



ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL

Meeting of the Full Governing Body
held at the school on Thursday 6 July 2017

MINUTES

GOVERNORS		Present
FOUNDATION	Incumbent <i>Ex officio</i>	Fr Paul Bagott ✓
	Deanery	Mrs Carla Muñoz Slaughter Chair ✓
		Mr Zac Barratt ✓
	LDBS¹	Lady Smith-Gordon Vice chair ✓
		Mr Hamish Adourian ✓
	PCC²	Miss Charlotte Close-Smith ✓
		Ms Estella Gomez ✓
	Parent	Mrs Stephanie Barbir ✓
		Mrs Sandra McGregor ✓
		VACANCY N/A
Local authority³	Mrs Jennie Dalton x	
Headteacher <i>Ex officio</i>	Miss Gill Putterill ✓	
Staff	Miss Holly Williamson ✓	
ATTENDING		
Clerk⁴	Mr Mike Hutchinson	

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

The chair welcomed everyone to the meeting, which began at 5.01pm. Fr Paul Bagott led the meeting in a prayer. Apologies were received from, and permission given for absence to, Jennie Dalton. Sandra McGregor and Stephanie Barbir had apologised for a late arrival, and Holly Williamson and Fr Paul Bagott apologised for an early departure. No other apologies were necessary as all other governors were present, and thus a quorum. There were no declarations of interest, pecuniary or otherwise, in respect of any items on this agenda.

¹ London Diocesan Board for Schools.

² Parochial Church Council: all St Cuthbert's.

³ Royal Borough of Kensington and Chelsea.

⁴ Contact details: 07760 155216 / mikethutchinson@yahoo.co.uk

2. Minutes of the previous FGB meeting and matters arising

2.1 The minutes of the FGB meeting of 18 May 2017 were **AGREED** as a full and accurate record. Chair to sign them after the meeting. There was one matter arising.

2.2 Item 2.2 Fr Paul Bagott had, on reflection, realised that some members of the St Cuthbert's congregation who might have a spare room to let to school staff could be unsuitable, so he had approached a number of suitable candidates to let a room, one of whom was considering his request.

2.3 All other actions had been, or were in the process of being, fulfilled.

3. Chair's report

3.1 Chair's action(s)

3.2 Renewal of LDBS Rapid Improvement Group (RIG) The chair reported that, in consultation with the headteacher, she had decided to renew the school's participation in the LDBS' RIG as, although the school had been pronounced good following the recent Ofsted inspection, it was thought that the advice of the RIG team would lead to further improvement.

3.2.1 Additionally, the group was helpful in addressing the school's lack of experienced senior staff and the resulting burden on the headteacher due to sick leave, maternity leave and resignations. The next meeting of the group would be in September.

3.3 Finances The chair reported on a recent meeting with Richard Stanley, deputy director of education for Tri-borough Children's Services, and Andrew Tagg, interim head of resources at RBKC.

[Sandra McGregor joined the meeting at 5.09pm.]

3.3.1 SEN funding Andrew Tagg had agreed to progress payment of overdue funding for SEN pupils and backdate as appropriate.

3.3.2 In-year growth The chair had explained to Richard Stanley and Andrew Tagg that, under the current formula, St Cuthbert's would receive no funding for 28 new pupils at the school until the next financial year.

3.3.2a The LA should recognise that St Cuthbert's was in a difficult position: children leaving over summer for a first choice of primary school or to return to their homeland left vacancies which were filled by effectively unfunded pupils, if they came on to the roll after the date of the October census.

3.3.2b The hope had been that additional contingency funding would come from the Schools Forum. (The scheduled meeting had been postponed due to the Grenfell Tower fire, but Andrew Tagg explained that he had an obligation to hold a certain number in each year and that the meeting would be re-arranged as soon as practicable.) Fellow Chelsea Deanery Partnership school Holy Trinity had received £49k, after it dropped 10 children in the October 2016 census. Nearby Marlborough Primary School, in Chelsea, had received funding for the same reason. RBKC's promise of transparency in funding was clearly compromised.

3.3.2c At the meeting, Andrew Tagg had promised both to raise the issue of funding for the in-year growth at the next Schools Forum as well as to ensure the school received the SEN funding that it was due.

3.3.3 Challenging pupils Richard Stanley and Andrew Tagg had offered to support St Cuthbert's in supporting pupils with behavioural difficulties "through existing forms of provision" but offered no additional funding.

3.3.4 Lack of capacity at senior level Previous offers of extra support to cover sick and maternity leaves had not been renewed at this meeting. However, in the circumstances, Richard Stanley and Andrew Tagg agreed that the school could go into deficit and would not be penalised for this.

[Stephanie Barbir and Hamish Adourian joined the meeting at 5.15pm.]

3.3.4a Zac Barratt, who chairs the school's Finance and Premises Committee, and who was at the meeting with RBKC, clarified that if St Cuthbert's presented a convincing business case for going into deficit then RBKC would accept it and reclaim what was effectively a loan from any future budget surpluses. There was no suggestion that this effective loan was not interest free.

3.3.4b Andrew Tagg had agreed to remain in contact re the budget and address performance concerns about SBS [see para 3.3.5e].

3.3.5 Current budget situation The chair asked Zac Barratt to summarise the current budget situation, which he did as follows.

3.3.5a The 2018-19 budget included a carried-forward deficit at March 2018 of £77k. There were three aspects to highlight.

3.3.5b First, the budget excluded any additional income from the Schools Forum, of up to £120k for a full year of 28 extra pupils admitted during the year.

3.3.5c Second, it took no account of any amounts the school might be owed in SEN funding for the previous year, which was likely to be a five-figure sum.

3.3.5d If those two elements were forthcoming, it was likely that the school would not be in deficit.

3.3.5e Third, it turned out that £27k received by the school from RBKC in January 2017 had been a bridging loan rather than a non-refundable amount due. Zac Barratt had not been aware of this while helping to set the budget. The headteacher had belatedly been told but had not been told that it had not yet been repaid. The school's financial consultancy, SBS, had claimed it had not known about the status of the £27k.

3.3.6 The chair thanked Zac Barratt for his summary of the budget situation. LDBS had been helpful in trying to source support for the school's current and future staffing vacancies but the headteacher was still bearing much of the load herself.

3.3.7 Governors **AGREED** to submit a deficit budget if necessary.

3.4 Deanery governor vacancy The chair noted that the deanery was in the process of appointing Edward Lethbridge as deanery governor, replacing Zac Barratt, who would be stepping down at the end of the school year. Edward Lethbridge had indicated that he was prepared to chair the Finance and Personnel Committee. He and his family attended Chelsea Old Church. After Oxford, where he had studied modern history, he had qualified as a chartered accountant: he now worked in corporate finance, supporting non-hostile mergers and acquisitions in the education sector. The chair and headteacher had both met him and been impressed: Zac Barratt had kindly agreed to brief him on the school's financial status.

3.5 Parent governor vacancy Estella Gomez reported that one parent had stepped forward as a successor to Sheraza Khan, whose term of office as parent governor had expired on 14 May 2017: she would give contact details to the chair and brief the clerk on the date of election. Clerk to make contact and chair to invite to meet for an introductory briefing.

ACTION *Item 3.5* **Estella Gomez** to give contact details for new parent governor to chair and brief clerk on date of election; **chair** to invite new parent governor to meet for an introductory briefing.

3.6 Staff lunch The chair suggested that governors host a lunch for staff on one of their September Inset days. Staff governor Holly Williamson thought new members of staff would welcome the opportunity to meet fellow staff and governors informally. Lunch to take place on Tuesday 5 September.

4. Receive headteacher's report

4.1 The chair reminded governors that a report by the headteacher had been circulated in advance, with appendices. However, given that the school's SATs results had just been published, she invited her to introduce those, which she did.

4.2 The headteacher handed around a short (one A4 side) summary of 2017 data.

4.3 EYFS A total of 73 per cent of children had achieved a good level of development (GLD) compared with 71 per cent nationally.

4.4 Y1 Phonics A total of 84 per cent of Y1 pupils had passed the phonics test compared with 81 per cent nationally.

4.5 KS1 The headteacher reported some discussion regarding discounting the results of two new arrivals to Y2, who had no English at all. Last year, the school's lawyers had advised that it was not necessary. This year, both RBKC and the DfE said they should be counted. She had calculated two figures: the first without the new arrivals, the second with them. The national figure was last year's.

4.5.1 Reading A total of 82 per cent without the two new arrivals, or 75 per cent with them, compared with 76 per cent nationally (last year).

4.5.2 Writing The figures here were 68 per cent without, 63 per cent with, compared with 68 nationally.

4.5.3 Maths The figures here were 82 per cent without, 75 per cent with, compared with 75 per cent nationally.

4.5.4 Reading, writing and maths combined The figures here were 68 per cent without, 63 per cent with, compared with 64 per cent nationally.

4.5.5 GDS Percentages of pupils who reaching a greater depth standard (GDS) were excellent in reading and maths, but disappointing in writing, where no pupil achieved GDS.

4.6 KS2 Y6 pupils had done well.

4.6.1 Reading A total of 82 per cent had achieved the expected level of attainment, compared with 71 per cent nationally 2017, with 11 per cent achieving GDS.

4.6.2 Writing A total of 86 per cent had achieved the expected level of attainment, compared with 76 per cent nationally, with 14 per cent achieving GDS.

4.6.3 Maths A total of 93 per cent had achieved the expected level of attainment, compared with 75 per cent nationally 2017, with 25 per cent achieving GDS.

4.6.4 SPAG A total of 93 per cent had achieved the expected level of attainment, compared with 77 per cent nationally last year, with 39 per cent achieving GDS.

4.6.5 Reading, writing and maths combined A total of 75 per cent had achieved the expected level of attainment, compared with 61 per cent nationally. Currently, no pupil had achieve GDS. However, the school was appealing on behalf of a single pupil; if successful, this would give a RWM GDS of four per cent. The pupil concerned had started at the school in September 2016 speaking no English whatsoever.

4.7 Governors congratulated the headteacher, staff and pupils for these excellent results. Holly Williamson said the headteacher had worked incredibly hard and had personally been dedicated to teaching Y6. Governors echoed her praise. The chair asked the headteacher to convey governors' thanks to staff.

ACTION *Item 4.7* **Headteacher** to convey governors' thanks to staff for some excellent SATs results.

4.8 Staffing Turning back to her report as circulated, the headteacher noted that there had been recent changes in staffing since it had been received by governors.

4.8.1 A teacher of Spanish had been recruited from an agency. The headteacher would be meeting a potential music teacher shortly. Unfortunately, the agency teacher of Y5/Y6 had decided to return to his home country. The headteacher was actively searching for a replacement or replacements.

4.8 Could the headteacher say more about the fire risk assessment (chair)? The school had not yet received a written report but on the day the assessor had ordered all displays in classrooms and corridors to be removed. This was devastating.

4.8.1 However, the headteacher had discovered a non-toxic fireguard spray which had been cleared for use by the fire assessor, as long as the school retained photographic evidence of its use.

4.8.2 Zac Barratt noted that the assessor's analysis seemed odd because fire risk consisted of two aspects, the first being the likelihood of a fire starting in the first place. In a school, that risk was low.

4.8.3 The headteacher agreed. However, there had been a recent alert concerning Hotpoint washing machine and Indesit dryer: the serial number of the school's machines had been checked and the machines were not at risk. If the worst came to the worst, a recent fire drill demonstrated that the school could be evacuated in 2' 35".

4.8.4 Were there regular electrical checks [chair]? Yes, a statutory PAT (portable appliance test) review was carried out annually.

4.9 The chair thanked the headteacher for her report, and for answering questions.

[Holly Williamson left the meeting at 5.55pm.]

5. Receive committee and other reports

5.1 Pupil Welfare and Christian Ethos Committee The chair of the committee, Fr Paul Bagott, reported that the committee had not met since the previous meeting of 15 March. The headteacher reported that the three members of the Chelsea Deanery Partnership had received a £14k grant from the deanery's Unlocking Gifts fund for a two-year cross-generational arts project linking CDP pupils with elderly people from the church and care homes.

