

**MINUTES OF THE MEETING OF THE
THE FEDERATED LOCAL GOVERNING BODY
ST MARY'S AND ST SAVIOUR'S CHURCH OF ENGLAND PRIMARY SCHOOLS
HELD ON 22 MARCH 2018 AT 6.30 PM AT ST SAVIOUR'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

Ms Kerry Munden
Mr Matthew O'Brien

Clerk to the Governors: 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	Governor Services to follow up completion of Pecuniary Interest Form with Father Salvador	Governor Services	ASAP
4.2.1	To contact Mr Iftakhar re discussion on arranging public meeting to discuss parking	DO	ASAP
4.2.4	Curriculum Committee to discuss individual school characteristics at next meeting	Curriculum Committee	Next meeting
4.2.5	Finance & Resources Committee TOR to be discussed at next committee meeting	Finances & Resources Committee	Next meeting
6.5	To review Action Plan to see if SIMS Behaviour Track can be utilised for the future	MOB	ASAP
6.5	To forward Oxford contact details to Mr O'Brien	PP	ASAP
6.6	To add evaluative comments to SDP	KM/MOB	Ongoing

Chair's Initials:



6.6	To meet to review addition of church participation information to SDP	Rev C/MOB	ASAP
6.7	To discuss social media at next IT Link meeting	SQ	ASAP
6.7	To contact Rev Conant re potential named Google contact	MOB	ASAP
7.33	To circulate GET policy structure information to governors	HF	ASAP
7.34	To discuss drug education/age appropriate information at next Curriculum Committee meeting	Curriculum Committee	Next meeting
9.1	To liaise with Governor Services re GDPR training session for all governors	SQ	ASAP
9.1	To forward LA GDPR presentation to Professor Quinsee	Canon Ademola	ASAP
10.1	Governors to contact schools direct to arrange link governor visits and feedback to governing body on agreed template	All	Ongoing
14.1	Date of next meeting: Governors to note that the date of the next meeting was Thursday 24 May 2018 at 6.30pm at St Mary's C of E Primary School.	All /GS	Immediate

1. OPENING PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

1.1 Opening Prayer

Rev. Canon Ademola welcomed all to the meeting which was opened with a prayer from Rev. Vanessa Conant.

1.2 Apologies for absence

Apologies for absence were received and accepted from Mr David Ogle.

1.3 Apologies for absence not accepted

Apologies for absence had not been received from Father Salvador Telen.

1.6 Quorum

The Clerk confirmed that the meeting was quorate.

1.5 Notice of Any Other Business/Confidential items

No items were noted at this point in the meeting.

2. DECLARATIONS OF INTEREST

2.1 Register of Business Interests

The clerk advised that there was one outstanding pecuniary interest form for Father Salvador Telen. .

ACTION: Governor Services to follow up completion of Pecuniary Interest Form with Father Salvador

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

Chair's Initials:



3. GOVERNING BODY

- 3.1 It was noted that the Trust Board has commissioned a Governance Review and the Scheme of Delegation is due to be reviewed as part of this review.

4. MINUTES

- 4.1 Governors received the minutes of the governing body meeting held on 25 January 2018 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.

4.2 Matters arising:

4.2.1 Minute 4.2.5 – Parking Meeting

Mr Latif updated that the planned parking workshop meeting to discuss cross borough issues had not taken place. It was noted that LBWF community discussions are continuing re parking issues in a range of different forums and some parking concessions had been made.

Discussions were held about the organisation of a public meeting which parents could be invited to discuss parking issues in general.

ACTION: To contact Mr Iftakhar re discussion on arranging public meeting to discuss parking

4.2.2 Minute – 8.1 - School Visit

It was noted that Paul Powell had also attended the school during Governor's Week.

4.2.3 Minute 7.2 – Year 4 & Y6 Writing Data

Mr O'Brien presented an overview of both Y4 and Y 6 data for governor's information which included reference to previous assessment statistics.

Y4 Writing Data

It was noted that previously presented Y4 data was inaccurate and following the recent reassessment, 31% of children were currently working at greater depth and there had been a significant increase in students working at the expected level.

Y6 Writing Data

Governors were advised that the Y6 data previously presented was accurate and following the Spring reassessment, 28% of children were currently working at greater depth (previously 10%) and 91% were working at the expected level.

In addition, Mr O'Brien advised that analysis of the Y1 data following assessment week had indicated positive sustainable improvement.

Q – What support has been put in place to aid the above improvement?

A – Both focussed and targeted support in each year group as required including 1 on 1 and group work.

Governors thanked Mr O'Brien for the report and asked him to extend their thanks to school colleagues for their ongoing work in sustaining improvement in this area.

4.2.4 Minute 7.5 – Year 4 & Y6 Writing Data

Governors were advised that the Curriculum Committee was yet to meet and individual school characteristics would be discussed at the next meeting.

ACTION: Curriculum Committee to discuss individual school characteristics at next meeting

4.2.5 Minute 9.3 – Finance & Resources Committee TOR

It was noted that this would be discussed at the next meeting of the Finance & Resources Committee meeting.

ACTION: Finance & Resources Committee TOR to be discussed at next committee meeting

5 **CHAIR'S ACTION**

- 5.1 Rev. Canon Ademola updated that no actions had been taken since the last meeting but asked for his thanks to all staff to be noted for their hard work in keeping the schools open as much as possible during the recent adverse weather.

6 **SCHOOL ITEMS**

6.1 RE & Godly Play Presentation

Governors were advised that apologies had been received from Khadisha Gerald who was due to make this presentation and it was anticipated the presentation would be rescheduled for a future date.

6.2 Teaching School Proposal/Pathway Document & MAT Structure

It was noted that the above documents had been circulated to governors for information prior to the meeting. Ms Hall provided a verbal overview of the proposal which included reference to the adjustment and redefining of roles and responsibilities.

Q – Will the Teaching School proposal be cost neutral?

A – Not cost neutral – will be discussed in depth at the next GET Board and LGB Finance meeting.

Q – Where will the final decision on the proposal be made?

A – The proposal will be presented to the GET Finance & Premises Board and recommendations subsequently made to the Board. The final decision will be made by the GET Board in due course.

Q – Are the TLR responsibilities listed new?

A – No. They already exist but they have been reviewed to ensure there is clarification on expectations/responsibilities across all TLR bands

Q – Is the Teaching School separate to this LGB?

A – It has its own Strategic Board, sets of aims and visions, funding strand and TOR but this will be fed into this LGB to ensure that decisions made have no financial impact on St Mary's School.

Q – Who will be paying for the new Teaching School staff?

A – The appointment of the Principal is anticipated to be an internal appointment and this will be paid for from the Teaching School budget. It is anticipated that as funding is raised by the Teaching School, the costs will become neutral.

Q – How frequently will the Teaching School Strategic Board meet?

A - Termly

6.3 Head of School Report – St Mary's

It was noted that the school report had been circulated to governors for information prior to the meeting and the following key points were noted:

Student Information

- 597 students currently on roll
- Current attendance 96.5% (attendance target noted as 96.5%)
- 3.41% authorised student absence
- 0.39% unauthorised student absence
- 0.85% student lates
- 2 children are on a CP Plan
- 3 families receiving Early Help Support
- 7 children are currently on an EHC Plan
- 2 children currently are in receipt of a Statement of Educational Needs
- 18% on students are on the SEN register

Admissions

Governors were advised that Reception applications had been positive and it was anticipated that all three classes would be full in September 2018.

Racism/Bullying/Exclusions and Complaints

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

Q – Where children are leaving, are we aware of why this is happening?

A – The majority are due to affordable housing issues and families are no longer able to afford to rent in LBWF

Q – With regards to the fundraising for the new library bus, is the school planning to shut the internal library?

A – The library is currently used as a stream room and as such is not accessible for a whole class. It is anticipated that the bus will provide a good quiet space for children to read both at lunchtimes and break and classes may be able to use it during the day. No final decision on closing the internal library has been made.

Q – What if the weather is adverse and the children don't go in to the playground?

A – There are reading books in all classes which children are able to access

Governors thanked Mr O'Brien for his comprehensive report.

6.4 Head of School Report – St Saviour's

It was noted that the school report had been circulated to governors for information prior to the meeting and the following key points were noted:

Student Information

- 330 students currently on roll
- Current attendance 95.76% (attendance target noted as 96.5%)
- 0.64% authorised student absence
- 0.54% unauthorised student absence
- 0.74% student lates
- 8 children are currently on an EHC Plan
- 1 child currently on CP plans
- 2 children currently on a CIN Plan
- 20 children currently on care plans

Admissions

Governors were advised that Reception applications had been positive and it was anticipated that both classes would be full in September 2018.

Racism/Bullying/Exclusions and Complaints

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

Q – Where children are leaving, are we aware of why this is happening?

A – The majority are due to affordable housing issues and families are no longer able to afford to rent in LBWF

Q – Has the midday staff restructure been completed?

A – Yes it's been in place since 1.2.18 and is working well

Q – How did the schools meals sampling session go?

A – It had a very positive feedback. There were 3 presentations from each individual company who were tendering for the catering contract and food was sampled by children, parents and staff. Good feedback was received from all stakeholders and a final decision on the awarding of the contract is awaited

Q – Will the cost of dinners increase due to the new catering contract?

A – There will be a small raise from £2.16 currently to £2.20

Q - The difference in gender is noted in some classes and does this cause a noticeable difference in standards?

A – It had been identified that there were significantly more boys in certain classes but indications were that this was not making a day to day difference in standards. This was largely due to the consistent approach to issues that ensured high standards of teaching were maintained.

Q – With regards to Y6 transition, a wide range of schools was noted for student transfer. Is this different to previously?

A – No, our children have always moved to a wide range of schools in Y7 but as the student numbers have increased, the dispersal of students has increased

Governors thanked Mrs Munden for her comprehensive report.

6.5 SDP St Mary's Mid-year review

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

Q – The SIMS behaviour tracking section is marked in red, why is this?

A – The school is not currently using the SIMS system to manage behaviour so no updates can be noted in this area.

ACTION: To review Action Plan to see if SIMS Behaviour Track can be utilised for the future

Q – What focus is there on raising higher attaining children's aspirations?

A – The school has introduced 'Dream Catcher assemblies to support raised aspirations. Professionals are invited to attend assemblies and pupils are invited to ask questions. In addition, pupils attend off site activities where aspirational speakers are present and this also influences raised aspirations.

ACTION: To forward Oxford contact details to Mr O'Brien

6.6 SDP St Saviour's Mid-year review

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

Q – Does the school use the SIMS behaviour tracking tool?

A – No. There is an effective behaviour tracking system in place which is working well and so the SIMS tool is not currently required.

Governors thanked Mrs Munden and Mr O'Brien for the report and overview and it was agreed that it may be beneficial for evaluative comments and church participation to be specifically mentioned in the SDP.

ACTION: To add evaluative comments to SDP

ACTION: To meet to review addition of church participation information to SDP

6.7 Computing Report

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

Q – The potential increased use of IT/social media by pupils transitioning to secondary school was discussed at the Curriculum Committee. How is the school addressing this?

A – A specialist assembly has been arranged to discuss the pros and cons of social media to raise awareness

Rev. Conant advised of a contact at Google who may be able to support the school in this area.

ACTION: To discuss social media at next IT Link meeting

ACTION: To contact Rev Conant re potential named Google contact

6.8 Science Report

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

6.9 Geography Report

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

6.10 RML Report

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

6.11 Shine Report

It was noted that the school report had been circulated to governors for information prior to the meeting. Governors were advised that this was the last year of Shine funding for the school.

Q – What happens once the Shine funding ends?

A – Shine will continue but in an amended format. The funding received has reduced over time so the school has been partially funding this area for some time and will continue to do so.

Q – Are there any other funding streams that can be accessed to pay for Shine?
A – Discussions will be held with Shine to see if there are any additional sources of funding available

6.11 EAL Report

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

6.12 Governors asked for their thanks to be extended to all members of staff who had prepared the reports which they had found informative.

7. **POLICIES**

The following policies had been circulated to governors for information prior to the meeting and governors voted **unanimously to approve** those listed below.

- 7.1 Asthma POP
- 7.2 Child Protection
- 7.3 Curriculum Policy
- 7.4 Drugs Education POP
- 7.5 Exclusion of pupils
- 7.6 Homework POP
- 7.7 Home School Agreement POP
- 7.8 Maths POP
- 7.9 Modern Foreign Languages POP
- 7.10 Music POP
- 7.11 Adoption Procedure
- 7.12 Allegations of Abuse
- 7.13 Complaints Policy
- 7.14 Employee access to personnel files
- 7.15 Employment of close relatives
- 7.16 Flexible Working
- 7.17 Freedom of Information
- 7.18 Grievance Policy
- 7.19 Leave of absence
- 7.20 Managing sickness and absence
- 7.21 Probation policy
- 7.22 School Support staff Appraisal
- 7.23 Volunteer and Student POP
- 7.25 Fire Procedures St Saviour's
- 7.26 Fire Procedures- St Mary's
- 7.27 Lettings Policy
- 7.28 Business Continuity Plan- St Mary's and St Saviour's
- 7.29 Health and Safety Policy (including workstation assessment form and Eyesight testing form)
- 7.30 Fire Risk Assessment and Good Housekeeping- St Mary's (including playground and classroom log sheet)
- 7.31 Fire Risk Assessment and Good Housekeeping- St Saviour's (including playground and classroom log sheet)
- 7.32 Personal Emergency Evacuation Plan



7.33 GET Policy Structure

Discussion was held on the overview of the GET policy structure and it was agreed that it would be beneficial for governors to have an overview for information

ACTION: To circulate GET policy structure information to governors

7.34 Drugs Education/Age Appropriate Information

It was agreed that it would be beneficial for the Curriculum Committee to hold discussions with regards to drug education, decision making, and character strengthening at their next meeting.

ACTION: To discuss drug education/age appropriate information at next Curriculum Committee meeting

8. SUB COMMITTEE UPDATES

8.1 The minutes of the sub committees listed below had been circulated to governors prior to the meeting for information.

8.1.1 Finance and Premises

8.1.2 Draft Minutes- 8 March 2018

8.1.3 St Mary's Financial Report

8.1.4 St Saviour's Financial Report

8.1.5 Health and Safety Report- St Mary's

8.1.6 Health and Safety Report- St Saviour's

8.1.7 St Mary's Asbestos Management Plan

8.1.8 St Saviour's Asbestos Management Plan

8.2 Personnel (To include draft minutes from 7 March 2018)

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

8.3 Curriculum (To include draft minutes from 7 February 2018)

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

8.4 Admissions (To include draft minutes for St Mary's and St Saviour's)

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

Q – Are there admissions criteria for staff children in place?

A – Yes and consideration will be given to reviewing this criterion to extend to cover the nursery

Q – Has the opening of Emmanuel Christian School impacted on school admissions?

A – There doesn't appear to have been a significant impact

Q – Does having an outstanding OFSTED grading affect application?

A – Historically it doesn't appear to have done so but with changing population demographics, this may have potential to do so in the future.

8.2 Finance

Q – How confident are you on the financial situation for the remainder of this academic year?

A – Very confident. There are no current financial concerns; we anticipate a small carry forward but remain committed to spending on children

9. GDPR

9.1 Judicium

Governors were advised that the GET has entered into a contract with Judicium to support them with the implementation of GDPR. The SLA will cover all 3 schools and the Trust and in addition, includes an insurance policy should there be any GDPR related claims moving forward.

Q – How will the contract work?

A – An Action Plan will be developed and Judicium will advise us of what needs to be in place to ensure compliance; ongoing check and balance processes will be carried out to ensure future compliance

It was agreed that it would be beneficial for all governors to receive training on GDPR.

ACTION: To liaise with Governor Services re GDPR training session for all governors

ACTION: To forward LA GDPR presentation to Professor Quinsee

10. GOVERNOR VISITS

10.1 Professor Quinsee gave an update that she had carried out a learning walk at St Mary's on 21.3.18 and had observed a range of subjects and teaching styles. It was noted that the behaviour and engagement of all pupils was excellent; they were polite and proud to show their work to Professor Quinsee.

ACTION: Governors to contact schools direct to arrange link governor visits and feedback to governing body on agreed template

10.2 Governor's Week

Thanks were extended to the schools for organising the Governor's Week which all had found informative and useful.

11. SKILLS ANALYSIS

11.1 Professor Quinsee updated that she had recently attended the LBWF Annual Governors Training Review and had found this useful. At this review, she had been provided with an overview of all the training that governors had attended which would be informative when identified any additional training needs required.

12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

12.1 Date of next meeting

Governors to note that the date of the next meeting was Thursday 24 May 2018 at 6.30pm at St Mary's C of E Primary School.

12.2 Professor Quinsee advised that, diary permitting; she would attend the next Governor's Briefing on 21 June 2018 at the Town Hall.

13. ANY OTHER BUSINESS

13.1 National Bomb Hoax

Ms Hall advised that both St Mary's and St Saviour's had received the emailed bomb hoax that had been reported in the media. They had followed appropriate actions and the police had been contacted. As the threat was identified as a hoax, the school had remained open.

Spring Term 2018

13.2 Art Exhibition

Governors were advised that Art Exhibitions were being held in both school as outlined below and governors were invited to attend:

St Mary's - Wednesday 28 March 2018 3-4pm
- Thursday 29 March 2018 8.30- 9.30am

St Saviour's - Thursday 29 March 2018 2pm

13.3 OFSTED Inspection Changes

Ms Hall provided governors with a brief overview on the recent changes to OFSTED inspections.

14. **CLOSING PRAYER**

14.1 Rev. Conant closed the meeting with a prayer.

The meeting closed at 8.45pm

Chair: Rev. Canon Ade Adewola (print)

A. Adewola (sign)

Date: 24/05/2018

Chair's Initials:
