

**MINUTES OF A MEETING OF THE FEDERATION OF  
ST MARY'S & ST SAVIOUR'S CE PRIMARY SCHOOLS LOCAL GOVERNING BODY  
HELD ON TUESDAY 5<sup>th</sup> DECEMBER 2019 AT 6.15PM AT ST SAVIOUR'S SCHOOL**

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

**Parent Governors**

Mr Iftakhar Latif (IL)  
Susannah Quinsee (SQ)

**Associate Governor**

Ms Ruth Keane (RK)

**Associate Members (Non-voting)**

Mr Amir Lemouchi - Headteacher, St Saviours (AL)  
Ms Iram Malik – Interim Head of School, St Saviour's (IM)

Clerk to the Governors:

Also present: Mr. Joe Pitchford (JP) Maths leader

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
6.0	Clerk to ensure SL will be added to the skills audit list	Clerk	1 week
7.2	To present a SLT structure with roles and responsibilities mapped out.	AL	2 weeks
7.3	Report how many pupils have been taken off role since September 2019	IM/ AL	1 week
8.2	Mention and elaborate on the various councils in the newsletter and include which children represent each council.	IM/ MOB	2 weeks
8.3	To ensure that FGM information in the report is equally presented	AL	1 week
9.7	To update SM soft start timings in the supply handbook	AL	1 week
10.0	To send out the link visit template to governors	HF	1 week
10.2	To arrange a curriculum presentation in February	AL	2 months
12.3	Ruth Keane needs to be added on the declaration of interest form	Clerk/ HF	1 week

## **1.0 PRAYER, WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 The clerk welcomed all to the meeting which opened with a prayer from CA.
- 1.2 Apologies for absence were received and accepted from AA, SL, BH, EJ, M'OB, FS, PP and VC
- 1.3 The Clerk confirmed that the meeting was quorate with four governors present.

## **2.0 DECLARATIONS OF INTEREST**

- 2.1 There were no declarations made pertaining to any of the agenda items.

## **3.0 LOCAL GOVERNING BOARD (LGB)**

- 3.1 Clerk confirmed Local Governing membership and vacancies. Link governor's roles and responsibilities were confirmed for the various sub- committees.
- 3.2 The clerk confirmed that governors' DBS checks have been completed and that details are held on file by Governor Services.

## **4.0 MINUTES**

- 4.1 Governors received the minutes of the governing board meeting held on 29<sup>th</sup> October and, subject to minor typographical amendment, agreed these to be an accurate record of the meeting. CA signed and retained a copy of the minutes for filing within the school.

## **5.0 CHAIR'S ACTION**

- 5.1 The Chair advised that he had approved the Safeguarding Policy as otherwise the timescale for approval would have lapsed.

## **6.0 SKILL'S AUDIT**

Completion of the skills audit identifies where gaps in knowledge might be. This in turn is useful as it can be decided where each governor could benefit from training. Governor's services are to respond to questions about training and these requests are to be minuted. It was noticed that SL was not on the skills audit list.

**ACTION: Clerk to ensure SL will be added to the skills audit list**

## **7.0 SCHOOL ITEMS**

- 7.1 JP informed the governors about the new statutory Multiplication Times table Test (MTC) which will be sat nationally by all Year 4 students in the summer term. Each child will have 6 seconds to answer a question about the 2 to 12 times table. The schools' aim is for 100% of the children to score 20 or above. Regular assessments, additional times table practice sessions and TT Rock Stars practice at home show that all children are making significant progress already.

Q - When do pupils complete the test and where do they sit it?

A - Children will sit the test in the ICT room over a period of three weeks. Teachers will take the pupils out two or three at the time.

Q - Is the target of 100% based on figures you have now and is it a realistic target?

A - Already 35% of pupils are scoring 20 or above and with the additional practice in place, we are confident we can achieve this target for both schools.

Q - Where a pupil is below the target, will you take them out of other sessions?

A - No. We have morning and afternoon boosters and Saturday Plus for our PP children. Distributive practice is most effective to increase scores.

Q- Is there a correlation between those children who practise on TT Rockstars and those who don't?

A - Most pupils enjoy the competitive element of the online resource and regular practice certainly improves scores. Children from all sets are able to score 25/25 with practice.

Governors thanked JP for setting up the programme, for his passion for the subject and his informative presentation.

## 7.2 Headteacher's Report – St Mary's

AL presented a written report to governors for information including specific reference to:

- Curriculum update and changes
- Quality of teaching and learning
- Behaviour
- Enrichment opportunities
- Update and impact of Pupil Premium
- Update on Sports Premium
- Update on coverage of British values
- Staff development
- Safeguarding

Q - Can Pupil Premium be used to improve attendance and punctuality?

A - Where attendance issues arise, SLT speak to parents as soon as possible and regular checks are taken of the children. HT will check personally where there are particular concerns with the aim to build strong relationships with the families.

Q- What are your numbers on roll?

A- 634

Q- Do you have a percentage of current good to outstanding teachers?

A – A great majority of our teachers are in this category. One or two teachers are not yet in this category. They have been allocated Senior Leaders who are working with them and targeted support is given to rapidly get them to be at least good.

Q- Are you retaining teachers?

A- Yes. Staff are very settled and happy.

Q- What is the role of the Associate Headteacher?

A- Associate Headteachers work across the three schools alongside the Headteachers and targeted projects.

**ACTION: AL to present a SLT structure with roles and responsibilities mapped out.**

## 7.3 Headteacher's Report – St Saviour's

IM presented a written report to governors for information including specific reference to the points above (see 7.2).

Q- Do you make MASH referrals on a weekly basis?

A- There are at times problematic families and we ensure we always take the safest action. We often ask MASH for advice and where they instruct us to make a referral, we will do so immediately. Most referrals are related to domestic abuse or neglect. Crucially, we always follow our safeguarding policy.

Q- How do you feel MASH respond to enquiries?

A- They are often helpful and quick to respond. Where we feel a response is not sufficient, we will escalate. We have noticed that thresholds are much higher now than they were previously.

Q- Do you have a social worker in school?

A- No. We have signed up for Early Help which is an organisation that supports struggling families and each school has a SEN lead.

Q- What are your numbers on roll?

A- 328 pupils

Q- Do you know how many pupils have been taken off role this term?

A- I would need to confirm this. We have certainly gained new students through our successful open day, our positive Ofsted report and through word of mouth.

**ACTION: IM and AL to report how many pupils have been taken off role since September 2019 at SM and SS.**

Q- What is a behaviour chart?

A- Where we have a concern over behaviour, we can set up a behaviour chart which tracks a child's behaviour choices throughout the day. This is seen by an allocated member of SLT on a daily basis and shared with parents in review meetings. Behaviour charts are used to encourage and teach children how to make correct choices in a school environment. A chart can help us to understand more about the behaviour choices a child makes.

7.4 SEF – St. Mary's

Governors agreed that the SEF was comprehensive and informative.

7.5 SEF – ST. Saviour's

Governors agreed that the SEF was comprehensive and informative.

Q- KS1 data looks very strong. Why ?

A- Teachers are skilled in identifying areas for development and correcting misconceptions early on. This enables pupils to constantly make progress in line with ARE expectations.

Q- KS2 data doesn't look as strong on GDS. Why ?

A- GDS at Year 6 is particularly challenging to achieve as they have to read, write and be numerate at a very high level to get the combined. Further to this, the threshold in reading for GDS has moved to 39 which is the highest it has been. Consequently, some children who were predicted to get GDS in reading missed out on one or two points.

7.6 Stride Project

## 8.0 REPORTS

8.1 Worship report SM

Governors commented that it was very positive to see that faith clubs had been introduced and that we actively support a multi faith culture in schools.

#### 8.2 Worship report SS

Q- Do parents get informed about the various councils their children have been selected for such as the worship council?

A – This is something we can do by including this in the newsletter. We can also explain what each council works on in our schools.

**ACTION: Mention the various councils in the newsletter and include which children represent each council.**

#### 8.3 FGM report

Q- In the section about the background to FGM, you mention there are 28 countries in Africa who practise FGM; however, it does not state how many countries in the Middle East conduct similar practices. Can this information be aligned?

**ACTION: AL to ensure that information gets equal representation.**

#### 8.4 Radicalisation report

#### 8.5 Geography report

Q- As we are going for the quality mark in Geography, are there any updates on this?

A – We have nearly collected most data and we can now submit the information ready for verification. Furthermore, contact has now been made with a school in Kenya to encourage correspondence between children.

#### 8.6 Science report

#### 8.7 SEND report SM

#### 8.8 SEND report SS

### 9.0 POLICIES

#### 9.1 Art Policy

#### 9.2 EYFS Reception POP

#### 9.3 Inclusion policy

#### 9.4 Learning environment

#### 9.5 St. Mary's behaviour policy

#### 9.6 St. Saviour's behaviour policy

#### 9.7 Supply handbook

**ACTION: Update SM soft start in the handbook**

#### 9.8 Teacher appraisal policy

#### 9.9 Teaching and learning

#### 9.10 Attendance and Punctuality

### 10.0 LEAD GOVERNOR UPDATE

#### 10.1 Personnel- VC

#### 10.2 Curriculum - PP

**ACTION: It was requested school (AL) arranges a curriculum presentation in February**

#### 10.3 Finance and premises – written report. SL not present

**Action: Heather to send out the link visit template to governors**

**11.0 PERFORMANCE MANAGEMENT REVIEWS**

11.1 Headteacher verbal reports on progress of staff reviews

Staff members at both schools have been through their performance management cycle and HTs are very pleased with the hard work that everyone has put into the schools this last year. Headteachers were pleased to announce that everyone had passed their performance management. Each target has been carefully reviewed and fair and ambitious targets for 2020-21 have been set.

Q- Is the performance reviewed termly?

A – We annually review the targets set from the previous year by looking at evidence from monitoring session- this includes data. There is a mid-term review in March where we look at progress made thus far. Final performance management outcomes are shared with CoO who notify pay accordingly, often with back pay from September.

Q - Do staff get bonuses?

A – No.

**12. PUBLICATION OF GOVERNORS INFORMATION**

12.1 Local governing Board publication of information

12.2 Attendance 2018-19

12.3 Declaration of interest 2018-19 and 2019-20

**ACTION: Ruth Keane needs to be added on the declaration of interest form**

**13. DATE AND AGENDA ITEMS FOR NEXT MEETING**

13.1 Date of next meeting: Local Governing Body 05 March 2020 at St. Mary's, 6.15pm

**14. ANY OTHER BUSINESS/ CLOSING PRAYER**

14.1 Nick Gibb letter

Governors asked IM to pass on their congratulations to her staff and they recognised the excellent achievement of the Year one team.

14.2 Confidential item

CA let the closing prayer and the meeting was closed at 8.30pm

Chair: ..... (print)

..... (sign)

Date: .....

**14. ANY OTHER BUSINESS**