

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

**Minutes of the Full Governing Body Meeting (2014/15) Cycle 1 of 6
held on Thursday, 25th September 2014 at 5.00pm**

GOVERNORS PRESENT

Mrs Carla Muñoz Slaughter (CMS) - Chair Miss Charlotte Close-Smith (CCS)
Lady Smith-Gordon (SSG) – Vice Chair
Miss Gill Putterill (GP) - Acting HT Ms Debbie Potts (Clerk)
Ms Estella Gomez (EG)
Mrs Sheraza Khan (SK)
Mr Zac Barratt (ZB)

| | | ACTION |
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| 1. | Welcome and Opening Prayer CMS welcomed everyone to the meeting and led the opening prayers. | |
| 2. | Introduction of New Governors including Staff Governors a. CMS welcomed and introduced Miss Charlotte Close-Smith, joining the Governing Body as PCC Governor. b. CMS informed the Governing Body that Professor Sue Malcolm was unable to attend due to an appointment but is considering tendering her resignation as observer due to the length of time the LDBS is taking to formalise her appointment. c. GP informed the meeting that Ms Holly Williamson is still considering the post of staff Governor. It was agreed that GP should have a chat with Ms Williamson as soon as possible and notify the Chair and the clerk of the outcome. d. The clerk will chase up the LA Governor vacancy with Julie Farmer of Governance Services. | GP Clerk |
| 3. | Apologies for Absence (with reasons) Apologies were received from: Fr Paul Bagott (away on holiday) Ms Carol Pryce (sick) Professor Sue Malcolm | |
| 4. | Operating Guidelines and Instrument of Governance (CMS) Governors reviewed the current Operating Guidelines and CMS asked if all comments could be emailed to herself and the clerk by next Friday, 3 rd October. It was agreed that the Operating Guidelines would be tabled at the next Governing Body meeting prior to formally adoption. A copy of the Instrument of Governance was circulated to all Governors for their information. | All Governors |

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| 5. | <p>Minutes of Previous Meeting: 3rd September 2014</p> <p>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> | |
| 6. | <p>Matters Arising</p> <p>a. <i>Developments since 3rd September 2014</i></p> <p>CMS highlighted the following points resulting from the recent Ofsted inspection on the 17th and 18th September:</p> <ul style="list-style-type: none"> i. CMS informed the meeting that the result was confidential but that this would become public as soon as it was published on the website. <i>Governors thanked GP for her work and commitment to the school, which they felt was above and beyond what has been required of her.</i> <i>Urgent weaknesses</i> ii. A fully trained Governor with safeguarding and child protection responsibility was not identified (statutory requirement). It was therefore agreed to nominate and appoint Fr Paul Bagott as Safeguarding Governor and confirm any training as soon as possible. iii. Updated Pupil Premium Grant (PPG) and Physical Education (PE) Grant information was not published on the school website (statutory requirement). GP is addressing this immediately. iv. Some Teaching Assistants (TAs) were regarded as more effective than others and CMS has proposed that this is discussed further by the Finance and Premises Committee to ascertain what funds are available for TA training. <i>In the meanwhile, Governors agreed that it was appropriate for a limited expenditure up to £2,000 to be spent on immediate TA training as well as investigating in-house training/partnering with other schools.</i> <p>b. CMS continues to meet with the Lead School Improvement Advisor, Ms Lucy Nutt, in moving the school forward.</p> <p>c. Two further improvement groups have been set up with the LDBS (Rapid Action Group), which meets fortnightly, taking a more hands on approach and with the Local Authority (Rapid Improvement Group) led by Ms Lucy Nutt, meeting at least once a month.</p> <p>d. CMS informed the Governors that the LDBS has introduced Mr Mark Newton, Head Teacher from a partnering school, Strand on the Green Infant School to assist the school with moderation and mentoring. Governors noted that Mr Newton's support during the recent inspection was invaluable and it was agreed that CMS would write thanking Mr Newton for his support. Consideration would be given with regard to an appropriate gift.</p> <p>e. CMS informed Governors that GP has now produced a new performance management format, which includes a timetable for the academic year. CMS stressed that the school is making good progress and is keen to engage more with staff and parents. Staff morale is being lifted and GP is focusing on improving teaching standards.</p> <p>f. CMS informed Governors that the information to parents regarding Mr Boatright's absence has been circulated in the newsletter. In addition, CMS has also written a letter to parents reassuring parents and informing them that the Governors will be looking forward to meeting all parents in the near future.</p> <p>g. CMS has written to Mr Brown thanking him for his services to the school and the Governing Body.</p> <p>h. After School Club costs: It was agreed to charge £1.00 per child per session, apart from the club run by the charitable organisation Solidarity Sports.</p> | <p>PB</p> <p>GP</p> |

7. **Committee Structure Proposal and Members for 2014-15 (CMS)**

Governors reviewed last year’s committee structure and after discussion, all Governors approved the structure shown below.

Governors also agreed to change the name of the Student Welfare and Christian Ethos Committee to ‘Pupil Welfare and Christian Ethos’. In his absence and subject to Fr Paul’s agreement, Governors agreed to appoint Fr Paul Bagott as Link Governor to safeguarding and child protection, subject to appropriate training. Governors further agreed to re-appoint Fr Paul as Chair of the Pupil Welfare and Christian Ethos Committee for this academic year and CMS will contact Fr Paul with regard to setting a date for the next committee meeting.

Two further committees were formed at the request of the LDBS and Local Authority (referred to in item 6c above), the Rapid Improvement Group and the Rapid Action Group. CMS, SSG, ZB and PB were confirmed as members, along with external LDBS and LA consultants.

PB
CMS

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
Carol Pryce
Gill Putterill

Teaching & Learning Committee

Sandra Smith-Gordon (Chair)
Carol Pryce
Estella Gomez
Sheraza Khan
Gill Putterill

Pupil Welfare and Christian Ethos Committee

Fr Paul Bagott (Chair)
Estella Gomez
Sheraza Khan
Charlotte Close-Smith
Holly Williamson (TBC)
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 and Child Protection

(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

Governors agreed to reinstate Link Governors to year groups and the following was agreed.

| Classes Link Governors | |
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| 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 | TBC (LA appointed Governor) |

Governors discussed updating the school's policies and CMS proposed assigning policies to each committee with a named individual taking responsibility for specific policies. It was agreed that CMS would email Governors in this regard.

CMS

It was noted that Governors would like the school to adopt a whistleblowing policy for staff and it was agreed that CMS and GP would investigate this further.

CMS/GP

8. Acting Head Teacher's Report including confirmed reporting of SATs Results

An electronic copy of the Acting Head Teacher's report was circulated to all Governors. GP highlighted the following points:

- a. Current number on roll is 204. The autumn census is due to take place on 2nd October and the school is busy working on increasing admissions.
- b. The school has three SEN Statement children and three Looked After Children.
- c. Long term staff absence – Four members of staff
- d. Pupil Attendance: Overall attendance for September was at 91.5%, which is lower than expectation. However GP informed Governors that the school is aiming for 95% overall attendance for the autumn term and going forward. GP is working on attendance initiatives to encourage the pupils to come to school on time every day. Ofsted advised that the school should be keeping track of the cause of attendance issues, particularly for the same pupils and that there needs to be formal procedures in place for tracking absences. There was one long-term exclusion and CMS emphasised the need to follow the correct procedures for exclusions. The pupil in question is now back at school as of today. However, the parents will continue to look for an alternative school.
- e. GP reported a high priority child protection case and GP is currently in discussion with Social Services. As an immediate course of action and in the absence of the Head Teacher, it was strongly recommended and agreed that GP and Ms Holly Williamson will be attending safeguarding and child protection training to fulfil the statutory requirement to have a designated Child Protection Officer on site.
- f. Continued Professional Development (CPD): Discussion has been taking place with staff and GP has prepared a grid on her post-Ofsted action plan, looking at CPD for subject leaders. Partner schools, Stand on the Green Infant School and St Barnabas and St Philips CE Primary School have now been engaged. TA CPD has been discussed at item 6.a.iv.
- g. The format of teaching staff performance management has been changed by GP pursuant to discuss with Senior Leadership Team (SLT), to reflect meetings taking place three times a year, with each target set being linked to professional development.
- h. Further to the recent inspection, GP informed Governors that the written report is due 15 days after inspection. However, in the meantime, GP has produced a grid

