

**MINUTES OF THE MEETING OF THE
ST MARY'S & ST SAVIOUR'S CE PRIMARY SCHOOLS LOCAL GOVERNING BODY
HELD ON 14 SEPTEMBER 2017 AT 6.30 PM AT ST MARY'S SCHOOL**

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

Foundation Governors

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

Parent Governors

Professor Susannah Quinsee
Mr Iftakhar Latif

Local Authority Governor

Mr Zach Malik

Staff Governor

Mrs Elaine McDonald-James

Associate Members

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

Clerk to the Governors: Gill Hand

Also present: Mrs Kerry Munden, Head of School, St Saviours
Mr Amir Lemouchi, Deputy Headteacher
Julie Tolliday, Deputy Headteacher
Rev Bernard Mogmiv (Observer)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
1.5	Clerk to update Governor Services of Dr Joady Mitchell's resignation so that records could be amended accordingly	Clerk/Governor Services	Immediately
2.1	Governor Services to follow up outstanding completion of Personal & Pecuniary Interest Form with governors to ensure submission of completed forms	Governor Services/Governors	1 week
3.1	Governor Services to note Election of Rev. Canon Ade Ademola as Chair and amend records accordingly	Governor Services	1 week
3.2	Governor Services to note Election of Ms Alisha Anderson as Vice Chair and amend records accordingly	Governor Services	1 week

Chair's Initials:

4.2	Heather Fleetwood to identify which schools had Foundation Governor vacancies and liaise direct with Governor Services to discuss current governor vacancies.	HF/Governor Services	1 week
5.2.1	Governor Services to add Father Salvadore back onto the Governors Composition List	Governor Services	Immediately
5.2.1	Heather Fleetwood to check that the Personnel Committee minutes for the meeting on 3 July 2017 had been uploaded into the Drop Box.	HF/Governor Services	1 week
7.3	Rev. Canon Ade Ademola to send card to staff member on behalf of the Governing Body	Rev C.A.A	ASAP
8.1	Heather Fleetwood to check that the correct version of the Skills Analysis had been placed in the Drop Box and advise governors direct accordingly	HF/Governor Services	1 week
11.2	Sub-Committees to review their Terms of reference and bring these to the next meeting of the LGB on Thursday 23 November 2017 for consideration and adoption as necessary	Committee Chairs	Next GB meeting
15.2	Clerk to raise issue with Governor Services to ensure that Mr Powell received paperwork in the future	Clerk/Governor Services	ASAP
15.3	Governor Services to follow up outstanding completion of Governing Body Code of Conduct Form with governors to ensure submission of completed forms	Governor Services	ASAP
	Date of next meeting: Governors to note that the date of the next meeting was Thursday 23 November 2017 at 6.30pm at St Saviour's CE Primary School.	All /GS	Immediate

1. OPENING PRAYER, WELCOME AND APOLOGIES FOR ABSENCE/ RESIGNATIONS

1.1 Opening Prayer

The meeting was with a prayer by Rev. Canon Ade Ademola who also welcomed all present to the meeting.

1.2 Introductions

Rev Canon Ade Ademola introduced his colleague, Rev Bernard Mogmiv, and asked governors permission for him to attend the meeting as an observer to gain governing body experience.

Governors welcomed Rev. Mogmiv and unanimously agreed that he could attend the meeting as an observer.

Chair's Initials:



1.3 Ms Gill Hand, LBWF Clerk to the governors was also introduced and welcomed by the governors.

1.4 Apologies for absence
Apologies for absence were received and accepted from Beverley Hall, and Father Salvadore.

1.5 Governor resignations
Governors also noted the recent resignation of Dr Joady Mitchell as a governor due to a move out of the area and asked colleagues who were in contact with her to pass on their congratulations and good wishes for the future.

ACTION: Clerk to update Governor Services of Dr Joady Mitchell's resignation so that records could be amended accordingly

1.6 Quorum
The Clerk confirmed that the meeting was quorate with 11 governors present.

1.5 Notice of Any Other Business/Confidential items
None noted at this point.

2. **DECLARATIONS OF INTEREST**

2.1 Register of Business Interests
The clerk issued all present governors with copies of the personal and pecuniary interest form. The majority of governors present completed these forms and duly returned them to the clerk for processing.

Ms Beverley Hall and Father Salvadore were not present and were therefore required to complete and return pecuniary interest forms.

