premium Grant Governor: Holly Williamson

Training and Development Governor: Sandra Smith-Gordon

Classes Link Governors

Nursery	Miss Charlotte Close-Smith
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Reception	Fr Paul Bagott
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Year 1	Ms Estella Gomez
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Year 2	Ms Sheraza Khan
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Year 3	Mr Zac Barratt
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Year 4	Lady Smith-Gordon
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Year 5	Mrs Carla Muñoz Slaughter
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Year 6	Professor Sue Malcolm
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