



Monday 5th December 2016 at 7pm at the Junior Site

PARENT	CO-OPTED	LA	STAFF	HEAD TEACHER	FOUNDATION 8			
2	1	1	1	1	LDBS	PCC	Trustees	St Mary's Church
Richard Goatley	Christina Sturge	Anneliese Jacklin	Ruth Knight	Angela Abrahams	Alex Hazard	Neil Stirling	Ieke Hilmy (Vice-Chair)	Jeff Hopkin Williams
Ben Driver (Chair)						Robin Shute	Hugo Clark	
						Eloise Leeson	Katherine Cox	

Apologies: Richard Goatley
Absent without apologies: None
Also attended: Jonathan Jones, Tom Holmes (Associate Members)
 Kate Nepstad (Clerk)

		ACTION
	Father Jeff Hopkin Williams led the governors in prayer. The meeting began at 7.05pm.	
1.	<p>APOLOGIES FOR ABSENCE and MEMBERSHIP</p> <p>Apologies were accepted from Richard Goatley, who is undergoing treatment for a slipped disc. Governors passed on their best wishes for a speedy recovery.</p> <p><u>New Foundation Governor</u> Ben D welcomed Eloise Leeson, the new foundation governor, and asked that Jeff convey his thanks to the Trustees for her appointment. Eloise will be on Finance & Staffing and Curriculum & Standards committees.</p> <p><u>Associate Members</u> Governors approved the appointment of Jonathan Jones as Associate Member, Jonathan will continue to sit on Finance & Staffing Committee and he will continue to chair the Leadership Appraisal Group for this year. Governors also approved School Chaplain Piotr Ashwin-Siejkowski as an Associate Member,</p>	

	<p>with direct involvement with Ethos Committee. Governors noted that Danielle Maynard is now on maternity leave and relinquishes her Associate Member role.</p> <p>Finally, governors congratulated Ruth Knight (staff governor) on her temporary appointment as Acting Assistant Headteacher, replacing Danielle M during her maternity leave.</p>	
2.	<p>DECLARATION OF INTEREST</p> <p>No interests were declared. Eloise L submitted a declaration of interest form which will be filed and the information added to the summary on the website.</p>	KN
3.	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>The minutes of the meeting on Monday 19th September were agreed as a fair record and will be filed and published online.</p> <p>The confidential minutes of the same meeting were agreed as a fair record and will be filed in the confidential minutes folder at school.</p>	KN
4.	<p>HEADTEACHER'S REPORT</p> <p>The report had been circulated prior to the meeting except for the Grow baseline review which was tabled at the meeting and will be circulated with the minutes. Angela A summarised the findings of this review, which was carried out by Helen Ridding and Mark Newton (LDBS Senior advisers).</p> <p>The report has been shared with teaching staff and discussed at staff meetings. Its findings were similar to those of the School Improvement Partner in summer 2016. Therefore, most of the areas for development have already been identified ,added to the SDP for 16/17, and actions are already underway to make improvements.</p> <p>Q Does the review indicate that the school's Outstanding status is being maintained?</p> <p>Since 2011 there have been several changes to the inspection framework and of course many staffing changes. The advisers believe that if the recommended actions are implemented the school will return to outstanding levels of teaching and learning.</p> <p>Governors asked for clarification of the following details in the Headteacher's report:</p> <p>Q Is the number of total employees (89) a stable number?</p> <p>Yes. While lowering the number of TAs has been beneficial for the school's finances, number is unlikely to reduce further. In comparison with last year, the school is running with one less HLTA.</p> <p>Q What is the on-going problem with the drains at the Infant Site and how will it be resolved?</p> <p>Both playgrounds at the Infant Site have centrally positioned drains that flood whenever rain is heavy. Despite caretakers trying to sweep the water into other drains around the playground, this means that the playgrounds are sometimes out of action for children, leading to frustration for children and staff, inconvenience for parents, and the delay of FoSM- funded playground improvements. Under the PFI contract, we do not have to pay for a facility that is</p>	KN

