

**MINUTES OF THE MEETING OF THE FEDERATION OF  
ST MARY'S AND ST SAVIOUR'S CE PRIMARY SCHOOLS  
LOCAL GOVERNING BODY HELD ON THURSDAY 9 MAY 2019 AT 6:15PM  
AT ST MARY'S SCHOOL**

Present: Rev Canon Ade Ademola (CAA) (Chair) Foundation Governor

**Foundation Governors**

Mrs Alisha Anderson (AA)  
Mr Stuart Lambert (SL)  
Mr Paul Powell (PP)

**Associate Member**

Mr Amir Lemouchi (AL)  
Mr Matthew O'Brien (MOB)

**Parent Governor**

Prof Susannah Quinsee (SQ)

**Staff Governor**

Mrs Elaine McDonald-James (EJ)

Clerk to the Governors: Ella Coulson

Also present: Carlene Reid, Observer (CR)

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
6.3	Governor Services to review safeguarding training and inform Chair.	GS	ASAP
6.3	Governor Services to let the chair know when the governors last completed the safeguarding training.	GS	ASAP
7.1.1	CR to forward presentation.	CR	ASAP
7.7.1	BB to amend report.	BB	
7.9.1	Add acronyms at the bottom of reports.	Staff	
7.12	School to amend newsletter with term dates for 2020/21 school year.	AA/CS	ASAP

**1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Mrs Beverley Hall, Rev Vanessa Conant, Fr Salvador Telen and Mr Iftakhar Latif.
- 1.3 The Clerk confirmed that the meeting was quorate with eight governors present.
- 1.4 There was notice of one confidential item.

Chair's Initials:



**2. DECLARATIONS OF INTEREST**

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

**3. GOVERNING BODY**

- 3.1 Clerk to confirm (Local) Governing Board Membership  
The clerk confirmed that there were currently one local authority governor vacancy and that no one was due to come to the end of their term.

**4. MINUTES**

- 4.1 Governors received the minutes of the local Governing Board meeting held on 27 March 2019 and agreed these to be an accurate record of the meeting. CAA signed a copy of the minutes and these were retained by the school.

**4.2 Matters arising:**

Actions from the previous meeting were completed.

**5. CHAIR'S ACTION**

- 5.1 There was nothing to report.

**6. GOVERNORS' TRAINING**

- 6.1 The safeguarding course was completed by AA. She will circulate the documents to governors.

6.2 EJ has completed a risk assessment course for academies.

6.3 The chair advised governors to attend safeguarding courses.

**ACTION: Governor Services to send the chair the date of the next safeguarding training.**

**ACTION: Governor Services to let the chair know when the governors last completed the safeguarding training.**

- 6.4 Request from Governors for subscription to the National Governor's Association on behalf of the Federation.

**ACTION: EJ to subscribe to NGA**

**7. SCHOOL ITEMS**

7.1 Capability Presentation – CR

7.1.1 **ACTION: CR to forward presentation.**

Q: When you first put support into action i it positively welcomed?

A: It can be positively received. The process has recently changed following guidance from the DfE. There are two distinctive aspects, informal for six weeks followed by the formal stage. It should be used as a support mechanism, if employees embrace and contribute then the plan is successful. Any employee should go on a support plan when there are consistent concerns.

7.2 Headteacher Report St Mary's – Matt O'Brien

7.2.1 68% of the teaching is outstanding, 100% is good.

7.2.2 The quality of teaching is strong, behaviour is exemplary. Leadership is very effective at both senior and middle levels. The school has a broad and balanced curriculum.

- 7.2.3 The school is outstanding. In year 6 the curriculum narrowed prior to SATs but becomes very expansive following SATs. The Ofsted Framework is focussing on curriculum which is currently being reviewed and will be implemented in September.
- 7.2.4 Learning walks continue on a weekly basis to check teaching in the classes. The overall marking is very strong at the school. The school will be launching a new marking policy in the next few weeks.
- 7.2.5 The school would need 3 new governors if they seek a review.
- 7.2.6 The attendance is 96.8%. 567 children are on roll
- 7.2.7 The application for the reception is higher than last year.
- 7.2.8 The SAT'S are next week and we anticipate being near or at our target of 90% at age related expectation (ARE).
- 7.2.9 Indicators are that Year 1 Phonics are in line with our expectations.

### 7.3 Headteacher Report St Saviours

- 7.3.1 Consistency and expectations are clear and staff are supporting each other.
- 7.3.2 The school had a teaching and learning review over the last 2 days and the overall learning picture is positive. Clear learning walks support development and there is effective good evidence in all classes.
- 7.3.3 All teachers are focussing on rapid progression and significant improvement of all skills in books. This is supported by the rapid action plan in standards.
- 7.3.4 All senior leaders and coaches have developed a collaborative approach to continuing professional development
- 7.3.5 No staff are resigning. All staff are settled and committed to the school. An interim head has been appointed
- 7.3.6 Effective professional development has been utilised to develop leadership with several exciting initiatives taking place.
- 7.3.7 Safeguarding assemblies on gangs and knife crime has taken place and local officers have also brought in police horses. .
- 7.3.8 Attendance is 96.34% which is slightly below our target.
- 7.3.9 8 children are leaving; 5 new children are joining.