Action: Governor Services to follow up outstanding completion of Personal & Pecuniary Interest Form with governors to ensure submission of completed forms

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 2017/2018
The Clerk welcomed nominations for the position of Chair of Governors. Mrs Elaine McDonald-James proposed that Rev. Canon Ade Ademola be elected as Chair of Governors for the 2017/2018 academic year; this was seconded by Rev. Vanessa Conant. With no other nominations and no objections Rev. Canon Ade Ademola was duly elected as Chair.

ACTION: Governor Services to note election of Rev. Canon Ade Ademola as Chair and amend records accordingly

3.2 Election of Vice-Chair for the academic year 2017/2018
The Clerk welcomed nominations for the position of Vice Chair of Governors. Mrs Elaine McDonald-James proposed that Ms Alisha Anderson be elected as Vice Chair of Governors for the 2017/2018 academic year; this was seconded by Mr David Ogle. With no other nominations and no objections Ms Alisha Anderson was duly elected

ACTION: Governor Services to note election of Ms Alisha Anderson as Vice Chair and amend records accordingly

4. GOVERNING BODY

- 4.1 The clerk confirmed that there were currently 3 vacancies including the recent resignation of Dr Mitchell and that no governors who were due to come to the ends of their term in the near future.
- 4.2 Further checking required to ensure accuracy with regards to the number of current foundation governor vacancies.

ACTION: Heather Fleetwood to identify which schools had Foundation Governor vacancies and liaise direct with Governor Services to discuss current governor vacancies.

- 4.3 To consider disqualification due to non-attendance
The clerk advised that no governors were eligible for disqualification due to non-attendance.
- 4.4 The clerk confirmed that DBS checks had been completed by all governors and those details are held on file by Governor Services.

5. MINUTES

- 5.1 Governors received the minutes of the governing body meeting held on 14 July 2017 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 for filing.

5.2 Matters arising:

- 5.2.1 The following accuracy items were noted for amendment/future reference:
- Staff titles should be included in future minutes within the present section.
 - Minute 3.1 – Father Salvadore was still missing from the Governor Composition List

ACTION: Governor Services to add Father Salvadore back onto the Governors Composition List

- Minute 7.2 was confusing as one action point, namely to add to the FGB agenda – Staff Incentives, was not relevant to the discussion noted.
- Minute 7.2 – following discussion on exit staff survey completion, it was agreed that in future staff would be reminded that these were available if they wished to complete them when they were leaving the school
- Minute 7.2 – governors were updated that the website continued to be an area of work in progress and the school would shortly allocate this as a staff responsibility to ensure the website was compliant.
- Minute 9.2 – had these minutes been uploaded to the Drop Box

ACTION: Heather Fleetwood to check that the Personnel Committee minutes for the meeting on 3 July 2017 had been uploaded into the Drop Box.

Staff Governors and staff observers left the meeting at 7.00 prior to the discussion of the following item.

5.3 Staffing Structure

This item is recorded under separate confidential minutes

6 **CHAIR'S ACTION**

6.1 This item is recorded under separate confidential minutes and it is noted that Mrs Elaine McDonald James- left the confidential meeting at 7.20pm prior to Chair's Action discussions.

Staff Governors and staff observers returned to the meeting at 7.30

7 **SCHOOL ITEMS**

7.1 Safeguarding Presentation

This item was deferred to the following LGB meeting.

7.2 Staffing Structure

This item was addressed under the confidential Staffing Structure Minutes.

7.3 Head of School Report – St Mary's

Mr David Ogle provided governors with the following information:

Student Information

- 611 students currently on roll
- Current attendance 96.77% (attendance target noted as 96.5%)
- 1.47% authorised student absence
- 1.03% unauthorised student absence
- 0.47% student lates
- Weekly meetings are being held to monitor attendance/develop improvement strategies
- 7 children are currently on an EHC Plan
- 21% on students are on the SEN register
- 7% of students qualify for Pupil Premium funding
- 9 LAC students currently on roll

Staffing:

- 21 classes
- 31 teachers
- 3 School Direct students
- 8 NQTs
- 1 class job share in Year 1
- 1 member of staff is currently absent from school due to a close family bereavement and likely to be absent for some time

ACTION: Rev. Canon Ade Ademola to send card to staff member on behalf of the Governing Body

Teaching & Learning

- Learning Walks had taken place and evidence of good practice had been noted
- Observations were scheduled for 3 weeks time
- Mentoring and phase leader support was in place across the school



Admissions

Governors were shown images of the Open Day Banners that had been produced which would be displayed on the website, on the school boundaries and immediate local area.

Racism/Bullying/Exclusions and Complaints

There had been no incidents racism, bullying or exclusions to date and no complaints had been received by the school.

7.4 Head of School Report – St Saviour's

Ms Kerry Munden provided governors with the following information:

Student Information

- 363 students currently on roll
- Current attendance 95.6% (attendance target noted as 96.5%)
- 3.18% authorised student absence
- 0.49% unauthorised student absence
- 0.91% student lates
- Weekly meetings are being held to monitor attendance/develop improvement strategies
- 8 children are currently on an EHC Plan
- 1 EHC Plan is pending
- 21% on students are on the SEN register
- 33% of students qualify for Pupil Premium funding
- 0 LAC students currently on roll
- 3 students currently on CP plans
- 16 students are receiving additional support from a Learning Mentor
- An additional 18 students are receiving focussed lunchtime time mentoring support
- School clubs were due to start on 15 September 2017

Staffing:

- 15 classes
- 23 teachers
- 2 School Direct students
- 1 NQTs
- 2 class job shares
- 2 members of staff due to go on maternity leave in Spring 2018 – risk assessments have been completed for these staff and maternity cover jobs advertised
- 4 new Teaching Assistants had been appointed following interviews held on the 13 September 2017

Teaching & Learning

- Learning Walks had taken place and evidence of good practice had been noted
- Observations were scheduled for 2 weeks time
- Mentoring and phase leader support was in place across the school

Racism/Bullying/Exclusions and Complaints

There had been no incidents racism, bullying or exclusions to date and no complaints had been received by the school.

Community Engagement

Ms Munden advised governors that she had recently met with the local community police officer with a view to engaging regular liaison and support meetings with the school.

7.5 St Mary's and St Saviour's School Admissions

Governors were shown images of the Open Day Banners that had been produced which would be displayed on the website, on the school boundaries and immediate local area for both schools.

7.6 School Events

Governors were advised of the following two events that were taking place at St Saviours School and invited to attend:

- Equinox Fayre – 23 September 2017
- Fireworks Display – 4 November 2017

7.7 Governors asked Mr Ogle and Ms Munden whether the school required any additional governor support for any capacity arising issues. Mr Ogle thanked governors for all of the support they offered and advised that there were no current issues that required additional support.

7.8 SDP – St Mary's School & St Saviour's School

These documents had been circulated to governors for information prior to the meeting and questions were invited if further clarity was required.

Q – How were the activities outlined in the SDP identified? What is the process for identifying a need for the activity?

A – Ms Faye Rider explained that these were identified from a range of sources across the school including staff and leadership discussions which allowed priorities to be identified which subsequently signposted the future positive development of the school.

Q – How are SDP priorities generally identified?

A - In an organic way using a range of information, data and collaborative working practices including information from the Subject Leaders Action Plans. Information is then formalised and considered by the Leadership Team and a summary of information subsequently given to staff for information and response. Staff responses were then considered before final priorities are confirmed.

Q – Should the SDP contain additional points outlining further governance by the LGB?

A – This is a valid point and is something that can be worked into the SDP when it is next reviewed.

Q- How does the school identify the charities that it decides to support?

A – From a range of sources including School Council discussions in school.

Q – Is FGM awareness taught in school?

A – No not specifically but there is awareness amongst staff and where concerns are noted, a known process in place to address these concerns.

Q – The documents contain a lot of behaviour incentive and rewards and as a Christian school should we be reinforcing that you don't always get a reward for doing something right?

A – Noted as a valid point for consideration but the schools currently feel that the balance is effective but would monitor as appropriate.

7.9 Curate Job Description

Rev. Conant reminded the school that the above states that the curate should help and support the school and asked that the school please contact curates if there is anyway school support can be offered.

7.10 SEF – St Mary's School & St Saviour's School

These documents had been circulated to governors for information prior to the meeting for information.

Rev. Canon Ade Ademola conveyed his thanks to all staff for their hard work in developing and reviewing the SEF.

8.0 SKILLS ANALYSIS

8.1 Governors were reminded to complete the skills analysis document that had been circulated via the Drop Box and to return the completed version to Governor Services.

Governors advised that the document in the Drop Box referred to a maintained school so asked that the correct version could be circulated.

The Clerk advised that the maintained school version had been withdrawn and the correct copy circulated.

