

# ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL

Meeting of the Full Governing Board  
held at the school on Tuesday 12 September 2017

## MINUTES

GOVERNORS			Present
FOUNDATION	Incumbent <i>Ex officio</i>	Fr Paul Bagott	✓
	Deanery	Mrs Carla Muñoz Slaughter <b>Chair</b>	✓
		VACANCY	N/A
	LDBS	Mr Hamish Adourian	✓
		VACANCY	N/A
	PCC	Miss Charlotte Close-Smith	✓
		Ms Estella Gomez	✓
		Mrs Stephanie Barbir	✓
	Parent	Mrs Sandra McGregor	✓
		VACANCY	N/A
Local authority	Mrs Jennie Dalton	✓	
Headteacher <i>Ex officio</i>	Miss Gill Putterill	✓	
Staff	Miss Holly Williamson	✓	
Co-opted	VACANCY	N/A	
ATTENDING			
Observer	Lady Smith-Gordon (awaiting re-election)		
	Mr Edward Lethbridge (awaiting election)		
Clerk	Mr Mike Hutchinson		

### 1. WELCOME, OPENING PRAYER, APOLOGIES AND DECLARATIONS OF INTEREST

The chair welcomed everyone to the meeting, which began at 5pm. Fr Paul Bagott led the meeting in a prayer. The chair introduced Edward Lethbridge, who was due to be appointed as the new Deanery governor shortly. For his benefit, all present introduced themselves. Fr Paul Bagott apologised for an early departure. No other apologies were necessary as all governors were, or would be, present, and thus a quorum. There were no declarations of interest, pecuniary or otherwise, in respect of any items on this agenda. Unless otherwise indicated, all papers had been distributed in advance. The chair noted that, given that both were awaiting appointment by their respective organisations (the Deanery and LDBS), Edward Lethbridge and Sandra Smith-Gordon were observers at this meeting. With governors' agreement, she gave them permission to speak at the meeting.

### 2. APPOINT CLERK AND ELECT CHAIR AND VICE CHAIR

2.1 Governors **AGREED** to reappoint Mike Hutchinson as clerk for the 2017-18 school year.

*[Charlotte Close-Smith joined the meeting with apologies at 5.04pm.]*

2.2 The current chair handed over to the clerk, who called for nominations for chair of the Governing Board. Fr Paul Bagott nominated Carla Muñoz Slaughter as chair, seconded by Estella Gomez. There being no other nominations, and Carla Muñoz Slaughter having indicated that she was willing to stand, the clerk declared her reappointed as chair.

2.2.1 The clerk returned the chair to Carla Muñoz Slaughter, who thanked governors for their confidence in her.

2.3 The returning chair paid tribute to Sandra Smith-Gordon's hard work as vice chair over the past three years and noted that she no longer wished to continue in the role. The chair nominated Hamish Adourian as vice chair of the Governing Board, seconded by Fr Paul Bagott.

2.3.1 There being no other nominations, and Hamish Adourian having indicated that he was willing to stand, the chair declared him appointed as vice chair.

### 3. REVIEW INSTRUMENT OF GOVERNMENT AND LIST OF DISQUALIFICATIONS

3.1 **Instrument of Government** The chair reminded governors that a copy of the Instrument of Government had been circulated in advance of the meeting. The document set out how the school's Governing Board was constituted, but could be varied as necessary. The Governing Board had reconstituted relatively recently; she recommended accepting it in its current form. Governors **AGREED** to retain the Instrument of Government as it stood.

**3.2 List of disqualifications** The chair reminded governors that a list of disqualifications for school governors, such as bankruptcy or unspent convictions, had been circulated in advance. All governors present confirmed that they were not disqualified from office.

#### **4. REVIEW SCHEME OF DELEGATION AND FGB OPERATING GUIDELINES**

**4.1 Scheme of delegation** The chair noted that this document had been extensively revised and reformatted within the last year. However, Sandra Smith-Gordon suggested that each committee should review it and ensure that the relevant committee terms of reference were up to date. With that proviso, governors **AGREED** the scheme of delegation.

**4.2 FGB operating guidelines** The chair noted that the FGB's operating guidelines had also been revised within the last year. Governors **AGREED** the FGB operating guidelines.

#### **5. DELEGATE AGREEMENT OF COMMITTEES' TERMS OF REFERENCE AND APPOINT COMMITTEE CHAIRS AND MEMBERS**

**5.1 Delegate agreement of committees' terms of reference** Governors **AGREED** to delegate agreement of committees' terms of reference to the committees themselves. Clerk to schedule review on committees' agendas.

**5.2 Appoint committee chairs and members** The chair asked for nominations for chair of each of the committees as follows. Members of committees were agreed at the same time.

**5.2.1 Finance and Premises** Noting that he would first have to be appointed by the Deanery as a governor, the chair nominated Edward Lethbridge as chair of this committee, seconded by Charlotte Close-Smith. There were no other nominations. Edward Lethbridge having indicated that he was prepared to stand, and with the proviso that he be appointed by the Deanery, he was appointed as chair of the Finance and Premises Committee. Other members of the committee were agreed as:

- Sandra McGregor
- Hamish Adourian
- Charlotte Close-Smith
- Headteacher.

**5.2.2 Personnel** Jennie Dalton nominated Carla Muñoz Slaughter as chair of this committee, seconded by the headteacher. There were no other nominations. Carla Muñoz Slaughter having indicated that she would stand, she was reappointed as chair of the Personnel Committee. Other members of the committee were agreed as:

- Hamish Adourian
- Fr Paul Bagott
- Jennie Dalton
- Estella Gomez
- Sandra Smith-Gordon
- Headteacher.

**5.2.3 Pupil Welfare and Christian Ethos** The chair nominated Fr Paul Bagott as chair of this committee, seconded by the headteacher. There were no other nominations. Fr Paul Bagott having indicated that he would stand, he was reappointed chair of the Pupil Welfare and Christian Ethos Committee. Other members of the committee were agreed as:

- Charlotte Close-Smith
- Holly Williamson
- Estella Gomez
- Sandra McGregor
- Headteacher.

**5.2.4 Teaching and Learning** The chair nominated Sandra Smith-Gordon as chair of this committee, seconded by Estella Gomez. There were no other nominations. Sandra Smith-Gordon having indicated that she would stand, she was reappointed as chair of the Teaching and Learning Committee. Other members of the committee were agreed as:

- Stephanie Barbir
- Jennie Dalton
- Estella Gomez
- Sandra McGregor
- Carla Muñoz Slaughter
- Headteacher.

**5.2.5 Headteacher's Performance Management Review Panel** Governors **AGREED** that membership of this panel should be Carla Muñoz Slaughter (as chair), Hamish Adourian and Edward Lethbridge.

**5.2.6 Grants Working Party** Governors **AGREED** that membership of this working party should remain as Hamish Adourian and Charlotte Close-Smith.

## **6. APPOINT GOVERNORS WITH LINKS/RESPONSIBILITIES**

**6.1** Governors **AGREED** the following individuals with links or responsibilities:

- **Finance** Edward Lethbridge
- **Health and safety** Edward Lethbridge
- **SEND and high achievers** Jennie Dalton
- **Pupil Premium** Holly Williamson
- **Child protection and safeguarding** Stephanie Barbir
- **Looked-After and post-Looked-After Children** Stephanie Barbir
- **Governor training and development** Sandra Smith-Gordon.

**6.2** The chair canvassed other links, which were **AGREED** as:

- **English** Hamish Adourian
- **Maths** Estella Gomez
- **Early Years** Charlotte Close-Smith
- **Humanities** Carla Muñoz Slaughter
- **Science** Charlotte Close-Smith
- **RE and collective worship** Fr Paul Bagott.

## **7. REVIEW GOVERNORS' ANNUAL REGISTER OF BUSINESS AND OTHER INTERESTS AND CODE OF CONDUCT**

**7.1 Annual register of business and other interests** All governors, if they had not already done so, forwarded signed copies of this document to the clerk.

**7.2 Governors' code of conduct** Governors **AGREED** to abide by the National Governors' Association code of conduct.

## **8. AGREE WORK PLAN, POLICY SCHEDULE FOR 2017-18 AND DATE OF GOVERNORS' DAY**

**8.1** The chair turned to the governors' annual work plan and 2017-18 policy schedule.

**8.2 Work plan** Governors **AGREED** the work plan.

**8.3 Policy schedule** Governors noted that some aspects of the policy schedule needed updating. Headteacher to review; clerk to schedule on agenda of next meeting.

**8.4 Governors' Day** Governors agreed to schedule a Governors' Day on 22 February 2018.

## **9. REVIEW GOVERNOR ATTENDANCE AND TRAINING REPORTS 2016-17**

**9.1 Governor attendance report 2016-17** Sandra Smith-Gordon noted that the school had a statutory duty to be publish this document on its website; this had already been done. Governors **NOTED** the report.

**9.2 Governor training report 2016-17** Sandra Smith-Gordon asked governors to inform her of any updates to this document. Governors **NOTED** the report.

**9.3** The chair thanked Sandra Smith-Gordon for her diligence in compiling these reports and urged governors to sign up to training, particularly in safeguarding.

## **10. RECEIVE CHAIR'S ORAL REPORT**

**10.1 Governors' lunch for staff** The chair noted that the governors' recent lunch for staff had been particularly successful; she thanked all governors, and others, who had assisted her with it, including Stephanie Barbir, Sandra McGregor, Estella Gomez, Jennie Dalton and Sandra Smith-Gordon.

**10.2 Financial issues** The chair reminded governors that a financial issue had arisen after the school had belatedly discovered that LA funding for 2016-17 in-year admissions was essentially discretionary. Difficulties were compounded by the fact that a meeting of RBKC's Schools Forum, at which a plea for funding was due to be heard, was cancelled following the Grenfell Tower fire.

**10.2.1** Subsequently a ward councillor, Linda Wade, intervened. This successfully resulted in RBKC funding for in-year admissions, an RBKC commitment to consider funding for the school's problematic SEN admissions, and the LA's permission for the school to submit a deficit budget in order to cover the costs of staff shortages due to maternity leave and staff illness. The chair thanked Linda Wade for her support.

**10.2.2 Was RBKC's commitment now to fund in-year admissions regularly, or would the school have to reapply year by year [SSG]?** The chair replied that the school would have to reapply as necessary. She had unsuccessfully put it to the LA that for various reasons in-year admissions were a chronic problem for the school, which was unlikely to go away. However, at least the current financial stress had been eased.

**10.3 Deanery and LDBS appointments** The chair noted that, as previously reported, the appointment of Edward Lethbridge and reappointment of Sandra Smith-Gordon had not yet been processed by the Chelsea Deanery and LDBS respectively but both were in hand. Headteacher to confirm that up-to-date paperwork for Sandra Smith-Gordon's appointment had been received by LDBS.

**10.4 Parent governor vacancy** The chair reported that unfortunately the parent who had stepped forward as a successor to Sheraza Khan, whose term of office as parent governor expired in May, had had a change of heart. The headteacher noted that class representatives for the Parent Teacher Association (PTA) were being recruited; that could be a route to parent governor. Headteacher to organise new parent governor elections.

## **11. RECEIVE HEADTEACHER'S ORAL REPORT**

**11.1** The chair invited the headteacher to report to governors, which she did, answering questions throughout.

**11.2 Admissions** Despite much hard work recruiting pupils over the summer break, the school roll stood at 189 out of a potential 236. However, this was not unusual at the start of the St Cuthbert's school year.

**11.2.1 Did both figures include the Nursery [chair]?** Yes: the Nursery was all but full. **11.2.2** The headteacher added that one cheering aspect of admissions was that the children of two families had returned to St Cuthbert's from neighbouring schools.

**11.3 Attendance** This had stood at 95 per cent at the end of the school year, a percentage point up on 2015-16. Given that some pupils had left the school before the end of term, in-year attendance was even better; attendance was moving in the right direction. The strategy was to make attending school so appealing and exciting that children were enthusiastic about attending. Penalty warning letters had been sent to the parents of persistent absentees where appropriate.

**11.4 Security** CCTV provision had been upgraded over the summer break.

**11.4.1 Was CCTV constantly monitored, or only following a problem [chair]?** The three CCTV screens were monitored consistently; they also recorded pupil, parent, staff and visitors entering and leaving the premises.

**11.5 Fire precautions** Smoke detectors were now compliant throughout the school. An LA fire risk assessor had inspected the premises twice but seemed to have had difficulty in understanding the brief: for instance, according to his calculations, the Nursery had a potential – completely unrealistic – capacity of 67 children.

**11.6 Premises** LCVAP – central funding for voluntary aided schools – was paying to replace school boilers, and refurbish the Nursery roof and cloakroom.

**11.7 SATs challenge** The school had successfully challenged the SATs results of a high-flying Y6 student; the additional mark awarded meant that the pupil's reading was considered to be "at greater depth". *Expected* combined results for reading, writing and maths now stood at 75 per cent, compared with the national figure of 61 per cent. Combined results for reading, writing, maths "at greater depth" were now four per cent compared with the national figure of 11 per cent.

**11.8 Chelsea Deanery Partnership** Governors **NOTED** minutes of the last meeting of the Partnership's headteachers. The headteachers had agreed to joint learning walks on teaching quality in October, and a joint peer review, focusing on the teaching of reading, in January, with the support of an external adviser.

**11.8.1 Was the headteacher finding the Partnership useful [chair]?** Yes; useful projects included sharing the cost of services, and speech and language initiatives.

**11.9 Data workshop** The headteacher reminded governors that they had requested that she lead a workshop on assessment, probably on Thursday 2 November, in advance of the meeting of the Personnel Committee (i.e. 3.15-4.15pm).

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

**[Fr Paul Bagott left the meeting at 6.10pm.]**

## **12. RECEIVE ANNUAL SAFEGUARDING REPORT**

**12.1** Stephanie Barbir, the governor with responsibility for safeguarding, presented a verbal report on safeguarding at the school during the school year 2016-17. The highlights were:

- 32 pupils registered with Special Educational Needs
- Three pupils with EHC (education, health and care) plans, with three pending
- No Looked-After Children or post-LAC children
- No safeguarding allegations against staff
- Three fixed-term exclusions (FTEs)
- No permanent exclusions
- No e-safety incidents
- No incidents of bullying.

**12.2** Bullying had been a particular, and successful, focus of the year. Stephanie Barbir pointed out that the lack of bullying had been a factor in winning an Outstanding SIAMS (a statutory inspection of the spirituality and ethos of the school).

**12.3** The chair thanked Stephanie Barbir for her report and asked for questions.

**12.4 How did the school define bullying [Hamish Adourian]?** The headteacher cited “repetitive targeted actions over time”. Holly Williamson, the staff governor, who is the school’s PHSCE (personal social health and citizenship education) co-ordinator, noted that all incidents were logged; repeated incidents prompted concern. Early intervention ensured that these did not develop into bullying. Restorative initiatives encouraged empathy, which ensured bullying did not thrive.

**12.5 Would it be useful to have a written report for the school’s files [Sandra Smith-Gordon]?** Stephanie Barbir agreed to write up her report. Governors congratulated Holly Williamson on her hard work on countering bullying. The headteacher noted in-year admissions were a risk factor in the development of a bullying culture.

### **13. DISCUSS PARENTAL ENGAGEMENT**

**13.1** The chair noted that this was an important issue given that extensive research had demonstrated that children’s academic outcomes were greatly improved by enhanced parental engagement. She was hoping to entice the deputy head of the Gypsy Hill Federation of Lambeth primary schools – who was inspirational on the subject – to address a St Cuthbert’s twilight Inset on parental engagement initiatives.

**13.2** Sandra McGregor suggested that the parents of new Reception children could attend the PTA’s regular Thursday coffee mornings: headteacher to invite them.

**13.3** Still on the theme of parental engagement, Estella Gomez reported that, as it had done in previous years, the PTA would be subsidising class teachers’ spending on classroom resources, to the tune of £50 per classroom. Headteacher to remind class teachers of the PTA’s generosity.

### **14. PLAN THIS TERM’S LEARNING WALK**

The chair reminded governors that they had asked the headteacher to plan a learning walk on the theme of how the school welcomed pupils who were in-year admissions. She suggested that this could also include a briefing from Holly Williamson on her work as PHSCE coordinator. Chair and headteacher to liaise on dates.

### **15. APPROVE GOVERNORS’ DATES 2017-18**

The chair thanked the clerk for compiling a calendar of governors’ dates. Governors **AGREED** the governors’ dates for 2017-18.

*[Stephanie Barbir left the meeting with apologies at 6.30pm.]*

### **16. MINUTES OF THE PREVIOUS FGB MEETING AND MATTERS ARISING**

The minutes of the FGB meeting of 6 July 2017 were **AGREED** as a full and accurate record. Chair to sign them after the meeting. There were no matters arising. All actions had been, or were in the process of being, fulfilled.

### **17. ANY OTHER BUSINESS**

**17.1 School dates** The headteacher offered to circulate a schedule of key school dates to governors.

**17.2 Staff survey** The chair noted that only four members of staff – one or more of whom may now have left the school – had completed and submitted last term’s staff survey. This meant it was not very representative. One staff member thought governors ought to be soliciting staff complaints; another complained that governors “put pressure” on senior leaders. Both comments misunderstood the role of governors.

**17.3 Parent survey** The headteacher reported that she had asked for the results of this survey to be collated. She would present it at the next meeting.

**17.4 Tributes** The chair once again thanked Zac Barratt, who had recently retired as a Deanery governor and chair of the Resources Committee, for his hard work and commitment over his years of service to the school. She also thanked Sandra Smith-Gordon for her exemplary and unwavering support as vice chair over the past three years.

#### **NEXT SCHEDULED MEETING: THURSDAY 16 NOVEMBER 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 6.37pm, at which point Holly Williamson, the staff governor, left the meeting. Confidential items followed.

Signed.....

16 November 2017

*Carla Muñoz Slaughter*

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

#### **ACTIONS ARISING FROM THE ABOVE MINUTES**

- Item 4.1** **Clerk** to schedule review of scheme of delegation on agendas of forthcoming Personnel, Teaching and Learning, and Finance and Premises committees; **Fr Paul Bagott** to schedule similar review on agenda of forthcoming Pupil Welfare and Christian Ethos Committee.
- Item 5.1** **Clerk** to schedule review of terms of reference on agendas of forthcoming Personnel, Teaching and Learning, and Finance and Premises committees; **Fr Paul Bagott** to schedule similar review on agenda of forthcoming Pupil Welfare and Christian Ethos Committee.
- Item 8.3** **Headteacher** to review and update policy schedule; **clerk** to schedule on agenda of next meeting.
- Item 8.4** **All governors** to note Governors' Day on 22 February 2018.
- Item 9.2** **All governors** to inform Sandra Smith-Gordon of all training undertaken.
- Item 10.3** **Headteacher** to confirm that up-to-date paperwork for Sandra Smith-Gordon has been received by LDBS.
- Item 10.4** **Headteacher** to organise new parent governor elections.
- Item 11.5** **Headteacher** to seek advice from insurers on school premises' capacity with regard to fire hazard.
- Item 11.9** **Headteacher** to confirm proposed date of Thursday 2 November, in advance of the meeting of the Personnel Committee, for data workshop.
- Item 12.5** **Stephanie Barbir** to write up annual safeguarding report.
- Item 13.2** **Headteacher** to invite parents of new Reception children to PTA's regular Thursday coffee mornings.
- Item 13.3** **Headteacher** to remind class teachers of PTA offer to subsidise spending on classroom resources by £50 per classroom.
- Item 14** **Chair and headteacher** to liaise on dates for governors' in-year admissions/PHSCE learning walk.
- Item 17.1** **Headteacher** to circulate a schedule of key school dates to governors.
- Item 17.3** **Headteacher** to present results of parent survey to next FGB meeting; **clerk** to schedule.