5.2 Personnel Committee The FGB chair, who also chairs the Personnel Committee, reported that it had met for an extraordinary meeting on the previous Friday, 30 June 2017, when it had discussed a single confidential staffing issue, which would be aired in Part 2 of this meeting. No scheduled meeting of the committee had taken place since the previous FGB meeting.

5.3 Teaching and Learning Committee The FGB vice chair, who chairs the Teaching and Learning Committee, reported that this committee had met on 13 June 2017. The committee was cutting down on the number of its meetings – to be three a year in 2017-18 – and on the reports it required from the headteacher.

5.4 Finance and Premises Committee Zac Barratt, who chairs the Finance and Premises Committee, reported that although it had met since the previous FGB, the meeting had been inquorate. He reported that in-house preparation of the budget had not been a resounding success this year, and there seemed to be no means of tracking its progress throughout the year.

5.4.1 This was due to discrepancies between two parallel financial monitoring systems which could not be reconciled. SBS was on the case.

5.4.2 On the cost of the deputy head's maternity leave, he advised that, with the exception of some £5-6k, most could be reclaimed by a reduction in the school's National Insurance bill.

[Fr Paul Bagott left the meeting at 6.09pm.]

5.4.3 The headteacher noted that, following the £27k RBKC loan incident, the office now had a checklist of payments to chase, so that, for instance, the Children's Centre would be encouraged to pay rent on time.

5.4.4 The vice chair observed that deficiencies in the office should not lead to the headteacher having to input budget figures personally.

5.4.5 Zac Barratt asked governors to approve the revised deficit budget, safe in the knowledge that it was not going to come as a surprise to RBKC. Governors **AGREED** the budget.

5.5 Grants Working Party The headteacher reported that the charitable Thomas's Schools Foundation had agreed to fund Y5 for a week's visit in May 2018 to the children's author Michael Morpurgo's educational farm in Wales. Michael Morpurgo had offered to pay for transport to and from the farm. Thomas' Schools Foundation would also continue to fund arts teaching and arts projects. The City of London Fund had paid for a Y4 trip around Tower Bridge. Governors applauded all this generosity.

5.5.1 Charlotte Close-Smith reported that the Grants Working Party was forging links with Metrobank, to which the school would be sending a wish list. Bank officers would also talk to pupils about personal finance.

5.5.2 Estella Gomez thanked Zac Barratt for sponsoring the bouncy castle at the school's forthcoming Summer Fair.

5.6 Chelsea Deanery Partnership The headteacher reported that the business teams from each member of the partnership had met to discuss combining SLAs. Governors asked for minutes of the last meeting of the partnership to be included in the papers for the next FGB.

ACTION	Item 5.6	Headteacher to supply minutes of the last meeting of the Chelsea Deanery Partnership to clerk for circulation with papers for next FGB meeting.
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6. Appoint post-LAC designated governor

Clerk to schedule on agenda of next FGB meeting.

ACTION	Item 6	Clerk to schedule appointment of post-LAC designated governor on agenda of next FGB meeting.
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7. Discuss SEN admissions

The chair announced that RBKC had made it clear that, in its eyes, lack of space in the school to educate SEN pupils each accompanied by a dedicated teaching assistant was not a good enough reason to refuse to accept the children as pupils. The school would be asking the London Fire Brigade to audit the school's facilities with a view to establishing the safe capacity of each room.

ACTION	Item 7	Headteacher to ensure London Fire Brigade audits the school's facilities with a view to establishing the safe capacity of each room.
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8. Review safeguarding

8.1 Annual safeguarding report Stephanie Barbir, the governor with responsibility for safeguarding, apologised that she had not yet drafted this. Clerk to supply guidance.

ACTION	Item 8.1	Clerk to supply guidance to Stephanie Barbir on compilation of annual safeguarding report.
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8.2 LA safeguarding audit The headteacher introduced this not-yet-complete RAG-rated document, which had been circulated to governors in advance. She explained that no aspects of the report had been RAG-rated red, but those RAG-rated yellow needed to be addressed. The vice chair asked for version control and for versions to be dated.

ACTION	Item 8.2	Headteacher to introduce version control to LA safeguarding audit and date versions.
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8.2.1 What were the three complaints relating to safeguarding concerns in the last year [Stephanie Barbir]? The headteacher explained that these were from parents who had not been happy that the school had followed up a safeguarding concern rather than, as might be supposed, a lack of sufficient safeguarding.

8.2.2 Zac Barratt pointed out that this was comforting. It would be alarming if parents had complained that the school had not followed up a safeguarding concern.

9. Receive reports on governor activity

9.1 Visits to school The chair reported that she had visited Y6 pupils, who had briefed her in full on their recent trip to Barcelona.

9.2 Training Stephanie Barbir recommended Modern Governor online training, having recently completed a number of sessions.

10. Plan topics for forthcoming Governors' Day/learning walk

10.1 Stephanie Barbir suggested learning how the school welcomed pupils who were in-year admissions. Headteacher to plan: date TBC.

ACTION *Item 10.1* **Headteacher** to plan Governors' Day on theme of how the school welcomes pupils who are in-year admissions.

10.2 The vice chair reported that the Teaching and Learning Committee had asked the headteacher for a training session on understanding data.

ACTION *Item 10.2* **Headteacher** to schedule training session for governors on understanding school data.

11. Receive report on PTA activity

Estella Gomez noted that the PTA had donated £200 for school planters and £35 for Christian Aid Week. The Summer Fair would be held on the following Saturday, from noon-4pm.

12. Discuss parental engagement

The chair reported that parental engagement initiatives were slightly in abeyance as the deputy head, part of whose brief was to spearhead them, was on sick leave. She suggested inviting a contact from the Gypsy Hill Federation to speak to teachers: she had been inspiring at a recent event. Chair to brief headteacher.

ACTION *Item 12* **Chair** to brief headteacher on Gypsy Hill Federation contact.

13. Approve annual governors' report to parents and set publication date

Hamish Adourian apologised that he had not yet drafted an annual governors' report to parents but would do so.

14. Approve governors' dates 2017-18

The clerk apologised that he had not yet drafted a calendar of governor dates for 2017-18 but would do so before the term was out.

15. Farewells and thanks

The chair paid tribute to Zac Barratt, who was retiring from the Governing Board, for his incredible hard work and generosity in time spent at the school over his years of service. The way he had marshalled the school through various financial crises had been invaluable. She, and the school, owed him a debt of thanks.

16. Any other business

Stephanie Barbir, as governor with responsibility for safeguarding, said that she had had it confirmed that governors, as volunteers, did not need to have DBS (Disclosure and Barring Service) checks renewed. Zac Barratt added that subscribing to an updating service meant that repeated checks were unnecessary, as anyone who subscribed to that service was told if there were any changes to the status of anyone with a DBS check.

Day, date and time of next scheduled meeting: Tuesday 12 September 2017

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 6.45pm. Confidential items followed.

Signed.....

12 September 2017

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

ACTIONS ARISING FROM THE FGB PART 1 MINUTES OF 6 JULY 2017

ACTION	Item 3.5	Estella Gomez to give contact details for new parent governor to chair and brief clerk on date of election; chair to invite new parent governor to meet for an introductory briefing.
ACTION	Item 4.7	Headteacher to convey governors' thanks to staff for some excellent SATs results.
ACTION	Item 5.6	Headteacher to supply minutes of the last meeting of the Chelsea Deanery Partnership to clerk for circulation with papers for next FGB meeting.
ACTION	Item 6	Clerk to schedule appointment of post-LAC designated governor on agenda of next FGB meeting.
ACTION	Item 7	Headteacher to ensure London Fire Brigade audits the school's facilities with a view to establishing the safe capacity of each room.
ACTION	Item 8.1	Clerk to supply guidance to Stephanie Barbir on compilation of annual safeguarding report.
ACTION	Item 8.2	Headteacher to introduce version control to LA safeguarding audit and date versions.
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