



**THE GOVERNING BODY OF
ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL AND NURSERY**

**Minutes of the meeting of the governing body
held at the school on
Thursday 24st September 2015 at 5pm.**

Members:
(*Absent)

	Name	Post
	Mrs Carla Muñoz Slaughter	Chair
	Lady Smith-Gordon	Vice Chair
	Mr Zac Barratt	
	Ms Estella Gomez	
*	Ms Sheraza Khan	
*	Mrs Sandra McGregor	
*	Miss Charlotte Close-Smith	
	Mrs Jennie Dalton	
	Miss Gill Putterill	
	Miss Holly Williamson	
	Mrs Stephanie Barbir	
*	Father Paul Bagott	

Also present:

Owen Rees	Clerk to the Governing Body
Paul Williamson	RBKC
Tara Maloney	RBKC

ITEM No.	ITEM	ACTION OWNER
1/15	<p>APOLOGIES FOR ABSENCE There were apologies from Sheraza Khan, Paul Baggott, Charlotte Close Smith, and Sandra McGregor.</p> <p>RESOLUTION: In accordance with the School Governance Regulations the Governors gave their consent to the absence of each governor not present.</p>	
2/15	<p>PLAY CENTRE (AFTERSCHOOL AND HOLIDAY PROVISION ON THE SCHOOL SITE)</p> <p>The Governing Body received a presentation from Paul Williamson, Lead Commissioner and Tara Maloney, Early Years Commissioner, RBKC, on the Play Centre contract process. Mr Williamson explained that the tender, covering 7 schools, had gone out in July, and that the Council had received competitive bids for all the services tendered for in the 2 elements</p> <p><i>Stephanie Barbir arrived at 17.06</i></p> <p>The Chair of Governors asked if there was likely to be a changeover of staff. Mr Williamson said that TUPE would be in place.</p> <p>The Chair of Governors asked if there would be change for parents. Mr Williamson replied that there would be minimal upheaval. He believed that the new provider would have confidence of existing staff. He noted that the local authority would want a rep from the school on the implementation group, noting that the management of the contract would move to school after 1 year, if it was successful, for after school clubs, with the local authority retaining a role in</p>	

	<p>Holiday Services.</p> <p>The Headteacher asked when the decision on the management of the contract would be taken. Mr Williamson reported that the contract was for a year, and that it would be good to work to that timescale. He reported that RBKC would hold responsibility for the contract in St Cuthbert with St Matthias' case, but other schools were going straight to manage contractor.</p> <p>The Headteacher noted that the school often carried out building works during the holiday, and asked how this would affect the holiday provision. Mr Williamson reported that the provider would hold the contract, which did not specify the location for services. If the school was not available, they will need to go elsewhere, and would be able to find alternatives.</p> <p>Mr Williamson reported that the local authority expected the provider to take over services on 1st January. He would like to write, with the school, to parents and to all service users the week before half term. He believed that there would be good news on fees, and that parents would be reassured by the provider. He noted that there would be continued targeted place funding.</p> <p>The Governing Body thanked Mr Williamson and Ms Maloney for attending. RESOLUTION That the presentation be noted</p>	
3/15	<p>DECLARATIONS OF INTEREST AND REVISION OF THE REGISTER OF INTERESTS</p> <p>There were no declarations of interest. AND The register of interests was circulated for update. RESOLUTION: That the Declarations of Interest be noted.</p>	
4/15	<p>CONSTITUTION AND APPOINTMENTS</p> <p>a) Vacancies The Chair of Governors noted the sad death of Professor Sue Malcolm. This left a vacancy for an LBDS Governor. Paul Baggott was involved in the selection. It was agreed that the Governing Body would prefer a practicing Christian. Remove name of Sue Malcolm from Committee lists.</p> <p>b) Link Governors In addition to the appointments made at the summer term meeting, Jennie Dalton was appointed LINK Governor for SEN and for High Achievers.</p> <p>c) Operating Guidelines. The Governing Body agreed its Operating Guidelines for 2015-16.</p> <p>d) Terms of Reference Review This was deferred to the December Meeting</p> <p>e) Finance Policy This was deferred to the December Meeting</p> <p>f) Code Of Conduct This was deferred to the December Meeting. The Chair of Governors would check the whereabouts of the version adopted.</p> <p>RESOLUTION (i) The Governing Body appointed Jennie Dalton LINK Governor for SEN and for High Achievers, and (ii) The Governing Body agreed its Operating Guidelines for 2015-16.</p>	<p>OR</p> <p>CMS</p>

5/15	MINUTES OF LAST MEETING RESOLUTION: The minutes of the meeting held on July 2015 were agreed as a true and correct record, subject to the following amendments: (a) addition of "part" to first sentence of 9, and (b) in 10, "should" to replace "would".	
6/15	MATTERS ARISING FROM THE MINUTES (INCLUDING REVIEW OF ACTIONS) Hot water machine for the staff- JD was progressing Parent Ambassador- it was noted that the Governing Body would not have the funds until the Spring, due to the delay in the Farmers' Market opening. Learning Walk- this was discussed elsewhere on the agenda. Safeguarding Governor responsibility- After discussion, it was agreed that each Committee would have a Safeguarding agenda item at each meeting, with the Chair of the Committee to take the responsibility for feeding back salient items to the Safeguarding Governor. Father Paul Baggott has agreed to carry out a Safeguarding Audit.	JD Clerk/ Chairs of Cttees
7/15	CHAIR'S REPORT The Chair of Governors reported that, following the resignation of the previous clerk to Governors, she had made the decision to contact the Borough, and to enter into a Service Level Agreement with the Clerking Service for 2015-16. She also noted, having had her attention drawn to this by Sue Malcolm, the effort made by the West London Free School to promote its public face. She noted that the WLFS website featured detailed profiles of staff and governors. She asked Governors to look at their website. It was agreed that the school needed to make a similar effort to promote its own services and staff. Governors would provide their own profiles, while Holly Williamson would gather teacher information. Areas of strength identified for promotion included partnership with Bonas McFarlane, and support to high achievers, the pastoral support, and the active PTA. RESOLUTION: That the decision to appoint the local authority clerking service be ratified.	ALL
8/15	MINUTES AND REPORTS OF WORKING PARTIES <u>Finance and Resources</u> Zac Barratt reported that the Finance Committee would meet a few weeks after the meeting. One updated was that the support from School Business Services would change, with Gemma's Line manager replacing her. Mr Barratt was confident that there would be no diminution in service as a result. <u>Personnel</u> It was noted that the school had a number of new teachers, and had retained the Year 5 teacher. There was one confidential HR matter outstanding. <u>Teaching and Learning.</u> Sandra Smith-Gordon noted that the committee was due to meet shortly after the Governing Body meeting, and that discussion at the 14th July meeting had been mostly about SATS results. <u>Pupil Welfare</u> There was nothing to report. <u>Nursery Working Party</u> The Headteacher gave an update on figures, noting that these were subject to	

	<p>change with movement between and into categories. She said that at the time of the meeting, 6 out of 9 full time free places were filled, 6 out of 9 full time paid, with 8 free part time places taken.</p> <p>The Chair of Governors asked what the school could do to draw more pupils.</p> <p>The Headteacher replied that better advertising and word of mouth would assist.</p> <p>Another Governor noted that, from a financial point of view, it was imperative that full time places were full. They asked if efforts were made to check eligibility and switch category if possible,</p> <p>The Headteacher confirmed that this had been happening, but that children did have to meet the local authority criteria. She said it was discussed with parents, and was verified by the borough. She added that there were daily changes and a lot of movement.</p> <p>Stephanie Barbir confirmed that she had met the new head of children's centre. She reported that the new head appeared to be keen to promote links with the school's nursery than had previously been the case, which would help to create demand for places.</p> <p>RESOLUTION: That the reports be noted.</p>	
<p>9/15</p>	<p>REPORT OF THE HEADTEACHER</p> <p>The Headteacher highlighted key features of her report. She noted that there had been a new intake of staff including a whole KS2 team. This had required a heavy focus on induction, all new plans and timetables had been required and had now been uploaded. It was noted that induction may be a focus for inspectors.</p> <p>The focus for teaching and learning was assessment, or "life without levels". There was a drip feed of information from the DfE on expectations; for instance, it had been confirmed that no children were expected to achieve mastery in the first two years, given the change to the curriculum.</p> <p>An area of concern was the school's attendance figures, which were very low at the end of the previous week at 89-90%, which was way below target. It was reported that this was partially due to late arrival back to school, particularly for children from foreign families.</p> <p>It was noted that this was a general problem for schools with a similar intake.</p> <p>A governor asked if illness was a contributing factor, and whether the sample was of significant enough size.</p> <p>The Headteacher confirmed that levels of sickness were generally higher in the autumn term, but noted that inspectors would ask about the issue, which was of increased prominence.</p> <p>The Headteacher reported that the next borough review was proposed for the 20th November 2015, with Ian Heggs visiting the school on the 14th October. Victoria Borwick MP would be visiting on the 16th November. Year 6 would also be visiting Parliament, while on October 8th, the school would hold its Harvest Festival. The festival would be led by the pupils, who would name their favourite foods, and adults and staff would then join in. There would be food prepared by the children, who would also bring an item. The event would be held in the church and the school was encouraging parents to attend, and The Headteacher had met with parents in order to encourage them to attend.</p>	

	<p>In terms of premises, the only outstanding issue was the outdoor area for the nursery was waiting for its roof.</p> <p>Governors asked about Free School Meals, and the efforts made to ensure that all eligible pupils received the Pupil Premium. The Headteacher confirmed that the school office was working hard to get information from parents, and that this data would be used in the autumn census.</p> <p>The Headteacher reported that the Religious Education SEF needed to be rewritten and will be inspected in this year. She would ask Gemma and Father Paul to view and comment, then present it to the Pupil Welfare Committee. RESOLUTION: That the report be noted.</p>	
<p>10.15</p>	<p>PARENTAL ENGAGEMENT</p> <p>The Chair of Governor noted that there was a clear need to increase the involvement of some parents within the school community. The school would be making us of School Comms, a company which allowed texting to parents on an individualised basis. This could be used when issues that affected behaviour were confined to one class, to help with attendance, or to quickly address false rumours and distribute good news. The Chair and Headteacher had met with Erica Brandt from School Comms, who had made a number of suggestions. Staff had received a presentation at Inset Day, and the system should aid Communications and PR.</p> <p>A Governor asked about the time needed to operate the system. The Chair noted she had asked the same question, but added that the system had been used effectively in other schools. The system allowed tighter management of communication between parent and teacher, so that there were few issues about homework.</p> <p>The Chair of Governors also reported that the school wanted greater Parental involvement Into Reading. This would encourage them to come into the school on a regular basis. The school was also trying to improve parental attendance at class meetings, with the PTA to get two reps from each class. It was noted that parents needed to accept ethos, and the school should aim to encourage attendance. It was noted that the Graduation Ceremony could be held more effectively in the Church, for example. The Governing Body agreed that this was a key area of focus.</p> <p>Another Governor noted that there seemed to be eagerness to engage amongst parents in Nursery and Reception. They suggested swapping e-mails between parents in a class. The Headteacher said that the school had started a coffee morning in Matthias House. Parents would be making blankets and a fabric collage, with the idea that they share their sewing skills. In terms of e-mail swapping, the Headteacher would ask if the school office could facilitate this.</p> <p>Holly Williamson reported that the issue was discussed by Staff at their most recent INSET. They had come up with three proposals, which were:</p> <ol style="list-style-type: none"> 1. Celebration Event on a termly basis. With 1 adult to come from each family and speak about themselves 2. International Evening, with food brought in by pupils and their parents, representing their cuisine. 3. Parents to be invited to Friday Assemblies. <p>The Governing Body welcomed these suggestions, and supported their implementation.</p>	

	<p><i>Stephanie Barbir left at 17.50</i></p> <p>RESOLUTION That the measures, including School Comms, agreed above be implemented.</p>	
11/15	<p>POST OFSTED GOVERNORS ACTION PLAN.</p> <p>The Chair noted that while much of the plan was complete, some actions were ongoing. There were no changes identified, other than adding parental engagement as a priority. The Governing Body also agreed that the RIG should continue, having been valuable.</p> <p>RESOLUTION That parental engagement be added to the list of priorities</p>	
12/15	<p>HEADTEACHER RECRUITMENT</p> <p>The Chair of Governors noted that the school was required to advertise. The group of Governors currently involved would agree the person specification, draft the advert and interviews, but would invite additional Governors to sit on the interview panel. The school would be advertising in the new year.</p> <p>RESOLUTION That the update be noted.</p>	
13/15	<p>PERFORMANCE MANAGEMENT ARRANGEMENTS</p> <p>The Governing Body noted the requirement to agree the pay awards recommended by the Headteacher. It also confirmed that Lucy Nutt would be assisting the Headteacher's Performance Management Panel, which would meet later in the year.</p> <p>RESOLUTION: That the report be noted.</p>	
14/15	<p>POLICIES</p> <p>It was confirmed that the LBDS model Grievance and Disciplinary Policy had been adopted.</p> <p>The Pay Policy would be reviewed at the next Personnel Committee meeting.</p> <p>The Safeguarding and Admissions Policies would be reviewed at the next Pupil Welfare Committee.</p> <p>The updated Complaints Policy would be submitted to the full Governing Body.</p> <p>RESOLUTION: To note the scheduling of policy approvals.</p>	
15/15	<p>GOVERNOR VISITS</p> <p>Governors had attended a Behaviour Management Learning Walk on the 21st September 2015. Governors reported that that the visit had accomplished its purpose, increasing their insight into the way the school functioned, and that they had seen good indications that the ideas described to them at meetings were being put into practice. Governors thanked Holly Williamson and Anthony Reed for their work in arranging the visit.</p> <p>The Chair asked those attending visits to produce a strapline summary to be placed in the Governor impact file.</p> <p>The next visit would be on 3rd November at 9.30am.</p> <p>RESOLUTION: That the reports of Governor Visits be noted.</p>	
16/15	<p>GOVERNOR TRAINING</p> <p>Governors had received the local authority training brochure. Sandra Smith-Gordon said that the local authority had made Modern Governor online training available to all schools, but that she could not sign on. She would investigate and report back.</p> <p>In terms of upcoming training, it was noted that there was SEN training on October 13th.</p> <p>RESOLUTION: That the reports of Governor Training be noted.</p>	SSG
17/15	<p>CONFIDENTIAL ITEMS</p> <p>The Governing Body agreed that there were no matters discussed which were confidential.</p>	

18/15	<p>DATE OF NEXT MEETING</p> <p>It was agreed to move the Governing Body meeting on the 12th May to the 19th May 2015.</p> <p>RESOLUTION That the date of the next meeting (Tuesday, 1st December 2015) at 5.00pm be noted.</p>	
19/15	<p>ANY OTHER BUSINESS</p> <p><u>Website</u></p> <p>The Governing Body was asked about the upkeep of the Governors pages. It was felt that that these should continue in their present form, and that they were valuable for inspection purposes. The Governing Body thanked Sandra Smith-Gordon for her work on the website.</p> <p><u>Christmas Cards</u></p> <p>The Headteacher confirmed that there was enough spare stock to use the previous year's, though she would check the designs. She agreed to put these on sale in November.</p>	

The meeting closed at 18.47pm

CHAIR _____ DATE _____