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| | <p>based on the information from Ofsted at the meetings and stressed that it was important for the school to use this opportunity to address areas of concern.</p> <ul style="list-style-type: none"> i. GP, with support from the partner schools, is working on improving the quality of teaching and learning as highlighted in her report. Monitoring time has been made available for subject leaders and evidence is being gathered and logged. GP will be mentoring the NQTs. j. Year 2 SATs results were very good and GP will be doing independent assessments regularly and will be keeping track of the grades and will be personally overseeing this. k. Early Years' music provision: The school has now employed a specialist music and rhythmic teacher, previously lacking from their curriculum. This also allows the Early Years Coordinator to have non-contact release time. A KS2 music teacher, also employed, will be leading the choir. l. GP will begin work with the school's House Captains and School Council. m. Succession planning has been introduced within SLT by introducing a Rolling Acting Deputy Head Teacher rota to support GP in her role as Acting Head Teacher. n. Three parents were verbally abusive to members of staff and GP has written a piece on etiquette to grown ups which will be published in the newsletter. In addition, the school is working on drafting an appropriate letter, which will go out to parents. o. GP will be posting the school prospectus Governors and GP welcomes comments on this. <p>ZB asked how the staff have reacted to GP's role as Acting Head Teacher. CMS reported the recent staff survey revealed that the staff have been very supportive and are responding well to GP's style of collaborative and inclusive management. All staff are working as a team and are stepping up without being asked. SK seconded this view from the parents and reported that the atmosphere from a parental perspective is much happier.</p> <p>CMS thanked GP for this report prepared at such short notice due to the recent Ofsted inspection.</p> | |
| 9. | <p>Overview of SEF</p> <p>A copy of the school's self evaluation form (SEF) was circulated to all Governors. GP informed Governors that a combined SIP and SEF and consists of historic data which Governors will be reviewing next term to see how this is progressing. Governors commented on the helpful action points.</p> | |
| 10. | <p>Report from PTA</p> <ul style="list-style-type: none"> a. Home School Agreement Home School Agreement – Pupil Welfare and Christian Ethos Committee will take responsibility for this agreement so that issues around this can be considered with sensitivity and clarifying what the support is for this agreement. | <p>Pupil Welfare & Christian Ethos</p> |
| 11. | <p>Action Points/Follow up from Committee Meetings incl adoption of policies</p> <ul style="list-style-type: none"> a. Teaching & Learning – postponed due to OFSTED. <i>Rescheduled to take place on 7th October at 4.30pm.</i> b. Personnel The committee held its first meeting of the academic year yesterday (24th September) with minutes yet to be circulated. CMS highlighted the following: <ul style="list-style-type: none"> i. Discussion took place with regard to the new performance management | |

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| | <p>arrangements.</p> <p>ii. The committee reviewed the Capability Policy, which has been circulated and recommended to all Governors for adoption. Governors present therefore agreed to formally adopt the Capability Policy.</p> <p>c. Finance and Premises – scheduled to meet on 2nd October, 5.00pm. However concerns were expressed regarding the services of the current financial providers, SBS.</p> <p>d. Student Welfare & Christian Ethos – meeting date to be confirmed</p> | |
| 12. | <p>Website Development and Prospectus (CMS) SSG has been working with the individuals who have previously set up the website and SSG has volunteered to gather up and redo the governors page as well as take on a website monitoring role to ensure that all statutory requirements are met.</p> | SSG |
| 13. | <p>Future School Events (GP) GP will be circulating a yearly events planner to Governors.</p> <p>Upcoming events: Green screen assembly – date to be confirmed Eid party being organised by the PTA – Sunday, 5th October 2014</p> <p>Governors asked for information on league games so that they can offer their support to the pupils taking part.</p> | GP |
| 14. | <p>Future Agenda Items</p> <ul style="list-style-type: none"> Adoption of Operating Guidelines | |
| 15. | <p>A.O.B.</p> <p>a. EG reported that the mood in the school was much happier and parents wished to thank GP for all her efforts.</p> <p>b. EG also informed Governors that there would be a cake sale on Friday, 26th September to raise funds for the school for the pottery day and puzzle day.</p> <p>c. Eid event will be run on Sunday 5th October organised by An-nisa Woman’s Empowerment and St Cuthbert’s PTA. All parents and Governors are welcome.</p> <p>d. SK informed Governors that parents have requested permission to hold a car boot sale within the school playground. SK has discussed this in detail with GP and CMS and would like to seek approval from Governors. All Governors present approved this request, provided the school has sufficient and appropriate indemnity insurance cover for such an event led by the PTA.</p> <p>e. SSG expressed concern that some staff members are addressed by their first name by pupils. GP informed Governors that she has addressed this with staff and all staff will be addressed by their title.</p> <p>f. In light of the recent resignations within the Governing Body, ZB presented signatory mandates for change of authorised signatories on the Governors’ fund account. Governors present therefore approved the following members as authorised signatories: Mr Zac Barratt, Mrs Carla Muñoz Slaughter and Lady Smith-Gordon. It was noted that Ms Estella Gomez was already a confirmed signatory.</p> | |

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| 15. | Dates of Future Meetings 2014-2015 <i>Thursday, 4th December 2014 at 5.00pm</i> <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> | |
| 16. | Close There being no further business, the meeting closed at 7.20pm. | |

Dated: 4th December 2014

Signed:.....

Chair of Governors

GOVERNORS' COMMITTEES 2014-2015

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Gill Putterill

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