MINUTES OF A MEETING OF THE GOVERNING BODY OF HAMPSTEAD PAROCHIAL CHURCH OF ENGLAND PRIMARY SCHOOL
held at the School on
Thursday 17th September 2015 at 6:00 PM

Attendance

<table>
<thead>
<tr>
<th>Name</th>
<th>Governor Type</th>
<th>Term of Office End Date</th>
<th>Present/Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allan McLean</td>
<td>Headteacher</td>
<td></td>
<td>Present</td>
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<tr>
<td>Rev Stephen Tucker</td>
<td>Foundation Governor</td>
<td>Ex-Officio</td>
<td>Present</td>
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<tr>
<td>Christine Money (PCC)</td>
<td>Foundation Governor</td>
<td>08.1.17</td>
<td>Present</td>
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<tr>
<td>Jenny Lupa (Chair) (PCC)</td>
<td>Foundation Governor</td>
<td>08.01.17</td>
<td>Present</td>
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<tr>
<td>Vacancy (Deanary)</td>
<td>Foundation Governor</td>
<td></td>
<td></td>
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<tr>
<td>Anne Diack (VC) (Deanary)</td>
<td>Foundation Governor</td>
<td>11.03.17</td>
<td>Present</td>
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<tr>
<td>Mark Davis (LDBS)</td>
<td>Foundation Governor</td>
<td>30.10.17</td>
<td>Present</td>
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<tr>
<td>Vacancy (LDBS)</td>
<td>Foundation Governor</td>
<td></td>
<td></td>
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<tr>
<td>John Lawrence</td>
<td>Local Authority</td>
<td>11.02.18</td>
<td>Present</td>
</tr>
<tr>
<td>Hugh Tuffley</td>
<td>Parent Governor</td>
<td>30.04.16</td>
<td>Present</td>
</tr>
<tr>
<td>Anjana Ahuja</td>
<td>Parent Governor</td>
<td>30.04.16</td>
<td>Apologies</td>
</tr>
<tr>
<td>Steph Close (Assistant HT)</td>
<td>Staff Governor</td>
<td>22.04.19</td>
<td>Present</td>
</tr>
</tbody>
</table>

Also in attendance
- Monwara Sikder, Business Manager, N/A, Present
- Jo Iwanicki, Deputy HT (DHT)
- Rebecca Dodson, PTA Chair
- Matthew Connolly, Clerk, N/A, Present

PART 1 opened at 6:05pm

1.0 OPENING PRAYER

1.1 The meeting opened in prayer led by Rev. Stephen Tucker.

2.0 WELCOME, INTRODUCTIONS & APOLOGIES FOR ABSENCE/ACCEPTANCE OF APOLOGIES

2.1 Apologies had been received form Anjana Ahuna. The Governing Body ACCEPTED the apology.

2.2 The Chair was able to welcome Rebecca Dodson Chair of the PTA to the meeting as an observer. The DHT Jo Iwanicki was also in attendance as an observer. It was noted this was the first FGB to be attended by the new interim HT Allan McLean.

3.0 DECLARATIONS OF INTEREST (PECUNIARY OR OTHERWISE) IN RESPECT OF ITEMS ON THE AGENDA

3.1 No declarations of interest, pecuniary or otherwise were received in respect of items on the agenda.

4.0 Governing Body Membership Election Of Chair & vice-Chair
4.1 There was no request for a paper ballot to the clerk. Jenny Lupa was content to be nominated as Chair and proposed by Rev Stephen Tucker, seconded by John Lawrence. Clerk confirmed Jenny Lupa elected unanimously.

4.2 The Chair discussed with governors to return to one vice-chair (the previous academic year we had maintained two vice chairs for practical reasons) and to nominate Anne Diack as vice–chair. The governors wanted to thank AA for her service in the latter part of the last academic year and recognise that if needed they would ask AA to step up again. Also AA had stated to the Chair that she would also like someone else to gain experience in the role if the need should arise. Anne Diack was content to be nominated, nominated by Hugh Tuffley and seconded by Mark Davis, clerk confirmed Anne Diack elected unanimously.

Ratified: Elected for one year: Jenny Lupa as Chair, Anne Diack as vice-Chair

5.0 Minutes of meeting held on 16th September & Matters Arising

5.1 The minutes were AGREED as a true and accurate record of the meeting and were SIGNED by the Chair subject to the following amendments:

- At 113.3 that the new DHT JI had been appointed on a one year FTC and not as a permanent member of staff as shown.
- At 115.7 to clarify that last sentence should read “AA to send suggested exit interview questions to Chair. John Lawrence and Chair to lead on exit interviews.”
- At 116.1 6th bullet AHT not DHT
- At 116.2 “The SATs results when available” not “The SATs resulted when”
- At 116.9 5th bullet “governance using” not “governance suing”
- At 120.1 that the Parent Forum on 12th June had been attended by Chair, HT and Hugh Tuffley. Noted topic was “Life without Levels”
- At 120.2 need to confirm what AA had attended as a governor.

Action: Clerk to confirm what event AA had attended in July

5.2 At 115.4 confirmed that the governors were content for the SBM to present for 30 minutes on Finance at the October meeting. It was agreed to meet at 5:30 for this training with the FGB at 6pm as normal. Governors considered one meeting was not sufficient and others would be planned.

Action Point: Finance training confirmed for 5:30pm ahead of FGB at 6pm October.

5.3 At 115.12. Photos of governors had not been removed, however display was being moved to near school office. SBM to chase any missing photos.

5.4 At 116.6 with regards to maintenance of the garden. The HT had already had several conversations on this matter. It was noted that this matter would be raised at the next PTA meeting to ask for volunteers to help in the garden.

5.5 At 111.9 in terms of seeking to clarify what the advantage of a CofE is. RST outlined how in assembly this morning that children had shown spirited understanding of the topic being discussed with examples rooted in a Christian tradition. In discussion governors considered this issue was raised as part of the previous unsuccessful recruitment for a HT. Governors decided to review as part of the next recruitment initiative.
5.6 At 121.2 The training program from Camden had been circulated by the clerk. The SBM explained that the school had purchased blocks of training and these would be used on staff training and governor training. However the blocks purchased could easily be used purely on staff training. LBofCamden had just launched a package of unlimited training for governors for £550. Governors considered that individual purchase would easily take the costs to over that amount so agreed to the purchase.

Agreed: SBM to purchase training package form LBofCamden

5.7 At 122.2 The Chair reported that an anomaly had been seen in the Instrument of Government for the governing body and so we should not look to fill the two vacancies until this was clarified. Chair was waiting to be contacted by LDBS.

Action: Chair waiting to be contacted by LDBS with regards to school IOG.

5.8 RST outlined that he would be standing down as vicar in April 2016 and during the interregnum suggested his curate could be the ex-officio Foundation governor. Clerk to place on agenda in November.

Action: Review of retirement of RST in November (Clerk)

5.9 All other actions from last meeting are captured at App A with comment.

6.0 Admission Policy

6.1 This item was to review the Admissions Policy for Sept 2017 however it was noted that we were using the current Admissions Policy for Sept 2016 and we needed a consistent message from Church and School especially relating to the two years attendance at point 2 for a Foundation Place. It was noted that the interpretation was a full two years at St John at Hampstead.

6.2 The governors in relation to agreeing a draft admissions policy reflected on the two years rule at and discussed other options. Governors note that although it might seem unfair if an applicant had been at the church for say 20 months, if the period is reduced to 18 months then there will be applicants just short of that. The final decision was to stay with a two year period.

6.3 The governors also heard from the current HT that attempts to fill vacancies this month were being hampered by the current interpretation of the current policy by the LA that the 50% Foundation 50% non-Foundation had to be maintained from the waiting list. Governors agreed a change of wording to remove that requirement.

6.4 Governors noted the distance criteria and that they wanted this school primarily to be for local children.

6.5 In decision the governors asked Hugh Tuffley to update the draft policy in line with agreed discussions, Clerk to circulate to governors for final comment and then finally clerk to send to LDBS for comment. Target of 7 days to complete.
Action: Governors asked Hugh Tuffley to update the draft policy in line with agreed discussions, Clerk to circulate to governors for final comment and then to send to LDBS for comment. Target of 24\textsuperscript{th} Sept

6.7 In terms of the wider consultation. Clerk to circulate agreed draft Admissions Policy from LDBS to Governors & LA. Clerk to check who the LA circulate the policy to for comment and SBM to place on website and raise awareness with school newsletter.

Action:
Clerk to circulate agreed draft from LDBS to Governors & LA.
Clerk to check who the LA circulate the policy to for comment.
SBM to place on website and raise awareness with school newsletter

7.0 Report from Headteacher

7.1 This was a verbal report from the new interim HT. Reflecting on the SATs results published in July these were not strong and in particular pupils were not making good progress.

7.2 The HT expected an Ofsted inspection as the last was in June 2012 and we have as a school a three year falling trend. If an initial inspection leads to good then that is the end of the inspection, less than good and the inspectors return for a full 2 day further inspection. The HT outlined that the lack of applicants for the HT post reflected an awareness of the significant challenges in the role based on pupil achievement data.

7.3 The HT however outlined the positive nature of the children so we have a sound foundation to work with. The new interim HT had met with parents at an open Forum in July and the parents had welcomed the open forum and the chance to raise concerns. Nearly all parents knew and understood the Data Dashboard whereas at a full staff meeting only one member of staff was aware of the Data Dashboard.

7.4 The HT outlined the new Inspection Data Dashboard which is based on 2014 data currently but that of a 12 page document the first 6 pages are dedicated to progress and meeting the aspirations of disadvantaged pupils. This indicates the direction of travel of thought from Ofsted.

7.5 The HT outlined one advantage we have was that if an inspection had occurred last academic the senior leadership team had been in place for the duration of the downward trend of results. An inspection now is with a new team in place who can say we understand what the issues are and we have measures in place to address the issue. The Chair sought assurance that our narrative needs to be to communicate with parents first on any emerging data or information.

[Confidential Minute]

7.6 The governors asked for an explanation of how the Maths results could be so low especially since the school had put in an additional link teacher. The HT replied clearly that had not worked however an issue is to make sure we know any teachers providing additional support are capable. A link teacher or teacher that floats between groups is not seen teaching in a settled classroom so more difficult to assess teaching skills.

7.7 The HT with the DHT had met with year 5 & 6 parents today. The new interim DHT is very skilled at identifying individual pupil issues and suitable interventions. The Chair asked how we were measuring progress of children. The DHT outlined that this week all teachers in Year 1 are assessing children using Rising Stars Assessment. A governor had previously questioned the projected outcomes for children presented to governors and the actual results showed a discrepancy. The DHT outlined staff felt
they had not had enough training on using Target Tracker. The First Staff meeting would address this with ongoing training.

7.8 A governor challenged that we need a review of the Governing body to identify where did we fail and what should we have done. The chair indicated self assessment forms were available to assess the Governing Body skills set. A governor indicated the situation was obviously worse than we had thought. The HT outlined the Governing Body needs at least one or two people sufficiently skilled enough to challenge the HT on figures or you an independent view from an external advisor. Governors felt the openness from the new interim HT was refreshing.

7.9 The governors considered a review of the current structure of 10 FGBs was still appropriate. The HT outlined that this 10 meeting model is an IEB model where the FGB is essential a business meeting. Detailed discussion cannot happen at a FGB which is where committees would fit in. The HT reminded governors Ofsted need to see the school is about pupils learning and the governors are not unnecessarily side tracked on other business issues. The chair felt that when outside assessments are made the GB should see that report in its entirety first and the report not filtered through LDBS or the HT. John Lawrence identified where he had refused to sign the Finance document as he felt he was insufficiently trained. Again governors noted the staff training needs around new assessment styles. The HT reported there was a moderation meeting with Kentish Town and Holy Trinity & St Silas at 4pm on Mon 21st September to which governors were invited to attend to look at levelling of assessments across schools.

7.10 A governor asked whether the school was continuing to encourage intrinsic motivation. The HT stressed that would continue to be addressed but that the “Building Learning Power” was being eased back to prioritise other areas; also Maths Wiz was now cancelled and parents could purchase that independently if they wished. The culture was to be that teachers work as a team and get advice.

7.11 A governor asked whether the turnover of pupils at the school impacted results where at a school like this 20% pupils leave and are replaced. The HT reminded governors that for a pupil who joins part way through a term in ROL the previous assessment in the previous school is used as a base. Although an issue it does not mitigate a three year falling trend. However the HT felt there had been a mixed quality of teaching across KS2 in the last few years, if a class has average teaching for one year it us difficult it catch up.

7.12 The HT reported that to assess Quality of Teaching there would be assessments on 28th Sept and with LA & LDBS assessors on 22nd Nov. The clerk confirmed that the LA assessor was coming in as part of their remit and the LDBS from the package already purchased. (The HT reminded governors of his connection to Grow Education at LDBS).

7.13 A governors asked whether it was clear an Ofsted inspection was very likely, the HT replied we need to plan for that as a new leadership team is yet another trigger. The governors considered their survey of how parents see the school would be useful. The Chair of the PTA was invited to speak and outlined how governors were being invited to PTA events to raise awareness.

Break in meeting from 7:55 – 8:05. Clerk conferred with Chair with regards to meeting running past 8pm. On return to meeting Governors accepted a late finish.

8.0 Report from School Business Manager

The following reports from the SBM were deferred to Oct
8.1 With regards to Premises, the Site Officer has handed in his resignation and left at the end of the summer term. Casual supply had been used and the SBM had taken on a significant part of the workload. [Confidential item] The SBM asked for the opinion of governors to recruit to the post. Governors confirmed that any offer of a permanent post would be subject to a probationary period. The governors agreed to recruitment and the HT asked for a governor to be on the selection panel. Hugh Tuffley and John Lawrence offered their service.

**Action:** For SBM to recruit for Site Manager Post.

8.2 Annual Planner: SBM & HT to compile. Clerk confirmed that the HT is not setting the agenda, however the Clerk uses the Annual Planner to set the agenda, particularly the rotation of policy approvals.

**Action:** Annual Planner to be finalised by HT & SBM

8.3 New enhanced Declaration of Interests: The clerk reminded the governors that although the document now required a declaration of more areas than just business interest as in previous years the key was the information is required to go online on the school website. The Clerk also indicated that an updated from DfE in August 2015 also requires attendance to be on the website. Camden legal have confirmed placing the minutes online meets this criteria. The HT outlined that placing minutes online also meets the drive for Ofsted for more transparency. Review of placing non-confidential minutes online in November. Noted further discussions on this in Confidential.

**Action:** SBM to look at how to place declarations online. Clerk to place on Oct agenda discussion on placing minutes of FGB online

9.0 **Policy Update**

9.1 Exclusion Policy: The Clerk had placed this item on the agenda as LBofCamden recommend that this policy is reviewed at the first FGB of the academic year with confirmation of who has authority to expel. Deferred to October.

**Action:** Exclusion Policy deferred to Oct (HT)

9.2 Marking & Feedback Policy: A governor commented the policy appeared over complicated, other governors had seen similar policies in place at other schools. The AHT governor confirmed a similar marking policy was in place currently in the school. The HT commented marking needed to be consistent and an Inspector would look at this area. Governors asked for a few examples of marked pieces of work for the October FGB and agreed the proposed draft policy could be used now.

**Action:** Governors to see example marked pieces of work, policy to return to Oct FGB

9.3 Radicalisation Policy: This policy is sourced from LDBS and preventing pupils being groomed into extremism was a statutory responsibility. A governor questioned how
relevant this was to a primary school. The HT and governors commented it is unfortunate that this sort of influence can start in young children. Policy ratified by FGB, as a new policy review in one year.

| Ratified: Radicalisation Policy review autumn 2016 |

10.0 Chairs Items

10.1 Feedback from Parents & Carers: The Chair tabled a report on the Parents & Carers evening and the table maintained by governors had been well visited. In relation to the points raised the parents had not expected any direct feedback but glad to have the opportunity to raise them. A governor asked whether the items raised had been dealt with. The chair outlined many had for example in relation the question of mobile phones that this had been answered in a recent newsletter. Clerk agreed to list points raised so governors could check they had been addressed.

| Action: Clerk to create table of points raised to Governors at Parents & Carers Evening on 7th & 8th July so they can be ticked off as actioned. |

10.2 Raising Profile of Governors: The chair shared the governors had been invited to PTA events on 30th September at 9am and 25th September at 7:30pm. RST commented that the 25th was also Harvest Festival at church at 9:45am.

10.3 To agree panel of Governors to set HT appraisal targets: Agreed Chair & vice-chair AD. HT suggested as he was associated to LDBS to use a LA advisor rather than someone from LDBS. This was seen as eminently sensible and Rhian Swan was suggested form LBofCamden. Governors agreed Chair could find another suitable advisor by Chairs Action if Rhian Swan not available.

| Agreed: Panel for appraisal targets of HT: Chair, vice-Chair, outside advisor from LA |

10.4 To agree Pay Panel: The governors agreed to Chair, vice-chair and Christine Money with HT to present.

| Agreed: Pay panel: Chair, vice-Chair & CM with HT to present. |

11.0 Governors Visits raining undertaken by Governors

11.1 Since last meeting none.

12.0 Training undertaken by Governors

12.1 John Lawrence had attended the Camden Governors Meeting and had noted that although in Primary pupils in Camden outperform national results. At secondary stage pupils fall behind. CM had attended the Camden Forum on Tuesday 15th around “coasting schools”. CM to provide short report for circulation to clerk with paper from meeting.

| Action: CM to provide short report for circulation to clerk with paper from Camden governors meeting 15th |

13.0 AOB

13.1 The Chair invited the PTA Chair to report on the funds raised at the summer fair of £12k.
13.2 The HT wished to commend the new DHT and the AHT for their effort in the new term; plus the actions of the SBM to assist with no permanent Site Officer.

13.3 The governors asked that we timetable a review of the FGB structure compared to other structures. The HT suggested the need for a working Group and that an advisor like Ann Foster could be involved

| Action: Clerk to place on agenda Nov, to discuss review of governance structure. |

13.4 The Clerk reminded the governors that at the end of the summer term we had been unable to locate the school Instrument of Government at the school. The Clerk had arranged for a copy from LBofCamden and the legal team required that all governors have a copy as required by statute.

| Action: Clerk to circulate current IOG to governors |

14.0 **Date of Next Meeting**

14.1 Confirmed as Monday 12\textsuperscript{th} October 6pm at school

14.2 A reminder of future scheduled dates at 6pm:
- Monday 9\textsuperscript{th} Nov
- Monday 14\textsuperscript{th} Dec (last week of term)

Meeting Closed at 8:40pm

Signed:...........................................................................Date:.................................
Chair Hampstead Parochial Primary School