

**MINUTES OF THE MEETING OF THE FEDERATED GOVERNING BODY OF  
ST MARY'S AND ST SAVIOUR'S CHURCH OF ENGLAND  
PRIMARY SCHOOLS  
HELD ON WEDNESDAY 24 MAY 2017 AT 6.30 P.M.  
AT ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL**

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

**Foundation Governors**

Dr Joady Mitchell  
Mr Paul Powell  
Mrs Alisha Anderson

**Parent Governors**

Professor Susannah Quinsee

**Executive Headteacher**

Mrs Beverley Hall

**Staff Governor**

Mrs Elaine McDonald-James

**Associate Members**

Mr David Ogle, Head of School, St Saviour's  
Mrs Faye Rider, Head of School, St Mary's

Clerk to the Governors: Julie Cornelius

Also present: Mrs Kerry Munden, Associate Headteacher  
Mr Iftakhar Latif, observer  
Mr Amir Lemouchi, Deputy Head of School, St Mary's

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
1.2	To organise a Governors' tour of St Saviour's.	Executive Headteacher	When possible.
1.4	To contact Mrs Natasha Blake, Foundation Governor, regarding her non-attendance.	The school	Immediate
2.1	To e-mail Heather Fleetwood with details (including Year group) of any 'Personal interest' as a Parent Governor with a child at the school.	Rev. Canon Ade, Prof. Susannah Quinsee, Mr Iftakhar Latif, Mrs Alisha Anderson and Mr Paul Powell.	Immediate




3.1	To add, to the Composition, Mr Paul Powell and Mrs Alisha Anderson as Foundation Governors, with effect from 30/1/2017 and 23/5/2017 respectively.	Governor Services	Immediate
3.3	To present (in support of a DBS application) to the school office, required identification information.	Mr Iftakhar Latif	Immediate
4.2.1	To contact Heather Fleetwood in respect of any anomalies to circulated Governing Body minutes.	All Governors	On-going
4.2.2	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
8.	To note that the school has discussed the Governor Services SLA with Sue Gill at Governor Services.	Governor Services	Immediate
7.5	To arrange for the EYFS Lead to present the 'assessment tool' at the next Curriculum committee meeting.	The school	Immediate
7.9	To add to the Risk Assessment, that parents on a school trip should not supervise a group containing their own child.	The school	Immediate
7.10	To add 'Philosophy for children' to the presentation cycle.	The school	Immediate
7.11	To provide an update on SM Pupil Premium Year 6 data.	Faye Rider	Prior to the next meeting
10.3	To check that the Scheme of Delegation was placed in the Drop Box.	The school	Immediate
11.1	Date of next meeting: Friday 14 July at St Saviour's at 5.30 p.m. A barbecue will take place.	All /GS	Immediate
11.1	To note apologies for the next GB meeting.	Governor Services	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 Prior to this meeting, the Chair was taken on a tour of St Mary's; the invitation to tour the school at the end of this evening's meeting, was extended to all Governors. Additionally, a tour of St Saviour's will be organised at a later date.  
**ACTION: Executive Headteacher**
- 1.3 Apologies for absence were received and accepted from Rev Vanessa Conant, Mr Stuart Lambert and Mr Zach Malik.

Chair of Governors Initials: 
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Julie Tolliday, Deputy Headteacher, St Saviour's had sent apologies; Ms Tolliday is not a Governor.

- 1.4 Apologies for absence were not received and were therefore not accepted from Mrs Natasha Blake.

The Governor Meeting Attendance Register confirmed that from 23/11/2016, Mrs Blake had neither attended Governing Body meetings and nor had she sent apologies.

The Governing Body agreed the school should contact Mrs Blake.

**ACTION: The school**

*[Following the meeting, the Clerk reviewed previous Governing Body minutes dating back to 23/11/2016 and confirmed that apologies were recorded within those minutes as 'not received and therefore not accepted' from Mrs Blake. 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.]*

- 1.5 The Clerk confirmed the meeting was quorate with seven Governors present.

- 1.6 Notice of Any Other Business/Confidential items

To receive and agree the confidential (all Governors) minutes of the Governing Body meeting held on 28 March 2017.

## 2. DECLARATIONS OF INTEREST

- 2.1 Governors are reminded to complete Pecuniary and Personal Interest forms.

All Governors have completed a Pecuniary and Personal Interest form.

It was noted that Parent Governors are now required to declare an interest if they have a child at the school at which they are a Parent Governor.

*[Following the meeting, the Clerk reviewed relevant information, which confirmed when declaring this as a Personal Interest, the Parent should also record their child's Year Group.]*

**ACTION: All Governors**

- 2.2 Governors to declare any interests they have in any of the following agenda items

There were no Declarations of Interest.

## 3. GOVERNING BODY

- 3.1 Following the meeting, the Clerk reviewed the Composition details, which confirmed, that notwithstanding the re-appointment of Mr Paul Powell and Mrs Alisha Anderson as Foundation Governors, there remains one Foundation Governor vacancy.

**ACTION: Governor Services**

- 3.2 Mrs Faye Rider's term of office as an Associate Member, ceases on 31/8/2017.

- 3.2 To consider disqualification due to non-attendance

This may be invoked dependent upon the outcome of the action noted in Minute 1.4 above.

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

With the exception of Mr Iftakhar Latif, recently elected Parent Governor, all DBS checks are current. Mr Latif confirmed he would be presenting required identification documents, in support of his DBS check, to the school office tomorrow. In respect of an outstanding DBS check, Mr Latif is recorded as an observer at this meeting.

**ACTION: Mr Iftakhar Latif**

**4. MINUTES**

4.1 Governors received the non-confidential minutes of the Governing Body meeting held on 28 March 2017 and **agreed** these to be an accurate record of the meeting, subject to the following amendments.

**Minute 4.6 should be amended to read:**

150 letters were sent to parents regarding this, but only four responses were received.

**The first bullet point of Minute 12.7 should be amended to read:**

Discussion took place at the Curriculum committee, in respect of parents paying a lump sum up front for their child's school trips and workshops.

**The final sentence of the final paragraph of Minute 12.11 should be amended to read:**

'Prevent training is completed by all staff.

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

4.2 Matters arising

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

4.2.1 **ACTION: All Governors**

4.2.2 Governors **agreed** that meetings should last no longer than two hours; this will be reflected in all future agendas.

**ACTION: Governor Services**

4.2.3 **Minute 4.6:** Thanks were extended to Faye Rider for re-sending the letter to parents regarding the residential school trip.

[Agenda item 8. School Budget 2017/2018) was brought forward.]

**8. SCHOOL BUDGET**

To formally ratify:

Outturn 2016/2017 (including Devolved Capital Outturn) and earmarked funding

School Budget share (Income) 2017/2018

Expenditure 2017/2018

Predicted Carry Forward

**N.b. This agenda item will report on the school budget, but as an Academy, the school, at this time, is not required to ratify its budget.**

- The budget (over a 5 month period) was reviewed at a recent Finance Committee meeting. The Committee will convene again after half term to set the budget for the financial year, running from 1 September 2017 to 31 August 2018.
- All relevant documentation for Governors to review, is in the 'Drop Box'.
- New financial software is in place.
- Each school now has a separate budget.
- Key performance indicators (KPIs) are measured.
- **Q. Is there any impact as a consequence of Government funding cuts?**  
**A.** There is no impact yet. Contingency was discussed at the recent Finance Committee meeting.
- **Q. Does the income generation scheme and stress testing, impact on families, who subsequently have to move out of the Borough?**  
**A.** Yes, this does impact, not only at this school, but with many other schools in the Borough. This topic arose during a discussion around expansion.
- **Q. Can you explain the surplus for catering?**  
**A.** This arose because at the time of setting the budget, information on Universal Infant Free School Meals (UIFSM) had not been received.
- Service Level Agreements (SLAs) will be reviewed at the Finance Committee. The Governor Services SLA has been discussed with Sue Gill at Governor Services.  
**ACTION: Governor Services**

The Chair extended his thanks to Elaine for all the work undertaken.

[Elaine McDonald James left the meeting at 7.15 p.m.]. The meeting remained quorate.

[The meeting returned to the order of the agenda.]

## 5. SAFEGUARDING

Kerry Munden, Associate Headteacher, reported the following.

- Alisha Anderson has recently attended safeguarding training.
- All schools in the Local Authority have been required to participate in an on-line safeguarding audit. The findings of the audit for St Mary's and St Saviour's is noted below.
  - Both schools were graded as 'outstanding' and it was acknowledged that safeguarding requirements of both schools, are in place.
  - All required policies and procedures are in place.
  - Governors and staff have read and are conversant with Part 1 of 'Children missing education'. A strong relationship exists with the Educational Welfare Officer (EWO) and Learning Mentors. Home visits are conducted.
  - There is a high number of Designated Safeguarding Leads on site from 8 a.m. until 6 p.m.
  - Training and awareness is evident. Staff have attended Prevent training. Safeguarding training for staff, takes place annually.
  - Governors check the Single Central Register.
  - The outcome of the Local Authority Safeguarding audit in October last year, was 'outstanding'.
  - Early Help is in place, with the school providing support to difficult families at difficult times.
  - A Designated Safeguarding Lead attends the Designated Leads Forum, facilitated by the Local Authority. This enables sharing of information and good practice.

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- Resources are easily accessible to staff.
- **Q. Were there any recommendations?**
  - A. Some staff have attended training on Child Sexual Exploitation.

The Chair extended his thanks to staff and colleagues for this excellent outcome.

## 6. CHAIR'S ACTION

There was nothing to report.

## 7. SCHOOL ITEMS

### 7.1 Budget Presentation

This was recorded under minute 8. above.

### 7.2 St Edward's update

This is noted under confidential items. All remained present.

### 7.3 Head of School verbal report – St Mary's

Faye Rider reported the following.

- Sir Robin Boshier, Ex Deputy Director of Ofsted, visited the school on 17<sup>th</sup> May. The visit arose from St Mary's putting itself forward, as part of the Primary Challenge, as a Centre of Excellence. The purpose of Sir Robin's visit was to quality assure what St Mary's had stated in its application. This included: high achievers across the curriculum; engaging environments both inside and outside the classroom; engaging, creative lesson plans. Sir Robin looked at a variety of lessons and conducted book reviews. He met with leaders and reviewed all documentation. Sir Robin was positive about what he saw during his visit and in conclusion, agreed that St Mary's was excellent in all areas. He said the school was really special and that it should be proud of what it has achieved. The Executive Headteacher had met with Sir Robin prior to the visit. Key questions (typical of Ofsted questions) were put to the Executive Headteacher.

Governors wished to extend their congratulations to the school on the outcome of this visit.

The Head of School continued with her verbal report.

- Newly Qualified Teachers (NQTs) are progressing well. Observations have been completed. Grade boundaries have been moved. The NQTs have settled well and teaching has improved.
- The drive to improve standards, continues across aspects of teaching and learning, including the environment and pupil's books.
- Teacher development is on-going. There are lots of visits to classrooms to observe learning.
- The School Development Plan (SDP) is on track.
- It took 3 minutes and 20 seconds to evacuate the building during a fire alarm; this was a non-drill practice.
- Racist incidents: Nil; Bullying: Nil; Exclusions: Nil; Complaints: Nil
- Attendance: 96.7%
- There are nine children with an Education Health Care Plan (EHCP) and two children with a Statement. The SENCO (Special Educational Needs Co-ordinator) has been doing a fantastic job to identify children's needs and to

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Initials:



organise additional support. The SENCO is also teaching in class to support staff with children with special educational needs.

- **Q. How were the SATs and the SATs papers?**

**A.** The children were focussed. The papers were as expected; challenging, with no lowering of expectations.

A Governor wished to commend the school, in that his child in Year 2, had no idea she was sitting a SATs exam.

A Parent Governor said the SATs preparation was great – the atmosphere was brilliant.

Faye Rider expressed her thanks to Governors who attended school to help during SATs.

7.4 Head of School verbal report – St Saviour's

David Ogle, reported the following.

- Sir Robin Boshier, Ex Deputy Director of Ofsted, visited the school on 19<sup>th</sup> May to conduct a formal observation.

The following was noted:

There is consistency of approach; clear modelling; obvious use of assessment for learning. Books were good and the children's learning was at least a term ahead of expected learning.

The school is well resourced and Primary Advantage maths has increased children's understanding.

Sir Robin was impressed with the Learning Council and the school environment.

- The residential trip went well, with eleven children in attendance; 43 children did not attend. A visit to the Museum of London took place. The children made puppets to present a puppet show. Forest school is going well.
- It took 1 minute, 48 seconds to evacuate during a fire alarm drill. However, because a pupil went to the wrong place, this delayed the register and resulted in a time of 3 minutes, 34 seconds.
- Attendance is at 95.4%. This continues to be a work in progress.
- Exclusions: Nil; Complaints: Nil; Racial incidents: Nil.
- Four children are on a Child Protection Plan for neglect.
- Four children are identified as 'children in need'; with two of those children moving on to Early Help. Eight other children are on Early Help.
- Governors discussed the end of year parental reports.

Governors extended their congratulations to staff at the school on the outcome of the visit from Sir Robin.

The Chair also wished to convey a special "thank you" on behalf of the Governing Body, to Site Services and cleaning staff for their continued diligent work, in keeping both schools clean and well maintained.

7.5 EYFS (Early Years Foundation Stage) – St Mary's and St Saviour's

Governors had received a written report.

- A Parent Governor said the Reception classrooms had been transformed. They are now more spacious, emitting more light and providing a calm atmosphere; it is amazing.
- Every teacher has an iPad; this assists with parental communication.
- It was suggested the EYFS Lead should attend the next Curriculum committee meeting to present on the assessment tool.

**ACTION: The school**

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- 7.6 SEN Report – St Mary's  
Governors had received a written report.  
No questions were raised.
- 7.7 SEN Report – St Saviour's  
Governors had received a written report.  
No questions were raised.
- 7.8 MFL (Modern Foreign Languages) report  
Governors had received a written report.
- Spanish is only taught in the Nursery.
  - The school confirmed that the support of parents who spoke other languages, would be welcomed.
- 7.9 Risk Assessment report  
Governors had received a written report.
- Q. Should the Risk Assessment policy (it was noted this is a Local Authority policy) state that parents on school visits should not supervise groups containing their child?**
- A. ACTION: The school**
- 7.10 Philosophy for children  
Governors had received a written report.  
Governors **agreed** 'Philosophy for children' should be added to the Presentation cycle.  
**ACTION: The school**
- 7.11 Pupil Premium end of year report – St Mary's  
Governors had received a written report.  
**ACTION: Faye Rider**
- 7.12 Pupil Premium end of year report – St Saviour's  
Governors had received a written report.

It was acknowledged the data shows there is no significant difference between the progress of non Pupil Premium and Pupil Premium pupils.

[Agenda item 8. School Budget 2017/2018 was recorded previously].

**9. GOVERNORS' TRAINING**

Training Link Governor

- Alisha Anderson, who attended Safeguarding training during the previous week, reported the following to Governors.
  - The training confirmed that the school is compliant with its safeguarding practice.
  - A questionnaire was circulated to those present on the course to facilitate Safeguarding Link Governor visits.
  - It is recommended that a member of the Governing Body should attend Safer Recruitment training.
  - It is recommended that a school perimeter check is conducted. David Ogle confirmed this already takes place, at least on a weekly basis, to inspect for any gaps in fencing, etc.





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- Iftakhar Latif has attended Part 1 of Day 1 of induction training for Governors.
- Governor training will be provided as part of the Service Level Agreement with Governor Services.

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

10.1 To receive (all Governors) the confidential minutes of the Governing Body meeting held on 28 March 2017

Governors received the minutes and **agreed** these as a true and accurate record.

10.2 The first Board meeting of the Genesis Education Trust (GET) took place on 18 May.

10.3 Scheme of Delegation

This is for information only – Governors are not required to approve the Scheme of Delegation.

**ACTION: The Executive Headteacher**

10.4 Academy conversion

A letter will be sent to parents regarding Academy conversion.

10.5 This item is noted under confidential items. All remained present.

10.6 Kerry Munden has been appointed as Associate Headteacher, on a permanent basis. David Ogle, Head of School, St Saviour's, will move into a role that involves working across both schools and more on a project specific basis. David will work with Kerry initially before Kerry moves into the role of Head of School at St Saviour's.

The Chair wished to congratulate Kerry on her permanent role.

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

11.1 Date of next meeting

Friday 14 July at St Saviour's at 5.30 p.m. A barbecue will take place.

Paul Powell gave his apologies in advance of the meeting. Additionally, Rev. Vanessa Conant had given her apologies at the previous Governing Body meeting.

**ACTION: Governor Services**

11.2 Agenda items

1. Standing agenda item: Link Governor visits

Rev Canon Ade closed the meeting with a prayer.

The meeting closed at 8.30 p.m.

Chair REV CANON ADE ADEWOLA FST (print)

A Adewola (sign)

Date: 14<sup>th</sup> JULY 2017