

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

**Minutes of the Full Governing Body Meeting (2014/15) Cycle 3 of 6
held on Thursday, 5th FEBRUARY 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)	
Mrs Sheraza Khan (SK)	In Attendance:
Mr Zac Barratt (ZB)	Ms Jennie Dalton (JD)
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 Ms Jennie Dalton, prospective Local Authority Governor.</p> <p>Fr Paul led the opening prayer.</p>	
2.	<p>Apologies for Absence (with reasons) None</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: 4th December 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>	
5.	<p>Matters Arising Governor Visits: SSG had emailed the Year 4 class teacher using his school email address and asked whether all staff could be asked to check their school email accounts on a regular basis.</p>	
6.	<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. SSG asked whether anything could be done on improving pupils’ school attendance. GP informed governors that an increasing number of parents are choosing to withdraw their children from Thursday’s religious assembly and informed governors that this issue is currently being addressed with the help of CMS and PB and further advice is being sought. Governors noted that most families have an average of 10 days’ absence at the start of the school year, which affects the school’s overall attendance, an on-going issue despite GP granting unauthorised absence in these circumstances. However, despite this, the school is aiming to achieve 96% attendance and has initiatives in place such as ‘In to Win’. CMS</p>	

	<p>asked for thoughts on whether anything could be done to encourage the parents to bring their children into school.</p> <p>b. CCS queried what steps are being taken to deal with targeting SEN children. GP explained that the school is currently dealing with a slight backlog of children who should have been seen by an education psychologist and is therefore working on identifying early what support is needed for the children so that they have effective learning whilst they go through the school. Governors noted that GP would be investigating the option of buying into extra time of an educational psychologist to assist with speeding up the process of obtaining statements for children with needs. Governors present were in favour of this and agreed that this initial outlay of cost would, in the long term, benefit the school being able to efficiently claim SEN funding, thus saving on staff costs.</p> <p>c. An emergency planning document would be circulated to all parents that highlights information on what plans are in place in the case of an emergency.</p> <p>Governors thanked GP for her informative report.</p>	
7.	<p>School Evaluation and SIP 2014-15 (including School's Post Ofsted Action Plan (POAP))</p> <p>GP circulated a copy of the POAP and explained that this is a system that schools that schools requiring improvement need to have in place as a follow up to the Ofsted inspection and replaces the School Improvement Plan. This contains the development targets given during the Ofsted inspection in September and subsequent HMI inspections look at how the school is meeting the targets, actions and deadlines that have been set. GP looks closely at this with the SLT to ensure that the actions are being achieved. This plan will be looked at again during the next HMI inspection. Governors noted that the last HMI inspection was very positive and very complimentary about Acting Head's hard work and that the school was on track according to the POAP.</p> <p>GP highlighted to all governors present that the staff team has been crucial in stepping up and helping to achieve the positive results.</p> <p>Tracking pupil progress: GP explained to the governors how pupil progress is being measured in each class using average point score. GP further explained how the subject leaders are working closely with groups of children to help improve progress. SM was pleased to see the improvement in reading in Year 6.</p> <p>GP also highlighted to governors the quality of teaching over time and how teachers are observed in all areas of teaching including children's work and pupils' response to their learning. The school has received validation from an external Head Teacher, Mr Mark Newton, from Strand on the Green Primary who has been brought in by the Local Authority to help the school develop outstanding practice as well as to externally moderate progress. GP informed governors that the next round of assessments would commence Friday, 6th February. Year 5 and Year 6 would be moderated externally, whilst Year 1 and Year 2 teachers moderate each other. Governors noted that all tests are taken under exam conditions, closely monitored by GP. All members of SLT would also be taking booster groups after the half term break as well as booster classes during the Easter holidays. Governors noted the excellent support being received from Bonas Macfarlanes' outreach programme and thanks were passed on to CMS for her introduction.</p> <p>Governors expressed slight concern over Year 5 maths results but CMS informed governors that the class appears to be on track as a result of interventions currently in place.</p>	
8.	<p>Playcentre and Children's Centre Update</p> <p><i>Playcentre</i></p> <p>All governors present agree to take up the Local Authority's provision of the Playcentre as it was felt that the school was not in a position to take on the after school provision themselves as they would like to keep their focus on improving the school's teaching and learning.</p> <p><i>Ms Sheraza Khan was asked to leave the meeting whilst the governors discussed the updated</i></p>	

	<p><i>position with regard to the Children's Centre.</i></p> <p><i>Children's Centre</i> CM S reported that thanks to ZB's robust response to the Children's Centre team, on 3rd February they had a very productive meeting where the Children's Centre has agreed to continue to give the school £59,000 per year for the next three years, without expecting anything further from the school. It has further been agreed that the Acting Head Teacher would not be expected to act as Centre Manager. It was also agreed that Children's Centre would manage the local team and understood the requests regarding opening the school outside of term time. The Children's Centre has also offered the school the services of an Arabic speaker. The Centre was also not to discriminate against materials given about the school. They have also offered advice to the school regarding government funding for 2½ year olds and agreed to hold regular meetings to maintain communication between the school and the Children's Centre.</p> <p>Governors present thanked both CMS and ZB for achieving a positive outcome on regarding the Children's Centre.</p> <p><i>Ms Sheraza Khan returned to the meeting.</i></p>	
9.	<p>Report on Nursery Options (CCS) CMS reminded governors of the current position in the Nursery class in that the school operates an education driven model as opposed to a day care centre model with full time and part time places not being filled.</p> <p>CCS carried out overview of what options are available to try and fill these places and circulated a report to all governors reviewing the declining numbers, parental choice and what could be done to increase publicity of the Nursery.</p> <p>CCS also presented a comparison of local Nurseries and governors noted that St Cuthbert with St Matthias Nursery class is broadly in line with the other Nurseries apart from the Earls Court Nursery, which offers a different model.</p> <p>CCS took governors through the options available to the school as set out in her report and governors discussed these options in detail including what the financial implication would be to the school, e.g. staff costs.</p> <p>The following points were highlighted and agreed:</p> <ul style="list-style-type: none"> • PB suggested that a feeder link should be established with the Earls Court Community Nursery for parents looking for Reception class places for their children. • SK informed governors that the Children's Centre currently does not recommend external nursery schools to parents visiting the Centre, which governors felt was very helpful to encouraging take-up at the school's Nursery. • Governors agreed to: <ul style="list-style-type: none"> ○ Endeavour to fill the funded full time places ○ Offer morning only places with the option that they could buy an afternoon place ○ Calculate the number of paid afternoon places needed to make this model viable. <p>Actions to increase publicity of the Nursery:</p> <ul style="list-style-type: none"> • Governors discussed the sort of promotional material needed and how this would be distributed, such as the school website, newsletter, church newsletter and clarifying Nursery arrangements in the admission policy. • Design a flyer, ensuring that this is in line with other promotional material such as website, prospectus etc. <p>Governors thanked CCS and Mrs Stephanie Barber, a parent of a child in Nursery carrying out</p>	

	this helpful review.	
10.	<p>New Website Update (SSG/GP) SSG and GP met with three web designers to redesign the school's website to bring it up to statutory school website requirements and have chosen to go with a company called Blue Level at a cost of £2,000 plus VAT.</p> <p>Governors thanked SSG for her research and hard work in helping to achieve a new website that complies with statutory requirements.</p>	
11.	<p>Approval of School Term Dates for 2015/16 (GP) All governors present agreed the term dates circulated.</p>	
12.	<p>Chair's Report <i>Governors' Post Ofsted Action Plan</i> CMS drafted and circulated to all governors' a Governors' Post Ofsted Action Plan. CMS drew governors' attention to 'Learning Walks' and suggested adopting a new format so that the learning walks have a topic focus with a presentation by a member of the teaching staff followed by a brief discussion. Governors present agreed to adopt this format and agreed that the first learning walk topic should be the use of teaching assistants. CMS encouraged as many governors as possible to attend the learning walks, whilst keeping up their class link visits.</p> <p><i>School Ethos</i> Governors noted that a number of parents are disgruntled by the religious ethos of the school, resulting in a high number of parents withdrawing their children from religious activities. It was noted that this could be the result of a particular individual who has been encouraging non-Christian parents not to join in religious activities.</p> <p>CMS and GP have written to parents who have withdrawn their children, asking them to come and meet but so far, no response has been received and therefore a follow up letter would be sent out. The school is taking this matter very seriously and has held a school ethos meeting in an attempt to interact with all members of the community to model the school's ethos of tolerance and mutual respect. They have met with a representative from Prevent, the LA and the Diocese in order to formulate strategies to address this issue, such as an Arabic social worker coming into the school, Tim Aldridge of the LA Children's Centres has agreed to find an Arabic speaker to be available at the Children's Centre during drop off and pick up times and linking up with an Imam who has agreed to come and speak with the parents, linking with a Brick Lane Head of a school with a 99% Muslim pupil base to find out how they address similar issues.</p> <p><i>Safeguarding and NGA Membership</i> CMS encouraged as many governors as possible to attend safeguarding training. Both CMS and SSG would be attending a safer recruitment course on 3rd March. Governors agreed to subscribe to the National Governors Association gold membership. GP would arrange for the school office to arrange membership for all governors.</p> <p><i>Results of Pupil, Staff and Parents' Questionnaires</i> The pupil and staff questionnaires have not yet been collated but the returned parent questionnaires analysis shows that results are largely positive. However governors asked GP to look into the question 'my child is not harassed at school' and agreed that for next year the wording of this question should be changed.</p> <p>After a brief look at the staff questionnaires, CMS informed governors that they appear largely positive. All staff feel CPD could be improved and governors agreed, finances permitting, investing in CPD next year.</p> <p>CMS advised governors that Ofsted would be looking specifically at how British values are</p>	

	<p>taught and incorporated into the school's curriculum and also how the school's PPG money is being spent and what impact it is having on PPG pupils.</p> <p>CMS, ZB and PB agreed to meet to discuss reconstitution and put forward a draft proposal.</p>	
13.	<p>Link Governor Class Visits Covered in item 12 above.</p>	
14.	<p>Report from PTA (EG/SK) EG and SK reported a well-attended PTA meeting, which was both interactive and productive. EG felt that the groups of parents are coming together in a positive way and setting a good example for the children. EG highlighted the correct procedures to parents should they be unhappy about anything at school e.g. meeting with the Head or Chair of Governors. CMS thanked both EG and SK as well as Ms Sandra McGreggor of the PTA for their efforts to encourage tolerance and mutual respect.</p>	
15.	<p>Action Points/Follow up from Committee Meetings incl adoption of policies</p> <p>a. Personnel CMS confirmed the appointment of three senior staff members to the position of two Acting Assistant Head Teachers, one being split between two staff members.</p> <p>Single Equality Policy: The committee reviewed the Single Equality Policy and recommended this to the governors for adoption. Governors present agreed to adopt this policy.</p> <p>Whistleblowing Policy: The committee reviewed the Whistleblowing Policy and recommended this to the governors for adoption. Governors present agreed to adopt this policy.</p> <p>Appraisal Policy: The committee reviewed the Appraisal Policy and recommended this to the governors for adoption. Governors present agreed to adopt this policy.</p> <p>b. Pupil Welfare and Christian Ethos The committee met on 28th January and minutes were circulated to all governors and continue to deal with the issues regarding the school's religious ethos.</p> <p>c. Finance and Premises The committee met on 15th January and minutes were circulated to all governors. The committee discussed how to best ensure accuracy of reporting the school's income and expenditure. ZB would be holding further meetings with the school's finance consultant. Subject to amendments, ZB hopes the school's year-end carry forward is surplus of approximately £20,000.</p> <p>Governor Allowances Policy: The committee reviewed the Governor Allowances Policy and recommended this to the governors for adoption. Governors present agreed to adopt this policy.</p> <p>d. Teaching & Learning The committee met on 22nd January and minutes were circulated to all governors. SSG informed governors that the committee raised specific questions to the Acting Head Teacher on how she ensures accurate data.</p>	
16.	<p>Future School Events (GP)</p> <ul style="list-style-type: none"> • Child Protection half day Inset on 13th February 2015 – 1.30pm to 3.30pm - all governors invited. • St Cuthbert's Day – celebration together with the leaders of different faiths, 20th March at 2.00pm. 	

	<ul style="list-style-type: none"> • Mufti Day fundraiser - 12th February. <p>Governors noted that the children (and parents) have raised £900 for the NSPCC.</p>	
14.	<p>Future Agenda Items</p> <ul style="list-style-type: none"> • Nursery Updated • Pupil Premium Grant • Learning Walks and Link Governor Visits • Updated POAP and Governors' updated POAP 	
15.	<p>A.O.B.</p> <p>SSG informed governors that she has reviewed the school's single central record and report that Mrs Gemma Harris' clearance is still outstanding. SSG will follow this up with the school office.</p>	
15.	<p>Dates of Future Meetings 2014-2015</p> <p><i>Thursday, 26th March 2015 at 5.00pm</i></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><i>Miss Gill Putterill and Miss Holly Williamson were asked to leave the meeting whilst governors discussed the appointment of a new Head Teacher.</i></p> <p>CMS confirmed that after seeking advice, she proposed confirming Miss Putterill as Acting Head Teacher for the next academic year (2015-16) to enable Miss Putterill to focus on helping the school to achieve its priorities. Governors present agreed to appoint Miss Putterill as Acting Head Teacher for the next academic year. Further advice given is that governors should recruit internally for an Acting Deputy Head Teacher.</p> <p><i>Miss Putterill and Miss Williamson returned to the meeting and Miss Putterill accepted the position of Acting Head Teacher for the next academic year.</i></p>	
16.	<p>Close</p> <p>There being no further business, the meeting closed at 7.05pm.</p>	

Dated: 26th March 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

Reception Fr Paul Bagott

Year 1 Ms Estella Gomez

Year 2 Ms Sheraza Khan

Year 3 Mr Zac Barratt

Year 4 Lady Smith-Gordon

Year 5 Mrs Carla Muñoz Slaughter

Year 6 Professor Sue Malcolm