Q: How many Reception children are starting in September?

A: 60 spaces have been filled.

Q: 55% of teaching is outstanding, what <sup>was</sup> ~~is~~ the target for the end of the year?

A: 75%.

Q: Do we have children down for cycle proficiency?

A: Yes, children in year 3, 4, 5 and 6 are involved now. St Saviours are taking part in "Pedal my Wheels" which is a Charity that sell second hand bikes to children. This event will take place in June.

Q: What is the leadership view of our current OFSTED classification?

A: Outstanding. Data is phenomenal and the school has lovely children who are hungry to learn.

Q: Will Sir Robin Bosher be part of our next teaching and learning review?

A: Sir Robin will be back in September to undertake a detailed teaching and learning review of the school.

7.4 EYFS Report

7.4.1 The written report was circulated to governors prior to the meeting. No questions were asked.

7.5 SEND Report – St Mary's

7.5.1 The written report was circulated to governors prior to the meeting. The following question was asked.

Q: What is precision teaching?

A: It is a TA led intervention. These interventions consist of short, focussed and frequent sessions with the child. The TA will meet with the child 3-4 times a week. TA works with 10-15 children across the school around spelling etc.

7.6 SEND Report – St Saviour's

7.6.1 The written report was circulated to governors prior to the meeting. No questions were asked.

7.7 Modern Foreign Languages Report

7.7.1 The written report was circulated to governors prior to the meeting. The following question was asked.

Q: What is the frequency of KS2 French lessons?

A: Junior classes are having a 90 min immersion every 3 weeks instead of half an hour every week, which is more effective and leads to the children making better progress.

**ACTION: BB to review the report.**

7.8 Art and DT Report – St Mary's

7.8.1 The written report was circulated to governors prior to the meeting.

7.9 Art and DT Report – St Saviour's

7.9.1 The written report was circulated to governors prior to the meeting.

The following questions were asked.

Q: There is only one brief mention of the Waltham Forest London Borough of Culture and trips linked to it, we would expect to read some more detailed work linked to this particular area?

A: Noted.

Q: What is GPR?

A: Green pen responses. After a piece of learning, the teacher responds with a question in their books and the children respond with a green pen.

**ACTION: Add acronyms at the bottom of reports.**

*Governors thanked staff members for the reports.*

7.10 New LGB Structure

7.10.1 Governors agreed the new LGB structure.

Q: Are we moving to one meeting per term?

A: Yes. This is a legal obligation.

7.11 RAYG (Red, Amber, Yellow and Green)

7.11.1 RAYG is used by the SENCO and class teachers. It looks at every child on the SEN register. It looks at all the different categories including attainment. The SEN leader and class teacher work in conjunction with the progress of this child.

7.11.2 It gives a complete picture of the child attendance in school. It is a personal learning goal to the child. It is reviewed every term by looking at books and talking to parents. New targets are then put in place at the start of term.

Q: Do the pupils see this?

A: No. It supports the teacher and provides clarity of the overall child

Q: What are Fed Points?

A: They are a tracking tool to measure how children are doing. Other schools have their own assessment tracking in place. The school expect a child to make 2 Fed Points every single year.

*Governors thanked all staff and teaching staff. They appreciate all the work they do for the staff and the children.*

7.12 School Term Dates 2019-20

**ACTION: School to add in dates for 2020/21 school year on the newsletters and website.**

**8. SUB COMMITTEE UPDATES**

8.1 Finance Committee

8.1.1 The schools are in a strong position financially.

8.1.2 Both schools have been through a procurement process for a new printing and photocopying system which offers value for money. The successful contactor will save the Federation approximately £9k a year. The Federation is moving to a 3-year leasing model rather than owning the hardware.

8.1.3 The financial governance audit took place and was fully compliant.

**9. ANNUAL GOVERNANCE STATEMENT**

9.1 Changes to be updated on the new Genesis letter template.

9.2 HF to review then send to the Chair and the Executive Headteacher.

Q: Does it get distributed to parents?

A: No, they will be signposted to the school's website.

Chair's Initials:



**10. GOVERNOR LINK VISITS**

- 10.1 A governor visited St Saviour's and reported that it was very welcoming, and has a lovely atmosphere. This visit was part of a formal teaching and learning review.
- 10.2 2 safeguarding visits were made. Governors checked files and talked through procedures. They made a few recommendations.
- 10.3 The school has one system in place for the whole Federation.

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

- 11.1 5 July 2019 at 5:30pm followed by a BBQ at 7pm

**12. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS**

- 12.1 One confidential item was discussed.

The meeting closed at 20:36

Chair: Revd Ceron Ade Mende..... (print)

A. Mende..... (sign)

Date: 5<sup>th</sup> July 2019.....

Chair's Initials:  
