

**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 28 MARCH 2017 AT 6.30 PM  
AT ST SAVIOUR'S PRIMARY SCHOOL**

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

**Foundation Governors**

Mr Stuart Lambert  
Fr Salvador Telen  
Mr Paul Powell

**Parent Governors**

Professor Susannah Quinsee  
Mr Iftakhar Latif

**Executive Headteacher**

Mrs Beverley Hall

**Staff Governor**

Mrs Elaine McDonald-James

**Associate Members**

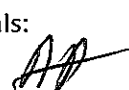
Mr David Ogle, Head of School, St Saviour's  
Mrs Faye Rider, Head of School, St Mary's

Clerk to the Governors: Julie Cornelius

Also present: Julie Tolliday, Deputy Headteacher, St Saviour's  
Mrs Kerry Munden, Associate Headteacher

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
7.	To circulate a list of Academy Directors to Governors.	Executive Headteacher	Immediate
8.1	To add Mr Paul Powell to the Composition, as a Foundation Governor, with effect from 30/1/2017.	Governor Services	Immediate
8.1	To organise the required documentation in respect of Mrs Alisha Anderson's confirmation of wishing to remain a Foundation Governor.  To update Governor Services accordingly.	Heather Fleetwood  Heather Fleetwood	Prior to next meeting.  As appropriate
9.2 Matters arising	To send to Governors, an up-to-date accurate report on St Saviour's Assessment data.	David Ogle	Immediate
9.2 Matters	Term date information to be displayed on the	Faye Rider	Immediate

Chair of Governors  
Initials:  1

arising	school website.		
9.2 Matters arising	To organise a Health and Safety visit to the school.	Alisha Anderson	Immediate
12.7	To e-mail Elaine McDonald-James with any comments to feed back to the Finance committee regarding payment of school trips.	Governors	Immediate
12.11	To prepare a letter regarding E-safety, to be sent to parents at the beginning of each term and at the beginning of the summer holidays.	David Ogle Faye Rider	Immediate
14.	To send to Governors, the updated Business Continuity Plan; this is the Plan agreed by the Finance committee and the Governing Body last year.  To e-mail, where relevant, comments to the School Business Manager, for Chair's action.	School Business Manager  Governors	Immediate  Upon receipt of Business Continuity Plan
15.3	To e-mail Governors, with the minutes of the most recent Personnel committee meeting.	David Ogle	Immediate
16.1	To remind teachers that computers should be up and running prior to the start of a lesson.	David Ogle	Immediate
18.1	Date of next meeting: Wednesday 17 May 2017 at St Mary's, at 6.30 p.m.	All /GS	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.**

The Chair welcomed Governors to the meeting and advised a change to the agenda. The Executive Headteacher apologised that she and Kerry Munden would need to leave during the meeting, to provide support at a parents' meeting at another school.

The Executive Headteacher said the school is trying to minimise the amount of paperwork distributed and all documentation pertaining to this meeting, is available via the Drop Box.


**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 Apologies for absence were received and accepted from Mrs Alisha Anderson, Rev Vanessa Conant, Dr Joady Mitchell and Mr Zach Malik.
- 1.2 Apologies for absence were not received and were therefore not accepted, from Mrs Natasha Blake.
- 1.3 The Clerk confirmed the meeting was quorate with ten Governors present.
- 1.4 Notice of Any Other Business/Confidential items  
There were no items raised.

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

Additional agenda items follow.

Chair of Governors Initials: 
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**3. FREE SCHOOL PROPOSAL**

This is noted under confidential items. All remained present.

**4. SCHOOL JOURNEY**

Governors received a two page double-sided document providing the following information: Aim of a school journey; proposal to attend a school residential at Gilwell Park; Gilwell Park school journey options; Transportation; Sample programme; Accommodation details; Staff ratio; Parental involvement; Inclusive to all pupils; Risk assessments; Additional activities.

Kerry Munden presented the following.

