

**MINUTES OF THE MEETING OF THE  
ST. MARY'S & ST. SAVIOUR'S C OF E PRIMARY SCHOOLS'  
LOCAL GOVERNING BODY  
HELD ON 5 DECEMBER 2024  
AT 4PM  
BY VIRTUAL ZOOM**

Present: Venerable Ade Ademola (Chair)  
Beverley Hall  
Joe Pitchford (Head of St. Saviour's)  
Ruth Keane  
Gabriel Gottlieb  
Stephanie Kreft  
Jenny Matthews  
Stephanie Sheldas  
Iftakhar Latif  
James Pawley (Head of St. Mary's)  
Emma Cherry

Also Present: Rev. Jacintha  
Rev. Sarah Moss

Clerk to the Governors: Mrs. Pauline Dorney

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.3	Ruth Keane DBS update	AB	ASAP
4.1	To note appointment Rev Ade Ademola as Chair of Governors for academic year 2024/25	AB	ASAP
4.2	To note appointment Stephanie Sheldas as Vice Chair of Governors for academic year 2024/25	AB	ASAP
4.3	To note appointment of all lead governors	AB	ASAP
5.1	The Minutes of the Meeting held on the 17 July 2024 to be shared with Governors	AB	ASAP
7.1	To receive outstanding annual forms from Governors	AB	ASAP

**1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE**

1.1 The Meeting commenced with a Prayer. The Chair welcomed everyone to the Meeting and

introduced Rev. Sarah Moss and their placement role was explained to Governors.

- 1.2 Apologies for Absence were received and accepted from Mr. Amir Lemouchi.
- 1.3 There were no Apologies for Absence not accepted.
- 1.4 There were no items to discuss under Any other Business/Confidential Items.

## **2. DECLARATIONS OF INTEREST**

- 2.1 There were no Declarations of Interest noted.

## **3. LOCAL GOVERNING BODY**

- 3.1 The Clerk confirmed membership of the Governing Body. There were no vacancies noted.
- 3.2 The resignation from Victoria Haworth was noted by Governors. The Governing Body wish to convey they thanks for her input during her term of office and wished her all the best for the future.
- 3.3 It was noted that Ruth Keane's DBS had expired and this would be passed to Alison Brown for her action.

**ACTION: Alison Brown**

## **4. APPOINTMENT OF OFFICERS**

### 4.1 Election of Chair for the academic year 2024/2025

- 4.1.1 Jenni Matthews nominated Venerable Ade Ademola as Chair. This was seconded by Emma Cherry. There were no other nominations received for this role.

**The Local Governing Body appointed Venerable Ade Ademola as Chair for the academic year 2024/2025.**

### 4.2 Election of Vice Chair for the academic year 2023/2024

- 4.2.1 Venerable Ade Ademola nominated Stephanie Shaldas as Vice Chair. This was seconded by Jenni Matthews. There were no other nominations received for this role.

**The Full Governing Body appointed Stephanie Shaldas as Vice Chair for the academic year 2024/2025.**

Thanks were conveyed to Ruth Keane for her previous input as Vice Chair of the Governing Body.

### 4.3 Election of Safeguarding Lead Governor for the academic year 2023/2024

- 4.3.1 Mrs. Ruth Keane nominated Stephanie Shaldas as Safeguarding Lead Governor. This was seconded by Venerable Ade Ademola. There were no other nominations received for this role.

**The Local Governing Body appointed Stephanie Shaldas as Safeguarding Lead Governor for the academic year 2024/2025.**

### 4.4 Election of the SEND Lead Governor for the academic year 2023/2024

- 4.4.1 Jenni Matthews nominated Mr. Gabriel Gottlieb as SEND Lead Governor. This was seconded by Venerable Ade Ademola. There were no other nominations received for this role.

**The Local Governing Body appointed Mr. Gabriel Gottlieb as SEND Lead Governor for the academic year 2024/2025.**

A description of the SEND Lead Governor Role was requested and it was suggested to visit the School and meet with Ms. Emma Cherry for a clear description of this role.

### 4.5 Election of the Curriculum Lead Governor for the academic year 2023/2024

- 4.5.1 Venerable Ade Ademola nominated Mrs. Ruth Keane as Curriculum Lead Governor. This was seconded by Beverley Hall. There were no other nominations received for this role.  
**The Local Governing Body appointed Mrs. Ruth Keane as Curriculum Lead Governor for the academic year 2024/2025.**

## 5. MINUTES

- 5.1 The Minutes of the Meeting held on the 17 July 2024 were referred to. It was noted that all Governors had not had sight of these Minutes and it was agreed that these would be emailed to all Governors for their ratification.

**ACTION: Alison Brown to email the above Minutes to all Governors.**

## 5.2 Matters arising:

- 5.2.1 There were no Matters arising outstanding.

## 6. CHAIR'S ACTION

- 6.1 It was noted that the following Policies were agreed under Chair's Action:-

- Admissions
- Safeguarding
- Fire Procedures
- Behaviour
- SEND
- Mobile Phone
- Equalities
- SEND Complaints Policy
- SEND Information Report

**The Local Governing Body noted these Policies and agreed to ratification accordingly.**

## 7. LOCAL GOVERNING BOARD ANNUAL FORMS 2024-2025

- 7.1 Governors were reminded to complete the Annual Code of Conduct Form.

**ACTION: Alison Brown to all Governors**

## 7.2 Pecuniary Interest Forms

- 7.2.1 Governors were reminded to complete these Forms and return to Alison Brown for the School Records..

**ACTION: All Governors**

## 7.3 Skills Analysis Form

- 7.3.1 Governors were reminded to complete this document and return to Alison Brown for the School Records..

**ACTION: All Governors**

## 7.4 Safeguarding Declaration

- 7.4.1 Governors were reminded to complete this declaration and return to Alison Brown for the School Records..

**ACTION: All Governors**

## **8. SCHOOL ITEMS**

### **8.1 Attendance Presentation**

- 8.1.1 An Attendance Update and Presentation was provided to Governors by Ms. Emma Cherry. The following points were highlighted:-
- 8.1.2 There had been new Government Legislation effective from September 2024 to make Attendance more of an essential part of the School's Vision and Ethos. The main updates of this new legislation was to look more closely at Persistent Absence, reviewing attendance data more regularly, the attendance data being shared daily with the DfE to try and ensure some consistency across the country and Parent Contracts renamed as Attendance Contracts to try and better support the relationships between Parents, Carers and the Schools. It was noted that this aspect was already a priority within the Trust's Schools and is reviewed regularly. A Working Party had been formed to review the Policies in place and to review the Schools' Systems and Structures.
- 8.1.3 The Schools have a very rigorous process and the Attendance is tracked on a weekly basis. The Schools' Target is 97% and pupils are tracked regularly to address barriers and introduce interventions should Persistent Absentees are identified. This was clarified in detail to Governors.
- 6.1.4 Monitoring letters to Parents are sent out relating to the impact of their child's non-attendance within the School so that they are aware of the situation. Meetings are also arranged between Parents and Senior Leaders should Regular Attendance become a problem.
- 6.1.5 The decision had been made this year for the Schools to work with a Private Educational Welfare Officer. In the past the Schools had worked with the Local Authority but working with a Private Educational Welfare Officer has given the School the opportunity to be more vigorous within this process. This was explained in detail to Governors.
- 6.1.6 The Government Attendance Target for this academic year is 95%. As at today the Attendance figure for St. Mary's Primary School was reported at 97% with Persistent Absence at 5.5%. The Attendance figure at St. Saviour's Primary School was reported at 97% with Persistent Absence at 5.3%. Both School were doing exceptionally well in their drive to have high levels of attendance and dealing with the Persistent Absence.

Thanks were conveyed to Ms. Emma Cherry for her Attendance Reporting at this Meeting.

It was noted that the above Attendance and Persistent Absence figures were exceptional which were above the National Averages. Governors realised the work

that the School had been doing on Attendance and wished to congratulate all staff concerned in this achievement.

General discussion took place amongst Governors.

## 8.2 Head of School Report – St. Mary's - verbal

8.2.1 The Headteacher addressed Governors and thanked everyone for his warm welcome into the St. Mary's community. The following points were highlighted:-

- The pupils had been working very hard this term and the introduction of extra curricular activities had made a difference to the pupils' development this term.
- Quality of Education  
Documents named Strong Foundations and EYFS had been shared with Governors recently. This document highlights the importance of structured intentional teaching in early literacy, numeracy and foundation knowledge. This had been developed and introduced whereby teaching and learning is highly structured. The pupils engage very well in their learning. This was explained in detail to Governors. STEM had also been developed at St. Mary's Primary School and this was explained in detail to Governors.

It was raised that it was incredible that the STEM offer that the School is developing at St. Mary's Primary School is very exciting together with the work around this at St. Margaret's Primary School too. It was considered very good that the staff were well supported in developing the language from the strong foundation documents shared with Governors. Executive Function from this document was clarified to Governors in detail.

- In terms of Quality of Teaching and Learning the School had been provided with a bespoke range of support according to the pupil's needs. The School is working hard to ensure that staff are using the best practice observed and putting this into place. There had been a new focus on Reading in Year 1. Reading is undertaken as a whole class activity and discussed together accordingly.
- Behaviour and Attitudes  
The School have introduced the three 'B's from September 2024:

"Be Ready"

"Be Respectful"

"Be Safe"

This aspect was clarified to Governors in detail.

- It was noted that there were no suspensions this term.
- It was noted that there had been one racial incident
- It was noted that there had been one harmful sexual behaviour.
- It was noted that there were no bullying incidents.
- It was noted that there were five pupils on Behaviour Charts
- It was noted that there were no pupils on Support Plans.
- Attendance had previously been noted.
- It was noted that there were no pupils on a Child Protection Plan.

- It was noted that there were two pupils on a Child In Need Plan, seven pupils with Social Worker involvement and thirteen pupils of concern with agency involvement.
- Training had taken place this term related to Safeguarding, Single Central Register, Keeping Children Safe in Education, using CPOMS, Harmful Sexual Behaviour Scenarios' Briefing. Parent and Staff Training relating to keeping their children safe online had also taken place. This had proved very positive.
- Personal Development  
The School had achieved the Global Award (Gold). The School are awaiting the Panel's confirmation of this award. This is through Christian Aid who are in partnership with the Church of England. This was an in depth twelve monthly Project.
- The Christmas Programme was clarified to Governors for 2024.
- Leadership School Management  
The celebrated Leadership Project (ALPS) has shown the Senior Leaders working on a range of different projects successfully. This work has involved working on interventions, supporting support staff in terms of their wider impact, pastoral care and coaching ECT's. Trustwise there has been focus on developing conversation and awareness about the online threats and inviting pupils to write down their concerns thereby encouraging open conversation with the pupils and supporting them.
- The CPD offered to staff has involved ongoing coaching from Practitioners, looking at behaviour and handwriting. Teachers have been given a lot of training. This was clarified in detail to Governors.

Thanks were conveyed to the Headteacher for his very comprehensive Report to Governors.

The CEO wished to convey her thanks to Leann and Eloise for their extraordinary amount of work on this.

### 8.3 Head of School Report – St. Saviour's – verbal

8.3.1 The Headteacher addressed Governors with his Report. The following points were highlighted:-

#### 8.3.2 Quality of Education

A Programme had been introduced at the School which was clarified in detail to Governors. The success of this Programme has been very good and the teachers had been coached to ensure this Programme was implemented effectively.

- Sir Robin Bosher had conducted a recent Review and was very impressed with what he had seen within the School.
- There had been some development in Maths. The School had rolled this out across the Trust and the statutory assessment data across the three schools had proved exceptional. This had been enhanced further by introducing a Programme called "Interleaving". This was clarified in detail to Governors for their information.
- In September the Trust released its blue print for the Arts across the School and also tried to utilise this aspect within the school community.

- Various Workshops had taken place recently within the School which had been very exciting which help further broaden the Arts Theme within the School.
- Every pupil has a mini piano keyboard and the pupils are undertaking lessons with additional piano lessons in the future.
- Sir Robert Boshers Report had been shared with Governors and this was referred to which was a very positive Report including the School Environment. It was evident that the pupils have consistently highly positive attitudes.
- Attendance within the School is also very good at 96% and the children show commitment within their attitudes.
- Behaviour and Attitude continue to be very good at St. Saviour's and there have been no exclusions or suspensions this term but there has been one racist incident which had been dealt with appropriately.
- There has been no bullying incidents and there are four pupils with behaviour charts. These charts have been highly effective and a positive means by which the School can manage Behaviour and Support for the children. These pupils are making good progress.
- Two pupils have a pastoral support Plan at the present time and the School is working closely with parents and outside agencies to support them..
- The School continues to work closely with Early Help and Family Functional Therapy to support pupils.
- .Safeguarding data was shared with Governors for their information.
- An Online Safety Event had taken place within the School which was considered to be very positive.
- The School hosted Black History Month recently. This was clarified to Governors in detail.

Thanks were conveyed to the Headteacher for his very comprehensive Report.

Question:

The School was commended on the focus of the Arts. It was great to hear about the Keyboard Lessons taking place. The Arts Document shared with Governors recently was amazing. Is this a collaboration across the Trust?

Answer:

Yes – all three Schools. Three Schools within the MAT is enough to be able to share that practice. The Arts Document states the things we do and have been doing for some time. Every year we are always trying to refine and develop the various Projects. This was clarified in detail to Governors.

The CEO stated that each School has unique aspects in their own way. All Schools have the same practices. Pupils do very well in many ways.

General discussion took place amongst Governors.

The Chair stated that whatever happens in one School is mirrored in the other remaining Schools. This was clarified in detail to Governors.

One Governor stated that the Trust has had some amazing Maths Results in already and I love this interleaving concept that you have introduced. It is great to hear that you have achieved outstanding academic results in Maths and you are still incorporating new concepts to make it easier for the pupils to learn.

The CEO stated that Leaders and Teachers are really excited about Learning. The staff are very engaged in Learning and making it better within the Trust. This is considered to be a very important aspect.

It was noted that the School had been doing a lot of work on Reading in Reception which has been very exciting to see the progression.

One Governor stated that it was great to have a group of Leaders and Teachers within the Schools that value the wider learning of pupils and not just about the Core Subjects but include the Arts and Science and it really shows that a Local Authority School can provide the kind of education that pupils would receive in a private school.

Question:

Across the Trust is there any interest in developing oracy as a learning practice?

Answer:

When we are talking about the Oracy and the new Reading Curriculum; it is all about oracy, language and vocabulary. Please visit the School to see this. It underpins everything to enhance the pupils' learning opportunities.

General discussion took place amongst Governors.

The Chair encouraged Governors to visit the Schools to evidence the excellent work undertaken by all staff.

8.4 SDP 2024-2025 – St. Mary's

8.4.1 Governors noted this document. There were no questions raised by Governors.

8.5 SDP 2024-2025 – St. Saviour's

8.5.1 Governors noted this document. There were no questions raised by Governors.

8.6 Pupil Premium Report 2024-2025 – St. Mary's

8.6.1 Governors noted this document. There were no questions raised by Governors.

8.7 Pupil Premium Report 2025-2025 – St. Saviour's

8.7.1 Governors noted this document. There were no questions raised by Governors.

8.8 PE and Sport Premium Report 2024-2025 – St. Mary's

8.8.1 Governors noted this document.

8.9 PE and Sport Premium Report 2024/2025 – St. Saviour's

8.9.1 Governors noted this document.

Question:



With regard to the significant overspend; what measures do you have in place to ensure financial sustainability going forward?

Answer:

We always overspend because we generate a significant income and it goes back into the School for the pupils. We monitor and evaluate data, we undertake Pupil Progress Meetings and SEND Pupil Progress Meetings. We look at hard and soft data within our marking. This was clarified in detail to Governors. It is effectively hard to identify any one aspect of those strategies that we use because we are not doing it in isolation with all the other strategies. This was clarified in detail to Governors by the CEO.

The Young Transformers Programme was clarified to Governors by the Headteacher.

8.10 End of Year Data – St. Mary's

8.10.1 This document was noted by Governors. There were no questions raised.

8.11 End of Year Data – St. Saviour's

8.11.1 This document was noted by Governors. There were no questions raised.

8.12 Teaching and Learning Report – St. Saviour's

8.12.1 This document was noted by Governors. There were no questions raised.

8.13 Strong Foundations and EYFS

8.13.1 This document was noted by Governors. There were no questions raised.

8.14 Strengthening our Approach to Teaching Maths

8.14.1 This document was noted by Governors. There were no questions raised.

8.15 Test Filtering Results – St. Mary's

8.15.1 This document was noted by Governors. There were no questions raised.

8.16 Test Filtering Results – St. Saviour's

8.16.1 This document was noted by Governors. There were no questions raised.

**9. POLICIES**

9.1 The following Policies were formally ratified:-

- Supply Staff Handbook
- Induction Policy
- Admissions  
This Policy had been amended to follow the new procedures from the Government since September 2024.
- Children with health needs who cannot attend school
- ECT Policy
- Supporting Pupils with Medical Conditions
- RSE Policy

- Inclusion POP

**10. GOVERNORS' TRAINING**

- 10.1 Governors were invited to peruse the Training available and book through the Local Authority.

**11. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

- 11.1 Local Governing Body Meeting 6 March 2024 4pm (Zoom)  
11.2 Agenda Items  
11.2.1 To be advised.


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

- 12.1 Nothing to report.

The Chair thanked everyone for attending the Meeting.  
Governors were wished a very Happy Christmas and Best Wishes for the New Year.

The Meeting closed at 8pm with a Prayer.

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

.....  ..... (sign)

Date: .....02/04/2025.....