

FULL GOVERNING BODY MEETING

Monday 4th December 2017 at 7pm at the Junior Site

PARENT	CO-OPTED	LA	STAFF	HEAD TEACHER	FOUNDATION 8			
					LDBS	PCC	Trustees	St Mary's Church
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Natalie Robinson	Christina Sturge	Anneliese Jacklin	Ruth Knight	Angela Abrahams	Alex Hazard	Neil Stirling	Ieke Hilmy (Vice-Chair)	Jeff Hopkin Williams
Ben Driver (Chair)						Robin Shute (from item 5)	Hugo Clark	
						Eloise Leeson	Katherine Cox	

Apologies: Piotr Ashwin-Siejkowski (Associate Member)
Also attended: Jonathan Jones, Rhys Williams (Deputy Headteacher) (Associate Members)
 Kathryn Elliott (Acting 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 for absence were received from Piotr Ashwin-Siejkowski. Robin Shute arrived at 7:30pm.</p> <p>Governors congratulated Natalie Robinson on her successful election as Parent Governor and welcomed her to the Governing Body. Governors thanked Ieke H for agreeing to continue as Foundation Governor for another four year term. Governors agreed the reappointment of Piotr A-S as Associate Member for this year. Governors thanked Neil Stirling and Jonathan Jones for their longstanding service to St Mary's, since this was their last meeting.</p> <p>Ben D also welcomed Acting Clerk Kathryn Elliott, former St Mary's parent and Clerk at Bishop Perrin, who had kindly stepped in to cover this meeting.</p> <p>Ben D asked whether governors were happy for their contact details to be shared within the GB. Governors agreed this provided the information is not shared outside the GB. Governors were asked to let Ben D know of any</p>	

	<p>corrections to their contact details.</p> <p><u>Committee memberships and designated governors</u> A revised list of committee memberships and designated roles for 2017/18 was circulated and noted by all present. Ben D thanked Anneliese J for agreeing to chair the Finance and Staffing Committee. A vice chair is needed for the Curriculum and Standards Committee and Ben D asked volunteers to contact him. St Mary's PCC is seeking to appoint a new Foundation Governor who it is hoped will be able to join the Finance and Staffing and Safety and Community Committees. Hugo C has agreed to be designated governor for Governor Training and Ieke H to be designated governor temporarily for PE.</p> <p>It was noted that the Admissions Committee is low in numbers and thought should be given to succession planning.</p>	ALL
2.	<p>DECLARATIONS OF INTEREST</p> <p>There were none.</p>	
3.	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>The minutes of the meeting on Monday 18th September 2017 were accepted as a fair record and will be filed and published online.</p> <p>Matters Arising from the minutes:</p> <p><u>Strategic Options</u> Neil S-J advised that the Finance and Staffing committee has modelled some of the long term strategic options for St Mary's future referred to in the minutes of the FGB from 19th June 2017. Further work is ongoing and Neil S-J will pass details to Anneliese J.</p> <p><u>Application to Schools Forum</u> Angela A said she had emailed the Schools Forum at the end of November for their response to the school's request for funding and support but has not yet received a reply. This item is ongoing.</p>	<p>BD</p> <p>NSJ/AJ</p>
4.	<p>HEAD TEACHER'S REPORT</p> <p>The report had been circulated prior to the meeting. Governors asked the following questions:</p> <p>Q How did teachers respond to the INSET day on Writing our own Curriculum? National Curriculum Guidelines now allow greater creativity to develop new themes in subjects (other than English and Maths). The INSET was well received and staff are very positive about having a greater say in what they are teaching.</p> <p>Q Is there a reason for the decline in the percentage of children receiving Free School Meals this year? There is no obvious reason but it impacts the amount of Pupil Premium Grant the school receives and the school encourages parents to apply.</p> <p>Q Is the uplift in staff costs following the annual appraisal round a cause for financial concern?</p>	

	<p>No, since this scenario has already been allowed for in the budget.</p> <p>Q What is the school doing over the long-term to tackle the maintenance issues at the Middle Site? The issues are the plumbing and the roof, which was not replaced/renewed when the building was remodelled as a school. A significant sum has been allocated from the St Mary's fund to pay for repairs. A schools surveyor has visited the site and is obtaining quotes for the costs of repairs. The school will submit a bid to the LDBS Maintenance Fund, though a response is not expected until July 2018.</p> <p>Q Was there a warranty on the building when it was handed over to the school after remodelling? There was a one year warranty. Unfortunately the problems with the roof began only a few weeks after this expired.</p> <p>Governors noted the school's current capacity, 660 including a bulge class, and its current school roll, 653.</p> <p>Ben D thanked Angela A for her report and for all the work it represents over this term.</p>	
5.	<p>SCHOOL IMPROVEMENT PLAN (SIP) 2017/18 and Self-Evaluation Form (SEF) October 2017</p> <p>Copies of both documents had been circulated before the meeting.</p> <p>Angela A told governors that a change had been made to the SIP following the external review of governance; the monitoring role of governors has been made more explicit. She also pointed out that the SEF represents a snapshot rather than describing everything the school does. It has been developed by Angela A and Rhys W with input from Helen Ridding, LDBS Primary School Advisor. EYFS baseline assessments have just been received and will be added to the SEF by January.</p> <p>Governors asked the following questions:</p> <p>Q What is the picture for the Borough and would OFSTED be comparing the school against the Borough or nationally? Levels of SEND, EHC plans and tribunals are generally higher for Richmond Borough than for other London boroughs. The increased size of the school means that it now draws in pupils from greater distances and a more diverse population. This may affect its ability to reach high attainment targets but does not reduce its ambitions and good progress is still expected. OFSTED will recognise this.</p> <p>Q Is evidence of good progress well highlighted? The school has evidence of pupils who have achieved excellent progress which it can highlight.</p>	
6.	<p>EXTERNAL REVIEW OF GOVERNANCE</p> <p>Ann Short, an independent consultant commissioned by the LDBS, visited the school in October. She interviewed a number of governors and members of staff, and attended part of a Finance and Staffing committee meeting. Her report and a draft action plan produced by Ben D, Ieke H and Kate N were circulated</p>	

	<p>prior to the meeting.</p> <p>Governors were asked for their comments on the draft action plan, and whether they agreed with the responsibilities allocated:</p> <p><u>Improving governance practice</u> Governors felt that the action in this section to reduce the overall number of committees/governors presupposed that a reduction was desirable. Governors agreed that the wording should be changed to, “Consider whether the overall number of committees/governors is appropriate for the school”.</p> <p>Governors felt that whilst “Keep the composition of the board under review to ensure a variety of viewpoints” was very important, to set an actual target figure was unrealistic and agreed that the words “set a target to increase diversity” should be removed.</p> <p>ACTION Make these changes to the draft Governance Action Plan.</p> <p><u>Communicating with stakeholders</u> Governors expressed support for the actions to improve communication between staff and governors. Ben D said this would be considered in more detail by Angela A and the Safety and Community committee.</p> <p>Ben D asked whether governors were happy for the Action Plan to be a public document. Governors felt that, as an internally focussed plan, it was of more interest to governors and staff than to parents and that it was important to focus on the actions listed, rather than create additional reporting requirements.</p> <p>ACTION Decide how best to communicate Governance Action Plan</p>	<p>BD</p> <p>AA, BD</p>
<p>7.</p>	<p>CHAIR’S ACTION</p> <p><u>Parent Election</u> Ben D said that there had been a strong field of candidates for the recent Parent Election and a good number of parents had voted. (Post meeting note: next term Ben D will present a proposal to governors regarding online elections.)</p> <p><u>Clerk’s Vacancy</u> Ben D expressed his thanks to Kate N for her continued support with the Parent Election, passing on information to Kathryn Elliott (Acting Clerk for this meeting), and for agreeing to support the new clerk once appointed. He and the school are still working to recruit a new Clerk to the Governing Board to replace Kate N. Experienced acting clerks have been found to cover this meeting and two committee meetings next term</p> <p><u>Confidential item</u> Governors discussed a confidential item.</p>	<p>BD</p>

<p>8.</p>	<p>PRESENTATION: <i>Teach Like a Champion</i> – teaching strategies for an outstanding school</p> <p>Angela A presented a set of teaching techniques which have been implemented in the school for the last eighteen months.</p> <p>Governors asked the following questions:</p> <p>Q Is it possible to measure the impact of these techniques? It is difficult to measure but possible to observe a shift when teachers have applied these techniques over time.</p> <p>Q How were staff trained? During an INSET but also through team teaching for NQTs and for all staff through observing each other.</p> <p>Q Is it formally built into appraisals? And have some teachers found it difficult to implement the changes? It can be hard for staff to switch from methods which have worked for them, and sometimes it is still appropriate to use these methods. But overall the new teaching strategies are being used most of the time.</p> <p>Governors thanked Angela A and asked for copies of the presentation slides.</p> <p>ACTION Send a copy of the presentation slides to governors</p>	<p>AA</p>
<p>9.</p> <p>9.1</p>	<p>COMMITTEES</p> <p>Admissions Committee</p> <p>Hugo C informed governors that the Admissions Committee were proposing a major change to the school’s admissions policy for 2019/20. The policy and two briefing notes, as well as the committee’s terms of reference had been circulated prior to the meeting.</p> <p>The policy change is to insert a new oversubscription criterion, Criterion E. The proposed wording is: <i>“Children (by which is meant full, step-, half-, adopted and foster children living in the same household) of permanent staff directly employed by St Mary’s school for two years or more prior to the admissions application closing date and still employed, without having given notice or been given notice that the employment will end, at the time the offer is made.”</i></p> <p>Hugo C said this wording is consistent with that adopted by other C of E primary schools within the borough. The rationale for the change is that staff recruitment is becoming increasingly challenging and it is felt this will help with both the recruitment and retention of the best staff for the school. The committee feel that failing to implement this change, when other local schools are adopting it, will ultimately put the school at a disadvantage. The committee have looked at past data on admissions to estimate its potential impact on places available on distance to local children. Their estimate is 2 to 3 places a year initially, with a possible 1 or 2 sibling places in subsequent years.</p> <p>The committee’s recommendations are:</p> <ol style="list-style-type: none"> 1. The proposed inclusion of the oversubscription criterion E, as shown above, in the Admissions Policy for 2019/20. 	

	<p>2. The impact of the criterion be kept under close scrutiny by the Admissions committee and subject to review or withdrawal in future years should it start to impact adversely on the number of places under the distance criterion.</p> <p>Governors asked the following questions:</p> <p>Q How is the committee defining 2 years? What happens if a staff member's term of employment reaches 2 years in June and they want a place for their child in September? Two years will be taken as being in permanent employment at St Mary's for 24 months. This must have been completed prior to the Admissions closing date.</p> <p>Q What happens if the member of staff subsequently leaves employment with the school? Their child/children would keep their school place/s. It is anticipated that the policy will encourage staff to remain employed at the school where their children are pupils.</p> <p>Q How does the policy affect the waiting list? The waiting list will operate on exactly the same oversubscription criteria as the Admissions Policy from 2019/20.</p> <p>Q Does the policy apply to all permanent staff? Does it apply to part-time as well as full-time staff? The policy applies to all permanent staff whether full- or part-time and does not distinguish between teaching and non-teaching staff.</p> <p>Hugo C said there were no other material changes to the policy and that it needed governors' approval before a 6 week consultation stage to be completed by 31 January 2018.</p> <p>The Admissions Policy for 2019/20 was ratified by a unanimous vote by the GB. Hugo C said that a plan for communicating this change has been worked out by the committee and he was asked to circulate this to governors. Ben D thanked him and the committee for their work.</p> <p>ACTION Circulate Admissions Policy communication plan to GB</p>	<p>HC</p>
<p>9.2</p>	<p>Ethos Committee</p> <p>The minutes of the committee meeting on 9th October were circulated prior to the meeting.</p> <p>Jeff HW said that the new nativity set, made from wood from Bethlehem, is now in use. A wider selection of hymns have been introduced and a new Ethos page is now on the website. Keiran Murphy, member of staff, is now attending meetings as RE coordinator.</p>	
<p>9.3</p>	<p>Finance and Staffing Committee</p> <p>The minutes of the committee meeting on 12th October were circulated prior to the meeting.</p> <p>Neil SJ reported that the Trustees' deed has now had the signatures needed and will be submitted to HMRC as soon as possible. The Budget Monitoring</p>	

	<p>Group have reported that the year-end balance is forecast to be positive.</p> <p>The lettings partner, SchoolsPlus, has decided to end their contract with the school early. This means that the school is now controlling its lettings once again.</p> <p>The St Mary's fund currently stands at £32k. There has been good take-up of online payment. There is a total of £11k in a special fund held by the Trustees, which is being transferred to St Mary's Fund.</p> <p><u>Pay Review Group report</u> (Members are Robin S, Christina S and Jonathan J.)</p> <p>Robin S reported that the group viewed evidence to support pay awards for an anonymised selection of teachers, who the appraiser had decided should go up a level. They also asked questions of Angela A. They concluded that the system was robust. The group felt that this was a worthwhile exercise that should be repeated in future years, making a broader link with the school's targets.</p> <p>Governors asked the following question of the committee:</p> <p>Q Now that the school has repaid its loan from the council in full, and short-term finances are being well-managed, what is our long-term budget plan?</p> <p>Neil S reported that there are several strands including: looking for additional sources of income; the St Mary's fund continuing to contribute more; lobbying for an additional split-site allowance; and hoping for improvements in the National Funding formula. In addition, as he had mentioned earlier, governors were to review models of some of the long term strategic options for St Mary's future.</p>	
9.4	<p>Safety and Community Committee</p> <p>The minutes of the committee meeting on 14th September and a draft Health and Safety Report were circulated prior to the meeting.</p> <p>Katherine C urged governors to read the pupil, parent and staff surveys for 2017 summarised in the S&C minutes. The impact of new Data Protection Regulation which comes into force in 2018 is being considered by the committee. A new lock-down procedure is being written by the school and will be seen by the committee at its next meeting.</p> <p><u>Health and Safety Report</u> It is considered best practice to produce an annual H&S report. This first report has been produced by Johanna van Otterdijk using a standard format provided by AfC, and should be viewed as a working draft which will evolve. It has been a lot of work for Johanna vO to collect the data and one or two outstanding items remain before the final version is produced.</p> <p>Ben D thanked Johanna vO, Alex H and Katherine C for their work and asked that the final version of the report be circulated when ready. Future reports will be prepared for the second governors meeting of each year.</p> <p>ACTION Finalised Health and Safety report to be circulated to GB</p>	<p>ALL</p> <p>KC, AH</p>

<p>9.5</p>	<p>Curriculum and Standards Committee</p> <p>The minutes of the committee meeting on 18th October were circulated prior to the meeting.</p> <p><u>Analyse School Performance – the new RAISE</u> Rhys W explained the data available on the new ASP (RAISE) system by showing governors results for Summer 2017. Governors on the C&S committee would have access (three already do) to the aggregated data for St Mary’s (the school can see individual pupil’s performance but this level of detail is not available to governors), and he was investigating access for other governors.</p> <p>The data has been published within the last month and shows St Mary’s KS2 results in the top 10% of schools nationally for Reading and Maths (shown as green), and in the average category (shown as yellow) for Writing. Writing has improved significantly since it was in the bottom 10% (red) the previous year. The school’s target is to be green for all three measures.</p> <p>Q What is the explanation for the Writing results? There was a change in curriculum which the school followed meticulously when assessing children. When the results were externally moderated the moderators commented on this. Whilst the government framework has changed, the need for consistency in assessment between and within year groups is also being worked on.</p> <p>There is also an overall measure which compares schools against floor standards used by OFSTED to identify “coasting” schools. St Mary’s is not judged to be coasting.</p> <p>Focus will be on improving KS1 results this year. It is felt that able children joining Reception are leaving KS1 as able, and that different practices are needed to raise their attainment. This will also feed into KS2 results in time.</p>	<p>RW</p>
<p>10.</p>	<p>ANY OTHER BUSINESS</p> <p>Ben D reminded governors to sign up to help on the stall at the FoSM Christmas Fair on 9th December. There will be a surprise assembly at 9am at the Infants on 18th December for Denise Shaboe and governors are invited to attend.</p> <p>Ben D informed governors that Rhys W has decided to leave St Mary’s at the end of this academic year after many happy and productive years. This will be communicated to pupils and parents on 8th December.</p> <p>Ben D reminded governors that both he and Ieke H will step down as chair and vice chair in September and that governors should consider whether they could take on these roles.</p> <p>Ben D expressed the thanks of all the GB and the wider St Mary’s community to Neil Stirling and Jonathan Jones for their valued work as governors. They were each presented with a letter from the children and Christmas decoration as a reminder of the school.</p>	<p>ALL</p> <p>ALL</p>
<p>11.</p>	<p>NEXT MEETINGS</p> <p>Monday 19th March 2018 at 7pm Monday 25th June 2018 at 7pm</p>	

	Father Jeff HW closed this part of the meeting with prayers at 9:10pm.	
12.	<p>Staff members of the Governing Board were not present for this item.</p> <p>LEADERSHIP APPRAISAL GROUP - Report</p> <p>Jonathan J (chair), Ben D, Alex H, Mark Newton (LDBS advisor) Jonathan J reported that the group used the LDBS model in the Pay Policy to conduct the appraisal of the Headteacher, with an initial meeting, interim review and final meeting over the course of the last year, and had also received a report from the Headteacher on the objectives and appraisal of the other members of staff on the Leadership Pay Range. He reported the objectives set for the Headteacher for the coming year, the numbers of staff on the Leadership Pay Range who were appraised during the appraisal cycle and the number of such staff who were given an incremental pay rise.</p> <p>Q How are the objectives of the Headteacher set? Through dialogue and using a pro-forma appraisal guide from the LDBS.</p> <p>Ben D commented that the process had worked well and thanked the group for its hard work.</p>	
	The meeting ended at 9:20 pm.	

Full GB Actions

As of 4th December 2017

Minute	Action	Assigned	Update	Completed?
20.3.17 11	Find out if donating GB expenses would be of significant benefit to school	RG	Decided sums not significant	Closed
19.6.17 7	The options discussed under the 'Strategy' item require some further modelling by Finance & Staffing committee prior to further consideration	NSJ	Some work done and reported in F&S minutes. Ongoing.	Superseded
18.9.17	The amended documents for 17/18 will be re-circulated with the minutes and filed appropriately	Clerk	Filed electronically	Done
18.9.17 6	Submit an application for further funds to Schools Forum this Autumn	AA	This was done but no response received. Ongoing	
18.9.17 7f	C&S Chair to decide which governors should be linked to the items on the SDP. Please let Angela know.	IH	Done and passed to AA.	Done
18.9.17 8	Pay Policy: add links to the STPCD for 2017 and update references in the first paragraph and elsewhere if required.	SM	Links added and references updated.	Done
4.12.17 3	F&S committee to review some of the long term strategic option models for St Mary's future	NSJ/AJ		
4.12.17 6	Amend draft Governance Action Plan	BD		
4.12.17 6	Decide how best to communicate Governance Action Plan	AA, BD		
4.12.17	Present a proposal to governors regarding online elections	BD		
4.12.17 8	Send a copy of the presentation slides from <i>Teach like a Champion</i> to governors	AA		
4.12.17 9.1	Circulate Admissions Policy communication plan to GB	HC		
4.12.17 9.4	Finalised Health and Safety report to be circulated to GB	KC, AH		

4.12.17 9.5	Provide ASP (RAISE) logons for remaining C&S committee members and investigate access for other governors	RW		
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