



**THE GOVERNING BODY OF
ST CUTHBERT WITH ST MATTHIAS CE PRIMARY SCHOOL AND NURSERY**

Minutes

of the meeting of the Governing Body
held at the school on Thursday 19 May 2016 at 5pm

Present

Mrs Carla Muñoz Slaughter (CMS)	Chair
Father Paul Bagott (FrPB)	
Mrs Stephanie Barbir (SB)	
Mr Zac Barratt (ZB)	
Miss Charlotte Close-Smith (CCS)	
Mrs Jennie Dalton (JD)	
Ms Estella Gomez (EG)	
Ms Sheraza Khan (SK)	
Mrs Sandra McGregor (SMcG)	
Miss Gill Putterill (GP)	Head Teacher
Lady Smith-Gordon (SSG)	Vice Chair
Miss Holly Williamson (HW)	
Mr Hamish Adourian	Observer

CMS welcomed everyone to the meeting and Father Paul led the opening prayer

As the clerk was unable to attend SSG agreed to take notes for the minutes.

1 Apologies

None

2 Declarations of Interest/Revision of Register of Business Interests

None

3 Membership of the Governing Body

Hamish Adourian has been told by the LDBS that his appointment has been agreed but the Chair has not yet had formal confirmation. This is expected soon.

The Chair will arrange an induction programme when the appointment is confirmed.

CMS

4 Long Term Strategy; Academy Update and Government White Paper

CMS thanked Holly Williamson for her paper The Story of St Cuthbert.

CMS and GP went on a training day about Academies:

- The Government has withdrawn the proposal to make all schools become academies but expects all will do so in the future;
- Funding for schools is changing, the Government considers London schools to be well-funded at present;
- RBKC is planning a Multi-Academy Trust (MAT), as is the LDBS but plans are not known yet;
- We are too small to be an individual academy but are already choosing which services to buy in.

It was suggested that a working party be formed when LDBS plans were clearer and more research has been done.

CMS reported on her attendance at the Chairs' Forum:

- All governors must have an enhanced DBS check by 1 September 2016.
- The DfE has proposed that governors' home addresses are put on its website in a secure area.
- The next Governors' Conference date is 4 February 2017
- Link Governors' work should relate to the School Improvement Plan
- Funding changes are expected to be drastic but are not decided yet.

5 Minutes of the Previous Meeting

ZB gave a copy of the draft minutes showing minor corrections to GP.

The minutes were approved subject to the corrections being made.

6 Matters Arising from the Minutes Not Covered Elsewhere on the Agenda

SSG apologised for not collating the Governors' attendance at FGB meetings as requested. This will be done and the information added to the list of Governors on the school website.

SSG

FrPB apologised for not giving a Safeguarding Report. He will do this at the next meeting. He requested that another Governor take on the role of Safeguarding Governor. It was agreed that this would be on the agenda for the next meeting.

**FrPB
/CMS**

7 Budget Update/Approval

ZB reported that there was a carried forward surplus from the year 2015-16 of £126,000 although there was a budgeted deficit in the year to 31 March 2017 of £36,000. Because of the surplus the school could afford to be a little less stringent on costs in the budget year. This year the school had received more funding than had been expected (particularly towards the end of the year), but this could not be forecast to be repeated in the budget year (which has a reduction in income of some £150,000), so a loss is predicted. This is not certain yet as it depends on the number of children with particular needs that attract extra funding.

A conservative budget had been set for the forthcoming year and it is expected that there would be a carried-forward surplus next year despite the predicted deficit in the year. Any redundancy costs are not included in the budget as these are not known.

In response to a question ZB explained the term 'carried forward surplus'. London schools may have a carried-forward amount as funds came in late and so could not be spent until they were certain to be received. This surplus might be allocated towards in-year admitted children needing extra help.

In answer to another question he said that any money allocated to the school does not have to be paid back but it is the Governors' responsibility to ensure that any money for a particular purpose was spent on that purpose. The school should be able to show that particular funds have led to the achievement of that purpose.

Other queries from Governors were discussed: the cost of photocopying; an item heading 'subscriptions' and school meals costs.

The budget for the year 2016-2017 was approved

8 Audit School Fund

ZB reported that the Governors' Fund was to be audited.

In response to a question he said that RBKC checks the school accounts and does an internal audit of accounting and purchasing practices.

9 **SLA/Contracts Update**

Clerking: The contract with RBKC will not be renewed. An independent clerk has been appointed from September. He will attend the July meeting.

The school is reviewing its SLA's and looking for the best levels of service and efficiency, whether with the LA or other providers. It has been reducing the number of contracts with the LA and is looking at new private providers.

10 **Minutes of Committees and Working Parties**

CMS reported that the Farmers Market had started the previous Sunday and was busy that day. The contract is for 14 weeks. She suggested that the proceeds from the rent be allocated to the DebateMate programme.

Restructuring: "This process was nearing a resolution. The new position of Deputy Head/SENDCo has recently been advertised.

Committees:

FrPB reported that an event with either Year 5 or Year 6 had been arranged with other local schools in the Deanery, to celebrate the Queen's 90th birthday. It was planned that they should visit the Queen's Chapel at St James's for a short service and also the garden at Marlborough House. A joint gift would be presented for the Queen and additionally a picture of the palace by a Year 5 child would be given to the Queen.

Other committee matters were discussed under different agenda headings. The Teaching and Learning Committee has not yet met this term.

11 **Head Teacher's Report**

In advance of the meeting the Head Teacher had provided a condensed written report together with other updated documents: The Post Ofsted Action Plan; The Self-Evaluation Summary; the Ofsted Inspection Dashboard for 2014-15 (dated March 2016) and data on the Pupil Premium.

Attendance was an issue to be addressed and GP outlined a number of actions taken. Attendance had risen to 96% + recently.

The number of recorded injuries to children had previously been highlighted as a concern and Dennis Goldthorpe (DG), a borough reviewer, had visited the school to review the actions put in place, particularly the changes to playtime arrangements. He had been impressed by the accident data records and the reduction in the number of incidents of bad behaviour. DG had reported that he found a robust system in place.

Projection of SAT results The progress measure has not yet been decided by the DfE. The school had chosen to use 50% as the threshold for expected progress. The projection was that not all children will reach the threshold. The reasons are that the cohort is small and that there are many children both in Year 2 and Year 6 who have various needs and/or have recently joined the school. The difficulties with these classes have been discussed in greater detail in the Teaching and Learning Committee and Governors are aware of the situation with each child who is not expected to meet the threshold.

GP outlined how progress is monitored and tracked especially for 'casual admittance' children. Class matrices are in place so that the progress of every child is tracked. The actions put in place were unique for each child.

Key Stage 1 data used the baseline assessments from Early Years where this was available. 90% of children arriving new to the school lack proficiency in English. Year 3 has had nine new children during the year and has a high number of children with various special needs.

In answer to a question about admissions for the next school year GP said that Nursery and Reception classes were not yet full. Year 1 is expected to be full in September. It was felt that an Ofsted inspection would endorse the improvement made by the school and this would help the number of admissions. Induction packs for new pupils are being prepared.

Enrichment: There will be a week-long visit of 20 children of KS2 age and 6 adults from a school in Vietnam in the week of June 27.

15 Year 6 pupils will be spending a week in Barcelona. This visit is heavily subsidised by the school.

Areas of the playground will be renewed during half term.

Continuing Professional Development (CPD) for staff: This takes a variety of forms in addition to courses and includes peer observations; inset days; modulation with other schools and twilight sessions after staff meetings. The next inset day would focus on guided reading.

Holly Williamson is taking on the PSHE Co-ordinator's role. She explained she would emphasize well-being, particularly resilience and mental well-being. The school is working towards achieving the gold standard Healthy School Award.

Year 5 class have been working with a Prevent team social worker and are having focused circle time and mentoring.

In response to a question CMS said that there were no further developments to report on AK (a previous staff member). The LA had not responded to requests for updates but had agreed to bear any costs that might be involved.

FrPB left the meeting at 6.30

12 Play Centre Provision and Related Decision Making

CMS reported that there was no news on a change of provider for the Play Centre. GP said she expected to receive information about a meeting in the next few weeks.

13 Parent Questionnaire

CMS pointed out the generally positive attitude towards the school that is shown by parents' responses to the recent questionnaire. 90% of parents agreed or strongly agreed that the teaching is good.

There had been a question inviting suggestions for improvement and there is a high interest in a possible parenting course. CMS has identified a possible provider recommended by the LA advisor. Governors were invited to send details of any other providers of such a course to CMS.

all

14 SATS and Assessment

This had been covered in the Head Teacher's report.

Year 6 has many high-need children and not all will reach the targets set at the beginning of the year, though all had done their best and worked hard.
GP has prepared a case study for each child who is projected not to achieve the expected level and CMS requested that this be attached to these minutes.

GP

SB left the meeting at 6.40

15 School Development Plan, SEF and OAP

CMS suggested that as Governors should have an input on these plans that a date should be set for a separate meeting to go through the improvement needed and planned.

GP suggested that in future the plans would be more visionary.
ZB pointed out the need for the Governors to direct strategy. Discussion took place as to the Governors' vision for the future style of the school and whether it should build on its current expertise on dealing with high-need children. It was felt that there are too many unknowns that prevent the school making fixed decisions on its future style. Among these are the question of academy status; the likelihood of a number of Syrian refugee children joining the school and the possibility of losing Pupil Premium numbers and funding. It is hoped that when the new SMT is in place following the appointment of a Deputy Head Teacher it would be appropriate to organise a time for further discussion on future strategy. A date for this should be set at the next meeting.

CMS

A Governor emphasised the need to consider all the children, not only those with high needs.

16 Annual Safeguarding Report to Governors

This has not been prepared and is held over to the next meeting

FrPB

17 Governor's Monitoring Visits

A learning walk focussing on enrichment and playtime was proposed. A date will be set for this and circulated to Governors.

CMS/
GP

18 Approval of Statutory Policies

The following policies had been circulated prior to the meeting **and were approved:**

SEND

Freedom of Information

Safeguarding and Child Protection Policy (amended)

Admissions

Anti-Bullying

Spiritual, Moral Social and Cultural Policy (SMSC)

The following policies are due to be updated:

Supporting Pupils with Medical Conditions

Accessibility

Lone Worker and Risk Assessment

19 Review Admissions

This had been covered in the Head Teacher's report

20 DBS Checks

This had been covered in CMS' report. The school office manager will be asked to review her records of Governors' DBS checks and report whether any need updating.

CMS/
GP

21 Governors Training and Development

Jackie Saddington from RBKC had given a training session the day before on governance. Emphasis had been put on Ofsted requirements and Governors' roles and responsibilities. Conduct of meetings had been discussed and the need for respect so that all could feel able to speak up in meetings.

22 Dates of Forthcoming Meetings

A draft calendar had been prepared by the LA Clerk. The dates of future meetings will be discussed and decided at the next meeting.

CMS

Other school dates

17 June 2016 Queen's Birthday Tea 2 – 3pm, at school

9 July 2016 School Summer Fair

20 July 2016 2pm Rose Assembly. This is the Leavers' Assembly, all Governors are encouraged to attend.

There are ceremonies for the other classes on other days and Governors are encouraged to attend their link year. Dates are on the school website news section.

all

23 Any Other Business

It was suggested that governors be linked to a subject rather than a year group. This will be discussed at the next meeting.

CMS

SSG asked whether Governors looked at the meeting minutes on the school website.

Governors felt that it was important that all FGB and committee minutes should appear there (in the Governors' private area which is also available to Ofsted inspectors).

SSG

24 Confidential Items

None

25 Date of next meeting

Thursday, 7 July 2016 at 5pm at the school.