

**MINUTES OF A MEETING OF THE FEDERATION OF  
ST MARY'S & ST SAVIOUR'S CE PRIMARY SCHOOLS LOCAL GOVERNING BODY  
HELD ON TUESDAY 29 OCTOBER 2019 AT 6.15PM AT ST MARY'S SCHOOL**

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

**Foundation Governors**

Mrs Alisha Anderson (AA)

Ms Stuart Lambert (SL)

**Executive Headteacher**

Mrs Beverley Hall (BH)

**Parent Governors**

Mr Iftakhar Latif (IL)

**Staff Governor**

Mrs Elaine McDonald-James (EJ)

**Associate Governor**

Ms Ruth Keane (RK)

**Associate Members (Non-voting)**

Mr Amir Lemouchi - Headteacher, St Saviours (AL)

Mr Matthew O'Brien - Headteacher, St Marys (M'OB)

Ms Iram Malik – Deputy Head, St Saviour's School (IM)

Clerk to the Governors: Ms Gill Hand (GH)

Also present: Ms Sandra Green, LBWF Trainee Clerk

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
1.1	To forward RK's contact details to Governor Services for information	HF	1 week
4.1	To note appointment Rev. Canon Ademola as Chair of Governors for academic year 2019/20	HF/Governor Services	1 week
4.2	To note appointment Professor Susannah Quinsee as Vice Chair of Governors for academic year 2019/20	HF/Governor Services	1 week
4.2	To advise SQ of her appointment as Vice Chair of Governors	HF	1 week
4.3	To note appointment of PP as Chair of Curriculum Committee	HF/Governor Services	1 week
4.3	To note appointment of PP as Chair of Curriculum Committee	HF	1 week



4.3 - 4.6	To note Sub Committee membership recorded in main body of minutes	HF/Governor Services	1 week
5.2.1	To check with HF that actions had been completed	Clerk	1 week
7.1	To check if annual forms had been circulated to/returned completed by governors	HF	1 week
7.2	To send copies of all completed annual forms & skills analysis to Governor Services for information	HF	5/12/19
8.1	To circulate Safeguarding presentation to all governors for information	MOB	1 week
8.4/8.5	To forward any comments on SDP 2019/20 to AL/MO'B	All	2 weeks
8.6	To add to dropbox St Saviour's Y6 data at data points	HF/AL	Ongoing
9.1	To check that Exclusion Policy includes reference to BACME guidance	MO'B	2 weeks
11.1	To recirculate e version of LBWF Governor Training Brochure	Governor Services	1 week
11.1	To upload above to Dropbox	HF	ASAP
11.1	<b>Date of next meeting:</b> 5 December 2019 @St Saviour's School @6.15pm <b>Note new date</b>	All	Immediate
11.2	<u>Agenda items:</u> Investigations Briefing Stride Project	HF	
13.1	To develop survey to obtain information on School Street preferences	MO'B	05.12.19
13.3	To send out meeting date for Vision & Value Document Review	HF	5.12.19

**1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The clerk welcomed all to the meeting which opened with a prayer from CA. BH introduced the new Associate governor, RK and general introductions were made.

**ACTION: To forward RK's contact details to Governor Services for information**

- 1.2 Apologies for absence were received and accepted from VC, PP, FS and SQ.
- 1.3 The Clerk confirmed that the meeting was quorate with six governors present.
- 1.4 It was noted that there were a number of items to be discussed under Any Other Business including two confidential items.

**2. DECLARATIONS OF INTEREST**

- 2.1 There were no declarations made pertaining to any of the agenda items.

**3. LOCAL GOVERNING BOARD (LGB)**

- 3.1 Governors agreed unanimously that the newly appointed Associate Governor, RK, should be given voting rights as part of her LGB membership.

**4. APPOINTMENT OF OFFICERS**

**4.1 Election of Chair for the academic year 2019/2020**

The Clerk welcomed nominations for the position of Chair of Governors. SL proposed that Rev. Canon Ademola be elected as Chair of Governors for the 2019/2020 academic year; this was seconded by IL. With no other nominations and no objections Rev. Canon Ademola was duly elected as Chair.

**ACTION: To note appointment Rev. Canon Ademola as Chair of Governors for academic year 2019/20**

**4.2 Election of Vice-Chair for the academic year 2019/2020**

The Clerk welcomed nominations for the position of Vice Chair of Governors. CA proposed that Professor Susannah Quinsee (PQ) be elected as Chair of Governors for the 2019/2020 academic year; this was seconded by AA. With no other nominations and no objections PQ was duly elected as Chair as she had indicated prior to the meeting that she would be supportive of this decision if made.

**ACTION: To note appointment Professor Susannah Quinsee as Vice Chair of Governors for academic year 2019/20**

**ACTION: To advise SQ of her appointment as Vice Chair of Governors**

**4.3 Election of Lead Governor for Curriculum & Standards Sub Committee 2019/20**

Governors agree to the appointment of PP as lead governor for the academic year 2019/20

**ACTION: To note appointment of PP as Chair of Curriculum Committee**

**ACTION: To advise PP of appointment as Chair of Curriculum Committee**

**4.4 Election of Members of Curriculum & Standards Committee**

Governors agreed the following Curriculum & Standards Committee membership:

- PP (Chair)
- IL
- SQ
- AA
- RK

**4.5 Admissions**

**4.5.1 St Saviours**

Lead Governor – FS plus members form pool of governors as required

**4.5.2 St Mary's**

Lead Governor – VC plus members form pool of governors as required

**4.6 Headteacher's Performance Management**

CA, external advisor plus chairs or leads as required

**ACTION: To note Sub Committee membership recorded in main body of minutes**

*The newly elected Chair took over proceedings from the clerk at this point of the meeting.*

**5. MINUTES**

**5.1** Governors received the minutes of the governing board meeting held on 5 July 2019 and, subject to minor typographical amendment, agreed these to be an accurate record of the meeting. CA signed and retained a copy of the minutes for filing within the school.



5.2 Matters arising

It was noted that unless specifically referenced below, all actions from the previous meeting had been completed.

5.2.1 Minute 9.13, 9.14, 10.13 and 11.1

**ACTION: To check with HF that actions had been completed**

**Post mtg note – HF confirmed that all complete**

6. **CHAIR'S ACTION**

6.1 The Chair advised that he had approved the Safeguarding Policy as otherwise the timescale for approval would have lapsed.

7. **LGB ANNUAL FORMS 2019/20**

7.1 It was noted that HF had/would be circulating the following annual forms for governors to complete and return to her:

- Pecuniary Interest Form
- Code of Conduct Form
- Safeguarding Declaration
- Acceptable IT Agreement
- Skills Analysis Form

**ACTION: To check if annual forms had been circulated to/returned completed by governors**

**ACTION: To send copies of all completed annual forms & skills analysis to Governor Services for information**

8. **SCHOOL ITEMS**

8.1 Safeguarding Presentation

MO'B presented the pre circulated GET Governor Safeguarding Annual Training to governors for information.

**ACTION: To circulate Safeguarding presentation to all governors for information**

8.2 Headteacher's Report – St Mary's

MO'B presented a verbal report to governors for information including specific reference to:

- Attendance 96.3%
- Exclusions
- Staffing
- Staff coaching/training
- Embedding of new curriculum
- Forest School visits
- Parent/Teacher conferences
- Parent survey responses – noted positive
- Soft Start
- Pupil Voice
- Planned T&L review

Governors asked the following questions:

Q - Where do Reception children go on their weekly walk?

A – Local community garden



Q – Is sufficient parental support received to support these walks?

A – Yes

Q - Has the inception of Soft Start had a positive impact on punctuality?

A – Yes and this will be confirmed from data over time. It also supports parents as well as the child and reduces any incidents of separation anxiety

Q – Has the introduction of Soft Start impacted negatively on the Breakfast Club?

A – No

Q – Does Soft Start have impact on staff work/life balance?

A – It falls within directed time and staff have reported positively that it is aiding children settling and providing a calmer start to the day

8.3 Headteacher's Report – St Saviour's

AL presented a verbal report to governors for information including specific reference to:

- Attendance 96.7%
- Exclusions – noted as nil
- Staffing
- Staff coaching/training/stability
- Embedding of new curriculum
- Staff CPD development
- Soft Start
- Pupil Voice
- Community events
- Science Festival – 27/11/19 – all governors invited
- PTA
- Fire drill – 29.10.19 – evacuation time 3 mins 26 secs.

AL asked for his thanks to be noted to all members of the school community for their ongoing hard work and dedication to St Saviour's which was aiding the ongoing improvement of the school.

Thanks were also extended to the governors who had attended the school and provided support during the recent OFSTED inspection.

*NB – it was noted that the reports referred to in items 8.4-8.15 below had all been circulated to governors prior to the meeting for information*

8.4 SDP 2019/20 (St Mary's)

**ACTION: To forward any comments on SDP 2019/20 to MOB**

8.5 SDP 2019/20 (St Saviour's)

**ACTION: To forward any comments on SDP 2019/20 to AL**

8.6 End of Year Data – St Saviour's

Q – Data suggests that Y5 children are either performing really well or underperforming – is this correct?

A – Yes. We have previously identified this and targeted support on this year group to address the extremes in data noted with the aim of improving standards across the year group in general

Q – Are you confident that improvement will happen?

A – Yes

Q – Are the targeted Y6 children attending Saturday School?

A – Four previously did not attend but two of these now. We are also ensuring we offer alternative support if attendance at Saturday School is not viable for some children

Q – To aid governor oversight, is it possible to receive Y6 data termly moving forward?

A – Yes

**ACTION: To circulate St Saviour's Y6 data**

8.7 End of Year Data – St Mary's

8.8 Targets 2019/20 - St Mary's

8.9 Targets 2019/20 - St Saviour's

Q – Why are St Saviour's GDS targets lower than the % of well above?

A – They are different sets of data – one is a government prescribed data set and the other is school designed to identify children to target for GDS

Q – Are the targets set independently or collaboratively across the schools?

A – Discussions are held across all three schools about noticed trends etc. and we drill down into the data and have collaborative conversations across the Trust to ensure all children are supported

8.10 PP Report 2019/20 – St Saviour's

8.11 PP Report 2019/20 – St Mary's

8.12 PE & Sports Premium Report – St Saviour's

8.13 PE & Sports Premium Report – St Mary's

8.14 SEND Offer (website)

8.15 New OFSTED Format

## **9. POLICY CYCLE**

9.1 Governors unanimously agreed to the ratification of the following policies:

- Safeguarding Policy – approved via Chair's Action
- Supporting Pupils with Medical Conditions
- Coaching POP
- Late Collection Policy
- First Aid Policy
- Exclusion Policy – subject to ensuring that reference to BACME guidance has been included

**ACTION: To check that Exclusion Policy includes reference to BACME guidance**

## **10. LINK RESPONSIBILITIES 2019/20**

10.1 Governors agreed to the link responsibilities as noted below:

- Quality of Education – IL, PP
- Behaviour & Attendance – SQ
- Personal Development – SQ

- Leadership & Management – SL
- EYFS – AA
- Safeguarding - AA

**11. GOVERNORS' TRAINING BROCHURE**

11.1 Governors requested that the above document be recirculated for information. It was agreed that governors could contact Governor Services direct to organise training during the academic year.

**ACTION: To recirculate e version of LBWF Governor Training Brochure**

**ACTION: To upload above to Dropbox**

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

12.1 Date of next meeting

5 December 2019 2019 @ 6.15pm at St Saviour's School

12.2 Agenda items:

Investigations Briefing

Stride Project

**13. ANY OTHER BUSINESS/CLOSING PRAYER**

13.1 School Streets

MO'B provided an overview of the above project and a general discussion was held about the initiative and how it could impact on the school community. It was agreed that MOB would develop a survey to obtain information from the school community on any preferences they may have for a proposed School Streets Project.

**ACTION: To develop survey to obtain information on School Street preferences**

13.2 Work Life Balance

Discussions were had on the above including reference to promoting positive work life balance whilst ensuring there was no reduction in the quality of provision provided for children.

13.3 School Distinction Christian Vision & Value Document

Governors noted that this was due for review.

**ACTION: To send out meeting date for Vision & Value Document Review**

13.4 The meeting closed with a prayer from CA.

*All staff based governors with the exception of EM left the meeting prior to governors entering a closed session to discuss confidential items.*

13.4 Governors entered into a closed session to discuss confidential items which are recorded separately.

The meeting closed at 8.30pm

Chair: NEUD CANON ADE ADEHOLA (print)

A. Adehola (sign)

Date: 5/12/2019