	<p>out of use and therefore expect to be compensated. We have been told that the drains will be dug up over the Christmas holiday to resolve the problem..</p> <p>Q Does the 77 days of employee absence since September indicate a staffing problem? 47 days are support staff absences and although the school would obviously prefer it if this number was smaller, the absences are genuine and a vomiting bug has recently been rife within school, requiring 48hr absence due to our own policy.</p> <p>Q There are three teacher training students on site this term. Is this normal? Yes this is the usual number. There are generally five in total each year. There is a national teacher shortage and it is important to continue to provide this work experience opportunity to St Mary's University students.</p> <p>Q Apparently there is a national drive to increase funding for music in schools. Has the school received anything extra this year? No, not yet, although the school is aware of this publicised scheme.</p>	
5.	<p>SCHOOL DEVELOPMENT PLAN</p> <p>The updated SDP had been circulated with the papers for the meeting. Angela A pointed out the additional details added to Priority 1 (d):</p> <ul style="list-style-type: none"> • <i>'Ensure the gaps in achievement are no greater for pupils of English as an Additional Language (EAL), or whose background is: Any Other White (AOW); Any Other Asian (AOA); Any Other Black (AOB).</i> • <i>'Ensure PPG and SEN children make at least the equivalent progress to those groups nationally'.</i> <p>There will be sharpened practice for these groups of children. All class teachers and support staff know which of their children fall into any of these categories and they are specifically mentioned at pupil progress meetings.</p>	
6.	<p>SCHOOL DATA 2016</p> <p>The summary of school data from summer 2016 was circulated prior to the meeting, showing St Mary's results against the national and borough results in each category. Tom H reminded governors that this was the first year of using the new assessment methods.</p> <p><u>Data Scrutiny by Governors</u> Members of Curriculum & Standards committee attended a targeted training session led by Graham Marriner (LDBS) and felt that they had achieved a good shared understanding of the data, acknowledging that comparing results year on year was complicated by changes in assessment.</p> <p>Governors congratulated the school on many positive achievements but also acknowledged that the data highlighted that progress of disadvantaged children was lower than other groups.</p> <p>Q Why were the school's results in writing lower than for other subjects? Last year's writing assessment for KS 1 and 2 was changed from 'best fit' to 'absolute fit' (plans are to change it again for next year). This meant much</p>	

	<p>tighter marking of written work. The school was moderated and received good feedback about their moderation, yet the results were lower than for other local schools. Moderation is a national issue and Ofsted have already said that school data on writing moderation will be ignored when checking standards this year. Given the school's strong performance in writing in previous years it is unlikely that the data indicates a substantial weakness, however, the school has been proactive in putting measures in place to improve writing.</p> <p>Q What is the school doing to ensure that writing results are improved for KS1 and KS2?</p> <p>Writing is a focus for the whole school, not just Yrs 2 and 6. In EYFS, writing areas have been set up in each classroom and workstations have clipboards to encourage early writing activities. Handwriting is also a priority, partly to improve speed: data from last year indicated that children were being penalised for not writing enough in the time given. Examples of excellent handwriting are now featured in each classroom. Book moderation is also making sure that sufficient extended pieces of writing are being done across all three sites.</p> <p>In conclusion, governors agreed that they had full confidence that the school had action plans in place to address the areas of relative weakness indicated by last summer's data.</p> <p><u>Sunday Times League Tables 2016</u></p> <p>Q Why has the school's position in the Sunday Times' best schools league table dropped, given that the results in 2015 were our best ever?</p> <p>The criteria for ranking the school's results has been changed this year, creating an average score from a combination of Reading/Writing and Maths. This has led to the school appearing to rank lower in this year's figures.</p>	
<p>7.</p>	<p>PUPIL PREMIUM GRANT</p> <p>Governors noted the PPG impact report from September 2016, which is now published on the school website.</p> <p>Tom H explained that the numbers of children entitled to receive PPG is very small (currently 30), despite strenuous efforts to identify new families who may be eligible. Due to the small number, the school's relationship with these families is very strong and this enables each child's individual needs to be taken into account.</p> <p>Governors asked the following question:</p> <p>Q Given the high cost of Art Therapy, how confident are you that it is having an impact on outcomes for PPG children at school?</p> <p>5 or 6 PPG children receive Art Therapy this year. While formal assessment of impact is difficult, we believe it is having a good result which is measured in more than academic terms. It should be noted that the proportion of the PPG budget spent on this form of intervention has been significantly reduced this year. We have set time limits to the length of time that a child will receive this therapy before their needs are reassessed.</p> <p>Governors thanked Angela A, Tom H and their staff for the work that they are doing to improve the outcomes for these children.</p>	

8.	<p>DEFICIT RECOVERY PLAN</p> <p>Neil Stirling gave an update on the plan, although there has been little progress since the September meeting:</p> <p>After eighteen months of careful work on the Deficit Recover Plan, the latest version has been submitted to AfC, to be sent on to the DfE for consideration. We have not been told when we can expect to receive a response.</p> <p>AfC do not have the money to provide more financial support for the school, and as one of the first schools in deficit in the borough, they don't have lots of experience in how to respond. Changes at AfC have not helped, with many senior figures leaving (Nick Whitfield, Simon James etc) meaning a lack of continuity at a high level.</p> <p>We struggle to run three sites on the current funding formula, and although this formula is due to change (possibly resulting in the school receiving an extra £32k per annum), this will be offset by changes in AWPU funding which will result in us receiving approximately £32k less pa.</p>	
9.	<p>STRATEGIC VISION 2016</p> <p>Ben D had circulated a draft vision document prior to the meeting. After a discussion about the GB's vision for the school, governors noted the following:</p> <ul style="list-style-type: none"> • The text needs to be rearranged to be more succinct and inspiring • Actual vision is expressed under '5 Years' time' and the other text simply provides context • Possibly the most powerful expression of our vision is from the SIAMS inspector: 'Sustaining a culture that blends compassion with excellence' <p>ACTION: Ben D to reduce and reorder the text and send to Neil SJ for initial feedback, before bringing back to full GB in March 2017</p>	BD
10.	<p>CHAIR'S ACTION</p> <p>Action taken by the Chair on behalf of the governors was reported:</p> <p>Ben D and Angela A are engaging with local councillors to explain the difficult financial situation of the school and its unusual placing on three sites. Only one other UK primary school (in Sidmouth, Devon) has so far been found to have three sites. Ben D thanked Jeff HW for his help setting up a meeting with Tania Mathias, MP for Twickenham. Tania M will formally open the school fair on Saturday and has said that she will also attend on other occasions. Contact has also been made with Susan Chappell, former St Mary's governor and Twickenham Riverside councillor, and three other councillors.</p> <p><u>St Mary's Fund</u></p> <p>The working party has met once and is about to do so again to agree further communication with parents and the charitable status of the fund. Governors questioned the timing of the letter, arguing that the pre-Christmas fortnight is not the time for families to give generously to school. However, it is the opinion of the school that parents would like to know the financial situation and this letter forms an important and timely part of a wider communication strategy.</p>	

	<p>Whenever the draft letter is agreed, it will be shown to the GB prior to circulation to parents, so that they can respond to any questions in the playground.</p> <p>ACTION: Angela A to share the agreed letter with governors this week, before circulation.</p> <p>The working group for St Mary's Fund met in November and their minutes were circulated to governors prior to the meeting. The next meeting is on 6th December and the intention is to look in detail at different ways of raising funds and how to manage the fund. The Working Group will report back to Finance & Staffing Committee in February 2017.</p>	AA
11a.	<p>COMMITTEE FEEDBACK</p> <p>Admissions Committee</p> <p><u>Admissions Arrangements 2018/19</u> There are no fundamental changes to the arrangements this year except for a slight clarification around the exceptional medical needs category, to avoid confusion.</p> <p><u>Proposed Admissions Arrangements 2019/20</u> Two significant changes are being considered by the committee: 1. Adding a third category for foundation place applications, for 'any other Christian denomination' 2. Adding a new oversubscription criterion: children of staff.</p> <p>These proposed changes and the motivation behind them will be discussed fully at the summer meeting of the FGB. In the meantime Hugo C will carry out some research into other local schools' arrangements and report back.</p> <p>ACTION: Admissions Committee to bring their proposed changes to Full GB in Summer 2017.</p>	HC
11b.	<p>Curriculum & Standards Committee</p> <p>This committee will monitor the school's progress against its own targets under School Development Plan Priority 1: Standards and Priority 4: Embedding the assessment framework.</p> <p>No update other than as provided under item 6.</p>	
11c.	<p>Ethos Committee</p> <p>The Committee continues to oversee Collective Worship policy, Religious Education and promoting the Christian ethos at school. The work of the school chaplain is monitored by this committee. The committee is encouraging the use of more LDBS resources material for teachers. Angela A and Jeff HW will be revisiting the ethos and mission statement in the New Year.</p> <p>ACTION: Angela A and Ben D are asked to write a letter to the Trustees to request the continued funding of the school chaplain role.</p>	BD/AA

