

**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 23 NOVEMBER 2016, AT 6.45 PM
AT ST SAVIOUR'S PRIMARY SCHOOL**

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

Foundation Governors

Mrs Alisha Anderson
Rev. Vanessa Conant
Mr Stuart Lambert
Fr. Salvador Telen
Dr Joady Mitchell

Executive Headteacher

Mrs Beverley Hall

Parent Governor

Professor Susanah Quinsee

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: Julie Tolliday, Deputy Headteacher, St Saviour's
Amir Lemouchi, Deputy Headteacher, St Mary's

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
1.2	The Chair to write to Mr Vincent Grant	The Chair	1 week
4.2	HR Manager to contact Governors in respect of meeting to discuss 'Preparing for Ofsted'.	HR Manager	1 week
6.7	To provide more information on the impact of the work of the Learning Mentors.	Heads of school	Prior to next meeting.
6.9	Term dates to be notified to parents and posted on the school website.	The school office	Immediate
12.1	School brochure photographs to be updated.	The school office	Immediate
12.3	Office Manager to e-mail a list of acronyms to all Governors.	Office Manager	Immediate
13.1	Date of next meeting: 26/1/2017 at 6.30 p.m. at St Mary's	All	Immediate

1. WELCOME, PRAYER AND APOLOGIES FOR ABSENCE

1.1 Rev. Canon Ade Ademola opened the meeting with a prayer.

1.2 Apologies for absence accepted

Apologies for absence were received and accepted from Mr Paul Powell and Mr Zach Malik.

It was noted that Mr Vincent Grant, Parent Governor, had tendered a verbal resignation.

ACTION: The Chair will write (correspondence to be posted recorded delivery) to Mr Grant, noting receipt of his verbal resignation and requesting follow-up written confirmation. The Chair will confirm that should this not be received within 21 days, Mr Grant's verbal resignation will be accepted.

ACTION: At the end of the 21 days, the school will organise a Parent Governor election.

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

1.4 The Clerk confirmed the meeting was quorate, with nine Governors present.

1.5 Notice of Any Other Business/Confidential items

The Chair confirmed there were items to be discussed later in the meeting.

2. DECLARATIONS OF INTEREST

2.1 Pecuniary and Personal Interest forms

All Governors have completed a Pecuniary and Personal Interest form.

2.2 There were no declarations of interest made, pertaining to any of the agenda items for this meeting.

3. GOVERNING BODY

3.1 The clerk confirmed there is one Parent Governor vacancy. This is discussed under minute 1.2 above.

Governors whose term of office will end before the current academic year, include: Mrs Alisha Anderson, Foundation Governor; term of office ceases on **14/4/2017**, Mr Paul Powell, Foundation Governor; term of office ceases on **29/1/2017** and Fr Salvador Telen; term of office ceases on **14/4/2017**.

Discussion took place in respect of a representative from the PCC at St Saviour's, sitting on the Governing Body.

3.2 To consider disqualification due to non-attendance

The Clerk advised there are no Governors eligible for disqualification due to non-attendance.

3.3 DBS checks have been completed by all Governors and details are held on file by Governor Services.

4. MINUTES

- 4.1 Governors received the minutes of the Governing Body meeting held on 27 September 2016 and agreed these to be an accurate record of the meeting, subject to the following amendment.

The final sentence of Minute 6.3.1 should be amended to read: 'One Year 4 teacher has left and this has been managed well, with Ms Thompson and Mrs Crawford sharing responsibility to provide cover.'

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

4.2 Matters arising

Unless noted below, all actions were addressed or will be discussed as part of this meeting.

Minute 5.2 – Matters arising: Outstanding action:

[Completed Clerk's action: To inform Governor Services that David Ogle and Faye Rider are Foundation Governors and not Associate members as is currently stated on the Composition.]

Minute 6.8 – Briefing for Governors in preparation for Ofsted:

All Governors had received a pack containing relevant information. During an inspection, Ofsted would request to meet with Governors; this would usually be the Chair, Vice-Chair and one other Governor.

ACTION: Governors to contact the Executive Headteacher or respective Heads of school with any questions in relation to the information provided.

ACTION: The school's Human Resources Manager to contact Governors to ascertain if they would like to meet with staff to discuss 'preparing for Ofsted'.

5. CHAIR'S ACTION

- 5.1 This is noted under confidential items. All remained present.
5.2 This is noted under confidential items. All remained present.

6. SCHOOL ITEMS

6.1 Art Presentation by Gavin Murray

A PowerPoint presentation was given. The key points are noted below.

- The aims and purpose of the new curriculum were discussed. This should engage, inspire and challenge pupils to develop a more rigorous understanding of art and design.
- A Pupil Voice survey was conducted – Governors were shown responses.
- The schemes of work and the impact of this were highlighted. The new scheme of work has led to a greater variety of lessons being taught in terms of skills and the use of media.
- A skill evaluation sheet is used as an assessment tool. Once a unit has been completed, the children's abilities are assessed with regard to the skill.
- Targets for the remainder of the year were highlighted.
- Consideration is being given to having themed books and reading areas.

Q. Is the sketch book being used as a portfolio, an idea unique to the Federation?

A. No. This is a Government initiative and one which allows progression.

Q. Do you look at Art in relation to other subjects?

A. There are opportunities to do this but Art, by itself, is an important subject; there are skills within Art that children learn.

Q. What is the ratio of practical skills to learning the theory?

A. Teacher input is more about teaching children the history of the artists. Children then put into practice the practical skills.

Q. Does the curriculum touch on digital art?

A. Yes, but this is more related to the ICT curriculum.

A Governor said, having visited a lesson, he was able to see the link between lessons and the interaction of topics. A Parent Governor commented on her child's development of fine motor skills.

Q. Does photography form part of Art?

A. Yes, in Year 6. This is also covered in ICT.

Q. Is assessment difficult?

A. This is based on the national curriculum. At KS1 and KS2, there aren't as many skills to develop. Each year, the children will develop and build upon core skills.

The Chair thanked Gavin for his informative presentation.

6.2 Head of School report – St Mary's

Mrs Faye Rider had circulated the report to Governors in advance of the meeting.

The following key points were noted:

- A successful parents' evening took place.
- Two members of staff have resigned; both are re-locating.
- A Newly Qualified Teacher (NQT) has decided not to pursue a teaching career; lots of support was put in place for this member of staff. Following this resignation, the class will be covered by a former member of staff. This situation has not changed the school's approach to the recruitment of NQTs; there is some very good practice taking place.
The Chair asked, on behalf of the Governing Body, for best wishes to be conveyed to this member of staff.

Q. Will parents be informed?

A. Yes, a letter will be sent to parents. Additionally, two coffee mornings will take place, where parents will have the opportunity to meet with the new teacher.

- In respect of the two members of staff who are leaving, the Executive Headteacher said parents would be given approximately three weeks' notice. Providing excessive notice can cause unnecessary anxiety for children. A letter will be sent to parents at the beginning of December.
- The Chair congratulated the Head of School on the evacuation timings achieved during a recent fire drill.
- A Parent Governor spoke about the excellent atmosphere at the recent parents' evening. It was noted that feedback given in the parental questionnaires was very good.

The Chair conveyed thanks to the Head of School and teaching staff for their hard work.

6.3 Head of School report – St Saviours

Mr David Ogle had circulated the report to Governors in advance of the meeting. The following key points were noted:

- A successful Teaching and Learning review had taken place. Governors' attention was drawn to the report (issued to Governors) from the School Effectiveness Adviser following her visit on 16/11/2016. Additionally, a letter was received from Tim Coulson, Regional Schools Commissioner at the Department for Education (DfE), congratulating the school on its high KS2 SATs results. This will be noted in the newsletter sent to parents.
- The majority of responses from the parental questionnaire, stated that parents strongly agreed with the positive statements noted.
- A letter (circulated to Governors) was received from Nick Gibb, Minister of State for School Standards, in which St Saviour's was congratulated for its very high standard of achievement in the 2016 phonics screening check. Within the letter it noted that the school is in the top 8% of all Primary schools in the country, with at least 95% of pupils reaching or exceeding the pass mark.
- It is the intention to issue a press release to the Waltham Forest Guardian, highlighting the favourable correspondence received from both Tim Coulson and Nick Gibb.
- Individual children have very clear targets. Teachers are fully conversant with these targets. Pupil Tracker shows this information.
- Attendance is at 96.3%.

The Chair extended his thanks to David Ogle and the teaching staff at St Saviour's, for their hard work.

6.4 Governors had received the Worship report in advance of the meeting. There has been a shift to a different model of worship; this has been really good.

6.5 Governors had received the Female Genital Mutation (FGM) report in advance of the meeting.

6.6 Governors had received the Radicalisation report in advance of the meeting.

6.7 Governors had received the Learning Mentor reports in advance of the meeting.

A Governor requested more information on the impact of the work of the Learning Mentors.

ACTION: The Heads of School to organise this.

With reference to impact, it was noted there have been no exclusions this term; this is a positive impact.

6.8 Governors had received the SEND Information report in advance of the meeting.

6.9 Term dates: 2017-18 and 2018-19

Governors agreed the proposed dates.

ACTION: The school will issue this information to parents as well as posting this on the school website.

7. **SCHOOL POLICIES**

Governors had received all policies listed on the agenda, in advance of the meeting; most of these policies are reviewed through the Curriculum committee. Governors have agreed these policies.

It was noted the Behaviour policies have been split to reflect the differences between each school.

8. 'GET' (Genesis Education Trust) SPONSORED ACADEMY

The Executive Headteacher presented a PowerPoint to Governors.

- 8.1 The proposal is that the Federation becomes a Multi Academy Trust (MAT) that can sponsor other schools and to be renamed the Genesis Education Trust (GET).
- The Diocesan Board of Education (DBE) has voted and agreed for this process to proceed. The DBE and the Department for Education (DfE) have approved the proposed structure.
 - Governors were shown the proposed governance structure. This would comprise five Trustee members (details were shown on the PowerPoint). There would be twelve Board members (details were shown on the PowerPoint). The Local Governing Body structure would remain the same as it is currently for each school. Should the MAT sponsor another school, this school would not necessarily have the same roles and responsibilities assumed by our Local Governing Bodies. The scheme of delegation can dictate what the governance structure would look like. This determines how much autonomy each school has. Trustees meet annually. The DfE is keen for Board members to have a range of skills; the Board members proposed, fulfil this requirement.
 - Details of the building and land transfer were outlined in the PowerPoint.

Governors **agreed** unanimously to adopt the proposed governance structure.

The Chair thanked Beverley Hall and Ruth Ejvet for their detailed work on this proposal.

- 8.2 This item is noted under confidential items. All remained present.

9. STANDARDS AND TARGET SETTING

Governors had received information in advance of the meeting; this information was available in the 'Drop Box'.

Q. How are the Pupil Premium children progressing, in comparison to non Pupil Premium children?

A. Pupil Premium children are exceeding national expectations in virtually all year groups; Pupil Premium children are fractionally behind in reading in Year 1 at St Saviour's. This was noted in the report from the School Effectiveness Adviser.

Q. How does RAISEonline measure this?

A. Previously RAISEonline would measure national data against like pupils but it now measures only against the national standards. This sets the bar much higher and increases the challenge to and expectation of pupils.

Q. Do parents know their children are Pupil Premium registered?

A. The school will receive Pupil Premium for a child, where a parent of that child meets the eligibility criteria and has completed an application form in relation to this. The eligibility criteria includes children on Free School Meals (FSM) or Ever 6 (on FSM at any time during the previous six years); children of service personnel. The school does not specifically outline to parents that their child receives Pupil Premium but parents regardless, are always informed of their child's progress and development. With the advent of Universal Free School Meals (UFSM), it is important that parents are reminded to apply for Pupil Premium and are clear that the school receives additional funding in respect of this.

A Governor spoke about recently attending Pupil Premium training and how this had clearly demonstrated how Pupil Premium is spent.

Q. Does this information appear on the school website?

A. Yes, this is a statutory requirement.

The Chair thanked staff for their team work, which contributes to the success of the school.

10. COMMITTEE TERMS OF REFERENCE

To approve Committee Terms of Reference

10.1 Admissions Committee:

DEFERRED AGENDA ITEM: To approve the Admissions committee's Terms of Reference (TOR).

ACTION: The Office Manager to put the TOR in the Drop Box.

10.2 Personnel Committee:

This Committee has not yet met.

DEFERRED AGENDA ITEM: To approve the Personnel committee's Terms of Reference (TOR).

10.3 Finance & Premises Committee:

The scheduled meeting was deferred.

DEFERRED AGENDA ITEM: To approve the Finance & Premises committee's Terms of Reference (TOR).

10.5 Curriculum Committee:

The Governing Body agreed the Terms of Reference for the Curriculum committee.

11. HEALTH AND SAFETY AT SCHOOL

11.1 Governors to receive a report from the Health and Safety Link Governor

DEFERRED AGENDA ITEM: To receive a report from the Health and Safety Link Governor.

11.2 Health and Safety Annual report

The Annual report was signed by the Executive Headteacher and Chair.

11.3 Health and Safety policy

Governors agreed the Health and Safety policy.

11.4 Educational visits

SUMMER TERM AGENDA ITEM W/C 16/5/2017: Governors to approve the arrangements for all residential visits.

12. ANY OTHER BUSINESS

12.1 Brochure for both schools

ACTION: The school to update the photographs.

12.2 A Governor spoke about the importance of highlighting the partnership between parents and the community.

12.3 **ACTION: The Office Manager to e-mail a list of acronyms to all Governors.**

13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

13.1 Date of next meeting

This will take place on Thursday 26 January 2017 at 6.30 p.m. at St Mary's.

13.2 Agenda items

1. To approve the Terms of Reference for the Admissions committee.
2. To approve the Terms of Reference for the Personnel committee.
3. To approve the Terms of Reference for the Finance & Personnel committee.
4. Health and Safety Link Governor report

The Chair thanked Governors for their attendance and support. The meeting closed with a prayer from Rev. Vanessa Conant.

The meeting closed at 9.30 p.m.

Chair: REV. CANON ADE ADEMOLO (print)

A. Ademo (sign)

Date: 26/01/2017