

**MINUTES OF A MEETING OF THE FEDERATED
ST MARY'S AND ST SAVIOUR'S PRIMARY SCHOOLS LOCAL GOVERNING BODY
HELD ON WEDNESDAY 25 JANUARY 2018 AT 6.30 PM AT ST MARY'S PRIMARY**

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

Associate Member

Mr David Ogle
Mrs Kerry Munden
Mr Matthew O'Brien

Executive Head Teacher

Mrs Beverley Hall

Foundation Governors

Mrs Alisha Anderson
Rev Vanessa Conant
Mr Stuart Lambert
Mr Paul Powell

Parent Governors

Mr Iftakhar Latif
Professor Susannah Quinsee

Staff Governor

Mrs Elaine McDonald-James

Also in Attendance: Mr Amir Lamouchi, Deputy Head Teacher, St Mary's (Observer),
Ms Eleanor Ford, Teacher at St Saviour's – History Lead for Federation (left meeting at
7.25pm)

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	Clerk to return completed forms to Governor Services for processing.	Clerk	27.01.18
2.1	Governor Services to contact Father Salvador re Pecuniary Interest Form completion	Governor Services	ASAP
4.2.2	Governor Services to forward Skills Analysis to Heather Fleetwood	Governor Services	ASAP
4.2.4	Health and Safety at School Report update to be agenda item for next LGB meeting	Governor Services/School	22.3.18
4.2.5	School to consider preparation of parking issue testimonials for Mr Latif to present at the parking meeting being held at Leyton Sixth Form college in mid-February	School	ASAP

4.2.5	Mr Latif to forward link to parking workshop to Heather Fleetwood for information and wider	School	ASAP
6.1	Governor Services to note appointment of Prof. Quinsee as Training Link Governor and amend records accordingly	Governor Services	ASAP
6.1	Governors to advise Prof Quinsee and Heather Fleetwood of any future training events they attend	Governors	Ongoing
6.2	Canon Ade to forward link to Taking the Chair presentation to Heather Fleetwood for circulation to governors	Canon Ade	ASAP
7.2	St Mary's Y4 and Y6 writing data to be agenda item for next meeting	Governor Services	22.03.18
7.2	School to review publicising and content of workshops to encourage parent engagement and attendance	MOB/KM	Ongoing
7.5	Curriculum Committee to discuss individual school characteristics at next meeting	Curriculum Committee	ASAP
8	Governors to attend Open Week at both schools on 26 February 2018 if available	Governors	26.2.18
9.3	Finance & Premises Committee TOR to be agenda item for next meeting	Governor Services	22.03.18
10.2	GDPR update to be standing agenda item for future meetings	Governor Services	22.03.18
10.2	Clerk to ask Governor Services if they were preparing a Data Retention Policy	Clerk	ASAP
11	GB Skills Audit to be agenda item for next meeting	Governor Services	22.03.18
12.2	Clerk to liaise with Governor Services re representing amended confidential minutes from 14.09.18 at next meeting.	Clerk/Governor Services	ASAP
13.	Date and Time of Next Meeting: Thursday 22 March 2018 at 6.30 p.m. at St Saviour's CE Primary School	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. Canon Ade introduced Mr Matt O'Brien, new headteacher of St Mary's to the meeting.

1.2. Apologies for absence

Apologies for absence were received and accepted from Father Salvadore. It was noted that no apologies for absence had been received from Mr Zach Malik.

1.3. Quorum

The meeting was quorate with 9 governors present.

2. DECLARATIONS OF INTEREST

2.1 Annual Declarations of Pecuniary and Personal Interests

The clerk advised that there were two outstanding Pecuniary Interest forms, Father Salvador and Mrs Alisha Anderson that required completion.

Mrs Anderson's completed form was returned to the clerk during the meeting.

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

ACTION: Governor Services to contact Father Salvador re Pecuniary Interest Form completion

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, Mrs Anderson, Mr Powell and Mr Latif.

3. LOCAL GOVERNING BODY

3.1. Local Governing Body Membership

The clerk advised that there are currently no governor vacancies and no members whose term of office will end before the spring term 2018.

3.2. Disqualification due to Non-Attendance

This item was noted without action.

4. MINUTES

4.1. Minutes of the Local Governing Body Meeting Held on 22 November 2017

Governors received the minutes of the governing body meeting held on 22 November 2017 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.

4.2. Matters Arising

4.2.1 Minute 4.1

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 in the Spring Term.

Q – Will governors be advised of the proposed Governance Review outline?

A – Yes – once this has been finalised, it will be circulated to governors for information and their involvement.

4.2.2 Minute 5.2.8 GB Skills Analysis

The clerk advised this had been resent to the Canon Ade today for information.

ACTION: Governor Services to forward Skills Analysis to Heather Fleetwood

4.2.3 Minute 7.2 – Midday Assistant Restructure

Ms Munden advised governors that the Midday Assistant restructure consultation document that been agreed at the last LGB meeting had now been actioned. Two consultation proposals had been received and considered and meetings had been held with staff, HR and Union representatives as required.

The new structure would propose to start on 1 February 2018 when midday staff would be assimilated into positions with their updated Terms and Conditions.

The new structure had resulted in a cost saving of 35 hours per week without any detrimental effect on children.

Ms Munden recommended to governors that the re-deployment and assimilation of MDAs should be accepted as of 1 February 2018.

AGREED - Governors unanimously approved the support staff restructure and thanked Mrs Munden for her work in this area.

4.2.4 Health & Safety at School Report

Mrs McDonald-James advised that this has been completed but as the planned Premises & Finance meeting had had to be cancelled, it has not yet been ratified by that Committee. It is due to be considered at the next Finances & Premises meeting.

ACTION: Health and Safety at School Report update to be agenda item for next LGB meeting

4.2.5 Car Parking in School Vicinity

It was noted that the school had contacted local councillors to discuss their concerns about the above issue with a view to finding resolutions to address the ongoing parking issues around the school. Unfortunately no resolutions had been found.

Ms Hall also advised that the Councillor Williams was due to visit the school shortly and she would raise the matter direct with her should she have opportunity to do so.

Mr Latif advised governors that a parking workshop is due to be held in mid February 2018 at Leyton 6th Form College with a wide ranging audience including councillors to collectively address this borough wide issue. Any interested parties could attend this meeting and if possible, it would be beneficial if the school was able to provide testimonials to use as evidence at this meeting.

ACTION: School to consider preparation of parking issue testimonials for Mr Latif to present at the meeting

ACTION: Mr Latif to forward link to parking workshop to Heather Fleetwood for information and wider circulation within school

5. **CHAIR'S ACTION**

Canon Ade advised that there were no actions to report.

6. **GOVERNOR'S TRAINING**

6.1 Training Link Governor

It was noted that the school had a vacancy for this post and Prof. Quinsee advised that she would be willing to act as Training Link Governor and this was unanimously approved.

ACTION: Governor Services to note appointment of Prof. Quinsee as Training Link Governor and amend records accordingly

ACTION: Governors to advise Prof Quinsee and Heather Fleetwood of any future training events they attend

6.2 Training Courses attended

It was noted that governors had attended/confirmed places at the following training events:

Canon Ademola – Taking the Chair 23.1.18
GDPR (due to attend 5.3.18)

Stuart Lambert – Preparation for OFSTED – Nov 2017
Governor's Accreditation (due to attend March 2018)

Prof Quinsee - Academy Governance (due to attend March 2018)
Link Governor Role (due to attend)

ACTION: Canon Ade to forward link to Taking the Chair presentation to Heather Fleetwood for circulation to governors. A copy of the certificate to be kept in the Governors' Training file. Mrs Munden to ensure that Mrs Fleetwood receives the certificate.

6.3 It was noted that no current additional governor training needs had been identified.

7. **SCHOOL ITEMS**

7.1. History Presentation

Governors were given information through a power point presentation on the teaching of history across St Mary's and St Saviour's by Ms Eleanor Ford, a teacher at St Saviour's School and Lead for History across the Federation.

Ms Ford outlined that the history curriculum had been reviewed to ensure that it was a creative, interactive offer which effectively linked history to other curriculum areas across both schools.

Q – What would be used to teach a history lesson?

A – A wide range of strategies including examples, books, pictures, flip charts, topic boxes, oral, drama workshops and written work. The actual resources used would be dependent on age appropriateness and built on year on year.

Q – How often do children get taught specific history lessons?

A – History and geography is taught in 3 week blocks across each half term so the children receive 3 x 2 hour history lessons per half term. It is dependent on the theme within each year group. The curriculum map shows this for each year group.

Governors thanked Ms Ford for attending the meeting and for her comprehensive, informative presentation which they had found very useful.

Ms Ford left the meeting at 7.25pm.

7.2 Headteacher's Report St Mary's C of E Primary – Mr Matt O'Brien (verbal)

The following key points of the report were noted:

Student Information

- 604 students currently on roll
- Current attendance 96.9% (attendance target noted as 96.5%)
- 3.2% authorised student absence
- 0.3% unauthorised student absence
- 0.7% student lates
- Weekly meetings are being held to monitor attendance/develop improvement strategies

- 7 children are currently on an EHC Plan
- 2 children are currently in receipt of a statement
- 111 students are on the SEN register
- 14% of SEN students qualify for Pupil Premium funding

Staffing:

- 21 classes
- 29 teachers
- 1 class job share in Year 6
- 1 member of staff is currently absent from school for personal reasons and parents have been advised of ongoing teaching arrangements
- A number of staff changes has been effected including some staff moving to other schools across the Trust
- Vacancies have been advertised and teacher interviews will be taking place wb 29.01.18

Safeguarding

- 1 child is on a CP Plan
- 3 children are on a CIN Plan
- 4 children are receiving Early Help Support
- 3 children have Special Guardianship Orders
- 21 children are supported by the Learning mentor
- 30 children are supported by an external male mentor at lunchtime
- 10 of the above children are on a behaviour plan

Racial incidents/Exclusions

There have been no racial incident reports or exclusions since the last report to governors on 23 November 2017.

Fire Drill/Lock Down Procedure

Planned for the Spring Term and will be reported to governors at the next meeting.

Staff Training

Whole school safeguarding update took place on 3 January 2018 including 'Operation Compass' briefing

Teaching Standards

- Teaching & Learning Review has been arranged and will be conducted by SLT and an external consultant alongside other Heads. This will take place on 7 March 2018
- All teachers have mentors assigned to them
- Teacher's performance management was completed last term with mid year meetings to take place in Spring term
- Pupil Progress meetings have taken place
- Students requiring additional support have been identified
- Y4 and Y6 have been identified as high focus for intervention
- Y6 boosters, intervention groups and Achievement School are up and running

ACTION: St Mary's Y4 and Y6 writing data to be agenda item for next meeting

Parents' Evenings & Workshops

- Parents' Evening held on 17 and 18 January 2018.
- Online Ofsted feedback questionnaire completed by 123 parents
- 97% of respondents said teaching was at least good

Chair's Initials:



- 93% of parents said their children enjoyed school
- Response to questions was approximately 90-97% positive
- A range of Parent Workshops are being held

Q – Did the school receive get more comments on online responses?

A – No about the same as when completed on paper

Q – What are the Parent Workshops and how are they advertised?

A - Themed workshops on a range of different areas aimed at supporting parents to have an insight into the school curriculum and obtain additional information on how to support their child at home. Advertised via the school newsletter

ACTION: School to review publicising and content of workshops to encourage parent engagement and attendance

7.4 Headteacher's Report St Saviour's C of E School – Mrs Kerry Munden (verbal)

The following key points of the report were noted:

Student Information

- 337 students currently on roll
- Current attendance 95.66% (attendance target noted as 96.5%)
- 3.77% authorised student absence (reasons cited include long term medical)
- 0.54% unauthorised student absence (extended holidays)
- 0.96% student lates (improved since SLT on morning gate duty)
- Weekly meetings held to monitor attendance/develop improvement strategies
- Currently 9 children on an EHC Plan
- There are 8.3% of children receiving SEN support
- 16.6% of children qualify for Pupil Premium funding

Staffing:

- 14 classes
- 21 teachers
- 2 class job shares in Reception and Y3
- A number of staff changes including some staff moving to other schools across the Trust
- Vacancies have been advertised and teacher interviews will be taking place wb 29.01.18

Safeguarding

- 1 child is on a CP Plan
- 2 children are on a CIN Plan
- 5 children are receiving Early Help Support
- 20 children on in house care plans
- 10 children are supported by the Learning mentor
- 17 children are supported by a mentor at lunchtime; including 3 children are on a behaviour plan

Racial incidents/Exclusions

There have been no racial incidents since the last report to governors on 23 November 2017.

There have been 2 fixed term exclusions and alternative education options are being explored.

Fire Drill/Lock Down Procedure

Fire drill was originally planned for the Spring Term but was recently accidentally set off with a recorded evacuation time of 3 mins 20 seconds.

Lock Down procedure planned for the Spring Term and will be reported to governors at the next meeting.

Q What do children get told about the lock down procedures?

A – Information hasn't been shared as yet but when it is, it will be age appropriate and sensitive. A staff training exercise will be held to support this and parental letters will be issued to ensure information is appropriately communicated.

Staff Training

Whole school safeguarding update took place on 3 January 2018 including 'Operation Compass' briefing

Teaching Standards

- A Teaching & Learning Review conducted by SLT and an external consultant and other Headteachers (as part of developing Staff) will take place on 21 February 2018
- All teachers have mentors assigned to them
- Teacher's performance management was completed last term with mid year meetings to take place in Spring term
- Pupil Progress meetings have taken place
- Students requiring additional support have been identified
- Focussing on higher ability children Y5 & 6 writing
- Phonics target is 96%, currently 90% and on track to achieve target

Parents' Evenings, Open Days & Workshops

- Parents' Evening have been held
- New online Parent consultation appointments active
- Attendance at consultations was good and those that did not attend were offered follow up meetings or phone consultations
- A range of Parent Workshops are being held
- Reception open days were well attended and positive feedback received
- Calculation Presentation for each year group will take place on 14 March 2018 after school and governors are invited to attend

Canon Ademola thanked Mrs Munden and Mr O'Brien for their comprehensive verbal reports.

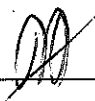
7.5. Assessment Data Report/School Performance Analysis – St Mary's & St Saviour's – Mr David Ogle

This report had been circulated to governors prior to the meeting for information and questions were invited.

Q – What are the reasons for the differentiations in data between the schools?

A – Not really appropriate to compare the schools as are they are of different sizes and have different cohorts attending. Comparing them would not be an effective benchmarking exercise. It would be more useful to consider individual school characteristics when considering data.

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



Q – What strategies are being implemented to improve writing?

A – A wide range including streaming of pupils, targeted intervention, teaching to gaps from assessment pieces, analysing individual writing to identify the individual need, specific teacher training to be able to implement the next steps in writing, direct conversations with children to support understanding and improvement.

Q – The Reception data shows that girls are above boys in all areas across the board. Why is this?

A – Often girls tend to enter reception more ready to learn with strengthened, more focussed soft skills enabling them to focus on their learning easier. Boys can be less developed in the area of soft skills and this can directly impact on their learning. The school ensures that curriculum adaptations are in place to address identified gender imbalances.

Q – Should governors be concerned that no-one in Y4 at St Mary's is being shown as at greater depth?

A – The school has identified this as a concern and there is a clear SLT oversight in this area working with 1 particular stream of students to address the issue. In addition, this potentially was due to an assessment error and if so, this will be further addressed when the next round of assessment takes place.

Q – Where there are identified areas of improvement needed shown in the data, what is the school doing about them?

A – Students are being tracked, interventions are being put in place, including a higher level of support, further identification of patterns and trends has been analysed and the school is confident that progress is being made by all. Pupil progress meetings and data sharing has ensured that all staff are aware of the needs of the pupils. This was also shared at the recent parent meetings.

7.6. Schools Direct Report

This had been circulated prior to the meeting and questions were invited.

Q – There is reference to an unsalaried teacher placement – what is this?

A – An unsalaried teacher placement is one that is not salaried by the school but the student is in receipt of bursaries or alternative funding. The government has initiated a drive in his area and as a Teaching School, we are able to consider offering a number of unsalaried placements. This option has not been used previously but if appropriate individuals were identified, it is something that could be considered in the future.

Governors congratulated the school on the success of the Schools Direct programme.

7.7. PE Report

This had been circulated prior to the meeting and Governors commented that the opportunity for competitive sports was welcomed.

7.8. SEN Report

This had been circulated prior to the meeting and questions were invited.

Q – How is the TA system of sharing students working and how is information feedback to teachers?

A – Daily feedback to teachers takes place and verbal communication occurs throughout the day. The two TAs hold verbal handovers and the class teacher retains overall responsibility for meeting the needs of the pupil and to ensure that their academic needs are met.

Q – How have parents responded to the system?

A – No negative feedback has been received as parents are aware that their child's needs are being met.

Governors passed on their thanks to the SENCOs for their comprehensive reports of both schools.

7.9 Maths Report

This had been circulated to governors for information prior to the meeting.

7.10 Homework Report

This had been circulated to governors for information prior to the meeting.

8. **GOVERNOR VISITS**

8.1. It was noted that the following governor visits had been made to the school: Mrs Anderson and Mr Lambert had visited the St Mary's school during Governor Week.

Mr Lambert had met with Shima Zaman to discuss the area of gifted and talented students.

Prof Quinsee had attended the Project Show held in St Mary's School in January 2018.

Rev. Conant had attended the school on a number of occasions as part of the Leading Light project for assemblies and had taken part in a Y2 RE lesson.

Ms Hall advised governors of the Open Week for Parents at both schools to held on 26 February 2018 and asked governors to attend if they were available.

ACTION: Governors to attend Open Week at school on 26 February 2018 if available

9. **SUB COMMITTEE UPDATES & APPROVAL OF TORS)**

9.1. Personnel Committee TOR

This had been circulated to governors prior to the meeting and subject to a minor spelling amendment, was approved unanimously by governors.

APPROVED – Personnel TOR

9.2. Curriculum Committee TOR

This had been circulated to governors prior to the meeting and was approved unanimously by governors.

APPROVED –Curriculum TOR

9.3. Finance and Premises Committee TOR

It was noted that the scheduled Finance & Premises committee meeting had had to be cancelled and the TOR would be considered at the next meeting.

ACTION – Finance & Premises Committee TOR to be agenda item for next meeting

10. **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

10.1 Appointment of a Data Protection Officer (DPO)

Ms Hall circulated a GDPR factsheet to governors for information which outlined the new legislation effective from 25 May 2018 and the need for the Trust to appoint a DPO to ensure compliance in this area.

Governors were advised that the Trust were currently considering this appointment with a view on how best the DPO could be utilised across the Trust effectively.

The clerk advised governors that the LA is currently recruiting to this role with anticipation that the post would be filled by 1 April 2018 and potentially available to schools in an advisory capacity via Traded Services.

10.2 Policies/Privacy Notice & Use of internet advice

It was noted that the template information from Governor Services had not yet been finalised and the school were also investigating this area to assess other information available.

ACTION: GDPR update to be standing agenda item for future meetings

ACTION: Clerk to ask Governor Services if they were preparing a Data Retention Policy

11. **GOVERNING BODY SKILLS ANALYSIS AUDIT**

This item was deferred to the next meeting.

ACTION: GB Skills Audit to be agenda item for next meeting

12. **ANY OTHER BUSINESS**

12.1. Governor Sign In Sheet

The clerk was advised by Canon Ade that the records needed to be amended to show Mrs Kerry Munden and Mr Matt O'Brien as non voting Associate Members due to their headteacher status.

12.2. Confidential Minutes of 14-09-2017

Governors requested that the amended confidential minutes from the 14 September 2017 meeting be represented at the next meeting with the agreed amendments for approval and signature

ACTION: Clerk to liaise with Governor Services re representing amended confidential minutes from 14.09.17 at next meeting.

12.3 Future questions & queries on agenda items

Governors agreed that future meetings would finish no later than 9pm and ideally by 8.30pm to ensure that they maintain a duty of care to attending staff that have already had a long day.

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To support this, Canon Ademola requested that for future meetings, and to support time management, governors send any queries on the agenda and reports to him in advance of the meeting so he could endeavour to have them addressed prior to the meeting.

12.4 On behalf of the Governing Body, Canon Ademola thanked Mrs Anderson for the five years she had spent as Vice Chair and the valuable contributions she had made which had been welcomed by the Governing Body and the schools.

13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

13.1. Date and Time of Next Meeting

-Thursday 22 March 2018 at 6.30 p.m. at St Saviour's CE Primary School.

13.2 Agenda Items:

Health & Safety at School Report update
St Mary's Y4 and Y6 writing data
Finance & Premises Committee TOR
GDPR update
GB Skills Audit

14. CLOSING PRAYER

14.1 The meeting was closed by Rev. Conant with a prayer.

The meeting closed at 9.00 p.m.

Chair: REV. Canon ADE ADEYOLA (print)

A. Ademola (sign)

Date: 22/03/2018

Chair's Initials: