



ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL

Minutes

of the Special Meeting and the Ordinary Meeting of the Governing Body
held at the school Thursday 4th February 2016 at 4.30pm.

Members:	Name	Post
*Absent	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
	Mr Hamish Adourian	Observer

ITEM NUMBER	ITEM	ACTION OWNER
1/16	APOLOGIES FOR ABSENCE There were apologies from Stephanie Barbir and Charlotte Close-Smith. Gill Putterill did not attend the Special Meeting, including item 3 in these minutes. RESOLUTION: In accordance with the School Governance Regulations the Governors gave their consent to the absence of each governor not present.	
2/16	DECLARATIONS OF INTEREST There were none.	
3/16	APPOINTMENT OF HEADTEACHER The Chair of Governors reported that the Headteacher Selection Panel had undertaken interviews earlier in the day. The Chair described the process, with candidates giving an Assembly, a Presentation to the panel, undertaking a data exercise and being interviewed. She noted that Graham Marriner from the LBDS and Lucy Nutt from the local authority had attended the selection process, and had supported the decision reached. The Panel had unanimously agreed to recommend the appointment of Gill Putterill as Headteacher with effect from 1st April 2016. RESOLUTION That the appointment of Gill Putterill as Headteacher be ratified. The Governing Body closed the meeting at 4.49pm, reconvening at 5pm. Gill Putterill entered the meeting at 5pm.	
4/16	GOVERNORS WEB DETAILS Governors noted the requirements of Government guidance in relation to web publication as set out on the agenda. The clerk undertook to clarify the reporting of pecuniary interests by Governors.	OR
5/16	STORY OF ST CUTHBERT WITH ST MATTHIAS	

Holly Williamson presented "The Story of St Cuthbert with St Mathias" to the Governing Body. The presentation set out the school's profile, and provided anonymised case studies of complex cases, illustrating the quality and impact of the school's support in providing interventions. The presentation noted that the school's intake had a significantly greater proportion of deprivation than the borough average. **Governors asked questions about individual cases, noting the breadth of resource deployed and the impressive results.**

A governor welcomed the impact the school's work was having, but asked, given the financial impact of such work, how the school would promote itself, noting that it could not . Another Governor noted that there was a need for the school to have a clear narrative, and also to demonstrate the reasons for the gaps between attainment for its pupils and other schools in the local authority. It was vital that Governors understood this and its impact on the school. In terms of the proportion of pupils with challenging circumstances entering the school, **Governors noted that the introduction of the Primary Fair Access Protocol, which the Governing Body had successfully lobbied for, should mean that there was a more equal distribution of pupils with complex needs amongst the borough's schools.** It was noted that the document would be key to telling the school's story to Ofsted.

The Chair noted that she would send the document to the Cabinet Member for Education.

Chair

RESOLUTION That the presentation be noted.

6/16 **CONSTITUTION AND APPOINTMENTS**

There was 1 vacancy for an LBDS Governor, which the school was looking to fill, with a potential candidate joining the Governing Body **meeting as an ??**. The clerk would circulate the updated membership schedule.

Clerk

Governors were asked to complete and return their skills audit forms. The Chair noted that there appeared to be good coverage of most areas, and a strong level of commitment. Property Management and Procurement were areas for development.

RESOLUTION That the membership update be noted.

7/16 **MINUTES OF THE MEETING ON THE 1ST DECEMBER 2016**

RESOLUTION The minutes of the previous meeting were agreed as a true and correct record.

8/16 **MATTERS ARISING**

The Chair requested that Governor challenge be put in bold or a separate colour.

Actions were reviewed.

9/16 **CHAIR'S ACTION**

In addition to the work reported on the Fair Access Protocol, the Chair reported on her work in relation to parental engagement. She reported on the coffee morning held the previous day, and thanked Ms Barbir for her work. She noted that another event would be held in the near future.

The Chair had also redrafting the parents survey, and approved the submission of the Admissions Policy in the same form as it had been put out to consultation.

She reported that the Farmer's Market would begin in May.

RESOLUTION That the 2017-18 Admissions Policy and Criteria be determined.

10/16 BUDGET UPDATE

Mr Barratt updated on the 2015-16 budget. He reported that the school was expecting to run a budget surplus of £7,000 or 8,000, with an anticipated carry forward of £44,000. He also reported that the work to increase the skill base of the office staff was going well, and that it was anticipated that the school would be able to reduce the support purchased from School Business Services, generating a saving. The budget would be developed after figures were received in April/May.

RESOLUTION That the update be noted.

11/16 SFVS

Mr Barratt reported that the SFVS had been updated from the previous year, with 2 additional questions added, one in relation to the Headteacher's performance management, the other on the way the school made pay decisions.

RESOLUTION That the SFVS be approved for submission to the local authority

12/16 MINUTES AND REPORTS OF COMMITTEES AND WORKING PARTIES

FINANCE AND PREMISES

It was noted that Financial Matters were covered elsewhere on the agenda. The Chair of the Committee reported that the Committee had undertaken a walk around looking at the premises, with the Accessibility Plan a key focus. Mr Barratt had also been appointed Health and Safety Governor. It was noted that the school had requested a Health and Safety Audit and would cover this at its next meeting.

PERSONNEL

The Chair of the Committee reported that an agency teacher had taken over in Year 3, after the post holder had left. She noted that there was an ongoing issue with a former teacher, but that the Head of Schools HR had assured her that no liability or cost would fall on the school and that he hoped that the issue would be concluded shortly. The school would also be meeting with the new Schools HR Business Partner.

CHRISTIAN ETHOS

The Committee had not met. It was noted that the Safeguarding Governor should report at the next meeting of the Governing Body.

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TEACHING AND LEARNING

The Chair of the Committee reported that the Committee had discussed the outcomes of the borough review, with particular focus on challenging the Headteacher on how she knew that actions were working, and had been satisfied with the response. The Committee was satisfied that the school was using data appropriately in its assessment of staff and pupil performance.

RESOLUTION That the reports from Committees be noted.

13/16 HEADTEACHER'S REPORT

The Headteacher presented her report. Key areas of work highlighted included SEN reviews, the Safeguarding Audit and the Borough review, with the recommendations from both being implemented, and the new approach to assessment under the new Curriculum.

The Headteacher reported that the school was using 2 intervention teachers to support its Year 6 pupils through SATS. **The Chair noted that the current level of attainment of Year 6 gave rise to concern.** The Headteacher reported that teachers were working hard to address this. It was noted that the key was to improve teaching throughout the school. The senior leadership team were undertaking regular learning walks, and ensuring that teaching over time improved.

The Headteacher also updated on staffing problems, opting that 2 SKITT students had been appointed.

The Chair asked whether there had been any Prevent concerns. The Headteacher confirmed that there had been in relation to one pupil, and that these had been reported correctly through the official channels. **The Governing Body noted that any such incidents should be included in future reports to Governors, as well as recorded in the school's files.**

The Headteacher reported that the school had also fitted a new computer system. **In response to a question from a Governor**, it was confirmed that the contractor had ensured appropriate e-safety measures were in place.

Safeguarding

The Headteacher noted that the school had sought advice on what was statutorily required for the Single Central Record, having received conflicting advice from inspectors and visitors.

In response to a question from a Governor, the Headteacher reported that there had been some pupils upset by a ghost story circulating amongst the pupils, and that the school was working with them.

In terms of staff training, it was noted that the staff had undertaken Prevent training, and had also done CPD with other schools in relation to teaching and learning.

RESOLUTION That the Headteacher's Report be noted.

14/16 POLICIES

The Governing Body asked that files be sent as a zip file if possible.

RESOLUTION The following policies were agreed and approved:

Sex Education Policy

Accessibility Plan

Governor Induction Policy

Behaviour Policy

Scheme Of Delegation

15/16 GOVERNOR LEARNING, VISITS AND WALKS

Governor Learning had included the presentation on St Cuthbert with St Matthias.

The Governing Body discussed possible subjects for the next collective Learning Walk, and agreed that the school's work with High Achievers should be the subject of the next walk. Possible dates would be circulated.

Sandra McGregor had visited Maths. The Chair had accompanied Year 6 on their visit to Parliament.

16/16 GOVERNOR TRAINING

It was agreed to make the Training Log and reports on training an item at alternate Governing Body meetings in the future.

17/16 TRIBOROUGH CHAIR'S FORUM

The Chair reported that there had been a useful presentation by Richard Stanley, and a presentation on the Primary Fair Access Protocol.

The Chair noted that Federation and other collaborations were increasingly being promoted by the local authority. **Governors discussed the potential merits of collaborative arrangements such as bulk purchasing, moderation and shared resources, and the potential demerits including staff and governors losing contact with an individual school.** It was noted that the school was part of a

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community of schools as part of the LBDS. It was agreed that discussions with Holy Trinity and Christchurch would provide a natural starting point.

RESOLUTION That discussions with other local LBDS primaries should be pursued.

18/16 ANY OTHER BUSINESS

Hamish Adourian introduced himself and outlined his professional and personal background. He was a candidate for the LBDS Governor vacancy.

Approval of the Freedom of Information Policy was delegated to the Pupil Welfare and Christian Ethos Committee, which would meet on the 8th March.

PB

19/16 DATE OF NEXT MEETING

17th March 2016

20/16 CONFIDENTIAL ITEMS

There were none.

The meeting closed at 18.32pm

Actions

Minute Number	Action	Lead	Comment	Deadline	Complete
4/16	Clarify Pecuniary interests and circulate membership	Clerk			
5/16	Send presentation to Cabinet Member	Chair			
8/16	Report to next GB	Safeguarding Governor			
15/16	Participate in discussions with local LBDS schools	Chair/PB			
17/16	Consider Freedom of Information Protocol	PWCE Committee			
ACTIONS FROM PREVIOUS MEETING NOT COMPLETED					
7/15	Standing items to be included on future FGB agendas: <ul style="list-style-type: none"> • Policy Tracker • Skills Audit • New format of reporting 	Clerk		By next FGB dispatch	
9/15	Review Accidents/Incidents from June 2016 Include as an Agenda Item	Clerk & AHT		Summer Term 2016	
10/15	Make contact with an Iman and use images to promote mixing with different faith groups	Chair & PB		ASAP	