

**MINUTES OF THE MEETING OF THE
FEDERATED GOVERNING BODY OF ST MARY'S AND ST SAVIOUR'S CHURCH OF
ENGLAND PRIMARY SCHOOLS
HELD ON TUESDAY 27 SEPTEMBER AT 6.30PM AT ST MARY'S SCHOOL**

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

Foundation Governors

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

Executive Headteacher

Mrs Beverley Hall

Local Authority Governor

Mr Zach Malik

Parent Governor

Prof Susannah Quinsee

Staff Governor

Mrs Elaine McDonald -James

Associate Members

Mr David Ogle
Mrs Faye Rider

Cover clerk to the Governors: Mrs Aklima Begum

Also present: Ruth Ejvet - St. Margaret's CoE
Anne Marie Allen – Trainee Headteacher

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The meeting opened with a prayer by Rev Vanessa conant
- 1.2 The Vice-Chair welcomed all those present to the meeting.
- 1.3 Apologies for absence were received and accepted from Mr Vincent Grant and Mrs Natasha Blake.
- 1.4 No apologies for absence were received from Fr. Salvador Telen therefore these were not accepted.
- 1.5 The Clerk confirmed that the meeting was quorate with 12 governors present.
- 1.6 Notice of Any Other Business – Governors Week

2. DECLARATIONS OF INTEREST

- 2.1 Pecuniary interest forms were provided to two new foundation governors namely Stuart Lambert and Joanna Mitchell. These forms were completed and duly returned to the clerk for processing.

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

3. APPOINTMENT OF OFFICERS

3.1 Election of Chair for the academic year 2016/2017

The Clerk welcomed nominations for the position of Chair of Governors.

Rev Canon Ade Ademola was nominated and unanimously elected as chair.

3.2 Election of Vice-Chair for the academic year 2016/2017

The GB agreed that there should be two Vice-Chair positions, one representing each school. Rev. Canon Ade Ademola welcomed nominations for the position of Vice - Chair of Governors to represent St. Mary's. There were no nominations and therefore the position will remain vacant at present.

- 3.2.1 The Chair welcomed nominations for Vice-Chair to represent St. Saviour's. **Alisha Anderson** was nominated and unanimously elected as Vice-Chair.

4. GOVERNING BODY

- 4.1 The clerk confirmed that there were currently no vacancies and that there are no governors coming to the end of their term before Spring 2017.

- 4.2 There were no governors to be considered for disqualification due to non-attendance

- 4.3 DBS is complete for all governors – two new governors are in the process of doing the DBS.

5. MINUTES

- 5.1 Governors received the minutes of the governing body meeting held on 15 July 2015 and agreed these to be an accurate record of the meeting.

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

5.2 Matters arising:

Action: Clerk to inform Governors Services that David Ogle and Faye Rider are Foundation Governors and not Associate Governors as currently stated on the attendance sheet.

Minute 6.4 – School Catchment area: This was requested by Mr David Ogle.

Action: Mr David Ogle to contact Fr. Salvador Telen for the St. Saviour's catchment area outline.

6. SCHOOL ITEMS

6.1 Update MAT Presentation –Beverley/Ruth

- 6.1.1 Beverley Hall opened the presentation explaining the context surrounding academisation. She explained that the East London C of E, Chelmsford Diocese had provided some support to the schools in question but this had been limited. This was a chance to see how things can be done differently and how the schools can benefit the community. She introduced Ruth, the Executive Head of St. Margaret's C of E Barking.

- 6.1.2 Ruth provided background information explaining that 98% of the students in her school were of black African origin, that the school is currently awaiting OFSTED and she also highlighted some of the school's achievements.

- 6.1.3 The presentation outlined the partnership with St. Margaret's C of E focussing on the future of the children, providing them with a holistic education, including pastoral, social

and emotional support. The MAT would allow schools to have autonomy with the GB operating in the same.

- 6.1.4 The name suggested for the trust is the Genesis Education Trust. The presentation looked at the ethos of the trust and some governors reviewed whether name and the strap line reflected Christianity enough.
- 6.1.5 The presentation provided an overview of the Genesis Education Trust structure which proposed 12 directors including 2 associates.

Q Where do the Head of Schools (HoS) sit within this structure?

A There is a limit on the number of staff that can be on the board. They will continue to be on the GB. The structure proposed reflects the best practice from other similar Trusts and where possible will involve staff at the right levels.

Action: The proposed structure to be circulated to the GB.

6.1.6) Governors mentioned the need to have more clear Christian values reflected in the ethos of the Trust. Others felt that this may limit the number of non-church schools that may wish to join in the future. Governors suggested that it was important to identify from the outset the values that schools will be signing up to if they decide to join. Having a 51% church nominated board of directors gives a clear indication to joining schools what the Trust stands for.

6.1.7 Beverley Hall outlined that the federation has consulted all stakeholders and the Governing Body have agreed to academise but felt it would be useful to update all stakeholders. She also suggested that discussions on the strap line should continue at committee level meetings. It was proposed that the outcome from the update with parents and staff be shared with governors at the meeting in November.

6.2 Leadership capacity structure – Beverley Hall mentioned that she has sent this via email to all governors. She informed governors that the nursery which is separate from the federation, would like to appoint a Principal long term and to phase out secondment of key staff. She will continue to oversee the nursery provision at both sites to ensure quality of care, education and leadership.

Q Is there any gap in staffing structure?

A There are two Phase leaders – with responsibility for 2-3 classes each. The Assistant Head and department structure will be reviewed as well in the spring term, particularly looking at staff retention and development of leadership. Governors agreed to have the nursery secondment be phased out where appropriate.

6.3 Head of School (HoS) Report St. Mary's – Faye Rider

6.3.1 Faye Rider provided a verbal report for the new term. She mentioned a strong start to the new academic term with Year Ones settling in well. The ground floor corridors have been improved and staff have worked hard on this, ensuring classwork is presented well. There are new members of staff that have joined the school in the new term. In terms of teaching and learning, progress has been positive so far. One Year 4 teacher has left and this has been managed well with Ms Thompson and Mr Crawford sharing responsibility to provide cover.

6.3.2 The monitoring cycle has started and changes are being made where necessary in different areas and this is being fed back to teachers so that they are well prepared. There is a strong leadership team with good phase leaders across 6 classrooms.

Regular meetings take place with leaders to check on progress and provide support. There is a new SENCO and we are working closely with Mr Crawford, the provision is currently good. One case of racism has been logged at KS2 and this has been dealt with and sanctions are in place. There has been no bullying incidents reported and no exclusions.

Q Have there been any reports in safeguarding?

A Nothing to report since the last report.

Q What is the completion timetable for the gym?

A The gym is on schedule to be completed by half term. It should then be fully functional. Parents have been very supportive as there is currently limited space to include parents in assembly.

6.3.3 The GB thanked Faye Rider for her report and also thanked staff for their hard work.

6.4 Head of School (HoS) Report St. Saviour's – David Ogle

6.4.1 David Ogle reported a good start to the year. Teaching and learning has been positive. Learning is being monitored with support in place. The senior team are meeting with NQTs and others regularly providing support and advice. There are meet leader sessions in place for all year groups.

6.4.2 At the end of last year, the pre-school was fully staffed and additional staff assigned per year group. For Year 4 and Year 5, an Assistant Deputy Head has been assigned so that senior support is available to them and not just Year 6. The school has introduced targets for each child and is looking at individual and year group progression. The GB should note that when children enter the school, they come in at lower levels than expected and by Year 5 they are at national level and exceeding levels by Year 6. Laura Foster is the Phase Leader for Years 1 to 3 and Gavin Murray is leader of Learning and Behaviour. The senior leadership team are working well together and behaviour across the school has been very positive.

6.4.3 Targets for both schools last year were either met or exceeded at KS2 and targets this year have been increased to provide challenge. There have been no incidents to report. There has been no child protection referrals from the school although some queries from child services to the school have been made.

6.4.4 Mr Crawford is working across both schools. There are 3 children in Reception with learning difficulties and they are being provided with the relevant support. In terms of building works, the portacabin has now been revamped to provide space for Year 6. There has been a very positive response from students to this. There was a visit from the Mayor of Waltham Forest and finally staff are working with students in much smaller groups to provide quality teaching and learning.

Q Does the school require any support in preparation for OFSTED?

A Teaching and learning is very positive within the school and all other areas are also looking positive.

6.5-6.6 School Development Plan (SDP) for St. Mary's and St. Saviour's

6.5.1 Beverley Hall mentioned that the SDP has been circulated via email to the GB and welcomed any comments on it. Governors mentioned that the SDP looked very positive but it would be helpful to include examples of impact from what has been achieved. There was also mention of providing staff with further training related to the Christian faith, although some governors and staff explained that this was already in place.

Faye Rider noted that the school expects staff to be confident and passionate when leading worship and this has been taking place. Parents have been querying what takes place during worship/What the school would like to work more on is getting parents more used to what it means for their children to be in a faith school. Parent inductions and the school visit tours they attend can be used to do this. Governors suggested having some information on the school website regarding worship while also writing to parents with children in Reception and informing them of what to expect. The Chair noted that any further comments on the SDP should be sent to the HoS.

Action: HOS's to draft a letter to parents with children in Reception providing information on worship within the school. Also to add information related to this on their website.

6.7 The SEF for St. Mary's needs to be updated and sent round to the GB for comment.

Action: Faye Rider

6.8 SEF for St. Saviour's – The document is reviewed and updated regularly. Governors requested that amendments be made on page 4 and page 5 to reflect value for money. Governors also requested that a briefing be prepared with key aspects relating to the SEF in preparation for OFSTED.

Q The targets within the SEF for St. Saviour's, are these based on progress or aspiration?

A These are based on progress and also expectation of 3-4 acceleration points. The targets also reflect different curriculum paths for children in lower level groups so these are realistic targets. These are readjusted where necessary with information from teaching and learning and staff progress meetings.

Action: HOS's to amend the SEF and circulate to all GB.

Action: EHT to prepare briefing for governors in preparation for OFSTED.

6.9 PUPIL PREMIUM FUNDS ALLOCATION 2015-216 – deferred to next meeting

6.10 Feedback on Audit of the School's Website – this was addressed in previous meeting.

7. SCHOOL POLICIES

7.1 Policy Cycle Review – not discussed

7.2 Pay Policy

Beverley Hall reported that the Pay Policy has been merged with the LA policy with a 1% pay increase for staff. The policy has been sent to unions. The NUT comments were shared with the Governing body.

7.2.1 Faye Rider added that last year a range of staff were invited to form a working group and consider performance management targets. They concluded that there should be measurable targets to show impact. Previously teachers were judged through classroom observations as a measure of teaching, this has now broadened to take account of books, and learning environment to give a picture of staff effectiveness. Staff have teaching profiles and they are given regular feedback as well as support to strengthen particular areas of need. Beverley Hall mentioned that targets are agreed as part of a conversation with individual staff and reviewed during the year rather than imposed. It was felt that profiles provide a more genuine picture of the staff's hard work.

- 7.2.2 Within the proposed Pay Policy, Paul Powell mentioned that point 14.3 should be amended to reflect what the process is for the Executive Headteacher's performance management review. It should state that Chair persons from the different committees will be involved in the process. Governors **agreed** with this proposed amendment. The Pay Policy has been circulated to teachers. It was noted that the school as well as the LA have not adopted the NUT policy.

Governors **agreed** that the Pay Policy subject to the amendment, governors unanimously **approved** the policy.

7.3 Capability Policy

This was circulated to the GB and the only amendment to note is the letter in the appendix. Governors were happy with this amendment and all governors unanimously **approved** the policy.

8. **SKILLS ANALYSIS**

- 8.1 Governors were emailed the skills analysis document and requested to complete this. The Clerk requested that this be completed and sent to Governor Services.

9. **GOVERNING BODY ANNUAL CYCLE – Complete.**

Governors were happy with this. Paul Powell gave his apologies for the GB meeting to take place on 23 November 2016.

10. **GOVERNORS' TRAINING**

- 10.1 Governors have received the annual training cycle. All new governors should also be sent the annual training cycle.

Action: Clerk

11. **GOVERNING BODY COMMITTEES**

- 11.1 The Chair requested that all governors think about which committees they may wish to serve and inform the GB via email. It was also suggested that Beverley Hall write an overview of each committee highlighting its roles and responsibilities to share with governors to help inform their decision.

Action: **School to write an overview for each committee highlighting its role and responsibility and email this to governors.**

- 11.1.1 The governing body unanimously agreed to the following committee structures and memberships:

Finance and Resources Committee – Rev. Cannon Ade Ademola to replace Carson Thompson.

Personnel Committee – Rev Vanessa Conant

Carson Thompson entered the meeting at 8.50pm

- 11.2 Finance – The minutes from the previous finance meeting was emailed to all governors. The minutes were presented by Carson Thompson, the then Chair of the Finance Committee. The minutes were agreed and a copy was signed by Carson Thompson and retained by the school.

- 11.2.1 The Fire Precautions Policy was presented to the GB and it was noted that this needed to be updated due to the recent building works in the corridors. A copy will be circulated to governors once it has been updated.

Carson also mentioned that the access points for radiator valves needed to be changed. This has been going on for a while but Carson will email Brian Lester to ensure maintenance points are changed.

Carson Thompson and Elaine McDonald-James left the meeting at 9pm

11.3 Link Governors – Action – Heather to send email to governors requesting for them to identify which Link Governor role and Committee they may wish to take on.

12. **LINK GOVERNOR REPORTS** - none

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

13.1 Date of next meeting – 23 November at 6.30pm at St. Saviour's CE Primary

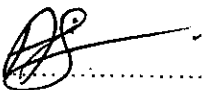
13.2 Agenda items: - Pupil Premium Report

14. **ANY OTHER BUSINESS**

14.1 Governors Week 7- 11 November 2016, Governors were encouraged to attend and visit both the schools during Governors week. They were asked to arrange visits, observe lessons and also to inform Head of Schools of what they may wish to see and be involved in. This can then be fed back to the GB at meetings.

The meeting closed with a closing prayer by Rev. Canon Ade Ademola at 9.15pm

Chair: Rev Canon Ade Ademola (print)

 (sign)

Date: 23/11/2016