

ST MARY'S CE PRIMARY SCHOOL

Minutes of the meeting of the Governing Body held at 7pm on Monday 1 December

Constitution, Membership and Attendance

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

Apologies: Jeff Hopkin Williams
Absent without apologies: None
Also attended: Associate Members: Piotr Ashwin-Siejkowski, Tom Holmes, Jane Tomlinson. Kate Nepstad (Clerk)

	<i>In the absence of Jeff Hopkin Williams, the governors were led in prayer by Piotr Ashwin-Siejkowski.</i>	
1.	APOLOGIES FOR ABSENCE	ACTION
	The Clerk received apologies from Jeff Hopkin Williams, due to a sudden bereavement. The apology was relayed by Ieke Hilmy and accepted by the Governing Body. Lucy MacArthur introduced Katherine Cox and governors welcomed her and introduced themselves.	
2.	DECLARATIONS OF INTEREST	
	No interests were declared. New governor Katherine Cox signed and returned the Register of Governors' Interests form to the Clerk.	Kate N to file
3.	A PRESENTATION ON ETHOS	
	School Chaplain Father Piotr Ashwin-Siejkowski presented his findings on Christian Values in our school.	

	<p>1) He gave examples of activities that built a strong relationship between school and church; eg Messy church, Light-up event.</p> <p>2) He illustrated that attention is given to every individual child: He showed a collage of questions about God, written by junior site pupils. Every question was answered, ideas provided for where to go for more information and prayers, especially if children were worried.</p> <p>3) He explained that prayer boxes had been made with children with additional needs from the Unit on the middle site. These boxes connected with their families and prayers: expressions of happiness.</p> <p>4) All 3 libraries have well marked areas for their Christian ethos books: now some DVDs have been added, for children to borrow.</p> <p>Plans for Spring 2015</p> <p>i) Mary our Patron – encouraging children to produce pictures</p> <p>ii) A study afternoon for teachers?</p> <p>Q How do you strengthen the school's ethos through Collective Worship?</p> <p>Piotr AS responded that this is not done by passing on information to children about Christianity; rather it is strengthened by providing an opportunity for reflection and giving children a very short experience of meditation. In this way, our children are supported in their stillness and silence in the presence of God.</p> <p>Q You have given examples from the middle and junior sites. How does this translate at the infant site?</p> <p>Father Piotr explained that with our youngest children, it is most important for him to be present in the classrooms 'with a smile'. This is the best way to begin a positive relationship.</p> <p>Stuart Campbell and Lucy MacArthur thanked Father Piotr for his positive impact with the school community: not just the children but also parents and staff.</p>	
<p>4.</p>	<p>RECONSTITUTION</p> <p>The Local Authority has approved our reconstitution and our new IOG will date from today. Immediate impact:</p> <p>1) Jane Tomlinson and Tom Holmes will become Associate Members . It is hoped that they will remain fully engaged at committee level but will no longer have voting rights at full GB meetings.</p> <p>2) Some of the Foundation parent governors will need to be re-allocated as either PCC or Trustee appointments. Lucy M has been reassured that this is a formality and will be confirmed by Jean Love and the Trustees</p> <p>Lucy M clarified that the circulated Instrument of Government retains the same standard wording from the LDBS, including the reference to the Archbishop and the Ethos statement, which remains unchanged.</p>	<p>Kate N to update the GB list</p> <p>Lucy M to pursue with Trustees</p>

