

**MINUTES OF THE MEETING OF THE FEDERATED GOVERNING BODY OF  
ST MARY'S AND ST SAVIOUR'S CHURCH OF ENGLAND PRIMARY SCHOOLS  
HELD ON THURSDAY 26 JANUARY 2017 AT 6.30 P.M  
AT ST MARY'S PRIMARY SCHOOL**

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

**Foundation Governors**

Mrs Alisha Anderson  
Rev. Vanessa Conant  
Mr Stuart Lambert  
Dr Joady Mitchell  
Mr Paul Powell

**Parent Governor**

Professor Susannah Quinsee

**Local Authority Governor**

Mr Zach Malik

**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: Amir Lemouchi, Deputy Headteacher, St Mary's  
Julie Tolliday, Deputy Headteacher, St Saviour's  
Kate Dingle, Assistant Headteacher, St Saviour's

**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 request Governor Services to contact Heather Fleetwood regarding completion of Pecuniary and Personal Interest forms.	Clerk	Completed
3.1	To inform Governor Services that Mr Paul Powell wishes to continue as a Foundation Governor.	Clerk	Completed
3.1	To organise the required documentation in respect of Paul Powell's confirmation that he wishes to continue as a Foundation Governor.	Heather Fleetwood	Immediate
3.4	To speak to Heather Fleetwood regarding updating Edubase with information about people involved in governance.	Executive Headteacher	Immediate

3.5	To refer Governor Services to minute 3.5, to make requested amendments.	Clerk	<b>Completed</b>
4.2	To send a pack to Paul Powell, relating to Governors' preparation for Ofsted	Executive Headteacher	Immediate
4.2	To provide Governors with information on the impact of the work of Learning Mentors; pupil details will not be included.	Faye Rider	Immediate
6.4.10	To e-mail Governors with admissions statistics for St Saviour's.	David Ogle	Immediate
6.5	To review, at the next Curriculum meeting, reading data for Year 5. To bring this back to the Governing Body.	David Ogle	By the next meeting.
6.6	To discuss Year 4 writing data at the next Curriculum meeting and report back to the Governing Body.	Faye Rider	By the next meeting.
6.6	To discuss Year 6 Pupil Premium data at the next Curriculum meeting and report back to the Governing Body.	Faye Rider	By the next meeting.
6.7	To re-send to Governors, the RAISEonline and analysis data for St Mary's.	Faye Rider	Immediate
6.9	To check that term date information has been sent to parents and posted on the school website.	Faye Rider	Immediate
7.	To amend within the school policies, any incorrect accreditations, e.g. Headteacher to be replaced with Executive Headteacher/Head of school	Heather Fleetwood	Immediate
10.	To put Governing Body Code of Conduct documentation in the Drop box.	Heather Fleetwood	Immediate
12.	To organise a Health and Safety visit to the school.	Alisha Anderson	Immediate
13.1	Date of next meeting: Tuesday 28 March at St Saviour's, at 6.30 p.m.	All /GS	Immediate
13.3	To ask Governor Services to try to avoid Governors' briefing coinciding with religious festival dates.	Clerk	Immediate

## 1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Rev. Canon Ade Ademola extended a warm welcome to those present and opened the meeting with a prayer.
- 1.2 Apologies for absence were received and accepted from Fr. Salvador Telen.
- 1.3 Apologies for absence were not received from Mrs Natasha Blake and were therefore not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with ten Governors present.
- 1.5 Notice of Any Other Business/Confidential items  
The Chair confirmed one confidential item for discussion.

**2. DECLARATIONS OF INTEREST**

2.1 Governors are reminded to complete Pecuniary and Personal Interest forms.  
The Executive Headteacher requested Governor Services to contact Heather Fleetwood at the school, to cross-reference receipt of completed Pecuniary and Personal Interest forms.

**ACTION: The Clerk**

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

**3. GOVERNING BODY**

3.1 The clerk confirmed there is currently one Parent Governor vacancy. Additionally that Mrs Alisha Anderson's term of office will come to an end on 14/4/2017, Mrs Faye Rider's term of office ceases on 31/8/2017 and that Mr Paul Powell's term of office ends on 29/1/2017.

Mr Paul Powell confirmed that he wished to continue as a Foundation Governor.

**ACTION: The Clerk**

**ACTION: Heather Fleetwood**

**AGENDA ITEM: To re-appoint Mr Paul Powell as a Foundation Governor.**

**Q. Is there any progress regarding election to the Parent Governor vacancy?**

**A.** The school is awaiting receipt of applications; the deadline for submission of applications is imminent.

3.2 To consider disqualification due to non-attendance

The clerk advised that no governors are eligible for disqualification due to non-attendance.

3.3 DBS checks

The Executive Headteacher requested Governor Services to contact Heather Fleetwood at the school, to cross-reference information regarding completed DBS checks.

**ACTION: The Clerk**

3.4 National Database of Governors

Governors are reminded that from 1 September 2017, all Boards of maintained schools and academies must update Edubase with information about people involved in governance; section 538 of the Education Act 1996 refers.

**ACTION: The Executive Headteacher**

3.5 To amend (correctly noted within this sentence) the spelling of Professor Susannah's name on the composition and all other relevant documentation.

To amend the composition and all other relevant documentation, to show Mr David Ogle and Mrs Faye Rider as Foundation Governors and not as Associate Members.

**ACTION: The Clerk**

**4. MINUTES**

4.1 Governors received the non-confidential minutes of the Governing Body meeting held on 23 November 2016 and agreed these to be an accurate record of the meeting.

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.

**Minute 4.2, matters arising – Minute 6.8 - Briefing for Governors in preparation for Ofsted:**

**ACTION: The Executive Headteacher**

**Minute 6.7 - the impact of the work of Learning Mentors:**

**ACTION: Faye Rider**

**Minute 6.9 – Term dates:**

**ACTION: Faye Rider**

4.3 To receive the confidential minutes of the Governing Body meeting held on 23 November 2016

Governors received the confidential minutes of the Governing Body meeting held on 23 November 2016 and agreed these to be an accurate record of the meeting. The Chair, Rev. Canon Ademola, signed a copy of the minutes and these were retained by the school.

5. **CHAIR'S ACTION**

There are no Chair's actions to report.

6. **SCHOOL ITEMS**

**To note: Unless recorded below as a verbal report, all reports were received (via the Drop Box) by Governors in advance of the meeting.**

6.1 Growth mindset PowerPoint presentation by Kate Dingle

**Q. Are you working from a particular text book?**

A. The concept of a growth mindset was developed by psychologist Carol Dweck, who has written on the subject, but there is not a text book which we will follow in terms of lesson plans. There is an abundance of information available but this concept is relatively new within education.

**Q. Do you foresee any negative aspects to this approach?**

A. We need to ensure long term, this is embedded into the entire school. Staff remain mindful of this.

**Q. Are there any Parental workshops planned?**

A. There is one scheduled for this term.

Growth mindset fits in with St Saviour's value of tenacity.

[Kate Dingle left the meeting at 7.25 p.m.]

6.2 RAISE/Briefing document regarding training on 18/1/2017

**Q. Please provide more detail relating to the 'Principal of Learning' role?**

A. This will be a senior leadership post, with a focus on learning. Some outreach work may be involved. The job description, (although not yet fully scoped; the role is subject to confirmation of receipt of funding) once compiled, will be presented to Governors.

Governors **agreed** unanimously to the proposed staffing structure. The following item is noted under confidential items.

[With the exception of the Executive Headteacher, all staff left the meeting at 7.30 p.m.]

[Staff returned to the meeting at 7.45 p.m.]

6.3 Verbal report by the Head of St Mary's, Faye Rider

6.3.1 New members of staff have settled in well; effective support is in place.

6.3.2 There are some (this is very few) teachers not yet judged as 'good'. Support is in place to enable these staff to move to solidly 'good' in every lesson. Other staff to move to consistently 'outstanding'.

6.3.3 There is lots of coaching taking place in school, with experienced staff working alongside other staff; this is one of the best ways to enable staff to progress. The school wants staff to reach their full potential and the school is transparent in its approach to this. The aim is to encourage positivity.

6.3.4 A productive INSET took place.

6.3.5 Focus this term

The school knows it has outstanding teaching and learning taking place; this practice is shared and developed across the school. At the same time, it is important to not forget that staff are working with children and that these children are being developed to become confident individuals. Consideration is given to how much these children are pressed (reference was made to the growth mindset) and to encourage children to become fully engaged, to feel positive, confident and happy and to leave school with lots of fantastic memories. This is all promoted through children's learning. It is equally important that staff feel this way also.

6.3.6 There are no racist incidents, bullying incidents or complaints to report.

6.3.7 Attendance is at 96.81%.

6.3.8 No staff resignations.

6.3.9 There are 129 applications for Reception; it is not yet clear if these are first choice places. The turnout for the introductory sessions to prospective parents was great, with lots of positive feedback received from those present.

**Q. Is the school ready for new admissions?**

**A. Yes.**

6.3.10 **Q. Is the openness towards staff evident? Are staff confident in coming forward with problems?**

**A.** Yes, staff, generally, have been forthcoming regarding any issues. The senior leadership team is keen to highlight this openness and for staff to share their ideas and views. Also to encourage more face to face dialogue; this has been received positively. Additionally, team time takes place every other week and INSET is whole school based.

6.3.11 It was noted that some parents are not paying for school trips. This is being addressed and will be discussed further at the next Finance meeting.

**Agenda item: Payment of school trips**

6.4 Verbal report by the Head of St Saviours, David Ogle

6.4.1 The school participated in the Local Authority's inspection of Special Educational Needs and Disability (SEND). An Inspector met with the School's Special Educational Needs Co-ordinator (SENCO) and members of the senior leadership team. The Inspector also met with the Chair and some SEND children and parents. The positive feedback received from parents was noted.

- 6.4.2 A very positive Leadership day was held. The School Development Plan (SDP) was reviewed to include 'next steps'.
- 6.4.3 The School Effectiveness Adviser (SEA) visited the school in November and participated in the teaching and learning review. The review went well, with 70% of teaching judged 'outstanding' and 100% judged as 'good' or better. The SEA reviewed the Self Evaluation Form (SEF) and School Development Plan (SDP) and agreed with the school's own judgement of 'outstanding'.
- 6.4.5 An additional SENCO has been appointed. This is to support the increasing number of children with high level needs. The new SENCO (Helene Earnshaw) will work at St Saviour's. The existing SENCO (Frank Crawford), who has been working across both schools, will now focus on St Mary's. Education, Health and Care (EHC) Plans are in the process of being approved.
- 6.4.6 There are no bullying incidents, racist incidents, complaints, or exclusions.
- 6.4.7 Child protection:  
There are 17 children on the CP register, 9 of whom are involved in active cases. Some of these cases have been brought by external agencies and for a variety of reasons.
- Q. Are these children being supported in school?**  
**A.** Yes, where appropriate. Learning Mentors offer support.
- 6.4.8 Recruitment: An interview and observation day will take place tomorrow.
- 6.4.9 The next teaching and learning review will take place at the end of February; Ruth Ejvet, Headteacher at St Margaret's, will attend. Following this, a 'Parents Open week' will take place to encourage parental involvement.
- 6.4.10 **Q. What are the admissions statistics?**  
**A. ACTION: David Ogle**
- 6.4.11 **Q. What are the attendance statistics?**  
**A.** 95.75% for the autumn term, with current data for the spring term approximately the same. This sits below the school target of 96.5% and 2016 national average of 96.1%. Lots of meetings regarding attendance were held with parents in the autumn term.
- Q. Has there been any improvement in attendance, following these parental meetings?**  
**A.** Attendance improves in the majority of cases but some need to be followed up.
- Q. Is this because they live far away from the school?**  
**A.** Not necessarily. Sometimes there are other factors such as evictions (this was noted in the RAISEonline report) due to increasing rents and reductions in housing benefit.
- 6.5 Assessment data report – St Saviour's  
Governors had received a report in advance of the meeting.
- Q. Please explain boys' writing – 43%?**  
**A.** This should read 83%.

**Q. Please explain where for Early Years Foundation Stage (EYFS), no child has exceeded early learning goals?**

**A.** Many children arrive at St Saviour's at a lower than expected level. Progress has to be demonstrated consistently across a range of areas. There is more progress seen over the summer term and currently, we are midway between two reports. It is the normal pattern that children at St Saviour's are not exceeding at this time of year and the school is confident that the usual progress – or better – will be made to ensure school targets are met.

**Q. Please provide more information regarding expected SEN progress in respect of maths and reading?**

**A.** There are a many SEN children in Year 5 have a high level of need and have pulled the data down. Teacher led interventions are taking place in the afternoon to look at particular issues.

**AGENDA ITEM: Progress of Year 5 SEN children.**

**Q. Please explain, in Year 5, regarding the percentage of children making one point of progress in reading: 81% girls and 32% boys?**

**A.** This is an error. The document needs to be check further.

**ACTION: David Ogle**

6.6 Assessment data report – St Mary's

Governors had received a report in advance of the meeting.

**Q. Any update on Year 4 writing, previously discussed in September?**

**A.** There was a newly qualified teacher (NQT) in the year group and this has impacted on the overall percentages. Lots of support was provided for this teacher, who has subsequently left the school. Lots of interventions are currently in place to work hard to close the gap.

**ACTION: Faye Rider**

**AGENDA ITEM: Progress update on Year 4 writing**

**Q. Please provide more information regarding Year 5 and 6 pupils hitting the average point score (APS) in maths, but the APS being exceeded for other year groups?**

**A.** This is about ensuring lots of good, effective maths is taking place and this being filtered upwards.

**Q. Please explain why some Pupil Premium groups are doing well but others appear to be struggling?**

**A.** Where this is applicable is where children have just moved up from Reception and have only completed one term in Year 1. This is not a concern; the data will look much better in the summer term.

**Q. What about Year 6 Pupil Premium?**

**A.** This relates to specific children, some of whom have particular needs. Booster classes are offered to support these children, but not all children will attend.

**ACTION: Faye Rider**

**AGENDA ITEM: Progress update on Year 6 Pupil Premium**

6.7 RAISEonline and analysis data – St Saviour's

**Q. Please provide more information regarding progress and attainment measures at Key Stage 1 (KS1), compared to the Early Years Foundation Stage (EYFS) starter point, where no child reached greater depth?**

**A.** These children were below Age Related Expectations (ARE) when starting at the school. It is unlikely that a child starting below ARE, will exceed ARE. At Key Stage 2 (KS2), more children are in line with greater depth.

**Q. The school is doing extremely well at reading – please elaborate?**

**A.** There was a change last year from guided reading to a shared reading model; this is whole class reading. A quality text, a book focus and questioning all contribute to this outcome. During the SEA's visit in November, she commented on how impressed she was with the reading. It is the intention to share this practice with other schools.

A Governor congratulated the school on the great results.

RAISEonline and analysis data – St Mary's

**ACTION: Faye Rider**

6.8 Reading report – Rachel

A Governor said this was a great report. No questions were raised.

6.9 Maths report – Deborah

**Q. Please provide more information regarding oral mental maths starters?**

**A.** This takes place at the beginning of a lesson and enables children to practise and rehearse their mental maths skills.

6.10 SEN report – Frank

No questions were raised.

6.11 P.E. report – Caitlin

It was noted the Federation is now once again involved in sports tournaments.

6.12 School Direct – Leann

**Q. What does a School Direct application entail?**

**A.** This is to apply to become part of a teaching school. The application (response should be received in March) has been submitted but currently, there are no teaching schools required locally. The Federation, currently in partnership with the teaching school alliance, would like to strengthen this partnership and to work more collaboratively.

**Q. Have you targeted particular members of staff in respect of becoming a teaching school?**

**A.** Middle leaders and senior leaders will be involved in this; expressions of interest have been submitted. Support to schools from the Local Authority is reducing and becoming a teaching school will provide needed support. A Governor commented on how staff had spoken positively about this. The Executive Headteacher said this is also about continuing professional development (CPD) for staff.

**Q. How do you balance a teacher's time in respect of this?**

**A.** This is on a 'needs' basis and the needs of the children are carefully considered. This is about ensuring the right balance.

6.13 History report – Emma

**AGENDA ITEM: History report**



**7. SCHOOL POLICIES (incorporates agenda items 7.1 to 7.14)**

Governors received all the policies noted below, via the Drop Box.

Governors **approved and agreed** the following policies:

Child protection; Complaints; Shared parental leave; DBS POP; Flexible working; Freedom of Information; Grievance; Induction; Leave of absence; Maternity; Probation; Recruitment and selection; Safe practice; Support staff appraisal. Any comments regarding specific policies are noted below.

Complaints policy

This is **approved and agreed** subject to Paul Powell discussing with the Executive Headteacher, from whom complaints are made.

**ACTION (referring to all policies): Heather Fleetwood**

**8. GOVERNORS' TRAINING**

Stuart Lambert and Paul Powell attended Academy training. This was an interesting training course which covered the layers of governance within an Academy and the roles within each layer. The Executive Headteacher referred to this and said when becoming an Academy, there would remain a Local Governing Body; this is on the basis of earned autonomy. The Board of Directors would set the Scheme of Delegation.

Alisha Anderson will attend safeguarding training in April.

Zach Malik will attend Finance training in February.

**9. APPRENTICESHIP LEVY**

Governors to consider the potential impact on the school of the introduction of the levy on the school (information previously issued to Governors)

The Federation has recruited apprentices over a considerable time span. The levy will not have a negative financial impact on the school.

**10. GOVERNING BODY CODE OF CONDUCT**

Governors to review the Governing Body Code of Conduct

**ACTION: Heather Fleetwood**

**AGENDA ITEM: Governing Body Code of Conduct**

**11. SUB COMMITTEE UPDATES AND TERMS OF REFERENCE**

To approve Committees' Terms of Reference

Governors unanimously **approved and agreed** Terms of Reference for the Admissions, Personnel and Finance and Premises committees.

Admissions

There is a consultation in respect of teachers receiving admission priority for their children. This will apply to 2018 admissions.

**12. HEALTH AND SAFETY AT SCHOOL**

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

The Health and Safety report was received by Governors. There are no issues.

Governors **agreed** to appoint Alisha Anderson as Health and Safety Link Governor.

**ACTION: Alisha Anderson**

**12.2** Educational Visits

Governors **agreed and approved** the following educational visits:

15th to 19th May 2017 – Year 6 (St Mary's and St Saviour's) visit to Mill Ryth.

It was agreed that residential trips would be further discussed at the next curriculum meeting, in respect of considering options to ensure that all children can attend and not just those whose parents can afford this. Governors were invited to attend the next curriculum meeting and to put forward suggestions in respect of this.

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

**13.1 Dates of next meetings**

Tuesday 28 March at St Saviour's.

Wednesday 17 May at St Mary's.

Friday 14 July at St Saviour's

Apologies received in advance of the meetings:

28/3/17: Dr Joady Mitchell

17/5/2017: Paul Powell

14/7/2017: Paul Powell and Rev. Vanessa Conant

**13.2 Agenda items**

1. Standing agenda item: Link Governor visits
2. To agree the Link Governor visit template.
3. To re-appoint Mr Paul Powell as a Foundation Governor.
4. Payment of school trips
5. Progress of Year 5 SEN children
6. Progress update on Year 4 writing
7. Progress update on Year 6 Pupil Premium
8. History report
9. Governing Body Code of Conduct

**13.3 Governors' briefing**

The Chair requested Governor Services to review dates to avoid any clashes with religious festivals; 1 March is Ash Wednesday.

**ACTION: The Clerk**

Rev. Vanessa Conant closed the meeting with a prayer. The meeting closed at 9.35 p.m.

Chair: REV D Canon ADE ADEMOCA (print)

A. Ademo (sign)

Date: 28<sup>th</sup> MARCH 2017