

**MINUTES OF THE MEETING OF THE FEDERATED GOVERNING BODY OF  
ST MARY'S AND ST SAVIOUR'S CHURCH OF ENGLAND PRIMARY SCHOOLS  
HELD ON FRIDAY 14 JULY 2017 AT 5.30 P.M  
AT ST SAVIOUR'S CHURCH OF ENGLAND PRIMARY SCHOOL**

**Present:** Rev. Canon Ade Ademola (Chair) – Foundation Governor

**Foundation Governors**

Dr Joady Mitchell  
Mrs Alisha Anderson

**Parent Governors**

Professor Susannah Quinsee  
Mr Iftakhar Latif

**Local Authority Governor**

Mr Zach Malik – Mr Malik arrived at 5.50 p.m.

**Executive Headteacher**

Mrs Beverley Hall

**Staff Governor**

Mrs Elaine McDonald-James – Mrs McDonald-James arrived at 5.50 p.m.

**Associate Members**

Mr David Ogle, Head of School, St Saviour's  
Mrs Faye Rider, Head of School, St Mary's – Mrs Rider arrived at 5.50 p.m.

Clerk to the Governors: Julie Cornelius

Also present: Mrs Kerry Munden, Associate Headteacher  
Mr Amir Lemouchi – Mr Lemouchi arrived at 6.35 p.m.  
Julie Tolliday

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.1	To send Professor Susannah Quinsee's completed Pecuniary and Personal Interest form to Governor Services	Heather Fleetwood	Immediate
3.1.1	To inform Governor Services that Fr Salvador Telen should appear on the Governing Body composition as a Foundation Governor and request they liaise on this matter, with Heather Fleetwood at the school.	Clerk	Completed (via Clerk's Action sheet) following the meeting

3.1.2	To formally agree and approve that Mrs Faye Rider continues as an Associate Governor.	Governing Body	At the Governing Body meeting on 14/9/2017
3.2	To request Governor Services to liaise with Heather Fleetwood in respect of Mrs Natasha Blake's non-attendance at meetings and subsequent disqualification from the Governing Body. Following this contact, that Governor Services write to Mrs Blake confirming the Governing Body's decision.	Clerk	<b>Completed (via Clerk's Action Sheet) following the meeting</b>
3.3	To liaise with Governor Services and Heather Fleetwood regarding Mr Iftakhar Latif's completed DBS check.	Clerk	<b>Completed (via Clerk's Action sheet) following the meeting</b>
6.2	To upload to the Drop Box, the correct reports relating to agenda items 6.3 to 6.6 inclusive.	David Ogle Faye Rider	Immediate
6.7	To e-mail Governors confirming the number of Gifted and Talented children in the school.	David Ogle Faye Rider	Immediate
7.2	To add to the FGB meeting agenda: Staff incentives	Executive Headteacher	Prior to the next FGB meeting
7.2	To organise a staff survey	Personnel Committee	Following Personnel Committee
7.2	To discuss and formalise information to appear on the school website.	Faye Rider and Zach Malik	Immediate
<b>8.6 Governors' Induction Policy</b>	To amend the Governors' Induction Policy, removing items that are not applicable.	Executive Headteacher	Immediate
	To further review the Governors' Induction policy and to contact the school if there are any questions.	Governors	Immediate
	To add a checklist (Personnel Committee to review) for Governors to complete.	School	At next Personnel Committee meeting
	To ensure checklist is completed by all	School	On-going

	Governors following induction.		verification of completed Governors' induction
9.3	To upload to the Drop Box, the minutes of the Personnel Committee meeting held on 3 July 2017.	Heather Fleetwood	Immediate
10.	To e-mail Governors a report relating to an audit of the school's website and statutory publication of information.	Heather Fleetwood	By the next meeting
13.5	To e-mail Governors the staff structure chart.	Heather Fleetwood	By the next meeting
General	To contact Heather Fleetwood in respect of any anomalies to circulated Governing Body minutes.	All Governors	On-going
General	To state on every Governing Body agenda, the meeting start time as 6.30 p.m. and the meeting end time as 8.30 p.m.	Governor Services	On-going
12.1	<b>Date of next meeting:</b> Thursday 14 September 2017, at St Mary's at 6.30 p.m.	All /GS	Immediate


**To note: All action points recorded below will state only the person(s) responsible for that action. Full action details are recorded in the summary table at the beginning of these minutes.**

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed everyone present.
- 1.2 Apologies for absence were received and accepted from Mr Paul Powell, Rev Vanessa Conant, Fr Salvador Telen and Mr Stuart Lambert.
- 1.3 Apologies for absence were not received and were therefore not accepted from Mrs Natasha Blake. Further discussion is noted under minute 3.2.
- 1.4 The Clerk confirmed the meeting was quorate; six Governors were present.
- 1.5 Notice of Any Other Business/Confidential items  
To receive and agree the confidential minutes of the Governing Body meeting held on 24 May 2017.

**2. DECLARATIONS OF INTEREST**

- 2.1 Pecuniary and Personal Interest forms – to confirm receipt of interests  
Governor Services had issued the Clerk with a Pecuniary and Personal Interest form for Professor Susannah Quinsee. Professor Quinsee completed the form at this meeting.  
**ACTION: Heather Fleetwood, Executive Headteacher's P.A.**
- 2.2 Governors to declare any interests they have in any of the following agenda items  
There were no Declarations of Interest.

Chair of Governors Initials: 
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### 3. GOVERNING BODY

#### 3.1 Clerk to confirm Governing Body membership – noting current vacancies and to identify members whose term of office will end before the autumn term 2017

- 3.1.1 The Clerk confirmed that on the Composition list received from Governor Services, Fr Salvador Telen no longer appeared as a Foundation Governor. The Chair said this is incorrect and by virtue of his Parish position, Fr Telen should appear on the Governing Body composition, as a Foundation Governor.

**ACTION: The Clerk**

With the addition of Fr Salvador Telen and the removal of Mrs Natasha Blake from the Governing Body composition, there remains one Foundation Governor vacancy.

- 3.1.2 Mrs Faye Rider's term of office as an Associate Member, ceases on 31/8/2017. The Governing Body agreed they would like Mrs Rider to continue as an Associate Member. To formally agree this (following the end of Mrs Rider's term of office on 31/8/2017) at the next Governing Body meeting

**ACTION: Governing Body**

#### 3.2 To consider disqualification due to non-attendance

As recorded in the minutes of the last meeting, the Clerk had reviewed previous Governing Body minutes, confirming that from 23/11/2016 and at every subsequent meeting thereafter, apologies were not received from Mrs Blake and were recorded in the minutes as "not received and therefore not accepted". The Governing Body is able to disqualify a Governor for non-attendance, within six months from the date at which apologies were first recorded as not received and therefore not accepted. This six month period ended on 23/5/2017.

It was noted that the school had tried to make contact with Mrs Blake but no response was received.

The Executive Headteacher asked that Governor Services write to Mrs Blake in respect of her non-attendance and subsequent disqualification.

**ACTION: Clerk**

**[Mr Zach Malik, Mrs Elaine McDonald-James and Mrs Faye Rider arrived at 5.50 p.m.]**

#### 3.3 Clerk to confirm that DBS checks have been completed by all Governors and details are held on file by Governor Services

Mr Ifthakhar Latif confirmed he had now received (with effect from 28/6/2017) DBS clearance. Mr Latif provided the Clerk with his DBS number.

**ACTION: Clerk**

Referring to information received from Governor Services, the Clerk confirmed that DBS checks have been completed for all Governors.

### 4. MINUTES

- 4.1 Governors received the non-confidential minutes of the Governing Body meeting held on 24 May 2017 and **agreed** these to be an accurate record of the meeting, subject to the following amendment.

Minute 7.4 (1<sup>st</sup> sentence, 2<sup>nd</sup> bullet point): This should read:  
The residential trip went well, with 32 children in attendance; 11 children did not attend.

The Chair, Rev. Canon Ademola, signed a copy of the minutes and these were retained by the school.

Summer term 2017

4.2 Matters arising

Unless noted below, all action points have been addressed or will be discussed at this meeting.

5. **CHAIR'S ACTION**

The Chair has approved the staffing arrangements for each year group.

6. **SCHOOL Reports**

All reports were available to Governors via the Drop Box.

6.1 HOS Report St Mary's-Faye (Written- to include T&L Review)

**Q. Within the report, does teaching and learning refer to the School Development Plan (SDP)?**

**A.** This looks at the quality of teaching.

6.2 HOS Report St Saviour's-David (Written- to include T&L Review)

No questions were raised.

**To note: Incorrect versions of the reports relating to agenda items 6.3, 6.4, 6.5 and 6.6 were circulated to Governors. The correct versions will be uploaded to the Drop Box for Governors' information.**

**ACTION: Faye Rider and David Ogle**

6.3 Assessment Data St Mary's

- 83% combined last year for KS2 – this has now risen to 90% combined.
- Combined for GDS (Greater Depth Study) rose from 23% to 40%.
- Above national for all Key Stages.
- A special mention was given to Mr Lemouchi for the solid work he has undertaken with vulnerable children.
- There is lots of planning that has taken place for this year, ensuring children are on track.
- Phonics: 91%

6.4 Assessment Data St Saviour's

6.5 SDP St Saviour's- evaluation

6.6 SDP St Mary's- evaluation

- The School Development Plan (SDP) has been achieved.
- A great RE Leader has been appointed, with effect from September 2017. The Worship Council will be developed and more assemblies will take place.
- **Q. Are there plans to hold a Governors' Workshop on learning values?**  
**A.** This has been explored with the children and further investigated with children, parents and Governors. The question remaining however, is how this can be drawn into the learning values.

6.7 Gifted and Talented Report

**Q. How many children are Gifted and Talented?**

**A. ACTION: The school to e-mail this data to Governors.**

6.8 Federation LGB Information Cycle 2017-18

Governors had received this information.

6.9 GET Planner of Dates 2017-18

Governors had received this information.

6.10 St Edward's Update- Bev

This item is noted under confidential items. All remained present during discussion.

**7. SCHOOL BUDGET**

7.1 St Mary's Income and Expenditure report and EFA report -  
1st September to 31st August 2018

7.2 St Saviour's Income and Expenditure report and EFA report -  
1st September to 31st August 2018

The following was noted.

- Two audits have recently taken place.
- **Q. Please elaborate on staffing costs?**
  - A.** There are streamed/additional teachers. Inner London Weighting (ILW) is paid to teaching staff.
  - ACTION: To discuss staff incentives at the next Finance meeting.**
  - ACTION: The Executive Headteacher**
- To inform those applying for employment at the school, a Governor suggested displaying relevant information on the school website. Additionally, to include feedback from current staff and from a Governors' perspective.
  - ACTION: Faye Rider and Zach Malik**
- **Q. What does the 3% top slicing refer to?**
  - A.** This is a shared percentage shared across the MAT and used to procure joint services which provide best value through economies of scale, to streamline and create efficiency of savings.

**8. POLICIES**

The following policies noted under agenda items 8.1 to 8.22 are in the Drop Box.

8.1 Code of Conduct

8.2 Paternity Policy

8.3 Staff Handbook

8.4 Above and Beyond

8.5 Personal, Social and Health Education and Citizenship Policy

8.6 Governors' Induction Policy

A Governor noted that within the policy, there is reference to items that do not take place, e.g. Governors are given a tour of the school by pupils.