	The new Instrument of Government was accepted by the full GB.	
4a.	<p>CODE OF CONDUCT</p> <p>Jonathan Jones commented that this document was a mixture of conduct and procedural issues and he recommended that it should be reviewed prior to signing. He commented that it was explicit about what the school could expect from governors but not vice versa: how will the school support governors carrying out their duty, in the case of a complaint being made against them?</p> <p>Lucy M clarified that this document was produced two years ago as part of the induction pack for new governors. It was decided that it needs to be reviewed prior to signing.</p>	Jonathan J to revise the Code of Conduct
5.	MINUTES OF LAST MEETING	
	<p>Lucy M pointed out that the GB was committed to publishing the minutes of the full GB meetings on the school's website, in accordance with best practice. From now on, once the minutes have been approved, they will be published online. Any confidential sections will be omitted.</p> <p>The minutes were agreed.</p>	Kate N to arrange publication online
6.	MATTERS ARISING	
6.1	<p>Able and Talented</p> <p>Subsequent to the full GB meeting in September, Jonathan Jones offered to become the designated governor for Able & Talented. His offer was accepted.</p>	
6.2	*CONFIDENTIAL ITEM*	
6.3	<p>The Lease</p> <p>As recently communicated to governors by email, the middle site lease has now been signed. Ben Driver thanked Hugo Clark on behalf of the governors for his work securing the lease, which runs from 1st Sept 2009 until 31st August 2052.</p>	
7.	<p>HEADTEACHER'S REPORT</p> <p>Stuart C presented his report and provided governors with some more details:</p> <ol style="list-style-type: none"> 1. Art therapist work is to be paid for from Pupil Premium (and other funds) 2. 120 reception intake has worked well, especially due to flexibility of staff and using two entrances. 	

	<p>Update on staffing issues:</p> <ul style="list-style-type: none"> • Yr 1 teacher left at short notice and the class is being covered initially by a part-time member of staff. • A Reception teacher has been ill and being covered by a supply teacher. • Lead professional for the UNIT – this job is being advertised • Assistant HT- Internal recruitment only: interviews to be held next week. <p>Q. Is the Assistant Headteacher a new post and how does the role relate to the current deputies?</p> <p>600 children require more senior staff. This role will support the two Deputies (currently 1 full time and 1 part time).</p> <p>Q. What CPD training have staff recently received and what impact has it had?</p> <p>Stuart C will give a full CPD report to governors in March 2015 and will include details of CPD training and its impact in subsequent HT reports.</p> <p>Q. In the recent Financial Audit, what grade did the school achieve?</p> <p>The auditor was provided by the borough and was meticulous. The school received a “substantial’ grading. The highest grade is “significant”.</p> <p>Q. Did the school receive any recommendations about areas for improvement?</p> <p>Yes. All recommendations are being considered.</p> <p>Stuart C noted that Simon Minty (School Business Manager) and Denise Donald (Finance Manager) had done an excellent job and were an asset to the school.</p>	<p>Stuart C to provide in March 2015</p>
<p>8.</p>	<p>SCHOOL DATA</p> <p><u>Attainment Data</u> Tom H explained the data (tables attached with Agenda), showing attainment at KS 1 and 2. He demonstrated where the children performed better than the borough average and noted that Richmond is the highest achieving borough in the country.</p> <p>Q. What is the best way of representing this data to governors? Should we be looking for trends?</p> <p>Tom H explained that attainment trends can be misleading, because each year’s attainment levels will depend on the individual cohort. One ‘bumper’ year makes the following year’s results appear to be a downward trend. It is more helpful to talk about maintaining high standards and concentrating on progress made.</p>	

<p>Q. As governors, how can we use this data to challenge the school's performance?</p> <p>Tom H answered that comparing school levels to the borough levels is helpful but remember that this data only shows attainment. Stuart C recommended the Raise online data to governors.</p> <p><u>Progress Data</u> Tom H pointed out that data relating to progress at KS2 does not show children who enter the school from elsewhere without KS1 data. However, we can provide overwhelming evidence of children making expected and more than expected progress.</p> <p><u>Data matrix</u> This provides evidence of the heavy tracking of Pupil Premium children (yellow on the matrix) and yr 4 data (this cohort are being monitored closely to maximise their progress since KS1).</p> <p>Q. How do we manage to get school's KS1 Reading levels 3+ ahead of the borough's average?</p> <p>Katy W (English Co-ordinator): Guided reading has been used to target this area of relative weakness and children in this cohort already show great progress in their sight reading and decoding skills. One explanation for this data is that the school has not had so much time to make an impact by KS1. School is confident that this cohort will show progress by KS2.</p> <p>Q. What effect do children with English as an Additional Language have on this data?</p> <p>Susan Chappell commented that often these children were often not supported by spoken English at home. This can have a major impact, despite substantial input during school hours.</p> <p>Q. Do you have a marker for progress on children with EAL?</p> <p>No, the numbers are small but increasing, as our overall numbers increase.</p> <p>Q. If the whole borough has a high level in a particular area, does this show that government has set the level wrongly?</p> <p>Possibly. Some children start Yr 6 being already at level 6.</p> <p>Q. Why are our targets for KS1 Reading lower than the borough average?</p> <p>This target will be reviewed next term.</p> <p>Ben D congratulated Tom H on his presentation of the figures and for the excellent results.</p> <p>Stuart C reminded governors that these fantastic figures are also due to the high calibre of our teachers. The school has been recognised locally (one of only a handful of schools to receive a letter from the borough after</p>	<p>Kate N to provide gobs with access to Raise online, on request.</p>
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	<p>excellent SATS results) and the high attainment levels are also reported in national league tables: it is noted that many parents use the OFSTED dashboard facility to compare schools.</p> <p>Tom H clarified the figures and spoke of the challenges ahead:</p> <ul style="list-style-type: none"> • There will be no levels • Standard scores will end after our current KS2 • No certainty about how the raw scores will translate into an overall score • There will be no more level 6 papers, instead these types of questions will appear on the general papers • Mental maths will be replaced by mental arithmetic. <p>Stuart C reassured governors that the school will continue with the current levels until a workable alternative has been suggested.</p> <p>Q When will the ‘no levels’ framework come into being?</p> <p>From January 2015, schools have been advised to consider new systems. The SATs in May will be the last ones with the ‘old’ levels.</p> <p>Ben D reminded governors that Curriculum & Standards committee will be considering these problems, including how best to represent our data when there are no standardised levels against which to compare our results.</p>	
9.	COMMITTEES	
a.	<p>Full Governing Body</p> <p>Lucy M requested permission to circulate the Strategic Vision summary and make it available online. Amendments were suggested by governors and noted by the clerk. Any further amendments to be forwarded to KN by the end of Wednesday 3rd December.</p> <p>Lucy M explained that she has nominated the GB for Outstanding Governance Award and will keep governors informed.</p>	<p>Kate N to reissue amended summary on Thursday</p>
b.	<p>Admissions</p> <p>There will be no fundamental changes to the Admissions Policy for 2016-2017. An explicit reference has been inserted into the text to clarify that foundation applications must either worship at St Mary’s or live within one of the three local parishes, if they worship elsewhere.</p> <p>Good practice requires that there is an 8 wk consultation period.</p> <p>Orleans Park has recently changed its Admissions Policy to accept children of staff who work at the school. This is not thought to be relevant for St Mary’s at the moment but will be kept under review.</p> <p>There was unanimous support for the Admissions Policy 2016-2017.</p>	<p>Kate N to publish Admissions Policy after consultation period.</p>

c.	<p>Curriculum & Standards</p> <p>Ben D reported on the success of having Katie Stout to attend the last meeting and he will invite a Middle Leader to attend the meeting next term.</p> <p>He spoke to Richard Taylor about Computing and the new ICT contract. Richard T has gathered lots of feedback - Ben D reported that he was very impressed about the amount of thought going into the trial, which only started in September.</p>	
d.	<p>Ethos</p> <p>Ieke H reported that the amended Ethos statement will go onto the website. The Terms of Reference has been under discussion and will be presented for approval at the next meeting. This Committee will consider 'British Values' at the next meeting.</p>	<p>Lucy M to circulate new guidance on British Values</p>
e.	<p>Finance</p> <p>Neil S reported that there has been no meeting since the last full GB meeting in September. However, the six-monthly monitoring has been circulated to committee members and will be discussed at the meeting on 10 December 2014.</p>	
f.	<p>Pay & Staffing</p> <p>Robin Shute reported that the committee needed to finalise figures for the Headteacher and Deputy HT. At the next meeting, Simon Minty will report on the school's recruitment process. The CPD Policy is due for review this year.</p>	<p>Tom H to review or delegate.</p>
g.	<p>Premises, Health & Safety</p> <p>Katy W noted the helpfulness of new member of staff Johanna van Otterdijk. The missing H&S audits have not been found. 14Forty should be in touch about the cctv system at the junior site. The Terms of Reference were agreed.</p> <p>A discussion around the designation of Fire Wardens resulted in the following conclusions:</p> <ul style="list-style-type: none"> • The two PFI sites have Fire Officers. • Marshall training is not necessarily required but someone needs to be responsible in case of fire emergency. • Currently, the Senior Leader on site is in charge in case of fire. • Office staff on each site have a comprehensive procedure which ensures that the children are not in danger • Fire drills are carried out every term and will now also take place at lunchtimes in addition. 	<p>Johanna VO to pursue 14forty about cctv</p> <p>Clarification required from Johanna VO</p> <p>Stuart C to ensure this takes place</p>
h.	<p>Pupils, Parents & Community</p> <p><u>Sayers Croft Feedback</u></p>	

