



Developing knowledge with understanding and wisdom

ST MARY'S CE PRIMARY SCHOOL

**Monday 22 June 2015 at 7pm
at the Junior Site**

Constitution, Membership and Attendance

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

Apologies: Anneliese Jacklin
Absent without apologies: None
Also attended: Associate Members Tom Holmes and Jane Tomlinson
Observer: Alexandra Hazard

	Father Jeff Hopkin Williams led the governors in prayer. The meeting began at 7.05pm.	
1.	<p>APOLOGIES FOR ABSENCE AND WELCOME</p> <p>The clerk received apologies from Anneliese Jacklin.</p> <p>Lucy MacArthur asked governors to agree to appoint Christina Sturge as our new co-opted governor. She brings strong HR skills to the governing body and will be mentored by Robin Shute. Governors approved her appointment.</p> <p>Alexandra Hazard was welcomed as an observer.</p> <p>HT thanked the governing body, Chair, vice chair and clerk for their hard work throughout the year.</p>	<p>ACTION</p> <p>Kate N to organise DBS check</p>

2.	<p>DECLARATIONS OF INTEREST</p> <p>No interests were declared. New governor Christina Sturge signed and returned the Register of Governors' Interests form to the clerk. From September a Register of Interests should be on the school website.</p>	Kate N to file and create register for website
3.	<p>SCHOOL IMPROVEMENT</p> <p>Report on Yr 5 Computing in Education</p> <p>Assistant Headteacher Richard Taylor presented the findings of this highly successful pilot scheme. He outlined the proposed provision, explaining the plan to use the chromebooks, laptops and learnpads across the school's three sites, according to their suitability. The proposal requires £60,000 investment.</p> <p>Governors had the following questions:</p> <p>Q Are there particular learning objectives that are most successfully met by chrome books, for example literacy or maths?</p> <p>The initiative has been successful across the board and in each instance (eg researching a history project or taking part in an interactive maths game) children have become more independent and resilient learners.</p> <p>Q The screens are small: is there a high chance of damage?</p> <p>The children are very proud of their devices: consequently they are careful with them.</p> <p>Q In what way do the devices encourage and support contributions from less confident children?</p> <p>One of the greatest successes of the pilot has been when a class works together on a document. This collaboration elicits comments from children who are too shy to put their hand up in class.</p> <p>Q How can you ensure e-safety in school?</p> <p>The collaborations are only possible within school. Outside chat rooms, Youtube etc have been disabled.</p> <p>Neil S commented that the information send out to parents on 22 May was very well structured however the funding requirement was not very explicit.</p> <p>Richard T reassured governors that FoSM were involved in the writing of the letter and were more than aware of their funding challenge.</p> <p>Governors thanked Richard T for his presentation and his contribution to St Mary's, wishing him well in his new school in Japan.</p>	
4.	<p>FINANCE COMMITTEE UPDATE</p> <p>Chair of Finance Committee Neil Stirling asked governors to note and approve the Lettings Policy and approve the final budget and covering note.</p>	

Lettings Policy

Governors voted to approve the new letting policy, but requested the following information:

Q How will safeguarding standards be maintained if outside parties are going to be allowed to use the Middle site out of hours?

Children will not be present when tenants are using the site. The types of organisations currently interested (eg Richmond Music Trust, Pilates instructors, football clubs) are considered appropriate and an assessment will be made each time the site is hired.

Q How will the school ensure that any commercial tenants are not in conflict with the school's Christian ethos?

Father Jeff HW urged governors to follow the example of St Mary's Church Hall and add an explicit statement to the policy to say that religious sects and political groups will not be considered.

Q Are we liable for the tenants while they are on site?

We are not liable: the tenant users will not be covered by our insurance.

Q Which caretaker would remain on site after hours?

It is likely that our current staff will have the opportunity to cover the extended hours if they wish.

Q How is the school advertising the availability of the space?

Channels include the FoSM facebook page, local enterprise organisations, via the school's parent communication system. Stuart C invited governors to suggest others.

Covering Note and Budget update

Neil S explained that he was required to come to the Governing Body for final approval for the budget.

Due to a combination of unanticipated additional oncosts, including significant new requirements from central government and some accounting issues which exaggerated income and underestimated outgoings, the school is preparing to write to the council to explain that it will be submitting a budget in deficit.

The figures required some detailed explanation and a full explanation was provided to governors before the meeting (cover letter).

Jonathan Rhoden LA Finance Officer, attended a meeting of the Finance Committee to understand the school's predicament:

The school's finances are stretched over the three sites; this very unusual situation requires some duplication of services to ensure the smooth running of the school. The Unit is split over two sites and continues to be supported financially by the school (£180,000 over the past 3 years). The Unit does not

Jeff HW to suggest wording to Neil S

All govs to suggest ideas to HT please.

<p>receive a split site allowance, unlike the rest of the school.</p> <p>When the Middle site was taken on, the 7 yr projection indicated peaks and troughs. We are experiencing a trough, unfortunately timed to coincide with other additional factors.</p> <p>Governors expressed concern and had the following questions:</p> <p>Q Have schools not received any warning about the increased costs from central government?</p> <p>The Finance Committee challenged Jonathan Rhoden on this at their meeting on 20 April 2015. It appears that there was some prior knowledge but this was not communicated effectively.</p> <p>Q Are the increased costs from LA a standard annual increase?</p> <p>No, this is an unusual increase: a 2.3% increase on top of the usual on-costs. Although nationally, these increased costs had been identified in September, the LA have not assisted local schools in preparing for the deficit.</p> <p>Q If every Richmond school is in a similar situation can the LA provide general guidance and is there an opportunity to collaborate?</p> <p>Yes, regular meetings of the School Business Managers' Forum are a perfect opportunity to get advice, collaborate and consider how best to absorb this.</p> <p>Lucy M added that Graham Willet (Director of Education Services) has confirmed that the school has acted correctly by identifying the problem with the budget early and by going to the LA for advice. The LA have assured the school that they are committed to providing support.</p> <p>Neil S reminded governors that the school is run very well and is highly successful. In addition to finding more income through letting the Middle site, savings must be found as part of a three year plan. The SLT have been asked to provide a revised staffing structure and staffing will be monitored carefully in order to identify savings in the next 2-3 years.</p> <p>The LA is due to come back to help look at the budget again and try to help identify areas for savings. It is important that the school demonstrates that it is committed to trying to reduce costs over time.</p> <p>One area of ongoing concern is the Unit. As a LA funded facility, this should not be subsidised by the main school however this has happened each year.</p> <p>Lucy M explained that due to a recent re-banding exercise, the Unit will bring in more LA funds, meaning that this year the school will subsidise £37,000, compared to c£70,000 in previous years.</p> <p>Q Is the LA proposing to support the school through this deficit?</p> <p>Graham Willett has clearly told us that the local authority will not close</p>	<p>SLT to present staffing structure to Pay & Staffing Committee</p>
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	HT thanked Simon M for many hours of hard work and many days in meetings to push this forward.	
5.	<p>MINUTES OF LAST MEETING</p> <p>Governors approved the minutes of the last meeting subject to small amendments as follows:</p> <p>Headteacher’s Report (6) – insert “been removed <i>from</i> any interaction...” Record of Visits (7i) – replace “visits to all sites” with “<i>visits to the school</i>”.</p>	
6.	<p>MATTERS ARISING</p> <p><u>Insurance for Governors</u> Simon M confirmed that Governors are covered by the school’s Professional Liability Insurance, as long as they are operating within their remit.</p> <p><u>Baseline Assessment</u> Ben D reported that Verity W and Danielle M had communicated their choice of provider (and the grounds on which this decision was made) to Curriculum and Standards Committee.</p> <p><u>Disqualification by Association</u> Lucy M clarified that the school has a duty to ask all members of staff to declare if they live with someone who has ever been disqualified from working with children. This must be minuted. Pay & Staffing Committee will add this to their annual work plan.</p>	Robin S to add to work plan
7.	<p>HEADTEACHERS REPORT</p> <p>HT presented the report and made the following comments:</p> <p>The fourteen members of staff leaving at the end of the term are all moving area or making career changes.</p> <p>All appointments for next year have been made, due in part to very early advertising (March and April). Recruitment is a very big issue at the moment and the school is looking ever further afield for its staff. Other local schools have reported not being able to fill places. The reasons appear to be cost of renting locally and the cost of travel.</p> <p>HT thanked the members of the Governing Body for their commitment to the school and their hard work through the year.</p> <p>Q How is the school continuing to commit to Three sites – One school, on the SDP?</p> <p>This is still a logistical challenge however every child in the school attended the Middle site for cookery lesson this term and children from each site have been visiting other sites for the house singing competition. These are recent examples of the continuing effort to ensure that children on each site feel part of one school.</p>	

8.	COMMITTEES	
a.	Full Governing Body	
i	<p>Progress on the SEF/SDP A meeting to assess the schools' progress against the SDP will take place on Thursday 2nd July. Jonathan J will attend with the Senior Leadership Team. Lucy M will contribute before the meeting. The SEF will be based on a careful analysis of the school' s achievements against the SDP. At this meeting, the SDP for 2015-16 will be determined. At the next full GB meeting (September 2015) we will receive the SEF and adopt the new SDP.</p>	
ii	<p>NGA award update Lucy M explained that the governing body we were shortlisted for this award but not selected as a finalist on this occasion. However, the school has been invited by Boris Johnson to join the Gold Club – an exclusive membership of outstanding schools.</p>	
iii	<p>Building Plans for Junior site</p> <p>The plans for the two new classrooms for the Junior site have been proposed. The classrooms will both be required from September 2017. The build will begin in January 2016. There is a public consultation planned for 3 July 2015. The school requires an agreement in principle from governors for the project to go ahead, on time.</p> <p>Governors were not willing to give approval on the basis of so little information and the view was expressed that any expansion could not be interpreted as an acceptance of the school's expansion beyond 3 form entry. The option of making one of the classrooms a demountable was discussed.</p> <p>Q Will the construction of two additional classrooms result in the school becoming a four form entry school?</p> <p>As a voluntary aided school we have the right to say no to increasing our intake, although the reality of this is that it is difficult to refuse places if we have empty classrooms. It could be argued that it would be against the ethos of the school to refuse. Governors expressed the view that building the additional classrooms might well make it more difficult to say no to expansion. A demountable classroom is intended to be used for 3 years then removed.</p> <p>Q Will this building work have any cost implication?</p> <p>There is no cost to us for the works and the staffing and running costs will be covered by the LA.</p> <p>Q Do the new buildings result in loss of space for other activities?</p> <p>The building work will create minimal disturbance: access will be through Orleans Park. The classrooms will occupy space that is currently a passageway.</p> <p>Q Is a permanent classroom better for children's education?</p>	

	<p>Yes, it is.</p> <p>Tom H explained that the bulge classes in recent years mean that the Middle site will be losing its DT/Cookery room to accommodate a class, unless we can use the Billiard Road at Amyand House (the former St Stephen's reception classrooms) .This was not foreseen when the facility was designed, as it is intended to be available for the whole school to use.</p> <p>Q Would it be better to set the school up as 4 form entry, in anticipation of these pressures?</p> <p>It is not physically possible for the school to take in 4 reception classes each year. At most, there would be enough room to accept a bulge class every 4 years.</p> <p>HT requested that governors provide feedback in order for the work to proceed.</p> <p>Governors agreed that a working party would be formed to look at the options. Hugo C and Ben D volunteered to be involved.</p>	<p>Working Party to meet with HT.</p>
iv	<p>School Journey for 2015/2016</p> <p>The GB is required by law to approve any school journey involving an overnight stay in advance, after being satisfied that all appropriate risk assessments etc have been carried out.</p> <p>The two annual trips to Sayers Croft (yr 4) and France (yr 6) take place in early September and mid June respectively. The risk assessments for each trip are, of necessity, only finalised a few weeks before departure. From now on the approval in principle will be added to the annual work plan of the Governing Body (September meeting). The approval of the actual risk assessments will have to be carried out by email due to the timings of our GB meetings.</p> <p>Ben D reported back on the feedback received from Yr 6 children recently returned from their trip to France:</p> <ul style="list-style-type: none"> • 100% said they had enjoyed the trip • 100% said that they would recommend the trip to others • 100% said that they had spoken French while on the trip. 	<p>Kate N to add to Full GB work plan</p>
v	<p>Ethos Committee and Pupils, Parents and Community Committee</p> <p>Lucy M requested that Ethos Committee consider taking on the wider remit of the PP&C work plan, and become Ethos and Community Committee. After a short discussion, it was felt that these additional matters would be a distraction from the Ethos Committee's fundamental objective which is to act as custodians of the distinctive Christian school ethos. It was concluded that PP&C Committee should remain a working party for the time being.</p>	
vi	<p>20Qs for governing bodies to ask themselves / 360 degree diagnostic</p> <p>Not all groups have returned their answers to the 20 questions. This item will be on the Agenda for September 2015.</p> <p>Lucy M thanked governors for taking part in the 360 degree diagnostic</p>	

	exercise, the results of which will be compiled and assist with identifying strengths and areas for development in the future.	
vii	<p>FoSM update and thanks to Polly Devereux</p> <p>The Governors expressed their thanks to Polly Devereux and the FoSM team this year. The Summer Fair was an enormous success and has raised over £11,000 (before expenses).</p>	
viii	<p>Succession Planning</p> <p>Lucy M and Jonathan J announced that they would not be seeking re-election to the role of chair and vice-chair in September. They urged all governors to consider whether they might be interested in applying and governors were asked to contact Lucy if they wanted more information about the role of chair.</p>	
ix	Confidential item	
b.	<p>Admissions Committee</p> <p>The school received 356 applications this year, as indicated in Hugo C's report which was circulated to all governors before the meeting. The summary document now compares the number of offers against the number of acceptances (figures in brackets on the spreadsheet).</p> <p>Hugo C made the following additional comments about this year's intake:</p> <ul style="list-style-type: none"> • Siblings do not come from far away. He noted that other local schools have set a 2km limit on siblings, to avoid this policy being exploited by families moving out of the area after their first child is accepted. • Ten Foundation places were given to children whose families worship at St Mary's church • There will be one appeal, to be held on Friday 10th July 2015 	
c.	<p>Curriculum & Standards Committee</p> <p>Ben D summarised the work of the committee and noted that next year they would like to spend some time looking at things that the school does as a matter of course; for example the Maths Bake-Off this term.</p> <p>Ben D and Ieke H are taking part in a Learning Walk across all three sites over three days this week and will feed back to Middle/Senior Leadership. He explained that their role was to review the work of the school, reviewing itself.</p>	
d.	<p>Ethos</p> <p>Jeff HW requested an INSET day half-day focus on 'what is different about a Church of England school', in order to nurture and encourage the staff to reflect and enhance the ethos of the school. This was agreed by HT.</p> <p>Jeff HW requested that the staff members on the committee should continue</p>	

	<p>next year in order to provide better continuity. This was agreed.</p> <p>The Trustees have offered funds to support the school's Christian ethos. A current proposal is for the display of the recently completed St Mary portraits on each of the three sites. Trustees' funds are also available for a social event in the Autumn term for Senior Leadership, Governors and Trustees. This was warmly welcomed by Governors.</p> <p>Q Is the initiative to hold separate services for the different school sites against the school's 'one school' objective?</p> <p>Jeff HW proposed to encourage families to worship together by holding one Sunday afternoon church service for families with children on each of the school's three sites in turn. This is because the church cannot accommodate children from all sites AND their parents at the same time.</p> <p>Q For how long will the school benefit from the current chaplaincy arrangement?</p> <p>The post will continue to be funded but some details may change. It is currently a part time position but the size of the school demands rather more time. Governors expressed their support for the school chaplain Piotr and the work that he does on all sites.</p>	
e.	<p>Pay & Staffing</p> <p>Robin Shute passed on his thanks to leke for her work on the committee minutes and work plan.</p> <p>A new item for the work plan will be to consider a new Grievance Policy to replace the LDBS version.</p>	Robin S – Policy to be reviewed
f.	<p>Premises, Health & Safety</p> <p>HT thanked Jane T for minute-taking at committee meetings this year. He then informed governors that a classroom on the Junior site had a curtain placed over its internal window, obscuring the view inside. This was considered a child protection issue and he recommended that it should be removed for the safety all users of the room, including the teacher. Governors approved the immediate removal of the curtain.</p>	HT will arrange removal of curtain
g.	<p>Pupils, Parents & Community</p> <p>No update this meeting.</p>	
h.	<p>Record of Visits</p> <p>Ben D noted his intention to review the way that Governors report to the full GB on their visits to school.</p> <p>Lucy M suggested that from next year all governors would be required to visit the school at least twice a year. This should be added to the work plan for each committee.</p>	Ben D to review Kate N to add to workplans
8.	<p>ANY OTHER BUSINESS</p>	

	<p>School Travel Plan – update</p> <p>This plan, demonstrating how the school promotes a healthy, sustainable lifestyle, has been updated by Johanna van Otterdijk</p> <p>Reminder about British Values (Ethos/Curriculum committees)</p> <p>Ben D and Ieke H are meeting on 8th July to take this forward. They should produce a draft statement about British Values which the Governing Body can consider with a view to adopting at the start of the next academic year.</p> <p>College of Teaching news item</p> <p>Ben D is an NGA nominated member of a selection committee responsible for appointing the founding board of 14 trustee directors of a new voluntary and autonomous College of Teaching, committed to supporting teaching in all schools, primary and secondary. Initiated by the Prince's Teaching Institute, the project is independent of government but has its support, and is the result of collaboration between a coalition of professional organisations, including almost every teaching union, working towards establishing a fully independent chartered association for the teaching profession.</p> <p>Thanks</p> <p>Lucy M thanked all governors, associates and clerk for their work throughout the year.</p>	<p>Ben D and Ieke H to circulate.</p>
<p>9.</p>	<p>NEXT MEETING</p> <p>Governors were given the provisional dates of full Governing meetings for 2015/2016:</p> <p>Provisional dates:</p> <p>Monday 21st September 2015 Monday 30th November 2015 Monday 29th February 2016 Monday 20th June 2016</p> <p>Jeff HW led governors in saying The Grace. Meeting closed at 9.41pm.</p>	<p>Kate N to diarise these dates</p>