- 4.1 Residential school trips are not compulsory. 16 members of staff would be required to facilitate a residential trip. By choosing to visit Gilwell Park, a location closer to the school, there can be a turnover of staff, enabling more staff to be involved. Kerry has spoken with the Local Authority to verify required staff to pupil ratios. Additionally, visiting Gilwell Park will make this more inclusive to a greater number of children.
- 4.2 Some parents have said the visit to Gilwell Park is not a long residential visit. To address this, the school can look at offering additional activities.
- 4.3 A Parent Governor said the letter received by parents did not suggest this was a consultation process; there was no return date on the letter, issued just before half term. Neither did the letter state the case for changes to a residential school trip. Of further issue is the cost for a visit within such close proximity to the school.
- 4.4 A Parent Governor suggested more consultation should take place with parents. The Executive Headteacher said a decision needs to be made; a further consultation cannot take place. Additionally, staff from both schools find a longer residential trip more difficult; staff do not want to be away from home for five nights. For the children, this is about exciting opportunities. This is about children being with their friends. Some children have not had the opportunity to visit many places, even locally. In terms of securing places, the school needs to book quickly; it is already a little later than usual in doing this.
- 4.5 The Executive Headteacher said, it is important Governors understand the rationale supporting this decision. We want to provide children with these opportunities but equally we need to consider staffing. As a school, we can continue to research further visits, supplementary to this proposed visit.
- 4.6 ~~A Parent Governor~~ said 150 letters were sent to parents regarding this, but only four responses were received. To proceed with this, on this basis, could present an issue. The Executive Headteacher said, this needs to be considered strategically and to delay booking this, could present an issue.
- 4.7 The Chair said the issues have been presented and a solution now needs to be found. A Governor responded, saying this is a process and the communication around this could have been better. The Chair apologised for this, but reminded Governors that staff are unable to commit to a five day residential. The recent letter issued to parents was late because the school had, in the meantime, been looking at alternatives.

**Q. Is there a wider resource pool from which to address the staffing ratio?**



- A. No. This is a safeguarding issue; parents cannot be used to make up the required pupil/staff ratio. The Chair added that safeguarding is of the utmost importance.

A Governor requested that in future, this should be brought to the Governing Body in a way, that enables the Governing Body to contribute and to provide feedback, or else, that this should be presented as an already agreed decision.

- 4.8 The Executive Headteacher summarised. The school feels confident it has explored options. Additionally, the school apologises to parents that the letter was sent out late. At this juncture, the options are that Governors can agree or disagree the proposal put forward or can research other options. No Governor present wished to lead the exploration of further options.

- 4.9 The Chair proposed that Governors agree the proposal put forward for the school journey, summer 2018 (week commencing 11 June). Six Governors **agreed** this proposal. One Governor **rejected** this proposal. Two Governors **abstained**.

The proposal to proceed with the School journey proposals for summer 2018, was **agreed** by a majority.

## 5. LOCKDOWN PROCEDURES

Governors received a document entitled 'Lockdown Procedures'. This is reviewed annually during the spring term. Kerry Munden presented the following.

- 5.1 Lockdown procedures have been formulated following the recent incident at Westminster.
- 5.2 The intention is to make Governors aware of this procedure and for further discussion to take place at relevant committee level.
- 5.3 Liaison is taking place with other schools to discuss their procedures.
- 5.4 The procedure would be practised, as are fire drills, currently.
- 5.5 **Q. How is this communicated to children to allay any unnecessary alarm?**  
**A.** Assemblies would take place and staff would review the procedures with the children; this would be practised at different times of the day. This would also be communicated with parents.
- 5.6 **Q. What are the designated safe zones?**  
**A.** Kerry had spoken to the Local Authority, who confirmed there would be a charge for the use of the Town Hall as a safe zone. Kerry will be discussing the use of the Church as a designated safe zone. In response, the Chair said, this is also about allocating an area of the respective school buildings as a safe zone.

[Kerry Munden left the meeting at 7.30 p.m.].

## 6. INTRODUCTION OF NEW PARENT GOVERNOR

The Chair welcomed Mr Iftakhar Latif to the meeting; Mr Latif was elected as a Parent Governor on 7/3/2017. Mr Latif said he is a local person who has attended local schools. Fellow Governors introduced themselves.

## 7. GENESIS EDUCATION TRUST (GET)

The Executive Headteacher provided the following update.

- On 1 April 2017, St Mary's and St Saviour's will become an Academy.
- Kerry Munden has managed the legal aspects involved; the land transfer is now complete.
- The Board of Directors and Members have met. Their roles were explained to Governors.
- **ACTION: Executive Headteacher**
- This item is noted under confidential items. All remained present.

[Agenda item 10. Recruitment update was brought forward.]

## 10. RECRUITMENT UPDATE

- Recruitment was raised at the Curriculum committee. David Ogle will take this to the Personnel committee for further discussion.
- Parents had noted concern regarding a high turnover of staff; this was of particular concern at St Mary's. The Executive Headteacher said there is one member of staff leaving at St Mary's and another member of staff at St Saviour's. One member of staff is leaving to live with her partner and the other member of staff has secured a promotion. Leaver interviews will be organised to establish if there are any other reasons for resignation.
- A Governor said it is good practice to conduct exit interviews.
- The Chair said the difference in salaries, from school to school, is a significant consideration. To address this and when becoming an Academy, it may be possible to offer Inner London Weighting.
- A Parent Governor said the recruitment update is appreciated and helps to alleviate parental concerns.
- The Executive Headteacher said, at both schools there are high expectations and high standards are set. National statistics state that 50% of teachers leave the profession after five years. This is about doing as much as we can to retain staff, whilst recognising that the school will not appoint to a position for the sake of it.
- Governors thanked the Executive Headteacher for providing this information. A Parent Governor said, this shows that as Parent Governors, we have an oversight of staff recruitment and retention.

[The Executive Headteacher left the meeting at 8 p.m..] The meeting remained quorate.

[Agenda item 12.1 RE & Godly Play presentation was brought forward]. To note: Agenda items are re-numbered to reflect the additional agenda items.

## 12. SCHOOL ITEMS

### 12.1 RE & Godly Play presentation by Mari Chivers

Governors have had the opportunity to review the presentation provided by Mari; this is stored in the Drop Box.

- School trips to St Paul's cathedral and to a Mosque, were discussed. Mr Latif, Parent Governor, offered to assist in organising future trips to local Mosques.
- **Q. How does the school balance the curriculum between the Local Authority and the Diocese?**
  - A. Each year group will study another faith group twice, with comparisons being made.

[Mari Chivers left the meeting at 8.20 p.m.]

## 8. GOVERNING BODY

- 8.1 Following on from the minutes of the last Governing Body meeting, where Mr Paul Powell had expressed his wish to continue as a Foundation Governor, Mr Powell was re-appointed as a Foundation Governor, with effect from 30/1/2017.  
**ACTION: Governor Services**

To note that Mrs Alisha Anderson wishes to continue as a Foundation Governor; Mrs Anderson's term of office ends on 14/4/2017.

**ACTION: Heather Fleetwood**

At this juncture, the Chair said a prayer for grace.

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

## 9. MINUTES

- 9.1 Governors received the non-confidential minutes of the Governing Body meeting held on 26 January 2017 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.

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

### **Minute 6.5 Assessment data report – St Saviour's:**

It was noted at the previous meeting, that errors had appeared in the original report submitted to Governors.

David Ogle verbally updated Governors with correct data.

**ACTION: David Ogle**

### **Minute 6.6 Assessment data report – St Mary's:**

Governors received a one-page document detailing end of autumn term data 2016. Faye Rider provided the following update.

- Progress is evident for Year 4 writing.
- There is a pleasing picture for Year 6 Pupil Premium children; there are no concerns. A Parent Governor said this is looking very impressive.
- The data for all year groups is being completed this week.
- **Q. Will the school continue with an intensive approach in Year 4?**
  - A.** Following the Easter break and when data is submitted, the progress of children within that group, will be reviewed. Children not making progress will be carefully monitored.

The Chair conveyed his appreciation, on behalf of the Governing Body, for the hard work undertaken by staff.

### **Minute 6.9 – term date information:**

**ACTION: Faye Rider**

### **Minute 12. – To organise a health and safety visit to the school:**

**ACTION: Alisha Anderson**

**Minute 13.3 – Governors’ briefing dates not to coincide with religious festival dates:** The Chair said Governor Services had apologised for setting the most recent Governors’ briefing on 1 March, Ash Wednesday.

The meeting returned to agenda item 11. Chair’s Action.

**11. CHAIR’S ACTION**

There was nothing to report.

**12. SCHOOL ITEMS**

12.1 Recorded above.

12.2 Recorded under minute 7. above.

12.3 Recorded under confidential items.

**12.4 Head of School (HOS) report - St Mary’s**

Faye Rider’s written report was previously made available to Governors, via the Drop Box.

- **Q. How do judgements compare to last year, in terms of ‘Requires Improvement’ (RI), ‘Good’, ‘Outstanding’?**  
**A.** Last year 100% of staff were judged as ‘outstanding’; this year, this applies to 70% of staff.
- **Q. What sort of support are Newly Qualified Teachers (NQTs) receiving and at what stage would you expect them to be judged ‘good’?**  
**A.** NQTs start at different stages. Every NQT has a mentor with whom they meet weekly. An Action Plan is implemented that covers all the key areas of learning; this is in line with the teaching standards. The Action Plan is sharply focussed and involves lots of collaborative working which includes observing ‘outstanding’ teachers.
- Since the HOS report was written, there has been one racial incident in Reception. The incident was logged and parents were notified.
- A one-day exclusion has taken place. This is noted under confidential items – all remained present during discussion.
- A fire drill took place on Thursday; there were no areas of concern.
- A Parent Governor commented favourably on the Easter service. She said it was lovely and it was a great community event.
- There are some outstanding aspects of the School Development Plan which need to be completed. Most of the actions will be achieved by the end of this academic year. Actions are colour coded within the SDP to denote their status.
- Discussion has taken place with Governors concerning spirituality and values. A Governor questionnaire relating to this is being compiled. A Governor said the ‘Learning Values’ day sounds exciting.

**12.5 Head of School (HOS) Report – St Saviour’s**

David Ogle reported the following:

- 95% of teaching is ‘good’ or better. 72% of teaching is ‘outstanding’. One teacher requires support.
- **Q. How did this compare to last year?**  
**A.** Last year, 100% of teaching was ‘good’ or better and 65% was ‘outstanding’.
- A fire drill has taken place; there were no issues.
- There have been two similar racist incidents involving Key Stage 2 (KS2) children. Parents were informed and it was made very clear to the children involved that this is not acceptable.

- Attendance: Aiming for 96.5%; currently at 95.17%. Attendance is more of an issue at St Saviour's. Lots of communication takes place with parents.  
**Q. One in five children have persistent absence; does this not seem high with the threshold set at 10%?**  
**A.** This is an issue which is being monitored.

The Chair asked David and Faye to extend his thanks to all the members of their respective teams.

12.6 To agree the Link Governor visit template  
Governors **agreed** to adopt the Link Governor visit template.

12.7 Payment of school trips  
Paul Powell noted the following.

- Discussion took place at the Curriculum committee in respect of parents paying up *a lump sum* front for their child's school trip.
- The Chair suggested this should be presented to the Finance committee and with the possibility of parents paying by monthly instalments.
- **ACTION: Governors**

Agenda items 12.8, 12.9 and 12.10 were covered in respective Head of School reports.

12.11 SDP update – St Mary's and St Saviour's

**Q. Is E-safety, noted under Personal development, Behaviour and Welfare, clearly communicated to children?**

**A.** Yes. An E-safety week is planned (at an age appropriate level) for June. E-safety is covered within lessons and is managed as issues arise. A parents' meeting will take place for the parents of current Year 4 children, prior to them entering Year 5. Guidance is given to parents to ensure their children do not look at age inappropriate material. A Governor referred to St Saviour's and St Mary's being value based and the importance of instilling these values. The Chair suggested it may be beneficial to issue a reminder regarding E-safety, at the beginning of each term and also at the start of the summer holidays.

**ACTION: David Ogle and Faye Rider**

There is an update within the SDP regarding the 'Prevent' duty; the update refers to an amendment to the Counter Terrorism Bill stating that Primary schools should be removed from the 'Prevent' duty. ~~'Prevent' training is completed by all staff, and whilst it is important that staff are diligent and aware, Primary schools are no longer required to make referrals.~~ *DA*

12.12 Computing report

Received by Governors. A Governor said this was a comprehensive report.

12.13 Design and Technology report

Received by Governors.

12.14 Science report

This was written prior to Science week. A Parent Governor said Science week was great, with lots of lovely experiments taking place. Faye will pass on these comments to the Science Lead.



Spring term 2017

12.15 Geography report  
Received by Governors.

12.16 RML report  
Received by Governors.

12.17 Shine report  
Received by Governors.

12.18 EAL report  
Received by Governors.

**13. SCHOOL POLICIES**

Governors **agreed and adopted** the following policies. It was noted there have been no changes since these policies were previously adopted.

Computing & ICT POP; Internet & On-line Safety; Asthma POP; EAL policy; Home school agreement; Homework POP; Learning Mentor POP; Literacy POP; Maths POP; Modern Languages POP; Music POP; Science POP.

**14. GENESIS EDUCATION TRUST (GET) POLICIES**

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

Adoption; Allegations of abuse against staff and volunteers; Capability; Debt Recovery; Disability and Equality; Disciplinary; Employee access to personnel files; Employment of close relatives; Equal opportunities; Equalities and cohesion; Freedom of Information; Governor allowances; Grievance; Leave of absence; Managing sickness and absence; Maternity; Paternity; Probation; Recruitment and Selection; Safe practice; Shared parental leave; Smoke fee; Stress; Child protection; Safeguarding; Internet and E-Safety; Acceptable Use policy; Healthy and safety; Charging and remissions; Organisation change and redundancy policy; Educational visits; Bullying and harassment; Exclusion of policies; Whistleblowing.

**ACTION: School Business Manager**

**ACTION: Governors**

**15. SUB COMMITTEE UPDATE**

15.1 Finance and Premises committee – update by Rev Canon Ade Ademola

- The committee met in January.
- Discussed month 9 budget monitoring reports.
- Budget looks healthy. £40K carry forward.
- Reviewed virements.
- Looked at expenditure and any variances.
- There is £3K outstanding on the floor claim.
- The roof was discussed.

A Governor extended his thanks to the School Business Manager and her team for the work undertaken.

15.2 Curriculum committee – update by Paul Powell

- A numeracy presentation took place.
- The school website was reviewed.
- Discussed school trips.
- Discussed parental workshops and communication with parents.
- This was a good, productive meeting.

15.3 Personnel committee

In Rev Vanessa Conant's absence, David Ogle updated Governors.

- Staff absence was discussed – most of the absence relates to surgery.
- Several policies were discussed.

**ACTION: David Ogle**

15.4 Admissions committee

Nothing to report.

**16. LINK GOVERNOR REPORTS**

16.1 Numeracy Link Governor visit – Stuart Lambert

- Very enjoyable visit.
- Impressed with the expected levels for children regarding mental maths.
- There was an issue with a computer not working during a class visit. David Ogle said this was addressed but added that computers should be set up prior to the start of a lesson.

**ACTION: David Ogle**

- Opportunity to observe a 'Maths' day, where children were competing against other children around the world.

Stuart extended his thanks to Debra for the visit.

**17. GOVERNORS' TRAINING**

- Iftakhar Latif and Zach Malik attended Academy training last week.

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

18.1 Dates of next meetings

Wednesday 17 May at St Mary's.

Friday 14 July at St Saviour's

Apologies received in advance of the meetings:

17/5/2017: Paul Powell

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

18.2 Agenda items

1. Standing agenda item: Link Governor visits
2. To agree the confidential minutes of the Governing Body meeting held on 26 January 2017.

**19. ANY OTHER BUSINESS**

No Other Business was raised.


Rev Canon Ade closed the meeting with a prayer.

The meeting closed at 9.45 p.m.

Chair: ..... (print)

..... (sign)

Date: .....

Chair of Governors Initials: 
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