

**MINUTES OF A MEETING OF THE FEDERATED
ST MARY'S AND ST SAVIOUR'S PRIMARY SCHOOLS LOCAL GOVERNING BODY
HELD ON WEDNESDAY 22 NOVEMBER 2017 AT 6.30 PM
AT ST SAVIOUR'S PRIMARY**

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

Associate Member
Mr David Ogle

Executive Head Teacher
Mrs Beverley Hall

Foundation Governors
Mrs Alisha Anderson
Fr Salvador Telen (part)

Local Authority Governor
Mr Zach Malik

Parent Governors
Mr Iftakhar Latif
Professor Susannah Quinsee

Also in Attendance: Mrs Kerry Munden, Observer- Head Teacher St Saviour's Primary
Ms Leann Valiquette, Nursery Principal
Ms Kate Dingle, Deputy Head Teacher
Ms Deborah Haworth, Deputy Headteacher

Clerk to the Governors: Ms Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.1.	Agenda item for next meeting: Revised Scheme of Delegation: To receive and consider.	GS	asap
5.2.8.	GB Skills Analysis: GS asked to complete and return to Ms Fleetwood/Chair for review/recommendation to LGB.	GS/Ms Fleetwood/Chair/LGB	Ongoing
5.2.9.	Revision and Update of Personnel Committee Terms of Reference: Ms Kerry Munden and Mr David Ogle.	KM/DO	Asap
5.2.11.	Minutes of LGB Held in July 2017: GS pl. send to Mr Paul Powell.	GS	Asap pl.
7.2.	Support Staff Restructure (Midday Assistants): Ms Munden to consult re change.	KM	asap
14.1.	Health and Safety at School Report: Ms	HF	Asap/next

Chair's Initials:

	Heather Fleetwood to consider/complete for consideration by next LGB meeting.		meeting
15.1	Reports on Governor Visits to Schools: Standing agenda item for future meetings with reports made using a standard template and guidance re visits.	Governor Services	asap
15.2	HT Appointment/GET Website: Ms Fleetwood to email link to all governors.	HW	asap
15.3	Car Parking in Vicinity of Both Schools: Actions on governors per minute	Governors	Asap/ongoing.
15.6.	Confidential Minutes of 14-09-2017: SQ to propose amendment re 5.3 proposal 2	SQ (via GS)	asap
16.	Date and Time of Next Meeting: Thursday 25 January 2018-6.30 p.m.-St Mary's CE Primary	Governor Services	Ongoing

1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting which opened with a prayer by Rev Canon Ade.

1.2. Apologies for Absence

Apologies for absence were received and accepted from Mrs Faye Rider, Rev Vanessa Conant, Mr Stuart Lambert, Mr Paul Powell and Mrs Elaine McDonald-James.

1.3. Quorum

The meeting was quorate.

2. DECLARATIONS OF INTEREST

2.1 Annual Declarations of Pecuniary and Personal Interests

Proformas were circulated by the Clerk for completion and return to Governor Services.

ACTION: Clerk to return completed forms to Governor Services for processing.


2.2. Declarations of Interest in Current Agenda Items

There were no declarations made pertaining to any of the agenda items for this meeting but Canon Ade Ademola noted that he has a child in the School, likewise Professor Quinsee and Mr Latif. Governors were reminded of the need to respect the confidentiality of any business discussed of a sensitive or critical nature or relating to named individuals and to raise concerns regarding individual children via the appropriate channels with the School(s).

3. ELECTION OF VICE CHAIR OF THE GOVERNING BODY FOR THE ACADEMIC YEAR K2017/18

3.1. Election of Vice-Chair for the Academic Year 2017/18

This was deferred to the end of the meeting.

Chair's Initials:


4. LOCAL GOVERNING BODY

4.1. Local Governing Body Membership

It was noted that currently vacancies for two foundation governors are recorded. It was stated that, following Academy conversion and the creation of the Genesis Education Trust (of which the Schools are part), the LGB was incorporated but that the scheme of delegation is being reviewed including the governance structure. There are no members whose term of office will end before the spring term 2018.
ACTION: Agenda item for next meeting re 'Revised Scheme of Delegation: To receive and consider'.

4.2. Disqualification due to Non-Attendance

This item was noted without action.

4.3. Disclosure and Barring Service Checks

It was confirmed that these have been completed by all governors with details held on file by Governor Services.

4.4. National Database of Governors

The requirement to complete this was noted and has been actioned by the School(s).

5. MINUTES

5.1. Minutes of the Local Governing Body Meeting Held on 14 September 2017

These were received and accepted subject to the addition of reference to the St Mary's Primary Admissions Committee members being Prof Susannah Quinsee, Rev Vanessa Conant and Mr David Ogle.

5.2. Matters Arising

5.2.1. Governor Resignation

The resignation of Ms Joady Mitchell was noted and has been actioned by Governor Services.

5.2.2. Outstanding Declarations of Pecuniary and Personnel Interest

These have been circulated by the Clerk for completion in the meeting and return to Governor Services by the Clerk.

5.2.3. Election of Chair of LGB

Rev Canon Ade was elected.

5.2.4. Election of Vice-Chair of LGB

This was deferred to the next meeting. – see mins 15.4

5.2.5. Foundation Governor Vacancies

Consideration of these was deferred pending review of the Scheme of Delegation including governance.

5.2.6. Addition of Father Salvador Telen to the Membership List

This has been actioned.

5.2.8. Governing Body Skills Analysis

ACTION: Governor Services are asked to complete this and return to the Ms Heather Fleetwood/Chair for review.

5.2.9. Revision and Update of Committee Terms of Reference

This has been done for curriculum and displayed on the Dropbox. Revision and update of terms of reference for the Personnel Committee is outstanding.

ACTION: Mr David Ogle/Mrs Kerry Munden.

5.2.10. Outcome and Recommendations from Recent Finance Audit

A verbal update will be given shortly.

5.2.11. Minutes of Meeting Held on July 2017

ACTION: Governor Services are asked to send these to Mr Paul Powell.

5.1.12. Outstanding Codes of Conduct for Signature by Governors and Return to Governor Services

These have been circulated, signed and returned to the Clerk to be sent to Governor Services.

6. **CHAIR'S ACTION**

There was none reported. Canon Ade stated that the Schools are running well with thanks recorded to the teachers for their hard work in making the Schools' successful.

7. **SCHOOL ITEMS**

7.1. Nurseries Amalgamation Proposal-Ms Leann Valiquette

This was reported on the basis that school nursery numbers have reduced whilst the private nursery has a long waiting list with extended hours of opening needed for 8-6pm, 50 weeks annually in order to meet the needs of the community. It is proposed to retain allocated places for church members but to allocate these universally if not filled to those on the waiting list. There is currently limited space in the private nursery with the school nursery running an operating loss which cannot continue. Recruitment into the Nursery should help to retain children in the schools.

Q. Will Christian values be reflected in the private Nursery?

A. There will be a similar emphasis as in the school Nursery on nurture, welcoming Visitors, celebration of Christian and British values and provision of areas for quiet and reflection.

Q. Is the 15/30 hours Universal Free Early Educational Entitlement to be offered?

A. 30 funded hours are offered to all parents, 15 hours offered for 3 hours daily am/pm. Existing commitments will be honoured but it was noted that the demography of LBWF is changing and that there is significant other nursery provision available locally. A targeted provision will be available for church places with staff employed to work known and contracted hours.

Q. Has there been an increase in capacity? **A.** An additional 10 children.

The proposal was **AGREED**.

7.2. Support Staff Restructure (Midday Assistants)

This was **AGREED** noting that no redundancies were likely to be necessary.

ACTION: Ms Ansell to consult re the proposal.

7.3. Head Teacher's Report St Mary's C of E Primary-Mr David Ogle

This was received and accepted.

7.3.1. **Q.** Regarding the reference to the current Year 6 cohort being lower attaining...were you aware of this before? **A.** Yes.

Q. Are the targets that have been still achievable by them? **A.** Yes, additional help has been put in, but the target for working at greater depth may be difficult. There is also a potential difficulty with the combined target for reading, writing and maths for this expanded 3 form of entry cohort.

Progress is expected to be maintained and should exceed national age related expectations. However, booster activities will continue to support pupil attainment into secondary school and then progressing to GCSE, A level and university level study.

Q. Re the exclusion, how is the School dealing with the child's behaviour? **A.** The child has been accepted by the Fair Access Panel for a Pupil Referral Unit nurture group. Parents and staff are aware and additional support has been agreed for the child meanwhile.

Q. How will the views of pupils be included? **A.** Via an end of year survey and the School and Learning Councils meet regularly.

7.4. Head Teacher's Report St Saviour's C of E Primary-Mrs Kerry Munden

The report was received and accepted.

7.4.1. **Q.** The content was excellent but attendance at the recent parents' workshop was low? Can anything be done to try to increase take up? **A.** That was unfortunate but workshops will continue. The School was asked here to consider retiming sessions for immediately after school and to consult parents about the most convenient times. via the Parent Council, school newsletter and school website. The need was also noted to be mindful here of teachers' work/life balance.

