



ST MARY'S CE PRIMARY SCHOOL

**Monday 2 March 2015 at 7pm
at the Junior Site**

Constitution, Membership and Attendance

PARENTS	CO-OPTED	LA	STAFF	HEAD TEACHER	FOUNDATION GOVERNORS			
					LDBS (1)	PCC (3)	Trustees (3)	St Mary's Church (1)
2	1	1	1	1	8			
Lucy MacArthur (Chair)	Vacant	Anneliese Dixon	Katy Welsh	Stuart Campbell	Vacant	Neil Stirling	Ieke Hilmy	Jeff Hopkin Williams
Ben Driver						Robin Shute	Hugo Clark	
						Jonathan Jones	Katherine Cox	

Apologies: Katherine Cox
Absent without apologies: None
Also attended: Associate Member Tom Holmes
 and staff member Danielle Maynard
Observers: Alexandra Hazard and Christina Surge

	Jeff Hopkin Williams led the governors in prayer.	
1.	APOLOGIES FOR ABSENCE The clerk received apologies from Katherine Cox. Lucy MacArthur introduced Anneliese Dixon as the new LA appointed governor and she was welcomed by all present. The two observers were welcomed.	ACTION
2.	DECLARATIONS OF INTEREST No interests were declared. New governor Anneliese Dixon signed and returned the Register of Governors' Interests form to the clerk.	Kate N to file

<p>3.</p>	<p>Early Years Foundation Stage (EYFS) SDP14/15-03</p> <p>Danielle Maynard (TLR) updated the governors on the EYFS on the School Development Plan. The practical challenges of taking an extra class have led to creative thinking and some inventive solutions. Full notes will be circulated to governors. Danielle M answered the following questions from governors:</p> <p>Q Which baseline assessment will the school be adopting? The school has only just received information about the different providers and will now begin to decide which one would be the best fit with our current assessment process. Some of the offered assessments are not in keeping with our school style eg some suggest 30mins with an individual child at a computer. Others focus on a more familiar observational assessment.</p> <p>Q Will you be ready to chose a provider by the deadline of end of April? Yes – but the use of baseline assessment is not statutory until 2016. The most important thing is that school remains accountable. Even when the baseline assessment provider is selected and the results published, they will not be comparable, as different schools will choose different assessments.</p> <p>Q This appears to be the start of ‘No Levels’ assessment: could Curriculum and Standards Committee help? Danielle M will be invited to discuss the challenges further at Curriculum and Standards Committee.</p> <p>Q Could you clarify the number of TAs now employed in Reception? One TA with the new class (statutory requirement) and two additional TA who are assigned to individual children with SEN.</p> <p>Q Is the introduction of baseline assessment of benefit to the school? It is not likely to tell us anything they we didn’t already know: we have always carried out baseline assessments in order to gather information about the starting point of our Reception children. Our system already works.</p> <p>Lucy M thanked Danielle M for her informative presentation.</p>	<p>Kate N to circulate</p> <p>Ben D to invite DM to meeting</p>
<p>4.</p>	<p>MINUTES OF LAST MEETING</p> <p>The minutes were approved, subject to removing the incorrect detail on p3: “for a term of 40 years from...”</p> <p>The confidential minutes were approved with no changes and will now be filed.</p>	<p>Kate N to amend and publish</p>
<p>5.</p>	<p>MATTERS ARISING</p> <p>Lucy will communicate with Jean Love to formalise the reallocation of Foundation parent governors as either PCC or Trustee appointments.</p> <p>LA governor: Lucy formally thanked Susan Chappell for her contribution as</p>	<p>Lucy M to speak to Jean Love</p>

	<p>LA appointed governor until December 2014.</p> <p>Co-opted governor: hopefully this vacancy will be filled by one of the two candidates present as observers, in time for the next GB meeting in June.</p> <p>LDBS governor: Jeff HW is kindly making some suggestions and these are being considered.</p>	Jeff HW
6.	<p>HEADTEACHER'S REPORT</p> <p>In addition to the report and attached documents, Stuart C made the following additional comments:</p> <p>Katie Varney has been appointed as Unit Leader and there is a meeting for Unit staff on Wednesday 4th March.</p> <p>The progress made by the eleven children receiving Art Therapy will be evaluated and an update will be provided at the June meeting.</p> <p>Q How are you going to measure progress? Recording emotional progress is very challenging. The therapists have been asked to write report on each child's progress.</p> <p>LM reminded governors that the cost of art therapy was noted in the recent financial audit.</p> <p>Q Are you planning to reduce the therapy provision? New children beginning therapy will be offered 6 weekly sessions. At the end of this time, parents will be given the opportunity to consider continuing at their own cost. If a parent is unable to pay and the therapy is making good progress, the school would consider extending the arrangement.</p> <p>Simon Minty is resolving the many complications with the IT contract. The tender document is now in place and a further update will be provided in June.</p> <p>Q Does the school require legal assistance in order to assist with the technical aspects of the contract? Not at present.</p> <p>Q Are we out of contract yet? The current IT contract finishes in July 2015.</p> <p>Some progress is being made with one child in Reception whose behaviour has required highly proactive intervention by staff. Recent meetings with family members, supported by a translator, have also led to progress.</p> <p>Q How is the school protecting potentially vulnerable members of staff? Two pregnant members of staff have been removed from any interaction with the child for their own protection.</p>	Stuart C

