

# ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL

## Meeting of the Full Governing Body held at the school on Thursday 26 January 2017

### MINUTES

#### GOVERNORS

			Present
<b>FOUNDATION</b>	<b>Incumbent</b> <i>Ex officio</i>	Fr Paul Bagott	✓
	<b>Deanery</b>	Mrs Carla Muñoz Slaughter <b>Chair</b>	✓
		Mr Zac Barratt	✓
	<b>LDBS</b>	Lady Smith-Gordon <b>Vice chair</b>	✓
		Mr Hamish Adourian	x
	<b>PCC<sup>1</sup></b>	Miss Charlotte Close-Smith	✓
		Ms Estella Gomez	✓
	<b>Parent</b>	Mrs Stephanie Barbir	✓
		Ms Sheraza Khan	x
		Mrs Sandra McGregor	✓
<b>Local authority<sup>2</sup></b>	Mrs Jennie Dalton	✓	
<b>Headteacher</b> <i>Ex officio</i>	Miss Gill Putterill	✓	
<b>Staff</b>	Miss Holly Williamson	✓	

#### ATTENDING

<b>Deputy head</b>	Mrs Kiranjeet Sokhi
<b>Clerk<sup>3</sup></b>	Mr Mike Hutchinson

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

The chair welcomed everyone to the meeting, which began at 5.01pm. She particularly welcomed the new deputy head and SENDCo, Kiranjeet Sokhi. Fr Paul led the meeting in a prayer. There were apologies from Hamish Adourian and Sheraza Khan; for a late arrival from Estella Gomez; and for an early departure from Fr Paul and Holly Williamson. All were accepted by governors. A quorum was present. There were no declarations of interest, pecuniary or otherwise, in respect of any items on this agenda.

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<sup>1</sup> Parochial Church Council: all St Cuthbert's

<sup>2</sup> Royal Borough of Kensington and Chelsea

<sup>3</sup> Contact details: 07760 155216 / [mikethutchinson@yahoo.co.uk](mailto:mikethutchinson@yahoo.co.uk)

## **2. Receive report by deputy head on parental engagement, SEN and other projects**

**2.1** The chair welcomed the new deputy head and SENDCo, Kiranjeet Sokhi, and invited her to report to the Governing Board, which she did, answering questions throughout.

**2.2 SEN** She noted that when she had started at St Cuthbert's in September 2017 she had made special educational needs (SEN) a priority.

**2.2** Unfortunately, it soon became clear that the external agencies on which the school relied for SEN support were all suffering budget cuts. The result was that, for instance, there was a waiting list of a year for the local Children and Adolescent Mental Health Service, and speech and language therapy was only available to children with an Education, Health and Care plan.

**2.3** She had reviewed the SEN register and set up a system for teachers to add to it as necessary. However, many parents of St Cuthbert's pupils who had SEN did not seem clear why their child was on the SEN register. She would be meeting with all of them every term.

**2.4** She had been monitoring SEN progress and children's progress towards targets. She had set up a programme for poor readers, which was well used. A maths programme had been less well used but she was addressing that.

**2.5** She had been working with the head First Aider to get care plans in place for the 20 children who apparently needed emergency medication: in fact, there were only a dozen or so, fewer than thought, as a result of a reliance on parental advice.

**2.6** Finally, she had been supporting the Y3 teacher with her maths teaching and the Y4 teacher on behaviour strategies. Quality First was also a priority, as was planning.

**2.7 Parental engagement** This had been another priority. She had followed up the chair's links with a Gypsy Hill school and met with the Early Help organisation, which works with children, young people and families where there are indicators of emerging difficulties or additional needs, to discuss the potential for parenting classes.

**2.8 Would she be targeting specific families [Charlotte Close-Smith]?** A couple of families would specifically benefit from the Race Equality Foundation's Strengthening Families, Strengthening Communities parenting programme but her feeling was that it should be open to all families. She was waiting to hear about the cost.

**[Estella Gomez joined the meeting at 5.15pm.]**

**2.9** Holly Williamson added that a family liaison officer's role was to link parents with external services, which was something that she and the deputy head and other staff already did.

**2.10 Would the school be using the services of the charity Pets As Therapy [Carla Muñoz Slaughter]?** Holly Williamson reported that it had been asking £35 an hour for a service that didn't appear to benefit St Cuthbert's children. Instead, the deputy head had brought in her own puppies to visit Y3, which had had a profound effect on the children. A parent would be bringing in her baby for a similar visit soon.

**2.11 What could be done about the backlog of services from external agencies [Charlotte Close-Smith]?** The deputy head replied that she was seeking training from them in order to be able to provide services in house. The headteacher reminded governors that St Cuthbert's was looking at sharing resources and skills with other schools.

**2.12 Are children consulted on what they think their own special educational needs are [Stephanie Barbir]?** Yes, but with input from the parents and staff and a lot of assessment, monitoring and observation.

**2.13 How do you ensure that children are given the appropriate support [Zac Barratt]?** Staff identified an issue, and she was brought in to observe and if necessary confirm the diagnosis.

**2.14 Was identification of SEN needs improving [Zac Barratt]?** Yes: staff were becoming more specific in their analysis of SEN needs, so that she could make more focused judgements on how to cater for them.

**2.15 What was being done to improve SEN teaching with fewer staff [Zac Barratt]?** That was where Quality First teaching came into its own. Through it, teachers knew when and how to target support.

**2.16 How confident was the deputy head in developing excellence here [Zac Barratt]?** The headteacher said that was not the deputy head's role acting alone but that of all senior leaders.

**2.17** The chair thanked the deputy for her report, and for answering questions.

**[The deputy head left the meeting at 5.28pm.]**

### **3. Minutes of the FGB meeting of 17 November 2016 and matters arising**

**3.1** The minutes of the FGB meeting of 17 November 2016 were **AGREED** as a full and accurate record. Chair to sign them after the meeting. There were two matters arising.

**3.2 Item 6.1** The vice chair reported that she had begun to keep an up-to-date record of attendance at committee meetings, as well as at FGB meetings, as this was needed for the website. Clerk to provide her with copies of committee minutes.

**ACTION Item 3.2 Clerk to provide vice chair with copies of committee minutes.**

**3.3 Item 11.4** The headteacher reported that she was in the process of arranging a date to meet the Tri-borough's interim director of children's services, Clare Chamberlain, to present case studies of poor liaison on SEN.

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

### **4. Chair's report**

**4.1 Chair's action** The chair reported that she taken no chair's actions since the last meeting.

**4.2 Collaboration with sister Chelsea Deanery schools** One of the school's LDBS advisers, Graham Marriner, had hosted a meeting with St Cuthbert's sister Chelsea Deanery schools, Christ Church and Holy Trinity, to discuss informal collaboration.

**4.3** This first meeting of what would henceforth be known as the Chelsea Deanery Partnership of Schools had been a great success. Christ Church and Holy Trinity were both keen to collaborate on sharing service level agreements (SLAs), joint Inset days, swapping governors' learning walks, common worship and sharing recruitment. The headteacher would be focusing on SLAs initially.

**4.4 Succession planning** The chair reminded governors that she planned to step down as chair at the end of this school year. A successor should be identified. A job share was one option, or alternating chair and vice chair. Her hope was that a successor could be identified in plenty of time to get him or her up to speed for a seamless transition. There were no volunteers at the meeting.

**4.5 Parent governor elections** The chair suggested that the PTA should handle this, with a briefing to potential candidates, and hustings before the vote. Headteacher to liaise.

**ACTION Item 4.5 Headteacher to liaise with PTA on parent governor elections.**

**4.6 Tribute to Azeez Bello** The chair noted that Azeez Bello, a former chair of St Cuthbert's Governing Board, had sadly died in November at the age of 44. He had been a strong chair at a difficult and challenging time in the school's journey. She had written to his widow and

family, and attended and spoke at his funeral, at which an eight-strong contingent from St Cuthbert's was present. She gave thanks for his life and work.

## 5. Headteacher's report

Given the confidential nature of much of this report, it was deferred to the confidential section of the meeting.

## 6. Approve Nursery admissions policy

**6.1** The chair reminded governors that this document had been circulated in advance, having been amended in light of the forthcoming 30 hours' a week infants' funding, following RBKC consultation.

**6.2** The headteacher noted that some questions still remained on issues such as additional funding for SEN children. There had been a RBKC briefing for headteachers on the previous day which unfortunately she had been unable to attend.

**6.3** However, it seemed that St Cuthbert's could benefit from additional government Nursery funding of 50p per day per child. Currently children benefited from 15 hours in the St Cuthbert's Nursery; that would rise to 30 hours. There had been 13 applications so far.

**6.4** Zac Barratt pointed out that parents may benefit but it was by no means clear whether the school would. The headteacher agreed, though there could also be funding for Pupil Premium and SEN children, and extra funding from the RBKC. The Nursery currently had 17 places: if necessary, that could be expanded to 26. She would report further to the Resources Committee.

**6.5** Governors **AGREED** to review a revised Nursery admissions policy at their next meeting.

<b>ACTION</b>	<b>Item 6.5</b>	<i>Clerk to schedule review of revised Nursery admissions policy on agenda of next FGB meeting.</i>
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## 7. Safeguarding report

The vice chair said that, as a member of the Personnel Committee, she had previously inspected the Single Central Record in the school office annually but had not done so this year. She believed this should be carried out every term by Stephanie Barbir, the governor with responsibility for safeguarding, who should then report to the FGB. She briefly outlined the process involved.

<b>ACTION</b>	<b>Item 7</b>	<i>Stephanie Barbir to inspect the single central record each term and report to governors.</i>
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## 8. Review draft School Development Plan

**8.1** The chair reminded governors that this draft plan had been circulated in summary, with an additional analysis of costs. She invited the headteacher to introduce it, which she did, noting that this was a first draft: she handed around an updated version incorporating Ofsted and SIAMS development points, itemised under the Ofsted inspection categories. After 7 February 2017 the costings would be updated.

**8.2 Should there be a governors' section [vice chair]?** The headteacher replied the governance was referred to in the Leadership and Management section, but she would add a section specifically for governance and circulate draft contents.

**ACTION**    **Item 8.2**    **Headteacher** to add a section on governance to the School Development Plan and circulate draft contents.

## 9. Report back on SIAMS inspection

The chair thanked the headteacher and all concerned for an Outstanding SIAMS judgement. The headteacher had received congratulations from the Bishop of Fulham.

## 10. Receive committee and other reports

**10.1 Personnel Committee** The FGB chair, who also chairs the Personnel Committee, reported that it had met on the previous Monday, 23 January 2017, when it had discussed a number of confidential staffing issues, but also Service Level Agreements and (again) the Pay Policy, which hopefully would be agreed by governors later in this meeting. The committee had also finalised its terms of reference, which would come to the next meeting for governors' information. Clerk to circulate.

**ACTION**    **Item 10.1**    **Clerk** to circulate agreed terms of reference of Personnel Committee with papers for next FGB meeting.

**10.2 Teaching and Learning Committee** The FGB vice chair, who chairs the Teaching and Learning Committee, reported that this committee was due to meet on 7 February 2017.

**10.3 Finance and Premises Committee** The chair of the committee, Zac Barratt, reported that this committee was due to meet on 9 February 2017. He, the headteacher and the school business manager had met with the school's financial consultancy SBS about the school's financial position. The headteacher had negotiated a number of free additional days of support in recognition of some poor service from SBS recently.

**10.4 Pupil Welfare and Christian Ethos Committee** The chair of the committee, Fr Paul Bagott, reported that the committee had met on 24 November 2016; draft minutes had been circulated. Among other issues, the committee had discussed two new families with child protection issues. The headteacher reported that she had met with RBKC Social Services about the first family: the child in the second family was now on a child protection plan. The school had been working with a further family for a year.

**10.5** In all, lack of communication by RBKC was a real frustration. Holly Williamson added that the cases concerned were not just frustrating for the school, but ones where a child could be seriously hurt: that was why staff were so worried. The school took safeguarding apparently more seriously than the professionals at the Royal Borough. The headteacher added that the school had to be careful not to put children or families further at risk.

**10.6 Why was the committee not professionally clerked [vice chair]?** Fr Paul commended Estella Gomez, a member of the committee, for some very able note-taking, but explained that, although he would like professional clerking, he understood the financial constraints.

**10.7 Academisation Working Party** The FGB chair reported that the working party had not met, and was unlikely to meet soon, given that the impetus to academise had weakened. However, she looked forward to a report from the Grants Working Party at the next FGB.

**ACTION**    **Item 10.7**    **Clerk** to remove Academisation Working Party from future FGB agendas and add reports from the Grants Working Party.

## 11. Receive reports on governor activity

**11.1 Visits to school** The chair reported that an RE learning walk would be taking place shortly.

**11.2 Training** Jennie Dalton reported that she and Hamish Adourian had attended useful training on supporting disadvantaged children: she would circulate materials.

**ACTION**    *Item 11.2*        **Jennie Dalton** to circulate training materials on supporting disadvantaged children.

**11.3** The chair reminded governors that she had circulated details of free seminars hosted by Michelmores, the school's legal adviser: a seminar on Human Resources issues on 3 March 2017<sup>4</sup> would be particularly useful for governors to attend.

**ACTION**    *Item 11.3*        **All governors** to consider attending Michelmores' 3 March seminar on Human Resources issues.

**11.4** Zac Barratt reported that he would shortly be attending Prevent training (given by the Wandsworth Strategic Prevent Coordinator) and training in children's mental health at an awayday for Newton Prep, another school where he was a governor. He would circulate materials.

## 12. Receive report on PTA activity

Estella Gomez noted that a series of events had raised £56.94 for Y1 resources; £380.23 for PE kit; and £400 for teachers' classroom funds (£50 per class). External recipients had included Jeans for Genes (£45) and Christian Aid (£70). The donkey at the Christmas crib service had raised £150 and £50 had been donated following a pupil's bereavement.

**[Fr Paul left the meeting at 6.11pm.]**

## 13. Review policies and other documents

**13.1 Single Equality Policy** For clarity, Charlotte Close-Smith suggested adding "and given one to one support" to the line on p3 which identified that support was given "both in class or a pupil(s) may be withdrawn". Headteacher to amend, and amend dates of review and revision. With those provisos, governors **AGREED** the policy.

**ACTION**    *Item 13.1*        **Headteacher** to add "and given one to one support" to the line on p3 of Single Equality Policy which identifies that support is given "both in class or a pupil(s) may be withdrawn", and amend dates of review and revision.

**13.2 Pay Policy** The chair noted that the policy had been further reviewed at the Personnel Committee meeting of the previous Monday, 23 January 2017, and the remaining options had been finalised. It was now in a position to be signed off, if governors agreed. Governors **AGREED** the policy.

**13.3 Special Educational Needs and Disability Policy** This had been agreed at an earlier FGB meeting. Zac Barratt noted that the first sentence of the first bullet point on p5 made no

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<sup>4</sup> <http://www.michelmores.com/events/employment-issues-education-seminar-london>.

sense. Jennie Dalton noted that her first name had been misspelled on p7. Headteacher to amend both. With those provisos, governors **AGREED** the policy.

**ACTION**    **Item 13.3**    *Headteacher to amend first sentence of the first bullet point on p5 and misspelling of Jennie Dalton's first name on p7.*

**13.4 Complaints Policy and Procedure** The chair noted that this document, which referred to parents' and guardians' complaints rather than employees' grievances, had been approved at committee and was for information only.

## 14. Approve school dates for 2017-18

**14.1** The chair noted that proposed school dates for 2017-18 had been circulated. As a church school, St Cuthbert's was entitled to set its own dates, but there would have to be a good reason to divert from those proposed by the Royal Borough of Kensington and Chelsea. She noted that Inset days could change if they were aligned with those of other schools. Holly Williamson said joint Inset days would be an excellent opportunity to share best practice and hear how other schools worked.

**14.2 Was it possible for the school to break up earlier in the summer, given the financial advantages to parents [Sandra McGregor]?** The headteacher replied that it unfortunately was not, as the days would only have to be made up elsewhere.

**14.3** Governors **AGREED** the school dates for 2017-18.

## 15. Any other business

**15.1 Lockdown policy** The chair noted that a lockdown policy of "invacuation" was something that many UK independent schools and all French schools already had, to address a low probability but a high impact if necessary. The architecture of the school was not helpful, though, and a reconfigured alarm system, at a cost of £9k, would be necessary if St Cuthbert's wished to pursue this.

**15.2 Was it possible to partially apply aspects of the policy [Charlotte Close-Smith]?** The headteacher replied that the £9k included modifying the alarm and security doors. A piecemeal approach rather defeated the object. The chair said that Fr Paul was researching grants.

**15.3 What was the local authority's advice [vice chair]?** The chair replied that RBKC had not thus far been helpful here.

**15.4** Zac Barratt reported that police had advised Newton Prep that the threat of a lone gunman was remote; a full-blown terrorist attack was a bigger risk but almost impossible to mitigate.

**15.5** Holly Williamson suggested at the very least a protocol which included procedures for staff, such as using existing lockable rooms. Stephanie Barbir to research. F&P Committee to consider further.

<b>ACTION</b>	<b>Item 15.5</b>	<i>Stephanie Barbir to research lockdown protocols; clerk to schedule review on agenda of next Finance and Premises meeting.</i>
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**[Holly Williamson left the meeting at 6.33pm.]**

**15.6 Minutes on website** The vice chair asked whether minutes should be on the secure section of the website. The chair agreed that this would be useful as a central record of all minutes for governors to access and for inspectors to review. The vice chair would liaise with the clerk re committee minutes.

<b>ACTION</b>	<b>Item 15.6</b>	<i>Vice chair and clerk to liaise on uploading committee minutes to secure section of website.</i>
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**15.7 Admissions Policy** The chair pointed out that no changes had been made to the general admissions policy for Reception and subsequent years. As a result, governors **AGREED** the policy.

**16. Dates of forthcoming scheduled meetings:** see calendar below.

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 6.42pm. Confidential items followed.

Signed.....

30 March 2017

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

#### **ACTIONS ARISING FROM THE FGB MINUTES OF 26 JANUARY 2017**

<b>ACTION</b>	<b>Item 3.2</b>	<b>Clerk</b> to provide vice chair with signed copies of committee minutes.
<b>ACTION</b>	<b>Item 4.5</b>	<b>Headteacher</b> to liaise with PTA on parent governor elections.
<b>ACTION</b>	<b>Item 6.5</b>	<b>Clerk</b> to schedule review of revised Nursery admissions policy on agenda of next FGB meeting.
<b>ACTION</b>	<b>Item 7</b>	<b>Vice chair</b> to brief Stephanie Barbir on inspecting the Single Central Record.
<b>ACTION</b>	<b>Item 8.2</b>	<b>Headteacher</b> to add a section on governance to the School Development Plan and circulate draft contents.
<b>ACTION</b>	<b>Item 10.1</b>	<b>Clerk</b> to circulate agreed terms of reference of Personnel Committee with papers for next FGB meeting.
<b>ACTION</b>	<b>Item 10.7</b>	<b>Clerk</b> to remove Academisation Working Party from future FGB agendas and add reports from the Grants Working Party.
<b>ACTION</b>	<b>Item 11.2</b>	<b>Jennie Dalton</b> to circulate training materials on supporting disadvantaged children.
<b>ACTION</b>	<b>Item 11.3</b>	<b>All governors</b> to consider attending Michelmores' 3 March seminar on Human Resources issues.
<b>ACTION</b>	<b>Item 13.1</b>	<b>Headteacher</b> to add "and given one to one support" to the line on p3 of Single Equality Policy which identifies that support is given "both in class or a pupil(s) may be withdrawn", and amend dates of review and revision.
<b>ACTION</b>	<b>Item 13.3</b>	<b>Headteacher</b> to amend first sentence of the first bullet point on p5 and misspelling of Jennie Dalton's first name on p7.
<b>ACTION</b>	<b>Item 15.6</b>	<b>Vice chair</b> and <b>clerk</b> to liaise on uploading committee minutes to secure section of website.
<b>ACTION</b>	<b>Item 15.5</b>	<b>Stephanie Barbir</b> to research lockdown protocols; <b>clerk</b> to schedule review on agenda of next Finance and Premises meeting.

## ST CUTHBERT WITH ST MATTHIAS GOVERNOR DATES 2016-17

Autumn term 2016 (Monday 5 September-Wednesday 21 December)		
<b>Thursday 8 September</b>	<b>5pm</b>	<b>Full Governors</b>
Tuesday 13 September	4.30pm	Personnel Committee
Tuesday 27 September	5pm	Teaching and Learning Committee
Wednesday 5 October	6.30pm	Tri-borough Chairs' Forum
Thursday 20 October	5pm	Finance and Premises Committee
<i>Half term break (24-28 October 2016)</i>		
Thursday 10 November	4.30pm	Personnel Committee
Tuesday 15 November	5pm	Teaching and Learning Committee
<b>Thursday 17 November</b>	<b>5pm</b>	<b>Full Governors</b>
Thursday 24 November	4.30pm	Pupil Welfare and Christian Ethos Committee
<i>Term ends Wednesday 21 December 2016</i>		
Spring term 2017 (Tuesday 3 January-Friday 31 March)		
Tuesday 10 January	4.30pm	Personnel Committee
<b>Thursday 26 January</b>	<b>5pm</b>	<b>Full Governors</b>
Saturday 4 February	9-2pm	LA Governors' Conference
Tuesday 7 February	5pm	Teaching and Learning Committee
Thursday 9 February	5pm	Finance and Premises Committee
<i>Half term break (13-17 February 2017)</i>		
Tuesday 28 February	4.30pm	Personnel Committee
Thursday 2 March	4.30pm	Pupil Welfare and Christian Ethos Committee
Thursday 9 March	5pm	Teaching and Learning Committee
Wednesday 15 March	6pm	Tri-borough Chairs' Forum
<b>Thursday 30 March</b>	<b>5pm</b>	<b>Full Governors</b>
<i>Term ends Friday 31 March 2017</i>		
Summer term 2017 (Tuesday 18 April-Friday 21 July)		
Tuesday 2 May	4.30pm	Personnel Committee
Monday 15 May	5pm	Finance and Premises Committee
<b>Thursday 18 May</b>	<b>5pm</b>	<b>Full Governors</b>
Wednesday 24 May	6.30pm	Tri-borough Chairs' Forum
<i>Half term break (29 May-2 June 2017)</i>		
Tuesday 13 June	5pm	Teaching and Learning Committee
Thursday 18 June	4.30pm	Pupil Welfare and Christian Ethos Committee
<b>Thursday 6 July</b>	<b>5pm</b>	<b>Full Governors</b>
<i>Term ends Friday 21 July 2017</i>		