	<p>Lucy M questioned whether governors were happy with this level of feedback, given that in previous years parents and children completed a long questionnaire. It was agreed that the feedback was sufficient for this year.</p> <p><u>Child Protection Policy</u> was approved by a unanimous vote, subject to the following amendment:</p> <p>4.3 remove the sentence ‘each pupil designates three...’ and replace to describe current procedures.</p> <p><u>Safeguarding Policy</u> was approved by a unanimous vote.</p> <p>Katherine C queried whom had received training to deal with sensitive issues such as FGM (female genital mutilation). Stuart C reported that he had received relevant training but would be happy to pass on to a female member of staff if this was deemed more appropriate.</p> <p><u>Absence Policy</u> was approved by a unanimous vote</p> <p>Ileke Hilmy queried the fact that only ½ day absence for a medical appointment will be authorised. Lucy M explained that St Mary’s is able to use its discretion, and this is reflected in the policy. Stuart C explained to governors that authorising absence is often a difficult judgement: for example children taking part in pantomimes etc can do so, but only if it is not detrimental to their education.</p> <p>LM clarified that the law changed in 2013 and the option to impose penalties for unauthorised absence has been in place in our borough since September 2014. Only 2 schools in the borough have chosen to pursue this penalty. St Mary’s is not pursuing this option following consultation with governors.</p> <p><u>Data Protection Policy</u> was approved by a unanimous vote.</p> <p><u>Supporting Pupils with Medical Conditions</u> – this policy was approved by a unanimous vote.</p>	<p>Kate N to check format and publish these 5 ratified policies as required.</p>
<p>i.</p>	<p>Record of Visits</p> <p>Ileke H clarified that her Safeguarding visits would be continuing at the middle site on Friday 5th December, accompanied by Lucy M.</p> <p>Simon M will be asked to chase up the agency about DBS checks.</p>	<p>Kate N to refer to Simon M</p>
<p>10.</p>	<p>ANY OTHER BUSINESS</p> <p><u>Committee Minutes</u></p> <p>Governor Support is advising all clerks to ensure that committee minutes are signed by the committee chairs and stored centrally. Kate N provided some options for how this would be done. Governors agreed to sign minutes at each full GB meeting, and the signed minutes will be kept in the</p>	<p>Kate N to ensure these recommendations are followed.</p>

	<p>paper file with the other GB paperwork.</p> <p>Further advice from the clerk was to make sure 'Declaration of Interest' is a standard item at the top of committee agenda.</p> <p><u>Training</u></p> <p>Neil Stirling explained that training undertaken prior to January 2011 has now been removed from the live training record for governors. Neil S reminded governors that training is online, free, often 2 hours in an evening. NS to re-circulate details to encourage more take up.</p> <p>Ieke H particularly stressed the need for more governors to sign up for Safer Recruitment training.</p>	<p>Neil S to circulate training details</p>
10	<p>AOB</p> <p>The membership of H&S Committee will remain the same but Stuart Campbell is to be committee chair, effective immediately.</p> <p>Stuart C would like a governor with business experience to work with him on the afterschool club planned for the middle site. This is being set up not as a money-making venture but to provide help that many parents need. Robin S volunteered to help.</p> <p>Governors thanked Lucy for the Christmas drinks and the governors' snapshot document.</p>	
11.	<p>NEXT MEETING</p> <p>The next meeting will be held at 7pm on Monday 2 March 2014. The meeting finished at 9.25pm.</p> <p>Governors joined in saying The Grace.</p>	
	<p>Subsequent to the meeting Lucy reminded governors that this was Susan Chappell's last meeting. She will be formally thanked at the next full meeting.</p>	