

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

**Minutes of the Full Governing Body Meeting
held on Tuesday, 13th May 2014 at 5.00pm (Cycle 5 of 6)**

GOVERNORS PRESENT

Mr Tom Brown (TB) Chair	Fr Paul Bagott (PB)	Ms Debbie Potts (Clerk)
Mrs Carla Muñoz Slaughter (CS)	Miss Carol Pryce (CP)	
Mr Steve Boatright – Headteacher (SB)	Ms Estella Gomez (EG)	
Miss Nina Brennand (NB)	Mrs Sheraza Khan (SK)	
Lady Smith-Gordon (SSG)	Miss Francesca Bogalski (FB)	
	Mr Zac Barratt (observer)	

		ACTION
1.	Welcome and Opening Prayer Tom welcomed everyone to the meeting and Fr Paul led the opening prayers.	
2.	Apologies for Absence (with reasons) Professor Sue Malcolm (away, previously arranged) Ms Melanie Panzone (unwell child) Miss Nina Brennand (leaving at 6.15pm, medical appointment) Fr Paul Bagott (leaving at 6.15pm - Mass)	
3.	Declaration of Interests No interests were declared.	
4.	Minutes of Meeting: 18th March 2014 Governors agreed that these were a true record of the meeting held on 18 th March 2014 and were signed by Tom Brown as Chair accordingly.	
5.	Matters Arising <ul style="list-style-type: none"> • Tom will email Lucy Nutt to request a SDP/SEF template on her next visit to the school. • Staff surveys are still awaited. Staff have been given a deadline of next Monday to return these. The KS2 survey will be completed after this week. It was agreed that the school will produce the analysis of the staff and KS2 surveys and Steve will present these at the next governors' meeting. • Governing Body Reconstitution Working Group (ZB, PB, CS and TB) agreed to meet at the school on Thursday, 5th June at 4.00pm. • Tom reported that the Residents' Association has offered the school £100 towards the garden project. • The Foundation Governor vacancy – Fr Paul will pass the contact details to Tom to follow up. 	<p>TB</p> <p>SB</p> <p>ZB, PB, CS, TB</p> <p>PB, TB</p>

6.	<p>Action Points/Follow up from Committee Meetings incl Adoption of Draft Budget for 2014-15:</p> <p>a. Finance and Premises The Committee met on 1st May 2014 (draft minutes still to be finalised). Tom informed governors that the main focus was discussion of the budget, to be discussed further in point 7 below.</p> <p>b. Teaching and Learning The committee are due to meet on Monday, 19th May.</p> <p>c. Personnel The committee are due to meet on 12th June.</p> <p>d. Student Welfare & Christian Ethos The committee are due to meet on 18th June at 5.00pm.</p>	
7.	<p>Approval of 2014-15 Budget including proposal to introduce fees for whole-day nursery</p> <p>Tom reported that the committee had a lengthy discussion regarding the budget and it was noted that Children's Centre funding and costs had been inconsistently presented between 2013/14 actual numbers and the draft budget for 2014/15. The committee therefore requested Steve to re-circulate a revised draft with explanations, which has now been done. Addressing points discussed by the committee, Steve reported as follows:</p> <ul style="list-style-type: none"> Nursery funding – Steve talked the governors through the options available to the school in order to continue to provide full time and/or part time nursery places. Lengthy discussion took place regarding the three options, including a proposal to charge parents for full-time places. The committee agreed to the proposal to have 9 full time places and 34 part-time places with the possibility of fees charged for full time places if all part time places are not taken up. This was recommended to all governors present who unanimously but regretfully agreed to this proposal being adopted from September 2014. Steve went through the drop in income to the school for the financial year 2014-15 and highlighted the areas where this has been compensated. Governors noted that the school's budget was down £11,702 on delegated funding, SEN funding and Pupil Premium funding. The introduction of fee paying nursery places would put the school in a position of £19,000 increase in funding. Governors noted an assumed amount of £20,000 in contingency and an unallocated amount of £26,897. Governors agreed that this budget would be challenging to maintain and that there would possibly be an overspend but the school would do its best to meet the targets set in the budget. <p>The Governing Body members present agreed to approve the proposed budget set for the financial year 2014-15.</p> <ul style="list-style-type: none"> Zac informed governors of the Jack Petchey Foundation to which application for memberships could be made for regular awards. It was agreed that the 	<p>Fundraising Committee</p>

	Fundraising committee would investigate this further.	
8.	<p>Mission Statement Update (SB/CS/PB)</p> <p>Carla circulated two examples of a mission statement suggesting that the governors opt for one of the versions prior to consulting with other stakeholders.</p> <p>Discussion took place around the shortest way of summing up the school's mission. It was therefore agreed to re-write the first option in bullet point format, which Carla agreed to do and re-circulate to all governors. Fr Paul agreed to work on a strap line for the Mission Statement.</p> <p><i>Fr Paul and Nina Brennan left the meeting at 6.15pm.</i></p>	<p>Carla, Fr Paul</p>
9.	<p>Results of Parent Survey April 2014</p> <p>Tom read out the results of the responses of the parent survey received from parents of 56 children (26% of children on roll). Parents were asked to indicate which class their children were in and four surveys returned gave no information on class.</p> <p>There was a representative number returned from all classes except Year 6. All categories received an 80% 'agree'.</p> <p>Steve circulated the results of the parent survey in comparison to previous years as well as in comparison to other schools (comparisons provided by Lucy Nutt, the School Improvement Advisor). It was noted that harassment and bullying appeared to be an issue across all schools and although the result was better than last year, this still needed to be addressed. It was therefore agreed that this unsatisfactory result on harassment and bullying would be investigated by the SWCE Committee, who would work with the school on a child friendly idea of doing good deeds to people to encourage well-being and happiness.</p> <p>Governors suggested the following points be addressed as a result of the survey:</p> <ul style="list-style-type: none"> • Teachers are available at the beginning and end of each school day • Parents are invited to assemblies focussing on their child's class • Parent governors present suggested setting up support for parents when handing out future surveys • Tom to circulate full data on survey to entire governing body. <p>The result of this survey was shared with Lucy Nutt who suggested that the school should be aiming for 90% agreement in all questions. However, Tom felt that these results were comparatively in line with other schools.</p>	<p>SWCE Committee/ School SLT</p> <p>Tom</p>
10.	<p>Report on Mass in church and process for consent/opt-out from RE (PB/SB)</p> <p>Steve circulated a consent form which had been circulated to parents for St Cuthbert's Day Mass giving parents the option for their children to opt out of attending mass and taking communion. Governors present noted that every parent has the right to</p>	

	<p>withdraw his or her child from any active worship. However the school does not encourage parents in this view and would like children to take part in Mass.</p> <p>Discussion took place regarding preparation for First Holy Communion, learning about the faith and attendance at Mass. Governors present approved this consent form being circulated to parents subject to final amendments. Steve will also check that up to date information on religious education is available on the school's website.</p> <p>Governors also requested to have sight of the Home School Agreement incorporating the religious expectation of the school, to ensure that this works together with the Mission Statement, to be presented at the next Governing Body meeting. It was agreed that this would be referred to the SWCE Committee on the 18th June, inviting Nina to the meeting for staff input.</p>	<p>SWCE Committee/ Nina Brennand</p>
11.	<p>Comments on Head Teacher's Report</p> <p>Steve circulated a brief update report and the following comments were made:</p> <ul style="list-style-type: none"> • Four exclusions which were historic and not during this term. Governors noted that these exclusions were in relation to specific children. • Good or better teaching percentages had dropped. Steve informed governors that the Senior Leadership Team would be working to ensure that good or better teaching is achieved throughout the school. • Governors noted that the target was reached in children achieving level 5+ (100%). • Governors noted that the school has been successful in meeting parents' expectations for transferring to their preferred secondary school with many pupils transferring to Chelsea Academy. • The new Year 4 teacher has been observed by three senior leaders and is settling in very well and changing the class dynamic to become more disciplined and learning orientated. Steve was happy to report that this teacher has made a very good start. 	
12.	<p>Future School Events</p> <ul style="list-style-type: none"> • The dates for the end of year play is being finalised and should be in the school newsletter soon. • Science and Maths week coming up – details to follow. • The PTA are working on a possible date for an autumn fayre. • Governors requested a yearly event planner being circulated at the beginning of each academic year. 	<p>SB</p>
13.	<p>Dates of Future Meetings 2013-2014</p> <p><i>Thursday, 10th July 2014 at 5.00pm – apologies from Carla (abroad) and Zac</i></p>	
14.	<p>Future Agenda Items:</p> <ul style="list-style-type: none"> • Briefing on Ofsted – Lynne Hargreaves from the LDBS • Home School Agreement incorporating religious expectations (SWCE Committee) • Results of Staff and KS2 Survey 	

15.	A.O.B. <ul style="list-style-type: none"> Newsletter – Steve apologised for the unedited version of the newsletter being circulated. This has now been investigated and action taken. 	
	The meeting closed at 6.57pm	

Dated: 10th July 2014

Signed:.....

Chair of Governors

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

GOVERNORS' COMMITTEES 2013-2014

Finance & Premises Committee

Tom Brown (Chair)

Zac Barratt

Nina Brennand

Estella Gomez

Steve Boatright

Personnel Committee

Carla Muñoz Slaughter (Chair)

Fr Paul Bagott

Sandra Smith-Gordon

Carol Pryce

Steve Boatright

Teaching & Learning Committee

Sandra Smith-Gordon (Chair)

Tom Brow

Carol Pryce

Estella Gomez

Steve Boatright

Student Welfare and Christian Ethos Committee

Fr Paul Bagott (Chair)

Estella Gomez

Francesca Bogalski

Steve Boatright

Fundraising Committee

Carla Muñoz Slaughter (Chair)

Sandra Smith-Gordon

Sheraza Khan

Tom Brown

Chair's Advisory Committee

Tom Brown (Chair)

Fr Paul Bagott

Melanie Panzone

Carla Muñoz Slaughter

Appeals Committee*

Tom Brown (Chair)

Redundancy Committee*

Tom Brown (Chair)

Head Teacher's Appraisal

Tom Brown (Chair)

Carla Muñoz Slaughter

Melanie Panzone

**All governors (except staff governors) in a rota system, alphabetically available*

Governors with Linked Responsibilities: To be confirmed at next meeting

Safeguarding children

(including Looked After Pupils and Anti-Bullying): Fr Paul Bagott

Link Governor to Children's Centre: Head Teacher

SEN Governor: Tom Brown

Finance Audit Governor: Tom Brown

New Governor Induction: Carol Pryce

RE Governor: Carol Pryce

Gifted and Talented Link Governor: Nina Brennand

Link Governor to the Borough: Tom Brown

T&L Link Governor: Sandra Smith-Gordon

Health and Safety Governor: Carla Muñoz Slaughter

NB: The Chair is welcome to attend any committee meetings