11d	<p>Finance & Staffing Committee</p> <p>Papers received by governors before the meeting included 7 month monitoring documents, commentary and Budget Group summary. The merging of Finance Committee with Pay & Staffing has resulted in a new TOR and new working arrangements, with a dedicated Budget Group reporting into Committee at every meeting. The current position indicates a more favourable year end than last year's predication. Finance Committee continues to monitor SDP Key Priority 2: Finance.</p> <p>F&S Committee noted the school's concerns that the staffing cuts of last year have now left the school with a model that is not sustainable in the long term. Tom H explained that Senior Leaders are taking on multiple roles to save costs but any further cuts would have a damaging effect on the school's fundamental operations and therefore on the school's ability to provide excellent outcomes for children.</p> <p>F&S Committee has approved the school entering a contract with SchoolsPlus, who will manage lettings across the three school sites, out of hours. The details are still being negotiated but governors agreed that this could be a very good investment for the school and generate some much needed additional income.</p> <p>ACTION: Committee members to provide approval to proceed by emailing Simon Minty.</p>	F&S Committee
11e.	<p>Safety & Community Committee</p> <p>The merging of Pupils, Parents and Community, and Premises, Health & Safety committees has resulted in a new TOR and standard items being considered at every meeting (safeguarding, fire drills, FoSM etc). This committee will monitor the SDP Priority 5: Engagement.</p> <p>In order to comply with the school's own Equality Action Plans, a Disability Equality Committee has been established to meet annually and review the Accessibility Plan and other equality documents. This small group (led by the school SENCos and including a parent volunteer) will feed back to S&C committee in March 2017.</p>	
12.	<p>POLICIES AND DOCUMENTS TO BE APPROVED BY FULL GB</p> <p><u>Admissions Arrangements 2018/19</u> Governors approved the document. As the small changes to the wording of the arrangements were for clarification only, they are not considered material and therefore there is no requirement to consult on this a proposed document this year.</p> <p>ACTION: The determined arrangements will now be filed with the LA and published on the school website.</p> <p><u>PPG Impact Statement September 2016</u> Governors noted that this document has been published on the school website</p> <p><u>SEND Information Report September 2016</u> Governors noted that this document has been published on the school website.</p>	KN

13.	<p>GOVERNOR VISITS</p> <p>Alex Hazard's monitoring visit on Computing had been circulated prior to the meeting. There were no questions.</p> <p>Governors are reminded that if they are named either on the SDP or designated responsible for other items eg PE, PPG, they should arrange visits to monitor progress. Please contact Angela A via the school offices at arrange a convenient time.</p>	
14.	<p>GOVERNOR TRAINING</p> <ul style="list-style-type: none"> • Ben D and Alex H attended LDBS HT Performance Management training on 22nd September 2016 • Ruth K and Eloise L attended the LDBS Introduction to Governance training on 24th November 2016 • Alex H completed the H&S online GEL training in November 2016 	
15.	<p>CLERK'S UPDATE</p> <p>Governors were reminded to let the clerk know about training undertaken, to that it can be added to the log.</p> <p>In an effort to prioritise business at full GB meetings, committee reporting should be streamlined. Minutes will be circulated with FGB papers but only policies requiring full GB approval will come to FGB. Instead, committee papers will be circulated by email to all governors, but clearly addressed to committee members. It is hoped that this will enable all governors to:</p> <ul style="list-style-type: none"> • Have a greater awareness of the work going on in each committee • Not rely on FGB to keep informed about work at committee level • Manage workload more effectively and ensure that work is delegated to committee where appropriate • Avoid duplication and reduce the length of full GB meetings. <p>ACTION: Governors agree to try this for one term and provide feedback to the clerk before the meeting in March</p> <p>The annual 'Snapshot' document is in the process of being compiled and will be sent to all governors next week.</p>	ALL
16.	<p>ANY OTHER BUSINESS</p> <p>Ben D spoke on behalf of all the governors and thanked Tom H for his many years of service to the school, especially leading the school through a difficult time last year, with his customary grace and energy. We wish him all the best in his new role of Headteacher of Allfarthing School, Wandsworth.</p> <p>Ben D commented that our school motto, Conemur ('We will try'), is unlike many other schools whose motto is based on the aspirations of the individual. Instead, the whole St Mary's community (pupils, staff, parents and governors) will try together, for the good of everyone.</p>	
	Jeff HW closed the meeting with a prayer at 9.20pm	
17.	<p>NEXT MEETINGS</p> <p>Monday 20th March 2017 at 7pm Monday 19th June 2017 at 7pm.</p>	

GB Actions from this meeting

5.12.16

Minute	Action	Assigned	Update	Completed?
05.12.16 4	Circulate the Grow report to governors with the draft minutes	KN	Circulated	Completed
05.12.16 9	Reduce and reorder the draft Strategic Vision text and send to Neil SJ for initial feedback, before bringing back to full GB in March 2017	BD		
05.12.16 10	Circulate the agreed St Mary's Fund letter to governors before circulation to parents	AA	Circulated	Completed
05.12.16 11a	Admissions Committee to bring their proposed changes to the arrangements to FGB in Summer 2017.	HC	Summer 2017	
05.12.16 11b	Angela A and Ben D are asked to write a letter to the Trustees to request the continued funding of the school chaplain role.	AA/BD	Done	Completed
05.12.16 11d	F&S committee to provide approval to proceed with SchoolsPlus contract by emailing Simon Minty.	F&S committee	Done and added to Lettings Policy	Completed
05.12.16 12	The determined admissions arrangements for 2018/19 will now be filed with the LA and published on the school website	KN	Awaiting LA approval	