

**MINUTES OF ST. MARY'S & ST. SAVIOUR'S C of E PRIMARY SCHOOLS
LOCAL GOVERNING BODY MEETING
HELD ON 1 DECEMBER 2022
AT 6PM
BY VIRTUAL ZOOM**

Present: Canon Ade Ademola (Chair)
Ms. Bonnie Buckley
Mr. Amir Lemouchi
Ms. Emma Cherry (Head of School – St. Saviour's)
Mr. Gabriel Gottlieb
Ms. Ruth Keane
Mr. Joe Pitchford (Head of School – St. Mary's)
Ms. Vanessa Conant
Ms. Victoria Haworth

Clerk for the Meeting: Pauline Dorney

Also Present: Ms. Elaine James

Summary of actions/agreements

| Minute Ref. | Formal agreements and/or actions identified: | Named person(s) for action(s) identified: | Completion date: |
|--------------------|---|--|-------------------------|
| 11.1 | Training Links to be sent to all Governors | School Business Manager | ASAP |

1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Meeting commenced with a Prayer.
Apologies for Absence were received and accepted from Mr. Iftakhar Latif and Mrs. Beverley Hall.
- 1.2 There were no apologies for absence not accepted.
- 1.3 The Meeting was quorate.
- 1.4 There were two items under Any Other Business/Confidential Items to be discussed.

2. DECLARATION OF INTERESTS

- 2.1 There were no Declarations of Interest noted.

3. LOCAL GOVERNING BODY

- 3.1 The Clerk confirmed membership of the Governing Body.
- 3.2 It was noted that Ms. Alisha Anderson had previously resigned from the Governing Body.
- 3.3 All DBS Checks had been completed.

4. APPOINTMENT OF OFFICERS

- 4.1 Election of Chair of the Governing Body for the academic year 2022/2023

Chair's Initials:

AA

Mr. Amir Lemouchi nominated Canon Ade Ademola as Chair of the Governing Body. This was seconded by Vanessa Conant.

The Full Governing Body appointed Canon Ade as Chair of the academic year 2022/2023

4.2 Election of Vice Chair of the Governing Body for the academic year 2022/2023

Mr. Amir Lemouchi nominated Ms. Vanessa Conant as Vice Chair of the Governing Body. This was seconded by Canon Ade Ademola

The Full Governing Body appointed Ms. Vanessa Conant as Vice Chair of the Governing Body 2022/2023

4.3 Election of Lead Governors for the academic year 2022-2023

The following Lead Governors were appointed and agreed by the Full Governing Body:

| | |
|--------------|----------------------|
| Curriculum | Ms. Ruth Keane |
| SEND | Mr. Gabriel Gottlieb |
| Safeguarding | Ms. Victoria Haworth |

The above roles were clarified to all Governors. The Chair thanked all volunteers for taking on the above roles.

5. MINUTES

5.1 The minutes of the meeting held on the 14 July 2022 were agreed as a true record of that meeting subject to one amendment:

Item 8.1

Parent Counsellors should be amended to read 'Parent Councillors'.

5.2 Matters arising:

The set-up of the reintroduction to parent council sessions was raised. There had been some interest raised on this item and parents considered these session a useful way to channel viewpoints on various issues.

The Head of School advised Governors that there had been recent discussions about bringing this item into place again. However, there was an issue relating to accessibility, place and time. It would probably be set up online in the Spring Term 2023 to begin the engagement with parents once again. An online arrangement was considered to be more beneficial thereby giving the opportunity for more parents to attend.

6. CHAIR'S ACTION

6.1 The Chair advised Governors that he had actioned the Safeguarding Policies accordingly.

7. SCHOOL ITEMS

7.1 Governors to review the Local Governing Board Code of Conduct to sign and return.

Governors were reminded to acknowledge this document.

7.2 Governors to complete annual Pecuniary Interest Form and return.

Governors were reminded to log their Pecuniary Interests on Governor Hub.

7.3 Skills Analysis Form to be completed and returned.

Governors were reminded to complete the Skills Analysis Form.

7.4 Safeguarding Declaration to be completed and returned.

Governors were reminded to acknowledge that they had read the Safeguarding Declaration

8. SCHOOL ITEMS

8.1 Suspension and Exclusion Presentation by Ms. Emma Cherry

Ms. Emma Cherry shared her screen with Governors and highlighted the following points:

It was noted that there had been new guidance for Suspension and Permanent Exclusions. Two DFE guidance documents were shared with Governors: 'Behaviour in School' and 'Suspension and Permanent Exclusion from Schools'. 'Behaviour in Schools' is a key document to ensure that Schools have the correct Behaviour Policies in place to try and prevent suspensions and/ or exclusions taking place. Governors were encouraged to read these documents at their leisure. The overviews were presented as follows:

The Government has an ambition to meet high standards of behaviour within schools. The school is very much in agreement and the expectations set are in line with their ethos – wanting pupils to have a calm, safe and supportive environment in which they can reach their full potential and do their best.

These amendments had been made to ensure that any behaviour that may lead to a suspension of permanent exclusion is dealt with appropriately.

A summary of some key changes and guidance:

Suspensions:

This used to be referred to as Fixed Term Exclusions. This is where a pupil is temporarily removed from school – not a permanent exclusion.

A suspension should be seen as a clear sanction for significant types of misbehaviour. The suspension is explained to the pupil and parents to provide an opportunity for this behaviour to change. If poor behaviour choices are becoming a regular occurrence, then strategies are put in place to stop this from continuing.

Headteachers must take the pupil's view into account for suspensions and exclusions and they are expected to explain to the child how they have come to the decision to suspend or exclude. Only the Headteacher can make the decision to suspend or exclude a child; however, in their absence, this can be actioned by an Acting Headteacher in charge.

A pupil may be suspended for one or more fixed periods but only up to a maximum of 45 school days in a single academic year. The length of suspension must be appropriate and based on the actions of the pupil. Previous incidents must also be considered. It is important to keep a log of behaviour and that this log is reviewed and managed effectively.

During a suspension, work must be set and marked for the first five days. This can include online resources or paper work.

Lunchtime suspensions have the same requirements – they count as a half day and the same process is followed. You cannot convert a suspension into a permanent exclusion- they are separate.

Permanent Exclusion:

This is where a pupil is permanently excluded from school (no longer temporary). These are only necessary as a last resort.

A permanent exclusion can only be a response to a serious breach of behaviour standards. Similar to a suspension, work must be provided for the first five days and the relevant persons notified accordingly.

Updates were shown on who should be informed when a pupil is suspended or excluded.

Cancelling any Exclusion

This can only be actioned if the Governing Body have not reviewed the suspension; otherwise, it cannot be cancelled. The guidance stated several instructions including that the Governing Body must review the number of cancellations termly.

Off Rolling and other issues

New guidance was clarified relating to 'off rolling' or unlawful suspensions.

The guidance makes it very clear that schools cannot send a pupil home for a 'cooling off period'. If a pupil has been sent home this is classed as a 'suspension'. Again, the clear process when suspending or excluding must be followed. If a parent feels pressured into withdrawing their child, then they follow the formal procedures in lodging their complaint to the school.

Re-integration strategies were also mentioned within the guidance. Furthermore, the use of part time timetables was made very clear in this category. This was clarified in detail to Governors.

Measures to Prevent Exclusion:

The 'Behaviour in School' guidance provided a great deal of information on how the school should have a rigorous Behaviour Policy in place to prevent a suspension or permanent exclusion.

This guidance booklet also referred to alternative provision. Additional strategies may be necessary to support some pupils. An off-site temporary direction may be to use an alternative provision and this was clarified in detail to Governors.

A managed move is where a pupil leaves one mainstream school and moves to a different school. This is a permanent move but is not classed as an exclusion – this would be previously arranged when necessary. This would be a voluntary decision and has to be agreed by all parties involved.

At St. Saviour's and St. Mary's positive behaviour is ensured. Appropriate policies are in place and they have a focus on positive recognition; celebrating pupils' good choices and encouraging them. Both schools focus on building resilience and providing pupils with space to talk which is undertaken very well. Both schools have a strong ethos.

The Governing Body and Local Authority should be informed of all school suspensions and exclusions regardless of the length as soon as possible. This was clarified in detail to Governors.

Governors were encouraged to peruse the Guidance for further reference.

Chair's Initials:

AA

Acknowledgement were conveyed to Ms. Emma Cherry for her excellent detailed Presentation.

8.2 Head of School Report – St. Mary's

Governors were referred to the report and the following points were highlighted:

Teaching and Learning Review

The external advisor, Mr. Jeff Hart, visited the School recently and he was very impressed with the school and provided a glowing report.

A few refinements had been made to the coaching model and the working assumption is that everybody wants to continuously improve practice. The senior leaders undertake a rigorous coaching model which has been further developed. ECTs for example, are making good progress as a direct consequence of this.

Quality of Education

Many boosters had been put in place for arithmetic and reading. Assessment will take place in the Spring Term 2023.

A number of interventions are in place to support children throughout the school day. One is Reading Recovery for Y2 pupils which aims to boost reading fluency and comprehension.

A new maths programme, which focusses on number facts, has been introduced in Year 1 and parts of Year 2 and this is proving to be successful.

The school has focused on handwriting and presentation with pupils being awarded presentation crown if their work is outstanding. There was also an initiative of the presentation cups which is awarded to pupils.

Accelerated Leaders have been working on various projects, one being the Black History Month celebration which was very successful. Children performed songs in assemblies and presented artwork in the hall. Parents and carers enjoyed the afternoon.

A cheese and wine evening had been organised for the school community which everyone enjoyed. Parents evening also took place recently.

The Attendance is currently at 96%.

Young Transformers projects have also commenced.

Acknowledgements were conveyed to the Head of School for his excellent report.

Congratulations were conveyed to the Head of School for his hard work. Thanks to his leadership, St. Mary's is a wonderful place to be.

The Chair congratulated the Headteacher on his first report and is pleased with the progress made so far. Acknowledgements were conveyed to the staff as well.

8.3 Head of School Report – St. Saviours

Ms. Emma Cherry stated that the term commenced in a similar way to

St. Mary's with a continued focus on Quality First Teaching. For example, teachers had been trained in the 'Fundamentals of Teaching' during the three-day inset in September 2022.

The RE Curriculum across both Schools had been reviewed, particularly for the younger children, to ensure this subject is delivered in a successful way.

The drive for Saturday Classes continues and boosters have received a great uptake. Formative and summative assessments will show the progress made.

The ECT's are working very well and are fully established. The first-year teachers have achieved similarly well.

Amongst other projects, Accelerated Leaders have been working on the Black History Showcase which was presented on the 18 November 2022. Parents and carers were invited into the School and pupils had their work displayed. Discussions continue to take place with the Accelerated Leaders to decide which projects to focus on with maximum impact in mind. These will be shared at the next Meeting.

The School has continued with the Refugee Project in Year 5.

Pupils went to the Town Hall and the pupils' messages were heard by councillors and the Mayor of London.

Acknowledgements were conveyed to Iftakhar Latif for his continued support for the schools' refugee work.

It was pleasing to note the comments from the SIAMs Inspection Report and these were shared with Governors for their information.

Acknowledgements were conveyed to Ms. Emma Cherry for her excellent reporting.

In answer to a question whether there had been more safeguarding cases than in previous years, the Head of School noted that they would have to check the previous year's safeguarding data. If there has been an increase, then the cost of living crisis has in all likelihood added to this.

8.4 SDP 2022-2023 – St. Mary's

8.4.1 This document had previously been shared with Governors. There were no questions raised by Governors.

8.5 SDP 2022-2023 – St. Saviour's

8.5.1 This document had previously been shared with Governors. There were no questions raised by Governors.

8.6/8.7 Pupil Premium Report/Sports Premium Report 2022-2023 – Both Schools

8.8/8.9 Ms. Elaine James stated that the Pupil Premium Funding/Expenditure and Sports Premium Funding/Expenditure shows that both Schools do pay in well in excess of the actual funding received. This is possible due to the After

School and Breakfast Clubs that are currently within the Schools. The Schools are fortunate to have this additional income.

8.10 Art and DT Report St. Mary's

8.10.1 Nothing to report

8.11 Art and DT Report St. Saviour's

8.11.1 Nothing to report.

8.12 Teaching and Learning Report

8.12.1 Covered in the Head of School reports.

8.1 Flood Update – verbal update

8.13.1 St. Mary's premises are in a much better position now and it has been an incredible achievement to get the school up and running again. A few snagging items have been reported and they are in hand. The Flood Resilience Programme is going through the planning process at the present time. Similar flood resilience work is being carried out at St. Saviour's School. Ms. Elaine James also reported and clarified this programme of work to Governors. It is hoped that further CIF bid funding would be received. An update would be provided in the Summer Term 2023.

The Chair congratulated Ms. Elaine James and her team on the excellent success with the bids received.

9. GOVERNOR REPORTS

9.1 Link Governor Data Report – Ms. Ruth Keane

9.1.1 It was noted that Link Governor, Ruth Keane, had visited the school recently and spoke with Mr. Amir Lemouchi. The data for both Schools looked very good indeed.

A lot of work is being carried out on reading comprehension as well as phonics.

Both Schools are on target to achieve 85% combined at the end of this academic year.

St. Mary's School looked absolutely beautiful and welcoming.

Everything was found to be excellent – well done to the staff and thanks were conveyed accordingly.

9.2 'We cannot walk alone' – Iftakhar Latif

9.2.1 This item was deferred.

10. POLICIES

10.1 Policies to be ratified:

10.2 Accessibility Plan

This Policy was ratified by the Full Governing Body

10.2 Admissions Policy

This Policy was ratified by the Full Governing Body

10.3 Anti-Bullying Policy

This Policy was ratified by the Full Governing Body

10.4 Art POP

This Policy was ratified by the Full Governing Body

10.5 Children with Health Needs who cannot attend School

This Policy was ratified by the Full Governing Body

10.6 ECT Policy

This Policy was ratified by the Full Governing Body Policy

10.7 EYFS Reception POP

This Policy was ratified by the Full Governing Body

10.8 Fire Procedures Policy

This Policy was ratified by the Full Governing Body

10.9 Inclusion POP

This Policy was ratified by the Full Governing Body

10.10 Induction Policy

This Policy was ratified by the Full Governing Body

10.11 Late Collection of Children Policy

This Policy was ratified by the Full Governing Body

10.12 Marking Policy

This Policy was ratified by the Full Governing Body

10.13 RSE Policy

This Policy was ratified by the Full Governing Body

10.14 SEND Complaints Policy

This Policy was ratified by the Full Governing Body

10.15 SEND Information Report

This Policy was ratified by the Full Governing Body

10.16 SEND Policy

This Policy was ratified by the Full Governing Body

10.17 Supporting Pupils with medical conditions

This Policy was ratified by the Full Governing Body

10.18 Teacher Appraisal Policy

This Policy was ratified by the Full Governing Body

11. GOVERNORS' TRAINING

11.1 It was noted that Ms. Ruth Keane had attended the Safeguarding, Exclusion and GDPR Training recently. Governors reported that they had not yet received the training available by the Local Authority.

ACTION: Alison Brown to send all links to Governors relating to Training.

12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

12.1 Full Governing Body Meeting 9 March 2023 6pm Zoom

13. ANY OTHER BUSINESS

13.1 It was noted that online (Zoom) Governing Body Meetings would continue for the time being. The school had a duty of care to all staff, governors and pupils and this decision was not taken lightly. Ms. Elaine James and the Chair clarified this item to Governors in detail. After a vote being conducted with Governors it was agreed to continue meeting via Zoom with one face-to-face meeting being conducted during the academic year.

13.2 Confidential Item

13.3 Confidential Item

14. CLOSING PRAYER

Chair's Initials:

AA

14.1 The Meeting closed at 8.30pm with a Closing Prayer.

Acknowledgments were conveyed to everyone for attending the meeting and the Chair wished everyone a Happy Christmas and Best Wishes for 2023.

Chair: ...Canon Ade Ademola..... (print)

.....  (sign)

Date:09/03/2023.....

**St. Mary's & St. Saviour's
Local Governing Body
01-12-2022**

| |
|-----------------------------|
| Chair's Initials: AA |
|-----------------------------|