

**MINUTES OF A MEETING OF THE FEDERATION OF ST MARY'S & ST SAVIOUR'S
CE PRIMARY SCHOOLS
LOCAL GOVERNING BODY HELD ON WEDNESDAY 19 SEPTEMBER 2018 AT 6.30M
AT THE SCHOOL**

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

Foundation Governors

Mrs Alisha Anderson
Mr Stuart Lambert
Mr Paul Powell

Executive Headteacher

Mrs Beverley Hall

Parent Governors

Prof. Susannah Quinsee

Staff Governor

Mrs Elaine McDonald-James


Associate Members

Ms Kerry Munden
Mr Matthew O'Brien

Clerk to the Governors: Ms Gill Hand

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.1	To complete Pecuniary Interest form and return to Governor Services	BH	1 week
2.1	Declarations of Interest forms to be sent to governors absent from this meeting.	Governor Services/ Governors	1 week
3.1/3.2	Election of Canon Ade Ademola as Chair and Prof Susannah Quinsee as Vice Chair of Governors <i>AS</i>	Governor Services	1 week
3.3.1	Election of Mr Stuart Lambert as Chair of the Finance, Pay & Resources Committee	Governor Services	1 week
3.3.2	Election of Rev Vanessa Conant as Chair of the Personnel Committee	Governor Services	1 week
3.3.3	Election of Mr Paul Powell as Chair of the Curriculum Committee	Governor Services	1 week
3.3.4	To note that Father Salvatore Telen would	Governor	1 week

Chair's Initials:


	remain as Chair of the Admissions Committee	Services	
4.1	To check whether there was a Foundation Governor vacancy	Clerk/Governor Services	Next LGB mtg
4.2	To provide Governor Services with DBS information for KM and MO'B	KM/AB	1 week
4.3	To prepare a briefing paper to include reference to ramifications of changing the focus of the LGB, terms of reference, de-federation, fiancé, teaching structure, leadership and curriculum.	BH	2 weeks
5.2.1	To present confidential minutes from 24.05.18 to next meeting for review and approval	Governor Services	Next LGB mtg
5.2.2	To contact Professor Quinsee re discussion over raised emailed questions on SDP	MO'B	By end of term
5.2.2	To prepare a Link Governor report following SDP discussion for circulation to governors for information	SQ	Next LGB mtg
5.2.3	To forward copy of school newsletter to governors	KM	1 week
6.1	To complete Governing Body Code of Conduct form and return to Governor Services	BH	1 week
6.1	To note and place on file new Code of Conduct form provided by school	Governor Services	1 week
9.1	To send an e-copy of KCSIE (Sept 2018) guidance and confirmation receipt form to governors	AB	1 week
9.1	To return signed KCSIE confirmation receipt from to school	All	By Oct half term
9.3	To discuss SDP at next sub-committee meeting and forward any queries direct to relevant headteacher	All	Next cttee meeting
9.3	SDP to be agenda item for next LGB	Governor Services	Next LGB mtg
9.6	KS2 Girls GDS to be agenda item for next meeting	Governor Services	Next LGB mtg
11.1	To update LGB Annual Calendar and recirculate for information	AB/KM	1 week
12.2	To amend sub-committee Terms of Reference and recirculate for information	AB/KM	1 week
12.2	To review Sub Committee Terms of reference at 1st meeting of this term	Committee Chairs	Next LGB mtg
12.2	Sub Committee Terms of reference to be agenda item for next meeting	Governor Services	1 week
12.2	To note sub-committee membership and amend files accordingly	Governor	1 week

		Services	
12.3	To note link governors and update files accordingly	Governor Services	1 week
12.4	To send website checklist to Mr Powell and Mrs Anderson and liaise outside the meeting re website updates	KM	1 week
14.1	To circulate Governors Briefing Document for St Marys & St Saviours	BH	2 weeks
	Date of next meeting: TBC and circulated to governors	AB /GS	1 week
	<u>Agenda items:</u> Sub Committee Terms of Reference SDP KS2 Girls GDS results		
15.3	To update Annual Schedule of Dates and recirculate for information	AB	1 week

1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The clerk welcomed all those present to the meeting.
 1.2 Apologies for absence were received and accepted from Rev. Vanessa Conant.
 1.3 No apologies for absence were received from Father Salvador Telen and Mr Iftakhar Latif and therefore these were not accepted.
 1.4 The Clerk confirmed that the meeting was quorate with 7 governors present.
 1.5 Notice of Any Other Business/Confidential items
 The Chair advised of one confidential item to be discussed in closed session.

2. DECLARATIONS OF INTEREST

- 2.1 The clerk issued all present governors with copies of the personal and pecuniary interest form. All those governors present with the exception of Mrs Beverley Hall completed these forms and duly returned them to the clerk for processing.

ACTION: To complete Pecuniary Interest form and return to Governor Services

Rev. Vanessa Conant, Father Salvador Telen and Mr Iftakhar Latif were not present and were therefore required to complete and return pecuniary interest forms.

ACTION: Declarations of Interest forms to be sent to governors absent from this meeting.

- 2.2 Prof Quinsee, Mr Paul Powell, Mrs Alisha Anderson and Canon Ade Ademola declared that they were parents of children at the school and had noted this on the returned form.
 No other declarations of interest pertaining to the agenda were noted.

3. APPOINTMENT OF OFFICERS

- 3.1 Election of Chair for the academic year 2018/2019
 The Clerk welcomed nominations for the position of Chair of Governors. Mrs Beverley Hall proposed that Canon Ade Ademola be elected as Chair of Governors for the 2018/2019 academic year; this was seconded by Mrs Alisha Anderson. With no other nominations and no objections, Canon Ade was duly elected as Chair.

3.2 Election of Vice-Chair for the academic year 2018/2019

The Clerk welcomed nominations for the position of Vice Chair of Governors. Mr Paul Powell proposed that Prof. Susannah Quinsee be elected as Vice Chair of Governors for the 2018/2019 academic year; this was seconded by Mrs Alisha Anderson. With no other nominations and no objections, Prof. Susannah Quinsee was duly elected as Vice Chair.

3.3 Election of Chair of Sub-Committees

3.3.1 Personnel Committee

The Chair welcomed nominations for the position of Chair of the above sub-committee. Prof. Quinsee proposed that Rev Vanessa Conant be elected as Chair for the 2018/2019 academic year; this was seconded by Mr Stuart Lambert. With no other nominations and no objections, Rev Vanessa Conant was duly elected as Chair.

3.3.2 Finance, pay and resources Committee

The Chair welcomed nominations for the position of Chair of the above sub-committee. Canon Ade Ademola proposed that Mr Stuart Lambert be elected as Chair for the 2018/2019 academic year; this was seconded by Mrs Alisha Anderson. With no other nominations and no objections, Mr Stuart Lambert was duly elected as Chair.

3.3.3 Curriculum Committee

The Chair welcomed nominations for the position of Chair of the above sub-committee. Prof. Quinsee proposed that Mr Paul Powell be elected as Chair for the 2018/2019 academic year, this was seconded by Mrs Beverley Hall. With no other nominations and no objections, Mr Paul Powell was duly elected as Chair.

3.3.4 Admissions Committee

It was agreed that Father Salvador Telen would remain as the Chair of the Admissions Committee for St Saviours and Rev. Vanessa Conant for St Mary's

4. LOCAL GOVERNING BOARD

- 4.1 The clerk confirmed that there was currently 1 vacancy for a LA governor and that no governors were due to end their term of office in the autumn term. Mr Powell advised that there was also one vacancy for a Foundation Governor and the clerk advised that she would check this with Governor Services.

ACTION: To check whether there was a Foundation Governor vacancy

4.2 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.

It was noted that the DBS information for the two Associate members, Mrs Kerry Munden and Mr Matthew O'Brien were required by Governor Services for their files.

ACTION: To provide Governor Services with DBS information for KM and MO'B

4.3 Governance Update/Review

Governors were advised that an external review of the Governing Body had been carried out and the report pertaining to this had been circulated prior to the meeting.

It was noted that a number of recommendations had been made as a result of this review. It was agreed that it would be beneficial for the report to be considered in more depth at each sub-committee meeting and to aid these discussions, the Executive Head would produce an information briefing paper.

Following on from discussions at the sub-committees, the report would be further discussed as an agenda item at the next LGB meeting. This allowed time for governors to reflect on the report and discussions and then the potential for change could be discussed in depth at the next LGB meeting.

It was noted that one of the areas discussed in the report was the potential of de-federation. It was agreed that Mr Powell and the Executive Head would liaise re discussions on this area outside of the meeting which again would inform the content of the briefing paper.

ACTION: To prepare a briefing paper to include reference to ramifications of changing the focus of the LGB, terms of reference, de-federation, finances, teaching structure, leadership and curriculum.

5. MINUTES

5.1 Governors received the minutes of the governing board meeting held on 6th July 2018 and agreed these to be an accurate record of the meeting. Canon Ade signed a copy of the minutes and these were retained by the school for filing.

5.2 Matters arising

It was noted that unless specifically referenced below, all actions from the previous meeting had been completed.

5.2.1 Minute 1.4 – Confidential Minutes 24.05.18

The clerk apologised that these minutes had not been available at this meeting and would be presented at the next meeting for consideration.

ACTION: To present confidential minutes from 24.05.18 to next meeting for review and approval

5.2.2 Minute 8.6 – SDP emailed Questions/Discussions

Prof. Quinsee advised that this remained outstanding and it was agreed to carry forward to the next meeting.

ACTION: To contact Professor Quinsee re discussion over raised emailed questions on SDP

ACTION: To prepare a Link Governor report following SDP discussion for circulation to governors for information

5.2.3 Minute 15.1 – Road Closure Consultation

Governors were advised that the consultation had opened on 10 September 2018 and information on this had been included in school newsletters.

ACTION: To forward copy of school newsletter to governors

5.3 Minutes/Reports from Committees

There were no committee reports to consider as the first meeting of the academic year was yet to be held.

6. **GOVERNING BOARD CODE OF CONDUCT**

- 6.1 The clerk issued all present governors with copies of the Governing Body Code of Conduct form. All those governors present with the exception of Mrs Beverley Hall completed these forms and duly returned them to the clerk for processing.

Rev. Vanessa Conant, Father Salvador Telen and Mr Iftakhar Latif were not present and were therefore were required to complete and return Code of Conduct forms.

ACTION: To complete Governing Body Code of Conduct form and return to Governor Services

ACTION: To note and place on file new Code of Conduct form provided by school

ACTION: Updated Code of Conduct to be sent to governors absent from this meeting.

7. **CHAIR'S ACTION**

- 7.1 EYFS Supervision Policy

The Chair advised that he had taken a Chair's Action to ratify the EYFS Supervision Policy as it had been essential that this was in place due to new guidance that had been issued in this area.

- 7.2 Safeguarding Policy

The Chair advised that he had ratified the revised Safeguarding Policy which had been updated in line with the KCSIE September 2018 guidelines to ensure that it was in place for the beginning of the 2018/19 academic year.

8. **GOVERNORS' TRAINING**

- 8.1 All governors present confirmed they had received the emailed governor's annual training programme. Governors agreed to contact Governor Services direct to confirm training attendance and to update all at the next meeting of any they had attended.

9. **SCHOOL'S ITEMS**

- 9.1 Safeguarding Presentation

Mr O'Brien provided a safeguarding update to governors which included reference to all the key changes that had been implemented as a result of the Keeping Children Safe in Education (September 2018) guidance implementation.

Q – Who completed the S128 requirement for governors?

A – This is completed by the school and has already been actioned for governors

ACTION: To send an e-copy of KCSIE (Sept 2018) guidance and confirmation receipt form to governors

ACTION: To return signed KCSIE confirmation receipt form to school

- 9.2 Pupil Premium report – St Mary's & St Saviour's

It was noted that the above reports had been circulated to governors for information prior to the meeting.

Q – When do governors receive Pupil premium updates?

A – Measurable outcomes data are provided at the end of each year and regular updates provided throughout the year via assessment data

Discussions were held on how the actions being taken by each school to ensure that parents are aware of pupil premium eligibility, how this funding benefits schools and how they can apply.

9.3 SDP – St Mary's & St Saviour's

It was noted that the above SDPs for both schools had been circulated to governors for information only prior to the meeting.

The SDPs would be further discussed at sub committee meetings and governors were asked to forward any queries from these discussions direct to the relevant headteacher.

ACTION: To discuss SDP at next sub-committee meeting and forward any queries direct to relevant headteacher

ACTTION: SDP to be agenda item for next LGB

9.4 SEF– St Mary's & St Saviour's

It was noted that the SEFs for both schools had been circulated to governors prior to the meeting.

Q – Noted 595 on roll at St Mary's which is under numbers. Why is this?

A – There have been a significant number of students who have returned overseas and this has affected numbers. This is a borough wide issue that is being noted in many schools

Q – Will this have finance implications for us which could be problematic?

A – Yes it does have financial impact but they are not perceived to be problematic

9.5 Data– St Mary's

It was noted that the above report had been circulated to governors for information prior to the meeting.

9.6 Data - St Saviour's

Governors were updated that following the remarking of one paper, the school had had confirmation on one further GDS result in maths. This had resulted in a combined ARE of 88% and GDS of 21%.

Discussions were held on the KS2 girls GDS and it was agreed that this would be discussed in more depth at the next meeting.

ACTION: KS2 Girls GDS to be agenda item for next meeting

10. **SKILLS ANALYSIS**

10.1 The clerk confirmed that this had been circulated electronically and governors were asked to return completed skills analysis forms to Governor Services by 3 October 2018.

11. **LOCAL GOVERNING BOARD ANNUAL CALENDER**

- 11.1 It was noted that this had been circulated in the Dropbox but required further revision as some information needed amending.

ACTION: To update LGB Annual Calendar and recirculate for information

- 11.2 It was noted that as agreed at previous meetings, future LGB would start at 6.15pm to allow time for focussed training to be delivered prior to the main agenda discussions. The focus for the next meeting would be a HR overview from the GET HR Manager.

12. GOVERNING BOARD COMMITTEES

- 12.1 Governors considered the establishment of committees 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.

Staff Discipline - 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 – it was agreed that the committee's would consist of Rev. Vanessa Conant (ST Mary's), Father Salvador Telen (St Saviour's) and the Head of each school plus one other governor to be elected as required.

Headteacher's Performance Management – it was agreed that this panel would consist of Canon Ade Ademola, Mr Paul Powell, Mr Stuart Lambert and Rev Vanessa Conant with a minimum of 2 needing to be present.

Finance/Pay/Resources Committee – it was agreed that this committee would consist of Mrs Beverley Hall, Mrs Elaine McDonald-James, Canon Ade Ademola, Mr Stuart Lambert and Mrs Alisha Anderson

Curriculum/ School development Committee - it was agreed that this committee would consist of Mr Paul Powell, Mr Iftakhar Latif, Prof. Susannah Quinsee, Mrs Alisha Anderson and Mr Matthew O'Brien

Personnel Committee- it was agreed that this committee would consist of Rev. Vanessa Conant, Prof Susannah Quinsee, Mr Stuart Lambert and Mrs Kerry Munden

- 12.2 Governors to review committees' Terms of Reference (1st half of term)
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.

A governor noted that the circulated Terms of Reference potentially needed to be amended to ensure they were contained amendments governors had previously requested. fit for purpose and it was agreed that this should be actioned immediately.

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: To amend sub-committee Terms of Reference and recirculate for information

ACTION: To review sub Committee Terms of reference at 1st meeting of this term

ACTION: sub Committee Terms of reference to be agenda item for next meeting

ACTION: To note sub-committee membership and amend files accordingly

12.3 Link Governors

Governors agreed to the following link governor appointments for the academic year:

SEND – Mrs Alisha Anderson

Safeguarding – Mrs Alisha Anderson

Health and Safety – Canon Ade Ademola

Literacy – Mr Paul Powell

Attendance- Rev Vanessa Conant

Numeracy – Mr Stuart Lambert

Early Years – Mrs Alisha Anderson

Science – Mr Stuart Lambert

History & Geography – Mr Paul Powell

Health & Safety – Canon Ade Ademola

ICT – Prof. Susannah Quinsee

Religious Education – Rev Vanessa Conant

PE – Mrs Alisha Anderson

Art & Design Technology - Prof. Susannah Quinsee

Gifted & Talented - Mr Stuart Lambert and Mr Iftakhar Latif

Learning Environment - Rev Vanessa Conant and Prof. Susannah Quinsee

EAL- Mrs Alisha Anderson

Culture – Mr Paul Powell

ACTION: To note link governors and update files accordingly

12.4 Website Link Governor

Discussions were held re the importance of ensuring the website was regularly audited to ensure the information contained was accurate. It was noted that this was an area that a standing item on the Curriculum sub-committee for consideration. It was agreed that it would be beneficial for governors to liaise with Mrs Munden outside of the meeting to discuss this area further.

ACTION: To send website checklist to Mr Powell and Mrs Anderson and liaise outside the meeting re website updates

12.5 Subject Link Governors

Discussions were held about the remit of the above link governors and how these can be made more effective. Consideration was given to linking the remit to the SDP to promote effectiveness.

It was agreed that this link governor role would remain the same at the moment with an anticipation that the remit would transition to link into the SDP moving forward.

13. SCHOOL POLICIES

13.1 Policy review cycle

This had been circulated prior to the meeting for information and governors were advised that policies would be presented for ratification as required throughout the academic year.

13.2 School Complaints Policy

This had been circulated to governors for information prior to the meeting and discussions were held about the reporting structure outlined within the policy. It was noted that the policy made reference to the 'headteacher' rather than the 'head of school' and would require updating.

Q – Have we ever had any formal complaints?

A – Yes there has been one

Governors voted unanimously to ratify the School Complaints Policy once the minor amendment 'headteacher' to head of school' reference had been made.

13.3 Safeguarding Policy

This had been circulated to governors prior to the meeting and was noted as having been ratified as a Chair's Action since the last meeting to ensure it had been in place prior to the start of the academic year.

Governors were advised that previously the school had a separate Child Protection policy and that this policy has now been absorbed into the Safeguarding Policy 2018.

14. GOVERNORS BRIEFING DOCUMENT

14.1 Governors were advised that the Governor's Briefing documents for both St Mary's & St Saviour's would be circulated in the near future. It was noted that the St Saviour's document was ready for circulation and the St Mary's document was currently being updated.

ACTION: To circulate Governors Briefing Document for St Mary's & St Saviour's

15. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

15.1 Date of next meeting

TBC

15.2 Agenda items:

KS2 Girls GDS
Sub-committee Terms of Reference
SDP

15.3 Annual Schedule of Dates

It was noted that this had been circulated in the Dropbox but required further revision as some information needed amending.

ACTION: To update Annual Schedule of Dates and recirculate for information

15.4 Governor's briefings

It was agreed that a governor would attend the next briefing on 1 October 2018 and once identified, they would confirm their attendance with Governor Services.

16. ANY OTHER BUSINESS/CONFIDENTIAL ITEM/CLOSING PRAYER

16.1 Safeguarding Link Governor Visit

Mrs Anderson advised that she had reviewed the Single Central registers at the school the previous week and found them to be password protected, up to date and with all KCSIE (Sept 2018) information included.

16.2 Summer Works – St Mary's Playground Works

Governors extended their thanks to Elaine and Ellen for the project management of the playground works that had been completed over the summer break. It had been noted that these improvements had been welcomed positively by the whole school community.

16.3 British Values & Christian Ethos

Discussions were held on the importance of ensuring that the above were both clearly defined within the schools. This included reference to the identification of relevant bible texts to be linked to the promotion of core values.

16.4 Wellbeing

Discussions were held as to whether the chaplaincy role could be extended in school to provide wellbeing support to staff if required. This was generally agreed to be a good idea if possible.

16.5 OFSTED – St Saviour's 19.09.18

The Executive Head thanked governors for the support that had been offered to the school during the OFSTED Section 8 inspection.

It was noted that formal outcome of the inspection would be notified in due course.

All staff bar the COO left the meeting at 7.55pm

16.6 The meeting entered into closed session to discuss a confidential item which is recorded separately.

All staff returned to the meeting at 8.10pm

17. CLOSING PRAYER


17.1 Canon Ade closed the meeting with a prayer.

The meeting closed at 8.15pm

Chair David Cohen Ade Ade (print)

Ade Ade (sign)

24/11/2018

Chair's Initials:


Date: 22/1/18

Chair's Initials:
