

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

**Minutes of the Full Governing Body Meeting (2014/15) Cycle 2 of 6
held on Thursday, 4th December 2014 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)	In Attendance:
Mrs Sheraza Khan (SK)	Ms Debbie Potts (Clerk)
Mr Zac Barratt (ZB)	
Fr Paul Bagott (PB)	

		ACTION
1.	<p>Welcome and Opening Prayer CMS welcomed everyone to the meeting and led the opening prayers.</p>	
2.	<p>Introduction of New Governors including Staff Governors CMS welcomed Professor Sue Malcolm and Miss Holly Williamson to the Governing Body.</p>	
2a.	<p>Declaration of Interests It was noted that Ms Sheraza Khan declared an interest as she has now taken up a position with the Children’s Centre. No further interests were declared.</p>	
3.	<p>Presentation from the Play Service and Children’s Centre <i>Tim Aldridge (Head of Early Help in RBKC), Paul Williamson (Head of Children’s Services in RBKC), Busola Kehinde (Early Years Project Manager) and Sujata Mahendran (Children’s Centre Manager)</i></p> <p>Play Service Mr Williamson talked to Governors present about the review of Children’s Services in RBKC and detailed discussions that have taken place with schools. The options are currently whether schools wish to take on responsibility for play services or seek an external provider. <i>(ZB arrived at 17:08.)</i></p> <p>Governors noted that final recommendations would be put to cabinet in January and that 8 out of 11 schools with play centres are willing to take on the play centre service.</p> <p>Mr Williamson informed Governors that it would be helpful if the school could give an indication of what the likely preferred option would be, stating that the borough is committed to having a centre at the school, either sourced by an external provider, where the council would hold the contract or run directly by the school.</p>	

PB asked about finance of this service and Mr Williamson explained the transitional funding and targeted places funding. Governors noted that if the school took on this service, in-house, the school would become fully responsible for the staff (TUPE would apply).

PB asked how successful schools were at running the play centre service once the three years' funding had ceased and it was noted that H&F schools that had started a similar service in 2010 are all still running successfully.

After discussion, Governors agreed that the play centre should be out-sourced to an external provider via the Local Authority.

Children's Centre

Mr Aldridge, Ms Kihinde and Ms Sujata Mahendran

Mr Aldridge talked to Governors about the services of the Children's Centre and their statutory duty to make such services accessible to families in the local area.

Ms Mahendran produced a presentation (Butterfly Project and Art) for Governors highlighting the services on offer for 0-4 year old children living in the local area of high deprivation. Governors were impressed by the good work of the Children's Centre but questioned how the Centre could be of benefit to the school. They were keen to understand what the agreed arrangement was between the school and the Centre and whether the school had any control over its premises.

Mr Aldridge informed Governors that he is working with the school to establish the financial cost to the school and pointed out that the families currently using the Centre benefit from school readiness for their children and the play activities help parents to access the school and talk to families about brain development and speech and language, thus picking up on families who are struggling. Mr Aldridge would like to work with the school to track the cohort of children and families who accessed services and look at the EYFS and KS1 children attending the school to see what services they have used. Governors noted that Mr Aldridge and the Children's Centre Team are available to talk further about this.

CMS and ZB assertively questioned the Children's Centre team about what the benefit would be to the school of the Children's Centre.

In addition, it was noted that Governors would like to see more cross-over representation between the school and the Children's Centre as well as more control over their premises and more clarity on the roles and expectations.

CMS thanked the Play Service and Children's Centre Team for coming to present and for the interesting discussion that took place.

Governors present agreed to form a Play Service and Children's Centre Working Party with a brief to investigate who will be best to take over the play centre and to review the state of play of the Children's Centre. It was further agreed that from April 2015, more specific terms of space, hours and services will need to be agreed. Mr Williamson and Mr Aldridge both offered their support.

The following Governors agreed to sit on this working party:

	Zac Barratt (Chair), Fr Paul Bagott, Estella Gomez, Gill Putterill. ZB agreed to write to the Play Service and Children’s Centre to progress this matter.	ZB
4.	<p>Apologies for Absence (with reasons) Apologies were received and accepted from: Professor Sue Malcolm – arriving late, hospital appointment</p> <p>Condolences were expressed for passing of Miss Carol Pryce and an appreciation for her long, devoted and dedicated service to the school. PB will email details of the funeral arrangements to all Governors.</p>	
5.	<p>Adoption of Operating Guidelines All Governors present adopted the Operating Guidelines for this academic year.</p>	
6.	<p>Minutes of Previous Meeting: 25th September 2014 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>	
7.	<p>Matters Arising None</p>	
8.	<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> <ol style="list-style-type: none"> a. CCS asked about the concerns with Instagram accounts and GP explained that as these concerns had developed into unpleasantness and potentially serious threats, she needed to respond so the Met Police were contacted, who sent two officers in to talk about social networking to the whole class but instead the officers spoke directly to the children concerned. GP had already spoken to the children about e-safety and the police officers will be coming back to speak to the whole class about the dangers of cyber-bullying and e-safety. In addition, the school held an e-safety assembly. GP hopes to develop a sounder transition programme targeted at Year 5 and Year 6. b. Nursery places: GP has spoken to CMS with regard to trying to increase the number of places taken up in the Nursery class as the current system is not working well. CMS proposed that this should be an agenda item at the next FGB meeting to investigate this further. CCS agreed to carry out a review of other nurseries in the area and what changes could work for the school and report further at the next FGB meeting. c. CPD for teachers: The school has bought into LA and LDBS services. Teachers also have the opportunity to observe outstanding practice in other schools and learning walks are regularly carried out with the Head Teacher from The Strand on the Green School. Where there are concerns, GP looks at interventions to address these concerns. GP was pleased to report that after today’s learning walk, positive progress was seen in so many areas and they were able to grade some teachers as outstanding and good. It was noted that previous concerns were taken on board by the teachers to address problems. d. CCS expressed concern with regard to the Year 6 writing. GP explained that this progress was measured on summer time data. However GP will still be doing an early assessment and the Year 6 teacher now knows he needs to focus on writing as he was concentrating on maths in line with Ofsted’s guidance. Governors were 	CCS

	<p>interested in seeing what progress would be achieved at the end of the autumn term. Year 4 teacher has been very proactive to use this data and address any concerns.</p> <p><i>(Sue Malcolm arrived at 6.05pm)</i></p> <p>Governors thanked GP for her report and were pleased with the new format and were also pleased to see that the school was making some progress.</p>	
9.	<p>School Evaluation and SIP 2014-15</p> <p>GP informed Governors that as they are expecting an HMI inspection, she would be producing an action plan using a model provided by the LDBS as well as having produced her own development plan. Governors noted that GP would be working with the LDBS to produce this document in the holidays and work on the self-evaluation form would take place in early January.</p>	
10.	<p>Pupil Premium Grant Report to be published on website (GP)</p> <p>GP directed Governors to the website as this has now been published.</p>	
11.	<p>Approval of School Term Dates for 2015/16</p> <p>Deferred to the next meeting. It was agreed that GP and PB would liaise with regarding to setting dates for the next academic year.</p>	GP, PB
12.	<p>Chair's Report</p> <p>CMS reported the following:</p> <ol style="list-style-type: none"> CMS informed Governors that the school has received a formal warning notice from the Local Authority and has been given a time to respond to the criticisms made during the Ofsted inspection, with an explanation of remedies have been put in place. CMS and GP continue to meet with the LDBS and LA Advisors, as well as the Head Teacher from The Strand on the Green School, who are assisting GP and CMS to move forward, overcoming barriers to improvement. A former employee is suing the school for age discrimination. CMS has worked with HR to instruct solicitors and even though they feel the case is not particularly strong, a defence is still required. In any event, the solicitors have applied to have the case struck off and the result is still awaited. CMS has asked the office staff to think of ways to economise the school's resources and they have responded with some very helpful suggestions, such as an electronic newsletter. Bonas Macfarlanes have offered to send volunteers to assist with Years 5 and 6. A lady from a charity called Kensington Outreach may also be able to help with music at the school. CMS has met with the PTA and has realised that many parents were unaware of the Pupil Premium Grant (£1,300 per pupil additional funding to raise the attainment of disadvantaged pupils and close the gap between them and their peers). Currently, not all families who are eligible have claimed for this and CMS has asked the PTA to help raise awareness among the parents. It was agreed that CMS would draft a letter in the new year encouraging parents to apply. 	CMS
13.	<p>Link Governor Class Visits</p> <ol style="list-style-type: none"> CMS visited Year 5 and found it to be a very informative experience and read some poetry with the class. The children were very interested in learning new words. EG visited Year 4 and helped with the guided reading. 	

	<p>c. PB visited Year 6 during circle time and it was very good to see the children engaging with each other and were happy to include PB in their circle time. PB also visits classes prior to clergy assembly and has been to Years 1, 2, 3, and 4.</p> <p>CMS encouraged Governors to contact their link teachers and it was agreed that GP would circulate a list of teacher contact details for Governors.</p>	GP
14.	<p>Report from PTA EG reported the following:</p> <ul style="list-style-type: none"> a. Awareness of Pupil Premium Grant discussed with CMS. b. Christmas craft fair on the 12th December, 2.30pm to 4.00pm. EG thanked Governors for their donations and welcomed more donations. c. A few parents have volunteered their services to help promoting the spaces available in the Nursery class to increase uptake. 	
15.	<p>Action Points/Follow up from Committee Meetings incl adoption of policies</p> <ul style="list-style-type: none"> a. Personnel The committee met on 11th November and minutes were circulated to all Governors. CMS informed Governors that the committee has developed a policy for managing long-term absences more assertively. The committee also discussed enlisting help for the school library. <p>Governors noted that the Single Central Report (DBS checks) has been reviewed by SSG in accordance with statutory guidance and all outstanding issues have been dealt with.</p> <p>ZB asked about the discrimination claim and whether the solicitor has been to ACAS to try to reach a resolution. CMS responded that this had been done.</p> <p>Pay Policy: The committee reviewed the Pay Policy and recommended this to the Governors for adoption. Subject to any comments being received by the end of the term, Governors agreed to adopt this policy.</p> b. Pupil Welfare and Christian Ethos The committee met on 19th November and minutes were circulated to all Governors. PB highlighted the following: <ul style="list-style-type: none"> i. Discussion took place regarding two particular welfare issues. One, a troubled child who is part time at a special school and applying to the LA to support this financially. Statemented funding is still awaited. Progress is being made at school but there are concerns about the home support. Governors noted that social services have been dilatory with regard to this case and that the school staff have been extremely helpful and very supportive towards the child. The second, Year 3 needs to show improvement in the class environment and a specialist TA has been employed to deal with the volatile child. This has impacted positively on the class. Three LACs will remain so until 18 years old and are in the process of changing carers. Governors noted the impact on GP's time, as well as the cost to the school. ii. Governors noted that since PB's appointment there has been more involvement with the Church, as is the expectation of the school, which will be made very clear in the Home School Agreement. c. Finance and Premises 	

	<p>The committee met on 20th November and minutes were circulated to all Governors. ZB highlighted the following:</p> <ul style="list-style-type: none"> The overview is very much that they now have an understanding of the finances and that GP is doing a very good job of understanding how to balance the finances with achieving a better school. Governors noted that a critical period was coming up and the committee will continue to closely monitor the school's budget. Next term, they will focus on premises. GP informed Governors that a health and safety audit was carried out by Richard House from the Local Authority. <p>d. Teaching & Learning</p> <p>The committee met on 26th November and minutes are yet to be circulated. However, SSG informed Governors of the following points:</p> <ol style="list-style-type: none"> Two external meetings are continuing regularly to monitor teaching and learning and offer support where necessary. Monitoring Teaching and ensuring interventions are in place to assist pupils with progress. Data is being reported at all committee meetings. 	
16.	<p>Agreeing Dates of Future Committee Meetings for 2014-15</p> <p>The following meeting dates were agreed by all present:</p> <p>Personnel Committee – Thursday, 8th January 2015, 4.30pm Finance and Premises Committee – Thursday, 15th January 2015, 5.00pm Teaching and Learning Committee – Thursday, 22nd January 2015, 4.30pm PWCE Committee – Wednesday, 28th January 2015, 4.30pm</p>	
17.	<p>Future School Events (GP)</p> <ul style="list-style-type: none"> 12th Christmas Craft Fair at 2.30pm 18th Nativity – 2.00pm 18th Governors/Staff Christmas Tea Party 	
14.	<p>Future Agenda Items</p> <ul style="list-style-type: none"> Playcentre and Children's Centre Progress Proposals for refreshing the website – GP/CMS Report on Nursery options – CCS Safeguarding 	
15.	<p>A.O.B.</p> <ol style="list-style-type: none"> Safeguarding: PB informed Governors that he felt safeguarding impacts on all committees and therefore GP has arranged Safeguarding training on Friday, 13th February 2015, to which all Governors are invited. Thanks were expressed to SM for her assistance with the school library. SSG informed Governors of the school Christmas cards for sale at craft sale. Governors agreed to present Mr Mark Newton, Head Teacher of The Strand on the Green School with a gift from the Ancient Oriental website. 	
15.	<p>Dates of Future Meetings 2014-2015</p> <p><i>Thursday, 5th February 2015 at 5.00pm</i> <i>Thursday, 26th March 2015 at 5.00pm</i> <i>Thursday, 14th May 2015 at 5.00pm</i> <i>Thursday, 9th July 2015 at 5.00pm</i></p>	

16.	Close There being no further business, the meeting closed at 7.20pm.	

Dated: 5th February 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
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

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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