

**MINUTES OF A MEETING OF THE FEDERATION OF
ST MARY'S & ST SAVIOUR'S CE PRIMARY SCHOOLS
LOCAL GOVERNING BODY HELD ON WEDNESDAY 27 MARCH 2019 AT 6.15PM
AT ST SAVIOUR'S SCHOOL**

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

Foundation Governors

Mrs Alisha Anderson
Mr Paul Powell
Father Salvador Telen
Mr Stuart Lambert

Executive Headteacher

Mrs Beverley Hall

Parent Governors

Prof. Susannah Quinsee
Mr Iftakhar Latif

Staff Governor

Mrs Elaine McDonald-James

Associate Members

Mr Amir Lemouchi – Headteacher, St Saviours
Mr Matthew O'Brien - Headteacher, St Marys

Clerk to the Governors: Ms Gill Hand

Also present: Ms Carlene Reid, GET HR advisor (until 6.30pm)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	To provide Governor Services with new Foundation Governor details once Diocese approval received	HF/AB	ASAP
6.2	To circulate Sir Robin Boshers recent review report	MOB	When available
6.2	To organise SIAMS Framework information share meeting	HF	Summer Term
6.10	To send EAL Report – St Saviour's to Paul Powell	HF/AB	1 week
6.13	To send RAYG Report to Paul Powell	HF/AB	1 week
6.13	RAYG to be agenda item for next meeting	Governor Services/ HF	09.05.19

6.16	To add author name to future reports	HF/School	Ongoing
6.3	To contact headteachers direct to arrange ongoing governor visits to both schools	All	Ongoing
7.2	To ensure that 'sticker' system referenced in policy is being actioned at St Mary's	MOB	Immediate
7.18	To add reference to vaping to Smoke Free Policy	HF	ASAP
8.2	To contact EM re organising H&S focussed link governor visit	PP	2 weeks
11.1	Date of next meeting: 9 May 2019 @6.15pm at St Mary's School Note new date	All	Immediate
11.2	<u>Agenda items:</u> RAYG		

1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The clerk welcomed all to the meeting which opened with a prayer from Canon Ade.
- 1.2 Apologies for absence were received and accepted from Rev Vanessa Conant.
- 1.3 The Clerk confirmed that the meeting was quorate with eight governors present.
- 1.4 It was noted that there was one confidential item to be discussed in closed session under Any Other Business.

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 It was noted that the Board had confirmed that the LGB would consist of up to 12 governors and that there was one pending Foundation Governor appointment. This appointment would be confirmed once Church/Directors approval had been received.
ACTION: To provide Governor Services with new Foundation Governor details once Diocese approval received

3.2 DBS Checks

The clerk confirmed that DBS checks had been completed on all governors by the school and these had been provided to Governor Services for their files.

4. MINUTES

- 4.1 Governors received the minutes of the governing board meeting held on 31 January 2019 and agreed these to be an accurate record of the meeting. Canon Ade signed and retained a copy of the minutes for filing within the school.
- 4.2 Matters arising
It was noted that unless specifically referenced below, all actions from the previous meeting had been completed.

5. CHAIR'S ACTION

- 5.1 The Chair advised that he had taken Chair's actions to ratify the following with minor administrative changes:
 - EYFS Policy
 - Staff Handbook
 - Safeguarding Policy
 - Supply Staff policy

6. SCHOOL'S ITEMS

6.1 Staff Sickness Absence Management Briefing

Ms Carlene Reid provided a governor briefing on the Staff Sickness Absence Management process with specific reference to roles and responsibilities, the aim of the process, the informal, formal and final stages and the final possible outcomes.

Q – Do we ensure that sensitivity is given to certain areas?

A – Yes we use sensitivity and compassion but ultimately must ensure that we follow the policy as outlined. We ensure we make reasonable adjustment where possible and use discretion where it has been built into the policy

Governors thanked Ms Reid for her informative briefing.

NB – it was noted that the reports referred to in items 6.2-6.16 below had all been circulated to governors prior to the meeting for information.

6.1 Head's Report – St. Mary's

The headteacher updated that Sir Robin Boshier had carried out a review visit earlier that day (27 March 2019) and reported back positive, good comments about the school.

ACTION: To circulate Sir Robin Boshier's recent review report

Q – The SDP includes reference to governors' engagement in the new SIAMS framework. How will this happen?

A – Via a focussed information sharing meeting planned for the Summer Term

ACTION: To organise SIAMS Framework information share meeting

6.2 Head's Report – St Saviour's

6.2.1 Mr Lemouchi provided an overview of his pre circulated headteacher's report including reference to Sir Robin Boshier's recent review of the school.

It was noted that where areas of development had been identified, these had largely already been known to the school and strategies had/would be put in place to address these.

Q – If areas of development/concerns were known, should these have been notified to governors previously?

A – As is usual practice, strategies had/were being put in place to address the issues internally. This included the commissioning of an external report to assess progress. The next step would have been to bring the issue to governors for consideration and as part of due diligence processes if required

Q – Where teaching is identified as less effective, was this explicit to certain classes?

A – Predominantly and a rapid action plan was put in place to address this and positive progress has already been noted

Q – Are external consultants steered towards specific classes when they visit?

A – It usually starts with discussion around the SDP, SEF and ideally based on school priorities and data

Q – Where there have been staffing changes, how has this impacted on key year groups?

A – We have ensured that actions have been taken by the school to minimise any negative impact on key year groups.

Q – What staff changes have there been?

A – A supply teacher has been replaced with a permanent member of staff and a stream teacher is job sharing in year 3 to replace 1 resignation.

Discussion was held re the new governance structure moving forward and the identification of governors with specific skill sets to support the school in ensuring due diligence and further information share. There was a further discussion about interview and exit processes regarding recruitment and retention.

ACTION: To undertake exit interviews with staff going forwards.

6.2.2 Headteacher

Mr Lemouchi will combine his headteacher role at the school with his outreach work with the support of an interim head of school appointment.

Q – Is there any additional support that governors can give to the headteacher?

A – School visits at any time would be welcomed, engagement in Learning Walks, supporting the celebration of children's success, regular information share meetings etc. This would enable us to positively promote the 'one team' approach across the school

ACTION: To contact headteachers direct to arrange ongoing governor visits to both schools

6.3 Assessment Data – St Mary's

Q – When should governors expect to receive the next set of data information?

A - Assessment is currently in process and the data report will be presented to governors after May half term as part of our usual information cycle

6.4 Assessment Data – St Saviour's

6.5 SSIF

6.6 Computing Report

6.7 RML Report

6.8 EAL Report – St Mary's

6.9 EAL Report – St Saviour's

ACTION: To send EAL Report – St Saviour's to Paul Powell

6.10 SEN Report – St Mary's

6.11 SEN Report – St Saviour's

6.12 RAYG Update

ACTION: To send RAYG Report to Paul Powell

ACTION: RAYG to be agenda item for next meeting

6.13 Mental Health First Aid

6.14 SDP Update

6.15 Teaching School Report

Q – The data shows that there are currently two teaching assistants on the 2017/18 programme. Is this correct or should it say 2018/19?

A – the data is correct. Both assistants applied in 2017/18 but started in the 2018/19 academic year

Q – Were the teaching assistants already working within the Trust?

A – Yes

Governors acknowledged that all the reports presented were interesting and informative and asked for their thanks to be extended to the report authors.

ACTION: To add author name to future reports

It was noted that the reports referred to in items 7.1 – 7.19 below had all been circulated to governors prior to the meeting for information

7. POLICIES TO BE RATIFIED

7.1 Science POP

7.2 DBS POP

Q – Is the termly DBS Audit being completed?

A – Yes and this is also referenced during the Safeguarding Link Governor visit

Q – What is the purpose of the audit?

A – To ensure that all information of the Genesis Education Trust SCR is accurate and updated regularly

ACTION: To ensure that 'sticker' system referenced in policy is being actioned at St Mary's

7.3 Complaints Policy

7.4 Bullying & Harassment Policy

7.5 EAL Policy

7.6 Geography POP

7.7 History POP

7.8 Learning Mentor POP

7.9 Literacy POP

7.10 AFL Marking & Presentation Policy

7.11 Music POP

7.12 Modern Foreign Languages

7.13 Exclusion of Pupils

7.14 Gifted & Talented POP

7.15 Computing & ICT

7.16 Internet & Online

7.17 Lockdown Procedures

7.18 Smoke Free Policy

Q – Does the policy have reference to vaping?

A – Not currently but this can be added

Q – Why is there a 40m exclusion area outside of the school for smoking?

A – This is a legal requirement so is followed by the school

Q – Has there ever been any issues with the school community with regards to smoking?

A – No and everyone is supportive of a smoke free environment

ACTION: To add reference to vaping to Smoke Free Policy

7.19 Behaviour Policy- St Saviour's

8. **LINK GOVERNOR REPORTS**

8.1 Behaviour

Professor Quinsee advised that she would be conducting a behaviour focussed link governor visit at St Mary's on 25 April 2019.

8.2 Health & Safety

Mrs McDonald-James requested a governor complete a Health & Safety Visit

ACTION: PP to contact EM re organising H&S focussed link governor visit

9. **GOVERNORS' TRAINING**

9.1 Skills Audit

Skills Audit Analysis

It was noted that a Trust and local level skills analysis had been carried out this academic year by an external consultant, Eithne Lemming, and information on this review had been fed back to the Board and LGB.

10 **TEACHING & LEARNING REVIEW**

10.1 It was noted that this report had been circulated prior to the meeting for information and had been discussed as part of the Headteacher's Report.

Governors were advised that Sir Robin Boshier would return to the school in the summer term to carry out a further review.

11. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

11.1 Date of next meeting
9 May 2019 @ 6.15pm at St Saviour's School

11.2 Agenda items:
RAYG

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

12. ANY OTHER BUSINESS/CLOSING PRAYER

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

12.3 The meeting closed with a prayer from Rev Canon Ade Ademola.

The meeting closed at 9.15pm

Chair: Rev Canon Ade Ademola..... (print)

A. Ademola..... (sign)

Date: 9/5/2019.....