**ACTION: Executive Headteacher**

**ACTION: Governors**

**ACTION: School**

**ACTION: Agenda item – to ratify the amended Governors' Induction Policy**

8.7 Complaints Policy

8.8 AUP

8.9 Use of reasonable force

8.10 Organisation Change and Redundancy

8.11 Recruitment and Selection

8.12 Induction

8.13 Maternity Policy

8.14 Collective Worship POP SM

8.15 Collective Worship POP SS

8.16 Anti Bullying POP

8.17 Photographic Images

8.18 Attendance and Punctuality POP

8.19 Community and Cohesion

Summer term 2017

- 8.20 Extremism and Radicalisation
- 8.21 RE Policy
- 8.22 Artsmark POP

With the exception of the Governors' Induction Policy (minute 8.6 refers) Governors **approved and agreed ratification** of all policies listed above.

**9. Sub Committee Update**

9.1 Curriculum Meeting- 14 June 2017

The minutes of this meeting were uploaded to the Drop Box. Governors received the minutes of the Curriculum meeting held on 14 June 2017.

**[Mr Amir Lemouchi arrived at 6.35 p.m.]**

9.2 Finance and Premises - 6 June 2017

The minutes of this meeting were uploaded to the Drop Box. Governors received the minutes of the Finance and Premises meeting held on 6 June 2017.

9.3 Personnel - 3 July 2017

- Staff absence and the different triggers and reasons for absence were discussed.
- Where relevant, Occupational Health referrals and phased returns are implemented.
- This is noted under confidential items. All remained present.
- Recruitment: Two members of staff have resigned and are re-locating. Two members of staff have moved to other schools.
- All policies have been reviewed and agreed.

**ACTION: Heather Fleetwood, P.A. to Executive Headteacher**

**ACTION (noted under confidential items): Heather Fleetwood**

**10. AUDIT OF THE SCHOOL'S WEBSITE AND STATUTORY PUBLICATION OF INFORMATION**

To carry out an audit of the school's website and ensure that the statutory documents and statutory information has been uploaded

**ACTION: Heather Fleetwood**

**11. GOVERNOR VISIT REPORTS**

The Literacy Link Governor reported a very worthwhile and beneficial visit to the school in April.

**12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

12.1 Date of next meeting

Thursday 14 September 2017 at St Mary's at 6.30 p.m.

12.2 Agenda items

1. Standing agenda item: Link Governor visits
2. To ratify the amended Governors' Induction Policy
3. Educational Visits policy

12.3 The schedule of meeting dates for the academic year 2017/2018 is located in the Drop Box.

Chair of Governors

Initials:



Summer term 2017

12.4 Dates for Governors' briefings are detailed on the agenda.

**13. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

13.1 Educational Visits Policy

**AGENDA ITEM: Educational Visits policy**

13.2 The Executive Headteacher informed Governors that St Mary's and St Saviour's are both now a Centre of Excellence.

The Chair said this is testament to the hard work undertaken by all staff.

The Chair wished to extend his thanks, on behalf of the Governing Body, to the Executive Headteacher, Heads of School and to all staff, for the wonderful work achieved during the past twelve months and for becoming a Centre of Excellence.

13.3 Confidential minutes of the Governing Body meeting held on 24 May 2017

Governors received the confidential minutes of the Governing Body meeting held on 24 May 2017 and **agreed** these to be a true and accurate record.

The Chair signed a copy of the minutes for retention at the school.

Prior to agenda item 13.4, the Rev Canon Ade closed the meeting with a prayer and extended his gratitude to Governors for their contribution and support.

[At this juncture, Staff Governors left the meeting at 6.55 p.m.]

13.4 This item is noted under confidential items (non-staff Governors only).

13.5 **ACTION: Heather Fleetwood**

Chair: REV CANON ADE ADEMOCA (print)

D. Ade (sign)

Date: 14/09/2017

Chair of Governors  
Initials:  