ACTION: Heather Fleetwood to check that the correct version of the Skills Analysis had been placed in the Drop Box and advise governors direct accordingly

9 GOVERNING BODY ANNUAL CYCLE

9.1 This had been circulated to Governors for information prior to the meeting via the Drop Box.

10 GOVERNORS' TRAINING

10.1 Governors confirmed receipt of the annual training programme and the following training bookings were noted:
- Ms Alicia Anderson had registered/confirmed her attendance at the exclusion Training on 19 September 2017

11. GOVERNING BODY COMMITTEES

11.1 Governors considered the establishment of subcommittees and unanimously agreed to the following committee structures and memberships:
Governor Discipline – Governors agreed that all eligible governors form a pool for the purposes of Governor Discipline matters.

Governors agreed that all eligible governors form a pool for the purposes of Staff Discipline, Staff Grievance and Dismissal Appeals. It was duly noted that no staff members would be called upon to form a part of any of these panels.

Admissions – Father Salvador, Ms Kerry Munden, Rev Canon Ade Ademola

Headteacher's Performance Management - Rev Canon Ade Ademola plus 2 other governors as available

Finance/Pay/Personnel/Resources Committee – Rev Canon Ade Ademola, Beverley Hall, Elaine McDonald-James, Alisha Anderson, Stuart Lambert, Zach Malik

Curriculum/ School Development Committee - Paul Powell, David Ogle, Iftakhar Latif, Susannah Quinsee

11.2 Governors to review committees' Terms of Reference

Subcommittees were asked to review their Terms of Reference and bring these to the second meeting of this term for consideration and adoption as necessary.

Governors duly noted that all committee meetings held in the interim period would be conducted in line with the previously agreed terms of reference.

ACTION: Sub-Committees to review their Terms of reference and bring these to the next meeting of the LGB on Thursday 23 November 2017 for consideration and adoption as necessary

11.3 Link Governors

Governors agreed to the following link governor for the academic year: Literacy – Paul Powell

Attendance/Behaviour – Rev. Vanessa Conant/Iftakhar Latif

Numeracy – Stuart Lambert

Early Years – Alisha Anderson

Science – Stuart Lambert

History & Geography – Zach Malik

SEND – Alisha Anderson

Safeguarding – Alisha Anderson

ICT – Susannah Quinsee

Religious Education – Rev. Vanessa Conant

PE – Alisha Anderson

Art/DT – Susannah Quinsee

G&T Stuart Lambert/ Iftakhar Latif

Learning Environment – Rev. Vanessa Conant/ Rev. Canon Ade Ademole

EAL – Alisha Anderson

12. **LINK GOVERNOR REPORTS**

- 12.1 Ms Alisha Anderson, Safeguarding Governor, reported to governors that she had reviewed the Schools Single Central Register on 14 September 2017 and noted that it was password protected, accurate and contained all information required.

13. **SCHOOL POLICIES**

13.1 Policy review cycle

Documentation relating to the above item was circulated to governors via the Drop Box for information prior to the meeting.

- 13.2 Governors ratified the amended Governor's Induction Policy presented at the previous meeting.

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

14.1 Date of next meeting

Governors to note that the date of the next meeting was Thursday 23 November 2017 at 6.30pm at St Saviour's CE Primary School.

- 14.2 Agenda items:
Safeguarding Presentation
Sub Committee Terms Reference
Appraisal Policy ratification
Alternative methods of participation and voting agreement for consideration

15. ANY OTHER BUSINESS

- 15.1 Governors to note that The Appraisal Policy was currently being updated and would be brought to the next meeting for consideration of ratification
- 15.2 Mr Paul Powell raised concern that despite talking to Governor Services, he was still not receiving hard copies of documentation to his home address.

ACTION: Clerk to raise this with Governor Services to ensure that Mr Powell received paperwork in the future

15.3 Governing Body Code of Conduct

This document was tabled by the Clerk during the meeting following discussion with the Chair and governors were asked to complete and return it to the Clerk during the meeting.

The majority of governors present completed these forms and duly returned them to the clerk for processing.

ACTION: Governor Services to follow up outstanding completion of Governing Body Code of Conduct Form with governors to ensure submission of completed forms

16. CLOSING PRAYER

Rev. Canon Ade Ademola closed the meeting with a prayer.

The meeting closed at 8.32pm

Chair: REV. Canon ADE ADEMOLA (print)

A. Ademola (sign)

Date: 22/11/2017

Chair's Initials:
