

**MINUTES OF A MEETING OF THE FEDERATED ST MARY'S AND ST SAVIOUR'S  
CHURCH OF ENGLAND PRIMARY SCHOOLS LOCAL GOVERNING BODY HELD ON  
THURSDAY 5 MARCH 2020 AT 6.15 P.M. AT ST MARY'S**

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

**Associate Members**

Mr Amir Lemouchi (AL)  
Ms Iram Malik (IM)  
Mr Matthew O'Brien (MO'B)

**Foundation Governors**

Mr Stuart Lambert (SL)  
Mr Paul Powell (PP)

**Parent Governor**

Mr Iftakhar Latif (IL)

**Staff Governor**

Ms Elaine James (EJ)

Clerk to the Governors: Mrs Caroline Russell

Also present: Ms Jennifer Matthews, Associate Head Teacher (JM)  
Professor Susannah Quinsee, Parent Observer (SQ)

**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>
4.2.7.	Declaration of Interest Form: To circulate to Ms Ruth Keane.	AB	As soon as possible
6.3.2.	SEND Case Studies: SEND leads to provide to the next meeting.	St Marys/St Saviour's	10-07-2020
6.4.2.	PTA: St Saviour's to liaise with the PTA to encourage their involvement and commitment.	St Saviour's	Ongoing
6.6.	Christian Vision Statement: AL/JM/IM/PP/SL to meet with Rev Vanessa and the Head Teacher of St Margaret's C of E Primary to develop further a Christian vision statement of who we are and what we stand for.	AL/JM/IM/PP /SL/Rev Vanessa and DH	As soon as possible
7.2.4.	St Saviour's Literacy Areas for Improvement: To be extended and listed in report.	St Saviour's	Ongoing
8.2.	Policy Amendment: To amend per curriculum committee proceedings.	AB	As soon as possible



11.	Date and Time of Next Meeting: Friday 10 July 2020 at 6.15 p.m. at St Saviour's CofE Primary School.	All to note and Governor Services to action	10-07-2020
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**1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE**

1.1 Opening Prayer

All were welcomed to the meeting which opened with a prayer by Canon Ade.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Rev Vanessa Conant, Mrs Alisha Anderson and Mrs Beverley Hall.

1.3 Quorum

The Clerk confirmed that the meeting was quorate with 8 governors present.

**2. DECLARATIONS OF INTEREST**

2.1 Declarations of Pecuniary and Personal Interest Relating to the Current Agenda Items

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

**3. LOCAL GOVERNING BODY**

3.1 Clerk to Confirm Local Governing Body Membership

The Clerk reported that there are currently vacancies for 1 local authority governor, 1 parent governor and 1 staff governor. The local authority governor vacancy was noted.

**ACTIONS:**

- School to conduct an election for the parent governor vacancy.
- School to conduct an election for the staff governor vacancy next academic year.
- Mrs Bev Hall asked to clarify the rationale for the appointment of Ms Ruth Keane as an associate member.

3.2 Disqualification due to Non-Attendance

This item was noted without action.

3.3. Disclosure and Barring Service Checks

DBS checks have been completed by all governors and details held on file by the Trust.

**4. MINUTES**

4.1 Minutes of the Last Meeting Held on 5 December 2020

Governors received these and agreed them to be an accurate record of the meeting subject to noting that:

- Susannah Quinsee's preferred form of address is 'Professor'.
  - Apologies for absence should be abbreviated as ST and MO'B.
  - MTC denotes 'multiplication tables check' and the score is out of 25.
  - The Stride Project was on the agenda but not presented.
  - 8.1. amend 'is' to 'it'.
  - 11.1. should read COO (Chief Operating Officer) not Co.
- Canon Ade signed a copy of the minutes for retention by the Trust.



4.2. Matters Arising

4.2.1. Skills Audit

This has been completed.

4.2.2. Senior Leadership Team Structure, Pupils on Roll and Pupil Councils

Information was circulated as requested.

4.2.3. Female Genital Mutilation Information

This was amended.

4.2.4. 'Soft Start' Timings

These have been amended in the supply staff handbook.

4.2.5. Link Visit Template

This has been e-circulated to governors for their use when visiting.

4.2.6. Curriculum Presentations in February 2020

These related to the multiplication tables check and Relationships and Sex Education.

4.2.7. Declaration of Interest Form

**ACTION:** School to circulate to Ms Keane.

**5. CHAIR'S ACTION**

These were reported by Canon Ade in relation to amendment of the Trust complaints policy. He noted and commended the promotions of Ms Jenni Matthews as Head Teacher (St Mary's) starting in May 2020 and Ms Iram Malik (St Saviour's) starting in February 2020. They were assured of the support and best wishes of the Governing Body. A vote of thanks and future best wishes was recorded to Mr Matt O'Brien.

**6. SCHOOL ITEMS**

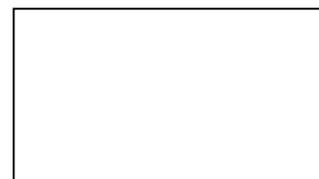
6.1. Curriculum Presentation- Our Curriculum

6.1.1. This was presented by Ms Jenni Matthews by reference to a written presentation (tabled). She referred to recent theory and research regarding curriculum pedagogy which is important in defining children's knowledge and experiences. The governors were briefed and discussed government research, teacher knowledge, content and pedagogy, memory and learning, the use of research to inform curriculum practice and the current education inspection framework criteria.

6.1.2. JM referred to the availability of various commercial curriculum packages e.g. Cornerstones and the International Primary Curriculum. However, these may not offer a current and purposeful curriculum in themselves.

6.1.3 Referring to current inspection framework criteria, JM stated that the curriculum needs to offer both progression and opportunities for revisiting and extending earlier knowledge and concepts taught. The objective is that children become skilled in all subject areas within an inclusive and adapted curriculum. Every curriculum aspect needs to be considered and extended for the more able including opportunities to undertake investigative science.

6.1.4. Recent government research to define the qualities of schools considered to be 'outstanding' identified the importance of a provision that is appropriate to the local context, emphasises the acquisition of a range of reading skills in order to support



children in accessing the curriculum and offers opportunities to build on knowledge in a distributive leadership model.

- 6.1.5. JM stated that subjects are at the heart of the curriculum but, at primary level expertise is needed in all subjects. Lesson goals and learning intentions need to be made explicit to children and desired outcomes shared. Construction of the core curriculum will include the use of key vocabulary in a range of contexts with visits explicitly linked to curriculum ideas and concepts. Curriculum progression needs to include elements of IT and incorporate 6 week themes with cross-curricular links. Each year group has documented learning intentions with regular assessment tasks.
- Q.** Are teachers given lesson plans? **A.** Planning is shared between teachers who are given the opportunity to plan for a range of subjects.
- Q.** Regarding the research conducted, are short periods of learning sufficient to support retention and retrieval of knowledge between, say, Years 3 to 4? **A.** Assessment for learning is key here in order to determine the level of recall achieved and to identify any misconceptions and gaps in learning. Teachers need good curriculum knowledge and a knowledge of progression in order to plan lessons. Good retention has been observed following assessment with an emphasis on establishing what is known already and then how to extend and apply it. Shared planning in a large school supports reduction of teacher workload and work life balance.

6.2. Head Teacher's Report-St Mary's

This was received and accepted.

- 6.2.1. **Q.** Did the December church services go well? **A.** They were well attended by parents and presented by the children in a very positive atmosphere with a good balance of contemporary and traditional material.
- 6.2.2. **Q.** Where have the departing assistant head teachers gone? **A.** To St Saviours and a deputy head teacher promotion.
- 6.2.3. **Q.** Regarding the recent science symposium, how does this link to the curriculum and will it be sustained? **A.** It is part of a sequence of whole school science provisions similar to recent art events which culminated in a whole school art exhibition.

6.3. Head Teacher's Report-St Saviours

This was received and accepted.

- 6.3.1. **Q.** Are the newly qualified teachers making good progress? **A.** There has been some exceptional teaching as evidenced by progress seen in pupil books. It was noted that a number of children have now been taken off behaviour charts reflecting positive relationships between staff and children, increased adult presence at lunchtimes and a range of visitors who have had a positive impact on behaviour.
- 6.3.2. **Q.** How is the attendance of children with special educational needs and disability maintained? **A.** The School uses numerous strategies to increase attendance including the giving of rewards and prizes, celebratory assemblies and back to school interviews with parents. A number of absences have arisen due to physical and medical need but work is provided and support given to maintain learning. The School is able to explain the data by reference to individual case studies and to explain the learning journeys of individual pupils.
- ACTION:** SEND leads to provide case studies to the next meeting.
- 6.3.3. **Q.** Regarding the pupil premium figures what is the issue with Year 3? **A.** Attainment is still above the national average. However, internal assessment at Year 3 follows



external assessment at the end of Year 2 which may explain some of the 'dip' observed. However, an upward trajectory is soon resumed. References to 'school' were amended to 'skills' and to 'sports provision of 2 hours a day' to '2 hours a week'.

- 6.3.4. **Q.** Was the teaching and learning review external or internal? **A.** External by the Head Teacher of an LBWF community school in order to validate school assessments and observations. Verbal feedback was given and the exercise will be repeated next year.

6.4. School Development Plan-Mid Year Review

6.4.1. St Marys

This was received.

6.4.2. St Saviours

Regarding book corners these are still ongoing in order to try to ensure that they are well stocked with authors and books which are of interest to children in order both to engage them and promote a love of reading.

Visual resources are chosen carefully to support learning and their use in classrooms is planned and supported. Regarding quality of education, the digital lead oversees provision across the Trust.

**Q.** Has the Parent Council been set up yet at St Saviours? **A.** That is planned for this term with a stronger PTA who are need of some help.

**ACTION:** School to liaise with the PTA to encourage their involvement and commitment.

**Q.** Have there been any parent workshops? **A.** These are scheduled but attendance varies by subject: some topics are more appealing and accessible than others. We want to continue to support parents to help their children. Whole school events have been helpful in this and photographic evidence could be shared.

**Q.** Why has there been a delay to the phonics programme? **A.** There is a resourcing issue as the desired programme is quite costly but the current provision achieves the great majority of our objectives.

6.5. Teaching and Learning Review-St Mary's

- 6.5.1. Sir Robin Boshier visited to observe lessons, look at pupil books and speak to children and middle leaders about their work. He considered that formative assessment was very well led and teacher subject knowledge and curriculum design excellent. He considered that the School is 'outstanding' within the scope of the revised current OFSTED inspection regime. Next steps were proposed including specification of end of unit outcomes for core texts, end of topic assessment to evidence new knowledge gained, support for the consistent teaching of handwriting, support for children with protected characteristics and greater use of CPOMS data to inform provision regarding safeguarding and behaviour. Generally, the review was very positive with curriculum breadth highly commended.

6.6. Christian Vision

- 6.6.1. This was discussed with development points identified as follows:

-Develop references to a spiritual relationship with Jesus.

-Define and refer to the role of the church.

-Develop references to the Holy Spirit.

-Celebrate the schools'/church relationship.

-Develop appropriate and detailed Scriptural links including chapter and verse references.

**ACTION:** AL/JM/IM/PP/SL to meet with Rev Vanessa and the Head Teacher of St



Margaret's C of E Primary to develop further a Christian vision statement of who we are and what we stand for.

- 6.6.2. Regarding developments, it was asked that for St Mary's dates be amended to be more realistic.

**Q.** How will we engage the School community in the vision? **A.** Invite parents and carers to discuss its underlying principles further including, in particular, those relating to the distinctive ethos of a Church of England school compared to those of other Christian denominations including those represented locally. The emphasis will be on living the vision and understanding its relevance to the children.

6.7. Senior Leadership Team Structure

This was received it being **AGREED** that assistant and associate head teachers report to the Executive Principal and that all report to the Chief Executive Officer.

**7. REPORTS**

7.1. Receipt of Reports

These were received in relation to teaching school, maths, PE (St Mary's and St Saviour's), Homework (St Mary's and St Saviour's), Literacy, After School Clubs, Special Educational Needs and Disability reports, English as an Additional Language reports, RML report, computing reports, religious education reports, radicalisation report and Relationships, Sex and Health Education reports.

7.2. Discussion/Notes/Comments re Report

- 7.2.1. Maths: Refer to multiplication tables check.

7.2.2. Physical Education

It was noted that a mile a day is run at both schools subject to space and staff supervisory capacity being available.

7.2.3. Homework Tasks

This was discussed it being suggested that guidance is needed regarding the appropriate extent of parental involvement. However, this does need to be done diplomatically.

7.2.4 St Saviours' Literacy

**ACTION:** The list of areas for improvement will be extended.

7.2.5. Online Security

**Q.** Are there news bulletins regarding online threats? **A.** These usually originate from the Local Authority to Head Teachers who communicate them to school leaders.

**8. POLICIES**

8.1. Ratification of Policies

These were received and formally ratified in relation to Business Continuity Plan, Curriculum Policy, Drugs Education, Fire Procedures (St Mary's and Saviour's) Home School Agreement, Homework, Lettings, Maths, Asthma, Volunteer Helpers and Students, Exclusion of Pupils, Music, Modern Foreign Language, Parent Acceptable Use of IT policy, Visitor Code of Conduct and Peer on Peer Abuse.

8.2. Amendment of Policies Considered by Curriculum Committee

**ACTION:** School to amend.

**9. LEAD GOVERNOR UPDATE**



9.1. Personnel  
Not available in the absence of Rev Vanessa.

9.2. Curriculum  
PP stated that policies should be amended per minute 8.2.

9.3. Finance and Premises  
A verbal update was received indicating that the federation remains in a financially stable position with a projected year end carry forward of £132,000. Thanks were recorded to all staff involved with this as it is an ongoing challenge. EJ noted here that Trust income is significantly augmented by income from external services and consultancy with other fund raising streams constantly under consideration.

**10. ANY OTHER BUSINESS**

10.1. Pantry (School Catering)  
It was stated that, following a recent change of provider, there were communication issues between the Trust and federation. EJ apologised for this but noted that a swift change of provision was necessary due to concerns about the quality of food being provided to the children. She noted that the current caterers have now spoken to each individual school with the standard of food provided much improved. Parents are advised to pay by cash/debit card to avoid credit card fees with any credits to be transferred.

10.2. Update on Use of Proceeds of Sale of Property at Markhouse Road, E17  
It was reported that some has been spent on a baby unit with rental received. It was noted also that St Saviours is in need of playground refurbishment and that St Margaret's have received £117,000 re building rectification works. (They have been advised that these monies should be repaid to St Saviour's as soon as possible). The (Chelmsford) Diocese are still retaining funds of £92,000. EJ reported that match funding is being sought for playground refurbishment works.

10.3. Vote of Thanks  
This was **AGREED** to Professor Susannah Quinsee for her service to the Governing Body.

10.4. 'School Streets' Initiative  
Meeting participants expressed in favour of this (an exclusion zone for cars in the vicinity of schools at peak times) for both schools.

**11. DATE AND TIME OF NEXT MEETING**

The next meeting of the Local Governing Body will be held on Friday 10 July  
2020 at St Saviour's CofE Primary at 6.15 p.m.  
The meeting closed with a prayer by Reverend Canon Ade at 9.00 p.m.

Chair: ..... (print)

..... (sign)

Date: .....