	<p><u>Update on PE Grant</u></p> <p>Q Can you account for the unallocated PE grant for this year? Further projects are planned for the rest of the year: more line marking and a mini trim trail for the middle site (currently seeking LA approval).</p> <p>Stuart C stressed the high standard of service provided by Elms Sports.</p> <p><u>Update on Pupil Premium Grant.</u></p> <p>Pupil Premium is now led by Richard Taylor, Assistant Headteacher. These children are monitored extremely closely, with all staff and TAs being fully briefed on the children and the initiatives in place to support them.</p> <p>Q Is the school following a framework (such as Graham Marriner’s Action Plan) for deciding how to allocate the large Pupil Premium grant received from the government and tracking its impact?</p> <p>Yes, Richard Taylor aware of the PP action plan that Graham Marriner mentioned recently as good practice. This includes some flexibility, for example Tom H explained that teachers are given a budget of £100 per child to support their individual interests eg music lessons.</p> <p>Governors expressed their satisfaction with the level of detail provided about pupil premium funds. They indicated their support of the decision to use some of the grant to support shared activities (eg trips and clubs).</p> <p>Q How does the school track the impact of the Pupil Premium grant?</p> <p>Lucy M pointed out that although our PP children do well in comparison to national levels, they are still behind their peers at school.</p> <p>Tom H explained that although the much quoted purpose of the PP grant was to ‘narrow the gap’, the school preferred to make its focus for PP children ‘reaching their own potential’. Governors accepted his reasoning and looked forward to further updates on Pupil Premium.</p> <p>Q Can you explain the apparent discrepancy between the budget sum provided in this report and the sum referred to in Finance Committee minutes?</p> <p>Last year’s figures were used as a guide for this year’s budget but when it was announced, the figure was £20k greater than previously thought, hence the disparity.</p> <p>Q Is the grant specifically for adopted children included in this figure?</p> <p>This grant is a separate amount of £9,500 which when added to the regular pupil premium takes the amount to around £52,700.</p>	
7.		
a.	<p>Full Governing Body</p> <p>Jonathan Jones explained that the proposed Code of Conduct (circulated) is based on a Richmond borough template, with one additional point concerning the responsibility that the school has to support the governors</p>	

	<p>while they are carrying out their business in good faith.</p> <p>Neil Stirling offered to look into the details of the Professional Indemnity Insurance which covers the work of individual governors on behalf of the school.</p> <p>Governors voted 11/12 in favour of adopting the code of conduct.</p>	<p>Neil S to check PI insurance for govts</p>
<p>b.</p>	<p>Admissions Committee</p> <p>Hugo Clark updated the governors on the current situation:</p> <p><u>Admissions Policy for 2016-2017</u> is currently out for consultation (ends on 10th March 2015). There were no material changes to this draft and no comments of objections have been received. The new admissions code makes necessary some additional mandatory changes, which are not subject to consultation. Full details can be found in Admissions Committee papers.</p> <p>The governing body ratified the policy subject to</p> <ol style="list-style-type: none"> a) No objections being raised by 10 March 2015 b) Mandatory changes being made as required. <p>The clerk will circulate the draft policy again after 10th March for information.</p> <p>The admissions list for 2015-2016 was submitted today, in advance of the deadline.</p> <p>Pan-London Admissions timetable update: there is a very short window between receiving the list of applicants and submitting the final list to the LA. Last year this led to an 'unminuted' committee meeting but this procedural error has now been corrected and signed minutes are on file.</p> <p>Q Is the number of applications for Foundation places on the increase?</p> <p>No, we now offer up to a maximum of 24 Foundation places but these are expected to reduce to approximately 14, due to offers from other schools being accepted in preference. This is approximately in line with previous years.</p> <p>Hugo expressed his thanks to Jeff HW who ensured that Foundation applicants were robust by chasing multiple documents on behalf of the school.</p>	<p>Kate N</p> <p>Kate N to file minutes</p>
<p>c.</p>	<p>Curriculum & Standards Committee</p> <p>Ben Driver explained that the committee had considered the schedule by which its policies are reviewed and made some changes. Full details in committee minutes. For greater consistency, the front page of each policy demonstrates the staff member responsible for the review and the date on which it took place.</p> <p>The following policies were presented and adopted by the GB:</p> <ol style="list-style-type: none"> 1. Acceptable Use and E-safety 2. EYFS (subject to minor change: Equal Opportunities statement to 	

	<p>move from p7 to p9)</p> <ol style="list-style-type: none"> 3. Curriculum 4. Sex and Relationships (subject to minor change: addition of 'where ever possible' on p4. 5. EAL 6. PSHCE 7. Drugs <p>Kate N to make these minor adjustments and publish policies online.</p>	Kate N
d.	<p>Ethos</p> <p>Jeff HW informed governors that the next committee meeting will be on Monday 9 March and the minutes will be circulated before the next full GB meeting in June. The committee's Terms of Reference were submitted and will be held by the clerk.</p>	
e.	<p>Finance</p> <p>Neil Stirling-Jones explained that monitoring reports will now be provided regularly to governors, giving a commentary on the 6th, 9th and 12th monthly figures.</p> <p>Finance Policy and Procedures document was circulated to governors and was noted and adopted at the meeting.</p> <p>Q Should we be concerned about the levels of expenditure especially relating to IT costs?</p> <p>No, the HT and SLT are held to account in each committee meeting and figures are examined in detail. Saving money where possible is a constant ambition but as 80% of the school budget goes on staffing, savings are sometimes difficult to achieve.</p> <p>Q Do we now have a better idea of the running cost of the middle site?</p> <p>Yes, Simon Minty is keeping a close eye on this and the expenditure is monitored regularly.</p> <p>Lucy explained that one of these costs is the Unit, which continues to be subsidised by the school. A meeting to discuss this situation with the local authority is imminent and governors will be updated at the next meeting.</p>	Lucy M to attend
f.	<p>Pay & Staffing</p> <p>There is a new Recruitment Process Document, produced by Simon Minty which will be circulated by Kate N after the meeting, for governors' information.</p> <p>New guidance on standards for Headteachers has been produced, listing the four main areas of evaluation to be</p> <ol style="list-style-type: none"> 1. Leadership 2. Accountability 3. Managing effectiveness 4. Ongoing improvement. <p>The guidance is non statutory and is not significantly different from previous standards.</p>	Kate N to circulate

g.	<p>Premises, Health & Safety</p> <p>Evacuation procedures have been tested by recent planned fire drills across all sites during lunchtime. Committee members met to evaluate the outcome and implement some small improvements (eg alarm in middle site hall is not loud enough).</p> <p>Critical Incident Plan has been reviewed and is being issued to the Senior Leadership Team and office staff. It will also be sent to the Chair and Vice Chair of the GB for their information.</p>	Kate N to circulate
h.	<p>Pupils, Parents & Community</p> <p>Lucy M reminded governors that a small change was made to the recently approved policy Supporting Children with Medical Conditions Policy (governors were informed at the time) to remove the mention of non-prescription medicines as this caused confusion for parents.</p> <p>Lucy M provided an illustration of the way that new policies are communicated to parents: the new Pupil Absence Policy was brought to the attention of the school community in an article in the newsletter and a separate mailing to all school parents.</p>	
i.	<p>Record of Visits</p> <p>Ileke Hilmy made numerous visits to the school in December in order to complete a comprehensive safeguarding audit. In addition to the detail on the audit report, she noted that:</p> <ul style="list-style-type: none"> • The school is very thorough in its approach to safeguarding • Staff receive safeguarding training every two years (statutory requirement is every 3 yrs) • The plan is for this audit to be carried out once a year, followed up with a further visit focussing on one aspect of safeguarding practice. <p>School Visits: Ben Driver plans to attend Pupil Progress meetings and participate in Learning Walks with the Senior Leadership Team. He will report back on these at the next meeting.</p>	Ben Driver to attend
8.	<p>ANY OTHER BUSINESS</p> <p><u>Disqualification by Association – new disclosure requirement</u> New supplementary guidance produced in February 2014 states that school does not need to ask all staff members to complete a new declaration form. Instead, the school must be clear about what it is doing to safeguard children and it is likely that the Safeguarding Policy and new Employment Contracts will need to be reworded to incorporate reference to the disqualification by association legislation.</p> <p><u>20 Questions for governors</u> It is important that the governing body evaluates itself. 20 questions for governors have been divided up and will be distributed to groups</p>	<p>Lucy M to pursue with Simon M</p> <p>Kate N to circulate</p>

