

**MINUTES OF A MEETING OF THE FEDERATION OF
ST MARY'S & ST SAVIOUR'S CE PRIMARY SCHOOLS
LOCAL GOVERNING BODY HELD ON THURSDAY 22 NOVEMBER 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
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
Mr Matthew O'Brien

Clerk to the Governors: Ms Gill Hand

Also present: Ms Jenni Matthews. Deputy Head, Ms Ruth Keane, potential governor and Ms Carlene Reid, GET HR advisor

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
	Declarations of Interest forms to be sent to governors absent from this meeting	Governor Services/ Governors	1 week
4.2.1	To ensure copies of newsletters are sent to governors' weekly	EC	Ongoing
4.2.2	To chase outstanding KCSIE September 2018 governor signed declarations	EC	2 weeks
4.2.4	To check that the policy had been amended to state 'Head of School/Headteacher/Executive Head' in relevant sections	EC	2 weeks
6.4	To contact Mrs Munden direct re background of racial incident noted in report	PP/KM	ASAP
6.5	Teaching & Learning percentages to be	Governor	31.01.19

Chair's Initials:



	agenda item for next LGB meeting	Services	
6.5	Provision Mapping cases studies to be agenda item for next meeting	KM/MOB	31.01.19
6.8	To circulate two additional sections of St Saviour's Action Plan to governors	EC	31.01.19
6.7/6.8	To add calendar date for SDP Review meeting for both schools prior to end of academic year BBQ	EC	2 weeks
6.14	To liaise re offer of church support to learning Mentors	VC/MOB	ASAP
6.16	Matt Lapping & Frank Crawford to attend future meeting to share information on conflict and de-escalation. To produce a report and answer questions at next meeting.	MOB	ASAP
6.17	To clarify difference in information between St Saviour's SEN and SEF reports, discuss at next meeting.	KM	Next mtg
6.18	KS2 Girls GDS to be agenda item for next meeting	Governor Services	31.01.19
6.18	To circulate case studies of each KS2 Girls GDS group	KM	31.01.19
6.18	To recirculate historical data/national average data via email	KM/MOB	31.01.19
6.19	To circulate MOB's response to GET Standard Committee queries for information only	MOB/EC	ASAP
6.23/6.24	To circulate school sports premium report to governors for information	MOB/EC	ASAP
7.9.1	To clarify whether section 9 is missing or is a renumbering issue	CR	2 weeks
7.9.3	To annotate future policy presentations to inform whether policies are for information or ratification	EC	Ongoing
8.1	To recirculate Skills Analysis to governors for completion and return	Governor Services/EC	2 weeks
8.1	Skills Analysis Feedback to be agenda item for next meeting	Governor Services	31.01.19
9.2	To note new link governor responsibilities	Governor Services/EC	2 weeks
9.3	To add spring term Governor Week Diary date to school calendar	KM/MOB/AB	ASAP
12.4	LGB role and committee structures agenda item for next meeting	Governor Services	31.01.19
12.4	To meet to discuss role of the LGB Finance and Premises Committee and committee structure	SL/EJ	31.01.19
12.4	To meet to discuss role of the LGB Committees and committee structures	PP/SQ/SL	31.01.19
14.5	To check with Governor Services whether document contains all information provided	Clerk	1 week

	by governors		
14.5	To send copies of pecuniary interest forms to AB for checking direct with governors	Governor Services	1 week
14.5	Governors to email EC direct with any changes required to publication of date info	All	31.01.19
16.1	To liaise re potential for Parent Council discussion on traffic issues outside school	KM/IL	ASAP
17.1	Date of next meeting: Thursday 31 January 2019 @ 6.15pm at St Mary's School (please note earlier time)	All	Immediate
17.2	<u>Agenda items:</u> Teaching & Learning percentages Provision Mapping cases studies Conflict & De-escalation information LGB structure and remit KS2 Girls GDS		
18.1	To liaise outside of the meeting re 208 Markhouse Rd	BH/VC	ASAP

1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The clerk welcomed all the meeting which opened with a prayer from Canon Ade. The Chair introduced a potential new governor. Ms Ruth Keane and general introductions were made.
- 1.2 No apologies for absence had been received from Father Salvador Telen and therefore these were not accepted.
- 1.4 The Clerk confirmed that the meeting was quorate with 9 governors present.
- 1.5 Notice of Any Other Business/Confidential items
The Chair advised of confidential items to be discussed in closed session at the end of the meeting in the absence of staff members.

2. DECLARATIONS OF INTEREST

- 2.1 The clerk circulated copies of pecuniary interest forms to Rev Vanessa Conant and Mr Iftakhar Latif who duly completed and returned them to the clerk.


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

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

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

3. LOCAL GOVERNING BOARD

- 3.1 Governors were advised that following on from the governance review, an update on governor vacancies would be provided at the next meeting for information.
- 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.

Chair's Initials: 
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4. MINUTES

4.1 Governors received the minutes of the governing board meeting held on 19 September 2018 and subject to minor amendments, 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.

4.2 Matters arising

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

4.2.1 Minute 5.2.3

Governors advised that they had received the newsletter but would welcome it continuing to be sent on a more regular basis.

ACTION: To ensure copies of newsletters are sent to governors' weekly

4.2.2 Minute 9.1 – KCSIE Signed Declaration

ACTION: To chase outstanding KCSIE September 2018 governor signed declarations

4.2.3 Minute 11.2 – Governor Briefings

To note that future meetings would now start at 6.15pm

4.2.4 Minute 13.2 – School Complaints Policy

ACTION: To check that the policy had been amended to state 'Head of School/Headteacher/Executive Head' in relevant sections

4.3 Minutes from Committee Meetings

4.3.1 Curriculum Committee 15.11.18

Mr Paul Powell advised that the above committee had met on the 15 November 2018 and minutes would be circulated in due course. There were no specific matters arising to note.

4.3.2 Personnel Committee 21.11.18

Rev Vanessa Conant advised that the above committee had met on the 21 November 2018 and minutes would be circulated in due course. There were no specific matters arising to note.

4.3.3 Finance Committee 22.11.18

Mr Stuart Lambert advised that the above committee had met on the 22 November 2018 and minutes would be circulated in due course. There were no specific matters arising to note.

5. CHAIR'S ACTION

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

6. SCHOOL'S ITEMS

6.1 Disciplinary Presentation

Ms Carlene Reid provided a governor briefing on the disciplinary process with specific reference to LGB roles and responsibilities in this process.

Q – How are governors identified for the disciplinary panels?

A – An email is sent asking governors if they are able to sit on the panel as and when they arise and the panel is then made from responses received.

Chair's Initials:



Q – Once the panel is over, do the panel receive the official outcome?

A – The disciplinary panel make a decision at the panel and a confidential letter is created which reflects this decision and is placed on the staff member's file.

6.2 School Reports

It was noted that, with the exception of the Sports Premium reports, all reports listed below under items 6-2 to 6.24 had been circulated to governors for information prior to the meeting and questions were invited.

6.3 Head of School Report– St Mary's

6.4 Head of School Report – St Saviour's

ACTION: To contact Mrs Munden direct re background of racial incident noted in report

6.5 Teaching & Learning – St Mary's

Q – How did the St Mary's observations go in November 2018?

A – Most teachers had been observed and in particular teaching was observed as strong in Y2, 5 and 6. Where areas of development have been noted, significant interventions have been implemented. This includes the commissioning of a 1 day external inspection to identify progress being made against development areas.

Q – Is it possible for the percentage breakdown of observations to be made available?

A – Yes and added as an agenda item at the next meeting

ACTION: Teaching & Learning percentages to be agenda item for next LGB meeting

Q – Is there a larger number of NQT at the school now?

A – No larger than previously and most have stayed on and are making significant progress. For those that have left, this was due to personal relocation out of LBWF

Q – Are we retaining the School Direct staff?

A – Not as many as we would like to but those that we have retained are progressing well

Q – Did a teacher leave early this academic year?

A – Yes but this was not due to any school based issues

Q – Was the trip to Oxford only for pupil premium students?

A – No it was a mixture of pupil premium and gifted and talented student

Q – Has the staffing structure been communicated to parents?

A – We have communicated changes to parents via the school newsletter

Q – How can we monitor the effectiveness of provision mapping? Could this be done via use of cases studies?

A – Excellent idea and anonymised case studies could be used to show effectiveness

ACTION: Provision Mapping cases studies to be agenda item for next meeting

6.6 Teaching & Learning – St Saviour's

6.7 St Mary's SDP

Governors agreed unanimously to ratify the previously circulated SDP.

6.8 St Saviour's SDP

Governors agreed unanimously to ratify the previously circulated SDP.

It was noted that a further two sections had been added to the Action Plan following on from the recent OFSTED inspection and these would be shared with governors.

ACTION: To circulate two additional sections of St Saviour's Action Plan to governors

ACTION: To add calendar date for SDP Review meeting for both schools prior to end of year BBQ

6.9 St Mary's SEF

Q – Does the school include stakeholder feedback within the SEF?

A – Not particularly on the SEF but a range of stakeholder questionnaires are completed throughout the year and this informs the SEF

Q – Has there been an increase in parental responses since online surveys were implemented?

A – We have received 100 responses but not sure if this is necessarily an increased response

6.10 St Saviour's SEF

6.11 Worship Report

6.12 FGM Report

6.13 Radicalisation Report

6.14 Learning mentor Report – St Mary's

Q – Is the inclusion approach new?

A – No. The role is the same as the previous Learning Mentor

Q – Could the church provide support to the Learning Mentor areas of work?

A – Yes and this would be very welcome

ACTION: To liaise re offer of church support to learning mentors

6.15 Learning Mentor Report – St Saviour's

Q – Do the Learning Mentors work across the schools?

A – No but they do have the opportunity to meet regularly to discuss ideas but their work is primarily school specific as to where they are based

Q – Who provides the supplies for the food parcels?

A – Mainly staff and some donations from local businesses

Q – How are families identified as requiring support?

A – Via a range of information channels

Q – Is there a way of including children in food banks?

A – It is essential that the school ensures confidentiality re how the food is circulated so children and families are not involved. However, there are many other opportunities during the year for them to be involved in broader charity based events

6.16 SEN Report – St Mary's

Q – Is there any possibility of parent workshops being offered on conflict and de-escalation?

Chair's Initials:



A – Yes

ACTION: Matt Lapping & Frank Crawford to attend future meeting to share information on conflict and de-escalation

6.17 SEN Report – St Saviour's

Governors noted some disparity in the information presented in the SEN and SEF report and asked for this to be clarified.

ACTION: To clarify difference in information between St Saviour's SEN and SEF reports

6.18 KS2 GDS Results

It was agreed that in the absence of Mrs Munden, this item would be deferred to next meeting to allow more comprehensive discussion to be held.

Q – Are governors presented with historical data that shows comparisons with previous years?

A – Yes, historical trend data is circulated to governors

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

ACTION: To circulate case studies of each KS2 Girls GDS group

ACTION: To recirculate historical data/national average data via email

6.19 St Mary's Data Report

It was noted that data in general had been discussed at the Trust Standard's Committee and Mr O'Brien was in the process of producing a response to the queries raised.

Q – Have any other groups been identified in the data as needing attention?

A – Overall pupil premium progress against the national average is strong. We have previously identified BCRB children as requiring attention and have continued to track these students to ensure underachievement is addressed. In addition, in a couple of year groups, EAL progress had been noted and is being tracked and addressed as required

ACTION: To circulate MOB's response to GET Standard Committee queries for information only

6.20 St Saviour's Data Report

6.21 St Saviour's Pupil Premium Report

Q – How are we ensuring the attainment gap between pupil premium and non pupil premium children is being addressed?

A – We are aware of the gap and continue to review and provide interventions for this.

6.22 St Mary's Pupil Premium Report

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

6.23 St Mary's Sport's Premium Report

ACTION: To circulate report to governors for information

6.24 St Saviour's Sports Premium Report

ACTION: To circulate report to governors for information

6.24 Monitoring Letter

Chair's Initials:



7. POLICIES

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

7.2 Relationships & Sex Education

7.3 Supply Staff Handbook

7.4 SEND

7.5 EYFS Reception POP

7.6 Inclusion POP

7.7 St Saviour's Behaviour POP

7.8 St Mary's Behaviour POP

7.9 Capability Policy

7.9.1 Pay Policy

ACTION: To clarify whether section 9 is missing or is a renumbering issue

7.9.2 Policy Presentation to Governors

ACTION: To annotate future policy presentations to advise whether policies are for information or ratification

8. SKILLS ANALYSIS FEEDBACK

8.1 Governors agreed that the Skills Audit should be recirculated and all would ensure it was completed and returned to Governor Services to allow analysis to take place.

ACTION: To recirculate Skills Analysis to governors for completion and return

ACTION: Skills Analysis Feedback to be agenda item for next meeting

9. LINK GOVERNOR REPORTS

9.1 Safeguarding Report

It was noted that a safeguarding link governor visit had taken place on 17 September 2018 and the report of this visit had been circulated to governors for information.

9.2 SDP Report

Prof Quinsee had met with Mr O'Brien and Mrs Munden to discuss the potential of linking governor roles to specific SDP area. The report of this meeting had been circulated prior to the meeting for information and governors agreed to the following link governor responsibilities:

Area of Responsibility	Committee Link	Linked Governor
Safeguarding/Special Educational Needs and LAC	Curriculum Committee	Alisha Anderson
Early Years	Curriculum Committee	Alisha Anderson
Pupil Premium/Pupil Outcomes	Finance & Curriculum Committees	Paul Powell
Personal Development, Behaviour & Welfare	Curriculum Committee	Prof. Quinsee
Leadership & Management	Personnel Committee	Stuart Lambert
Teaching & Learning	Curriculum Committee	Iftakhar Latif
Church School Distinctiveness	Curriculum Committee	Rev. Vanessa Conant

ACTION: To note new link governor responsibilities

9.3 Governor Week

It was agreed that a spring term diary date would be added to the school calendar for both schools.

ACTION: To add spring term Governor Week Diary date to school calendar

Chair's Initials:



10. TARGET SETTING

10.1 St Mary's Targets

It was noted that the above information had been circulated to governors for information prior to the meeting and governors unanimously voted to approve the targets presented.

10.2 St Saviour's Targets

It was noted that the above information had been circulated to governors for information prior to the meeting and governors unanimously voted to approve the targets presented.

11. FINANCIAL AUDIT REPORT

- 11.1** Mrs McDonald James advised that the Trust had recently had a full external audit and the report from this audit was due to be presented to the Trust Board on 27 November 2018. Once the report had been approved, it would be circulated to all governors prior to public publication.

Governors were advised that all schools had shown a surplus carry forward and this had been supported by the additional income generated by the Trust.

Governors asked for their thanks to be passed on to all finance staff for their ongoing hard work.

12. GOVERNANCE & FEDERATION REVIEW

- 12.1** It was noted that the following reports had been circulated to governors for information prior to the meeting.

12.2 Summary of Governance Report

BH provided an overview of the above report which had been prepared following the commission of an external consultant.

12.3 Federation Advantages & Disadvantages

It was noted that the overall view of governors was that it would be beneficial to stay as a federated LGB.

12.4 Structure Document

Governors discussed the significant amount of duplication of information presented across all levels of the Trust and advised this had been a discussion point at recent sub committee meetings.

It was agreed that further discussion was required to examine the role of existing committees in order to ensure that information presented was intrinsic to the LGB role. Potentially these discussions would follow a similar line as to that carried out when considering Link Governor roles and effective links with the SDP.

ACTION: To meet to discuss role of the LGB and committee structures

ACTION: LGB role and committee structures agenda item for next meeting

12.4 Staff Structure

The Executive head provided an overview of the current and proposed staffing structure for information.

Q – Is the Assistant Head T&L position one position across all 3 schools?

A – Yes

Q – The document refers to the Executive Head of St Margaret’s. Who holds this role?

A – There was an Executive Head position in the structure and this was covered by Ms Hall in her role of CEO and we are not looking to appoint an additional person to this role

All governors confirmed they were in agreement with the proposed structure which was due to be presented to the next GET Board meeting for approval.

Q – What is the timescale to implement the proposed structure?

A – If approved, then ideally it will be completed by the end of this academic year

13. COMMITTEE TERMS OF REFERENCE

13.1 Governors approved the Terms of Reference for all sub committees.

14. PUBLICATION OF GOVERNOR INFORMATION

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

14.2 School Web Site Review

14.3 Governing Board Publication of Information

14.4 Attendance 2017-18

14.5 Declaration of Interest Register 2017-18 & 2018-19

ACTION: To check with Governor Services whether document contains all information provided by governors

ACTION: To send copies of pecuniary interest forms to AB for checking direct with governors

ACTION: Governors to email AB direct with any changes required

15. PERFORMANCE MANAGEMENT REVIEWS

15.1 This item was discussed in a confidential session with no staff present.

16. HEALTH & SAFETY AT SCHOOL

16.1 Annual Health & Safety report

The above report had been circulated to governors for information prior to the meeting.

A governor raised concern about the potential issues outside school due to LA traffic calming installations and new cycle lanes.

ACTION: To liaise with Parent Council

17. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

17.1 Date of next meeting

Thursday 31 January 2019 @ 6.15pm at St Saviour’s School

17.2 Agenda items:

Teaching & Learning percentages

Provision Mapping cases studies

Conflict & De-escalation information

KS2 Girls GDS

LGB structure and remit

Chair’s Initials:



18. ANY OTHER BUSINESS/CONFIDENTIAL ITEM

18.1 208 Markhouse Rd

Governors were advised that the above property had previously been sold by the St. Saviour's school and the Diocese held the money raised from the sale in trust.

Discussions were now being held with Bryan Lester from the Diocese with regard to the paperwork around this issue.

ACTION: To liaise outside of the meeting re 208 Markhouse Rd

All staff left the meeting at 9.05pm

18.2 The meeting entered into closed session to discuss confidential items which are recorded separately.

19. CLOSING PRAYER

19.1 Rev. Conant closed the meeting with a prayer.

The meeting closed at 9.15pm

Chair: NEED CANON ADE ADEMOA (print)

Need (sign)

Date: 31/10/2019

Chair's Initials:
