



*Growing and learning together, inspired by Jesus' love.*

**Monday 20<sup>th</sup> June 2016 at 7pm at the Junior Site**

PARENT	CO-OPTED	LA	STAFF	ACTING HEAD TEACHER	FOUNDATION			
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2	1	1	1	1	LDBS	PCC	Trustees	St Mary's Church
Richard Goatley	Christina Sturge	Anneliese Jacklin	Ruth Knight	Tom Holmes	Alex Hazard	(Neil Stirling)	Ieke Hilmy (Vice-Chair)	Jeff Hopkin Williams
Ben Driver (Chair)						(Robin Shute)	Hugo Clark	
						(Jonathan Jones)	Katherine Cox	

**Apologies:** Neil Stirling, Robin Shute, Jonathan Jones  
**Absent without apologies:** None  
**Also attended:** Danielle Maynard (Associate Member)  
 Kate Nepstad (Clerk)  
 Simon Minty (School Business Manager)  
 Angela Abrahams (Observer)

		ACTION
	Father Jeff Hopkin Williams led the governors in prayer. The meeting began at 7.05pm.	
1.	<b>APOLOGIES FOR ABSENCE</b> Apologies were accepted from Neil Stirling, Robin Shute and Jonathan Jones.	
2.	<b>DECLARATIONS OF INTEREST</b> Governors were reminded of their duty to declare any direct or indirect pecuniary interest which may relate to any matter under discussion. None were declared.	

3.	<p><b>WELCOME AND MEMBERSHIP</b></p> <p>Ben D welcomed newly elected governors Richard Goatley and Ruth Knight and also new Associate Member, Danielle Maynard (Acting Deputy Headteacher). Angela Abrahams was observing the meeting as Headteacher Designate.</p> <p>It was noted that Simon Minty (School Business Manager) would be present for the Finance Committee update and Budget proposal, and the Deficit Recovery Plan. These items (7,8.e) and were taken first and Simon M then left the meeting.</p> <p>Ben Driver updated governors on the new designated roles from September 2016, and thanked those involved for taking up these tasks:</p> <table border="1" data-bbox="225 618 1278 884"> <tr> <td>Looked after Children (CLA)</td> <td>Katherine Cox</td> </tr> <tr> <td>PE</td> <td>Richard Goatley</td> </tr> <tr> <td>SEN, Able &amp; Talented</td> <td>Christina Sturge</td> </tr> <tr> <td>Safeguarding (2<sup>nd</sup> gov)</td> <td>Ieke Hilmy</td> </tr> </table>	Looked after Children (CLA)	Katherine Cox	PE	Richard Goatley	SEN, Able & Talented	Christina Sturge	Safeguarding (2 <sup>nd</sup> gov)	Ieke Hilmy	
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4.	<p><b>MINUTES</b></p> <p>The minutes of the meeting on 29<sup>th</sup> February 2016 were agreed as an accurate record and will now be made public by publishing on the school's website.</p> <p>The confidential minute from the meeting on 29<sup>th</sup> February 2016 and the full confidential minutes from the extraordinary meeting of the Governing Body were agreed as an accurate record of these items and will be filed.</p>	<p><b>KN</b></p> <p><b>KN</b></p>								
5.	<p><b>MATTERS ARISING</b></p> <p>There were three matters arising from previous minutes which are still current and will be added to the agenda of the meeting in September 2016:</p> <ol style="list-style-type: none"> <li>1. St Mary's Fund (see item 8d below)</li> <li>2. Outstanding Governor visit on Computing</li> <li>3. Further liaison between staff and governors</li> </ol> <p><b><u>Update on the Gathered Provision</u></b></p> <p>Governors received an update about how this decision will affect the pupils and staff directly involved.</p> <p>A letter to the school community has been drafted by Tom H, Angela A, Ben D with assistance from AfC (Achieving for Children). After some discussion, it was agreed that an updated summary document will be circulated with the minutes.</p> <p>Due to the requirements for a specific period of consultation, the Gathered Provision will be non-operational (ie no children will be admitted) from September 2016. AfC advise us that the earliest it would formally close is therefore January 2017.</p> <p><b>*CONFIDENTIAL*</b></p>	<p><b>KN</b></p>								

6.	<p><b>Headteacher's Report</b></p> <p>The report had been circulated to all governors in advance of the meeting, along with appendices including a SEND report by Ruth Knight and website audit by Rhys Williams.</p> <p>Tom H noted that the SDP 16/17(School Development Plan) is being developed over the next few weeks and will be brought to the first full GB meeting next term. Governors will be invited to a meeting with SLT (Senior Leadership Team) in July 2016 to discuss the SDP and SEF (Self Evaluation Framework) for this year.</p> <p>Tom H led governors through the report and governors asked the following questions:</p> <p><b>Q What impact will the new curriculum have on the children's reports this summer?</b></p> <p>The wording 'working at the expected standard' or 'working towards the expected standard' will be used across the school and may cause some parental concern, especially as the stringency of the new curriculum may mean that some children who have previously been 'at' the expected standard may now be 'working towards' it. School reports go home on Friday 15<sup>th</sup> July and before this date, all parents will receive a letter from school, reminding them of the changes and hopefully reducing their concerns.</p> <p><b>Q What are the plans for the newly-acquired Billiard Room at Amyand House?</b></p> <p>The plan is for this to become a Yr 3 classroom, in order to be able to accommodate the four Yr 2 classes on the middle site. Many thanks to Hugo Clark for his work securing this space, despite lengthy discussions with the local authority over its use by St Mary's.</p> <p>Tom H reminded governors that the first bulge class (2009) is now in Yr 6. Twenty of those original thirty children are still at the school and many of them have siblings lower down the school.</p> <p><b>Q How will the Learning Walk with the school's improvement partner (Rob Eyre-Brook) be used to improve teaching?</b></p> <p>The key recommendations – taking risks in the classroom and challenging the more able – have already been fed back to staff by Rob Eyre-Brook at an afterschool staff meeting today.</p> <p><b>Q When will governors receive a review of the Pupil Premium Grant impact this year?</b></p> <p>This review will take place annually in December when the data becomes available and it will be reported to the governing body thereafter.</p> <p><u>Gathering Feedback from the School Community</u></p> <p>This term a questionnaire (based on the Ofsted format) has gone out to all parents. Parents of children in Yr 6 have received a slightly different version including a free response question. All pupils will be asked for their feedback on aspects of school life as well. The biennial staff wellbeing survey will also be carried out this term and the results will be shared with the relevant committees.</p> <p><u>Website Audit</u></p>	<p>TH</p> <p>TH</p> <p>TH</p>
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	<p>A comprehensive audit carried out by Rhys Williams had been circulated prior to the meeting. Actions listed in website report (eg relating to behaviour away from site and pupil premium information) will be followed up by Rhys W and fed back to committees.</p>	<p><b>RW</b></p>
<p><b>7.</b></p>	<p><b>Deficit Recovery Plan</b></p> <p>The GB is very grateful to Simon Minty for the hard work that has gone into the many versions of this plan, prior to the meeting.</p> <p><b>Governors approved the Deficit Recovery Plan</b>, after the following question and answer session. This Plan and the final budget for 16/17 will now be submitted to AfC (Achieving for Children).</p> <p><b>Q What impact have the cuts this year made on the size of the deficit at the end of 15/16?</b> The deficit at the end of this year has been reduced from £200,000 to £67,000, mainly due to staffing cuts. In 15/16 £592,000 was spent on support staff alone. In 16/17, £416,000 will be spent on support staff.</p> <p><b>Q How much more will be saved by the closure of the Gathered Provision?</b> The saving will be £54,000pa, (£31,000 in year) when compared to a scenario where the Gathered Provision was fully staffed and all pupil places were filled.</p> <p><b>Q Why does the Plan show the deficit increasing each year, despite these cuts?</b> The costs to the school are estimated to rise each year and yet the guaranteed income from the borough will stay the same. Simon M explained that since the previous draft, updated figures have been included, for example NI contributions, pay increases and inflation figures. It was noted that despite difficult choices, cuts to staffing and other areas, the cost of the three sites continues to be high and is not adequately funded by the borough.</p> <p><b>Q What additional income is not included in the plan, but may contribute to a smaller deficit?</b> There are a number of different sources, for example clubs, middle site rental income, Trustees, grants, FoSM fundraising and the planned St Mary's Fund.</p>	<p><b>NS</b></p>
<p><b>8.</b></p>	<p><b>Committees</b></p> <p>Ben D explained the proposed changes to the committee structure, referring to the summary document circulated to governors before the meeting. He thanked the current committee chairs for their commitment and energy.</p> <p>The proposal to have fewer committees overall will allow each committee a larger membership to share the workload. Each governor is usually expected to be on two committees. The clerk will support the meetings by minute taking and chasing paperwork. The new terms of reference for all committees are to be discussed and agreed at the December meeting of the full GB.</p> <p>Mindful of staff wellbeing and the need to maintain a healthy work-life balance, governors were asked to consider a standard starting time of 8am or 6pm (earlier if possible). It was commented that agreeing the finishing time of meeting times was also beneficial.</p>	<p><b>ALL</b></p>

	<p>In conclusion:</p> <ul style="list-style-type: none"> <li>• Governors accepted the restructure for 16/17 and will review again in June 2017.</li> <li>• Committee chairs are responsible for agreeing the start times for next year's meetings</li> <li>• Dates of the meetings of all committees should be circulated by Friday 1<sup>st</sup> July.</li> <li>• Committee chairs are encouraged to consider an 8am or 5/6pm start time.</li> <li>• Full Governing Body meetings will begin at 6pm OR 7pm, Ben D to consult further to establish which time would be most convenient</li> </ul>	<p><b>Committee Chairs</b></p> <p><b>BD</b></p>
<b>a</b>	<p><b>Admissions</b></p> <p>Hugo Clark gave a brief summary of the admissions statistics for the year, noting that the school had received 357 applications and that the children gaining admission by distance were now living up to 800m from the infant site date. This is an improvement on previous years. Hugo C thanked Admissions Officer Emily Price and his committee members for their hard work.</p>	
<b>b</b>	<p><b>Curriculum &amp; Standards</b></p> <p>Ileke Hilmy reported that Richard Goatley will attend some of the next pupil progress meeting on 7<sup>th</sup> July and that any governor willing to attend the pupil progress meeting on 8<sup>th</sup> July should let her know as soon as possible.</p>	<p><b>ALL</b></p>
<b>c</b>	<p><b>Ethos</b></p> <p>Katherine Cox spoke on behalf of Jeff HW, explaining that the committee had considered the Church of England's response to the government's guidance on British values and were now overseeing new materials for Collective Worship for 16/17. They had received a chaplain's report which described how Christian values were being integrated into all aspects of school and talked about in class.</p>	
<b>d</b>	<p><b>Finance</b></p> <p><b>Budget for 16/17</b></p> <p><b>The budget for 2016/17 was approved, after the following question and answer session.</b></p> <p>Finance Committee met on 8<sup>th</sup> June to go through the differences between the month 11 forecast and the end of year position (month 12). The figures have been fully interrogated at committee and governors had the following additional questions:</p> <p><b>Q Does the school make a profit from the increase in catering income?</b> This income is from UFSM (Universal Free School Meals) and equates to 5p per meal. This is required to cover kitchen and staffing costs.</p> <p><b>Q Has UFSM (Universal Free School Meals) for children in Reception to Yr 2 had an impact on other income, for example Pupil Premium Grant?</b> Yes it has made it harder to identify families eligible for this funding but school proactively advertises the fund and promotes the incentives, for example, help covering uniform costs and access to free places on clubs. The second highest</p>	

	<p>year group for PP grants is Yr 1, all of whom are currently receiving UFSM. This shows that the school is still managing to identify families successfully.</p> <p>It is predicted that 16/17 will end at an effectively 'balanced budget' as the year starts with a £66,000 deficit and it is anticipated that there will be a £67,000 deficit at month 12.</p> <p><b><u>Service Level Agreement summary</u></b></p> <p>Anneliese explained that this review was looking for potential efficiencies and duplications, to reduce unnecessary expenditure and to ensure that the school is getting value for money. Governors had the following questions about this document:</p> <p><b>Q Some of these services listed directly support the work of GB committees. Can committee chairs review these services and contribute to the discussion about cuts?</b></p> <p>Committees should certainly familiarise themselves with the relevant SLAs, however, the decision to cease some of the AfC services (which run September-July under the premium membership) has already been made by the Acting Headteacher, supported by the Headteacher Designate and the Chair of Governors. Committee chairs should consider the services provided by the LDBS as this SLA will be reviewed in December 2016.</p> <p><b>Q What support will be provided to the GB in 16/17?</b></p> <p>The school will still receive the standard SPARK package but will no longer be a premium member and will no longer receive the Governor Support component. The LDBS offer some support and this will be fully exploited in the coming months. Training for governors is considered essential and courses will be paid for piecemeal.</p> <p>Governors were reminded that they can register for The Key. Kate N to provide information on how to log in.</p> <p><b><u>St Mary's Fund</u></b></p> <p>A working group (Richard G, Neil S, Angela A, Tom H, Ben D, Simon M, FoSM) will be established to do the following:</p> <ul style="list-style-type: none"> <li>• Draft a communication to parents to go out before the end of term (to be approved by full GB b y email)</li> <li>• Clarify the relationship between this fund and FoSM's fundraising</li> <li>• Investigate and if necessary initiate charitable status in order to maximise income by claiming gift aid.</li> </ul> <p>Terms of Reference are being drafted and the group will report back in September.</p>	<p><b>Committee chairs</b></p> <p><b>KN</b></p> <p><b>Working group</b></p>
<p><b>f</b></p>	<p><b>Pay &amp; Staffing</b></p> <p>The minutes were circulated to governors before the meeting and there were no further issues to raise in the absence of Robin Shute (Chair).</p>	
<p><b>h</b></p>	<p><b>Premises, Health &amp; Safety</b></p> <p>Alex Hazard reported back on behalf of Jonathan Jones. The committee is grateful to Johanna van Otterdijk for clarifying the school's obligation to carry out</p>	

	<p>risk assessments and defining how often they should take place. External adviser Graham Harrison has been invited to assist.</p> <p><b>Governors noted and adopted the revised School Visits Policy and the Critical Incident Plan.</b> Kate N to put the new policy onto the website and folders on each site.</p> <p><b>Governors ratified the school's decision</b> to continue visits into central London, as long as the security threat is assessed before each visit.</p>	<b>KN</b>
<b>i</b>	<p><b>Pupils, Parents &amp; Community</b></p> <p>Katherine Cox explained that safeguarding is a standard item on this committee's agenda and that a safeguarding audit had been carried out this term. The new DfE guidance 'Keeping Children Safe in Education' has been considered by the committee and will provide a framework for an annual safeguarding review.</p>	<b>KC</b>
<b>j</b>	<p><b>Record of Visits</b></p> <p>Five reports were received from governors:</p> <p><u>Anneliese Jacklin</u> toured all sites with Simon Minty, for the purpose of inventory monitoring and she concluded that the systems in place were appropriate (SDP 15/16 -1)</p> <p><u>Ieke Hilmy</u> carried out an SATs inspection and also gathered staff feedback about teaching the new curriculum (SDP15/16-2)</p> <p><u>Ben Driver</u> reflected on the increased profile of music at school and commented on the success of the school's decision to bring in an external person to run a chamber choir. Music performance has been encouraged and enjoyed by the whole school – including the staff – and there is more to do! (SDP15/16-5)</p> <p><u>Katherine Cox</u> (designated Safeguarding governor) reviewed the school's safeguarding practices and documentation and this formed part of her safeguarding audit.</p> <p><u>Hugo Clark</u> (designated PE governor) considered the use of the PE premium and visited PE lessons in action, concluding that it was being spent thoughtfully and sustainably. He commended the staff for their motivation and success in promoting sports throughout the school</p> <p><u>Governor visits planned for 16/17</u></p> <p>Governors were reminded check which date they have been allocated for a visit in 16/17 and to re-read the guidance notes to assist with their planning. It was noted that it is important to link visits where possible to the school's development plan (SDP).</p>	<b>ALL</b>
<b>9.</b>	<p><b>ANY OTHER BUSINESS</b></p> <p><u>Training</u> Governors were reminded that undertaking appropriate training is an essential part of their role. Courses for 16/17 will be circulated in due course. Please</p>	<b>ALL</b>

	<p>contact Kate N if you have any specific training requirements.</p> <ul style="list-style-type: none"> <li>• If any governors would like to come and serve Pimms at the staff party at St Mary's Church gardens at 4pm on Thursday 7<sup>th</sup> July, please let Ben D know.</li> <li>• Jeff HW's 25yr anniversary celebration service takes place at St Mary's Church at 10am on Sunday 3<sup>rd</sup> July. Governors are all welcome – also at the party after the service.</li> </ul> <p>The meeting ended with Ben D formally thanking Tom H for his term as Acting Headteacher, commending him for his positivity, resilience and fortitude.</p>	<p><b>ALL</b></p> <p><b>ALL</b></p>
	<p>Jeff HW closed the meeting with a prayer at 9.25pm</p>	
<p><b>12.</b></p>	<p><b>NEXT MEETING</b></p> <p><b>Monday 19<sup>th</sup> September at 6 or 7pm – to be confirmed.</b></p> <p>Also:</p> <p><b>Monday 5<sup>th</sup> December 2016 at 6/7pm</b></p> <p><b>Monday 20<sup>th</sup> March 2017 at 6/7pm</b></p> <p><b>Monday 19<sup>th</sup> June 2017 at 6/77pm.</b></p>	