7.4.2. Staff changes were noted here including a movement to St Mary's, a resignation and teacher bereavement.

7.5. Worship Report

This was received and accepted.

7.6. Radicalisation Report

This was received and accepted.

7.7. FGM Report

This was received and accepted.

7.8. Learning Mentors Report-St Mary's and St Saviour's

These were received and accepted. It was noted here that these include regular meetings with pupils regarding various issues.

8. POLICIES

8.1. Appraisal Policy

This was received and ratified.

8.2. Supply Staff Handbook

ACTION: This will be considered by the Personnel Committee.

8.3. Safeguarding in Schools

A document was received, noting that designated contacts have been updated for this school year.

8.4. Capability Policy

This was discussed at Personnel Committee and readopted.

8.5. St Saviours and St Mary's School Behaviour Policies

These were received and accepted following discussion by the Curriculum Committee.

The Schools also run additional educational enrichment visits and events, all children go to the pantomime and costs of residential visits are subsidised where family income is low.

Income of £73,000 is received for St Saviours and £79,000 for St Mary's.

Q. Why is expenditure similar when the Schools' are of different size?

A. There are more pupils at St Mary's but a lower percentage are eligible than at St Saviours. Also, due to provision of universal free school meals in Key Stage 1 it can be hard to identify pupils in need formally. Parents are encouraged to apply for benefits if they are likely to be eligible in order to allow the Schools to access pupil premium funding. It was suggested here that the Schools seek the help of Citizens UK with this.

13. FINANCIAL AUDIT REPORT

This is due next week following an 8 day visit to the Trust schools.

14. HEALTH AND SAFETY AT SCHOOL

14.1. Consideration of this will be deferred to the next meeting.

ACTION: Ms Heather Fleetwood, School PA/HR.

14.2. Educational Visit with Residential Element

This was authorised in the summer term 2017 for summer 2018.

15. ANY OTHER BUSINESS

15.1. Reports on Governor Visits to the Schools

Mrs Alisha Anderson reported that she had visited classes at St Mary' and met with the special educational needs coordinator and School Council. She had also met with the learning mentor and pre-school children at St Saviours. Prof Susannah Quiinsee will visit as soon as possible.

ACTION: Standing agenda item for future meetings with reports made using a standard template.

15.2. Head Teacher Appointment Process at St Mary's

In response to a question this was clarified by BH as involved the Chair of Governors, Diocesan representatives, the Chief Executive Officer of the Genesis Educational Trust and a foundation governor. There had been 9 applications, 4 shortlisted for pre interview activities and 3 interviewed. A unanimous appointment was made using a scoring mechanism.

ACTION: Ms Fleetwood, School to email link on the Genesis Educational Trust website to all governors.

15.3. Car Parking Issues in Vicinity of Both Schools

Current difficulties were discussed, noting proposals for further extension of LBWF controlled parking zones. It was noted that staff recruitment and retention is an issue in LBWF and that daytime access to vacant residential spaces is needed by key workers.

ACTIONS:

-Governors asked to email Mr Stuart Lambert re any ideas to alleviate difficulties e.g. try to negotiate use of daytime unused church car parks.

-Contact local councillors and MP to express their views.

15.4. Election of Joint Vice-Chairs

Professor Susannah Quinsee and Mr Zach Malik were elected unanimously. (Proposed by Ms Beverley Hall and seconded by Rev Canon Ade Ademola)

Autumn Term 2017

- 15.5. Closing Prayer
This was said by Rev Canon Ade Ademola.
Staff left the meeting after this item.
- 15.6. Confidential Minutes of 14-09-2017
These were agreed subject to noting that Mr Zac Malik was not present, with Prof Quinsee to propose an amendment re minute 5.3 proposal 2.
ACTION: Ms Quinsee.
16. **DATE AND AGENDA ITEMS FOR THE NEXT MEETING**
- 15.1. Date and Time of Next Meeting
-Thursday 25 January 2018 at 6.30 p.m. at St Mary's CE Primary School.
- 15.2. Agenda Items:
-Governor Visits
- 15.3. Future Governors' Briefing
This is scheduled for Tuesday 23 January 2018 at 6.30-8.00 p.m. at Waltham Forest Town Hall, Forest Road E17 4JF.

The meeting closed at 8.00 p.m.

Chair: Rev Canon Ade Ademola (print)

A Ademola (sign)

Date: 25/01/2018