

**MINUTES OF A MEETING OF THE FEDERATION OF
ST MARY'S & ST SAVIOUR'S CE PRIMARY SCHOOLS
LOCAL GOVERNING BODY HELD ON THURSDAY 31 JANUARY 2019 AT 6.15PM
AT ST MARY'S SCHOOL**

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

Foundation Governors

Mrs Alisha Anderson
Mr Paul Powell
Rev. Vanessa Conant

Executive Headteacher

Mrs Beverley Hall

Parent Governors

Prof. Susannah Quinsee
Mr Iftakhar Latif

Staff Governor

Mrs Elaine McDonald-James

Associate Members

Ms Kerry Munden – Head of School, St Saviours
Mr Matthew O'Brien - Head of School, St Marys

Clerk to the Governors: Ms Gill Hand

Also present: Ms Jennifer Matthews, Deputy Head, Ms Shahla Dilawar, Business Manager, Mr Amir Lemouchi, Associate Head and 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
2.1	To update	AB	1 WEEK
2.2	To provide details of charity chair appointment to the Fed Governing Body and Governor Services	SQ	1 week
2.3	To forward updated Pecuniary Interest register to Governor Services	AB	24.03.19
3.1	To provide Governor Services with new Foundation Governor details once the Board approves	AB	ASAP
4.2.2	To confirm all key documents registry is up to date (new Governors)	AB	2 weeks
4.2.3	To recirculate updated SEF report	AB	2 weeks
6.4	School Direct to be added to information cycle for Spring half term LGB – AB to inform EC	AB	24.03.19



6.6	Headteacher to produce % for next meeting	MOB	24.03.19
6.12	To circulate attachment referred to in St Saviour's After Schools Club	AB	24.03.19
6.13	RAYG update to be agenda item for next meeting	Governor Services/ Chair	24.03.19
6.14	Children's Mental Health & Wellbeing report to be agenda item for next meeting	Governor Services/ Chair	24.03.19
8.3	To prepare and circulate Link Governor Reports for recent school visits	IL,PP,AA	2 weeks
8.3	To advise Headteachers of any additional safeguarding training they had attended	All	Ongoing
9.1	Governors' Training to be agenda item for next meeting	Governor Services/ Chair	24.03.19
13.1	Date of next meeting: 27 March 2019 @ 6.15pm at St Saviour's School	All	Immediate
13.2	<u>Agenda items:</u> RAYG update Children's Mental Health & Wellbeing report Governors' Training		

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 Mr Stuart Lambert and Father Salvador Telen.
- 1.3 The Clerk confirmed that the meeting was quorate with 8 governors present.
- 1.4 It was noted that there were a few additional items to be discussed under Any Other Business.
The clerk advised that there were confidential minutes to be agreed in closed session at the end of the meeting in the absence of staff members.

2. DECLARATIONS OF INTEREST

- 2.1 One outstanding pecuniary interest form remains for signature.
ACTION: To update
- 2.2 Professor Quinsee updated that she had been appointed the Chair of a charity and her pecuniary interest declaration would need to be updated to reflect this.
ACTION: To provide details of charity chair appointment to GET and Governor Services
- 2.3 Updated Pecuniary Interest Register
Forward latest copy to Governor Services.
ACTION: To forward updated Pecuniary Interest register to Governor Services

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 Diocese 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 22 November 2018 and subject to minor amendments, 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.

4.2.1 To note that Mrs Munden was not present at the meeting held on 22 November 2018.

4.2.2 Minute no 4.2.2 – KCSIE Governor Declaration forms

To confirm all key documents registry is up to date (new Governors)

4.2.3 Minute 6.17 –SEF Report

Mrs Munden apologised for the SEN/SEF terminology oversight in the previous SEF and advised that this had now been updated and would be recirculated shortly.

ACTION: To recirculate updated SEF report

5. **CHAIR'S ACTION**

5.1 The Chair advised that there had been no requirement to taken any Chair's actions since the last meeting.

6. **SCHOOL'S ITEMS**

6.1 Grievance Presentation

Ms Carlene Reid provided a governor briefing on the grievance process with specific reference to roles and responsibilities, the aim of a grievance process, possible outcomes, informal and formal stages, and appeals.

Governors were advised that wherever possible all parties ought to seek informal resolution when an employee had raised a grievance.

6.2 Heads Report – St. Mary's

The following areas were discussed:

School Context
Attendance
Inclusion
Safeguarding
Fire Drill
Lockdown procedures
Exclusions
Teaching & Learning
Performance Management
Staffing Structure
Community & events

- 6.3 Heads Report – St Saviour’s
The following areas were discussed:
School Context
Attendance
Inclusion
Safeguarding
Fire Drill
Lockdown procedures
Exclusions
Teaching & Learning
Performance Management
Staffing Structure
Community & events

Q – Is the school ready for an OFSTED inspection?

A – Yes and we are not anticipating any surprises as we had already identified areas of strength and improvement.

Q – Are there any specific areas where further support is required?

A – We are aware that support was required in KS2 and have put in place strategies and interventions to aid improvement.

NB – it was noted that the reports referred to in items 6.4-6.19 below, with the exception of 6.11 which was tabled at the meeting, had all been circulated to governors prior to the meeting for information.

- 6.4 School Direct
Q – How many School Direct staff continue at the school after their training has finished?

A – It varies annually

Q – Do the staff that do stay, stay long term?

A – Again this is variable and is affected by the same issues such as relocation etc.

Q – Are there any teaching assistants on the School Direct programme?

A – We actively encourage our TAs to take part in the programme.

Following discussion on action and research and how this influences the Schools Direct programme, it was agreed that it would be beneficial for governors to receive a report specifically on this area for information.

ACTION: To produce and circulate School Direct report

- 6.5 Maths Report
Q – What form will the 2020 timetables test programme take?

A – It will be computer based and both schools will be taking part in the pilot test in the summer of 2019 in preparation for full implementation in 2020

Q – What year group are the times table strategy aimed at?

A – Year 4

Governors were advised that a DfE document outlining the timetable test format and governors agreed that this would be useful to be circulated for information.

ACTION: To circulate DfE timetable test format document to governors for information

6.6 PE Report - St Mary's

Q – The report mentions a target of 20% of children engaging in additional extracurricular activities. Has this target been included in the SDP?

A – There has been a significant increase in our extracurricular activities. I will provide the % at the next meeting. PE is not a focus on our SDP but it has its own action plan. It is not necessary to include in the SDP.

6.7 PE Report -St Saviour's

6.8 Homework Report – St Mary's

6.9 Homework Report – St Saviour's

Q -Do parents advise of any difficulties in helping children with homework?

A – Occasionally but usually this is more about technology issues rather than content and school staff are always available to support parents if they have questions.

Q – Is the school aware of any correlation between less homework, or less strenuous homework and the need for children to do top up tuition?

A –We believe that homework allows the opportunity for children to build tenacity and independent work habits

Q – Are you aware of the number of children who do not have access to computers at home?

A – We are aware that there are a small number of children where this is the case and hence homework clubs are offered

6.10 Literacy Report

Q – Have any parents volunteered for the reading scheme?

A – We received three volunteers and are currently allocating them to a year group

6.11 After School Clubs Report – St Mary's

6.12 After School Clubs Report – St Saviour's

It was noted that the attachment referred to in this report was missing.

ACTION: To circulate attachment referred to in St Saviour's After Schools Club

6.13 SEN Report – St Mary's

ACTION: RAYG update to be agenda item for next meeting

6.14 SEN Report – St Saviour's

ACTION: Children's Mental Health & Wellbeing report to be agenda item for next meeting

6.15 Teaching & Learning Percentage

6.16 KS2 GDS Results

6.17 Provision Mapping & Case Studies

Governors were advised that the case studies presented were similar to those prepared for OFSTED.

6.18 Conflict & De-escalation Information

Governors noted that they had found the content of all of the reports informative and asked for their thanks to be conveyed to the staff who had prepared them.

6.19 Headteachers Report on Middle Leadership

The report has been previously circulated. The headteacher explained the logistic and strategic proposals. Governors spoke about the effectiveness of middle leadership both vertically and horizontally. There was also discussion about the different structures of a 2 and 3 form entry school. The Governors unanimously agreed to the new structure report.

7. **LGB STRUCTURE & REMIT**

7.1 The Executive Headteacher provided a summarised overview of previous discussions that had been held at both LGB and Board level with regards to the LGB structure and remit. It was also noted that 2 members of the Federated Governing Body met to review the options from the governance review report. The key outcomes were as follows:

- the LGB main focus need to be on the teaching and learning at both schools
- Board policies and decisions will be viewed as information only – sub-committees will be incorporated into half termly 15 focusses at the beginning of each LGB allowing opportunities for further ad hoc sub committees to review specific subjects with a tight focus and clear delegated responsibility
- The curriculum sub-committee will remain a separate full length meeting that will allow further interrogation of teaching and learning at both schools which the chair will present to the LGB issues to be communicated

The Governors agreed the LGB structure and remit which they would propose to the Board meeting in March as the new format for the Governing Bodies. Thus incorporating key recommendation from the external governance review

Mr Powell gave an open invitation to all governors should they wish to attend the next curriculum meeting to inform discussions.

8. **LINK GOVERNOR REPORTS**

8.1 Governor's Week

Mr Powell updated that he had attended Governor's Week at St Mary's School and had had opportunity to meet with subject heads, children and to complete a learning walk.

8.2 Gifted & Talented and Attendance

Mr Latif updated that he had attended St Saviour's to complete a Gifted & Talented and attendance focussed visit and provided an overview of the discussions held.

8.3 Safeguarding

Ms Anderson updated that she had visited St Mary's on the 31 January 2019 to carry out a safeguarding link visit and her report would be circulated in due course.

Governors were asked to advise Headteachers of any additional safeguarding training they had attended so that this information could be added to the LA Safeguarding Audit.

ACTION: To prepare and circulate Link Governor Reports for recent school visits

ACTION: To advise Headteachers of any additional safeguarding training they had attended

9. GOVERNORS' TRAINING

9.1 This item was deferred to the next meeting to allow time for updated information to be collated.

ACTION: Governors' Training to be agenda item for next meeting

10. GOVERNORS' EFFECTIVENESS REPORT

10.1 It was noted that this report had been circulated prior to the meeting for information.

11. ANALYSE SCHOOL PERFORMANCE (ASP) DATA

11.1 It was noted that this report had been circulated prior to the meeting for information.

12. TRUST END OF YEAR FINANCIAL ACCOUNTS

12.1 It was noted that this report had been circulated prior to the meeting for information.

13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

13.1 Date of next meeting

27 March 2019 @ 6.15pm at St Saviour's School

13.2 Agenda items:

RAYG update

Children's Mental Health & Wellbeing report

Governors' Training

13.3 Annual Schedule of Dates

It was noted that the Schedule of Dates were agreed at Board level and had already been confirmed and circulated for this academic year.

13.4 Governors' Briefing

Professor Quinsee confirmed that she would attend the Governor's briefing on 11 February 2019.

13.5 Christian against Poverty Centre (APC)

Q – Are the school aware of this centre and the services that it offers in Waltham Forest?

A – Yes and it is included within our Debt Policy as a service that can be signposted to

14. ANY OTHER BUSINESS/CLOSING PRAYER

14.1 London Living Wage

A governor advised that the Parish of Waltham Forest had voted in favour of the London Living wage and it was noted that both St Saviour's and St Mary's were already paying above this amount.

14.2 Alpacas

Governors were asked to agree the housing of three alpacas at St Saviour's school to complement the Forest School based there.

Discussions were held which included reference to risk assessments, health and safety, animal welfare and costs.

Governors voted to agree in principle the accommodation of the alpacas with further discussion with the Chair. Chair would be able to ratify the proposal under Chair's Action.

All staff governors and observers left the meeting at this point as the meeting was going into closed session to discuss confidential items.



14.3 Confidential Minutes of meeting held on 22 November 2018
Governors received the minutes of the confidential governing board meeting held on 22 November 2018 and agreed these to be an accurate record of the meeting. Canon Ade signed a copy of the minutes and retained them for filing.

14.1 The meeting closed with a prayer from Reverent Conant.

The meeting closed at 8.05pm

Chair: Revd Canon Ade Adende (print)

A. Adende (sign)

Date: 27/03/2019