



Attendees

Name	Initials	Category of Governor/Advisor	Attendance
Christine Money	CM	Foundation – Parochial Church Council of St John at Hampstead	Present
Jenny Lupa (CHAIR)	JL	Foundation – Parochial Church Council of St John at Hampstead	Present
Anne Diack	AD	Foundation – Hampstead Deanery Synod Representative	Apologies
Diana Young	DY	Foundation – Interim Priest of St John at Hampstead	Present
Katy Theobald	KT	Foundation – London Diocesan Board for Schools	Apologies
Tim Jervis	TJ	Parent Governor	Present
Robert Nesbitt	RN	Parent Governor	Present
Allan McLean	AM	Head Teacher	Present
Steph Morton	SM	Staff Governor	Present
Advisors/Others			
Ciaran Foulkes	CF	Associate Member	Present
Jo Iwanicki	JI	Advisor – Deputy Head Teacher	Present
Ammar Ahmed	AA	Clerk	Present

Part One – Public Minutes

Item		Led by	When
017/ 16-17	Opening Prayer	Chair	
17.1	The Chair asked Diana Young to begin the meeting with a prayer at 6:05pm.		
018	Welcome and introductions	Chair	
18.1	The Chair welcomed all governors to the meeting of the Full Governing Body of Hampstead Parochial Church of England Primary School.		
019	Apologies and the governing body's acceptance or rejection for any absences	Clerk	
19.1	The Clerk informed the governors that apologies had been received from Anne Diack and Katy Theobald. The governors accepted the apologies.		
19.2	There were no absences to note.		
020	Declaration of interests, pecuniary or otherwise, in any items appearing on the agenda	Clerk	
20.1	There were no specific declarations made by the governors in relation to any item on the agenda of the meeting, other than those already declared within the Register of Business Interests.		



021	Approval of the minutes from the previous full Governing Body meeting (held on 19 September 2016) and any matters arising not covered on the agenda for the meeting		Chair	
21.1	The governors approved and duly signed the minutes of the previous full Governing Body meeting, held on 19 September 2016.			
21.2	<u>Actions arising</u>			
21.3	In relation to Item 7.7 – The governors requested the Clerk to liaise with the School’s Business Manager and ensure that the School has an updated copy of the Register of Business Interests.			
21.4	In relation to Action 11 – The governors stated that the item should be moved to the Resources Committee for consideration.			
21.5	In relation to Action 12 – The governors agreed, on the recommendation of the School, that the item should be discussed after Christmas.			
022	Approval of Committees’ Terms of References		Chair	
22.1	<u>Approval of the Resources Committee’s Terms of Reference</u>			
22.2	The Chair of the Resources Committee stated that the Terms of Reference had been reviewed and approved by the Committee. The governors ratified the Terms of Reference.		Clerk	To note
22.3	<u>Approval of the Curriculum, Progress & Outcomes Committee’s Terms of Reference</u>			
22.4	The governors were informed by the Chair that these Terms of Reference had been reviewed and approved by the Committee. The governors ratified the Terms of Reference.		Clerk	To note
	A16	The full Governing Body ratified the Resources Committee’s Terms of Reference.	Clerk	To note
	A17	The full Governing Body ratified the Curriculum, Progress & Outcomes Committee’s Terms of Reference.	Clerk	To note
023	Approval of the Year Planner		Chair	
23.1	The governors ratified the Governing Body’s Year Planner, subject to the following amendments.		Clerk	To note
23.2	Amendment 1 – The governors stated that the “review attendance & exclusions” should be renamed to “review attendance and punctuality report”. This amendment affected the column for the Curriculum, Progress & Outcomes Committee.			



23.3	Amendment 2 – The governors stated that the Autumn Term Curriculum, Progress & Outcomes Committee Meeting should also include the standing item of “Behaviour Report”.			
	A18	The full Governing Body ratified the Year Planner subject to the amendments listed above.	Clerk	To note
024	Link Governors List		Chair	
24.1	The Chair stated that she would liaise with the Clerk to review the Link Governors List and report back to the next full Governing Body meeting.		Chair + Clerk	13/03/17
	A19	The Chair and the Clerk to review the Link Governors List and report back to the next full Governing Body meeting.	Chair + Clerk	13/03/17
025	Chair’s Report		Chair	
25.1	The Chair informed the governors that she had taken a Chair’s action to allow the School to cover the cost of the Staff Meal. The governors ratified the Chair’s action.			
25.2	The Chair requested governors to volunteer to cover the front gate on Saturday, 3 December 2016. This duty is in relation to the Christmas Fair. RN and TJ both agreed to volunteer. The Chair stated that she would review the rota and inform the RN and TJ regarding their shifts at covering.		Chair	ASAP
25.3	The Chair informed the governors that the Carol Service will be held on 8 December 2016 and 9 December 2016. All governors were invited to attend.			
	A20	The Chair to review the rota for volunteer cover at the front gate for the Christmas Fair and inform RN and TJ when their shifts are.	Chair	ASAP
026	Committee Reports			
26.1	<u>Report from the Chair of the Resources Committee – CM</u>			
26.2	The Chair of the Resources Committee informed the governors that the Committee met on 11 October 2016. During the meeting, the Committee received a report on the recently completed playground refurbishment project. The Committee also explored and discussed the fencing issues and the School’s budget. The Committee discussed and delegated the task of reviewing the School’s Financial Value Standards Assessment to a sub-Committee, which had fed back its findings to the School.			
26.3	The Committee also reviewed the Pupil Premium statement. The Committee also discussed the most apposite building project the School should undertake next and determined that the School’s windows should be replaced in a staggered project.			



26.4	The Chair stated that the staff appraisals and recommendations will be reviewed by the Committee on 7 December 2016.		
26.5	<u>Report from the Chair of the Curriculum, Progress & Outcomes Committee – JL</u>		
26.6	The Chair informed the governors that she had received a written report from the Chair of the Curriculum, Progress & Outcomes Committee (KT) to be read out at the meeting.		
26.7	The Chair stated that the Chair of the Curriculum, Progress, & Outcomes Committee had informed her that the Committee had reviewed the examination and assessment results from the recent Key Stage assessments. The Committee had further discussed the outcome of the Quality of Teaching Review and the proposal for a Governor Away Day to develop the School's ethos and vision.		
26.8	In response to a question from the governors, the Head Teacher stated that the School expects Pupil Premium and Special Education Needs students to make the same progress as non-Pupil Premium and non-Special Education Needs students. But the School has slightly different attainment expectations from the two groups. In response to a further question from the governors, the Head Teacher stated that the School will be conducting a deep review of the Special Education Needs students and Pupil Premium students before analysing whether attainment and progress expectations between the groups could be made more similar.		
027	Head Teacher's Report	AM	
27.1	The Head Teacher's report was disseminated at the meeting to the governors. The Head Teacher invited governors to ask questions on areas that they required further clarification upon.		
27.2	<u>School Roll and Staff</u>		
27.3	In response to a question from the governors, the Head Teacher stated that all students, irrelevant of whether or not they qualify for Pupil Premium support of possess Special Education Needs, allocated to the School received the standard funding if they join after the October census has been completed.		
27.4	Moreover, due to the nature of the School's local community, many students at the School qualify for the status of English as an Additional Language. This means that there are significant challenges when the joining students do not speak English, and it is not always possible for the School to attach a native language speaking teaching assistant to the student.		



27.5	However, the Head Teacher stressed that this was a minor issue and not a whole-school problem, rather it was localised to specific year groups.		
27.6	When discussing the School Roll, the Head Teacher stated that there were currently nine (9) vacant spaces at the School, four (4) in Year 3, two (2) in Year 4 and three (3) in Year 5.		
27.7	The Head Teacher stated that three new students had joined the Year 6 cohort. However, out of the three new students, one student has joined with significant complex social problems, which require considerable staff support. In response to a question from the governors, the Head Teacher stated that in order to qualify for additional funding to combat the complex social problems the student must have an Education Healthcare Plan.		
27.8	In response to a question from the governors, the Head Teacher stated that the best method of increasing the retention of students throughout the School would be to raise the attainment and progress made by the students at the School. In this regard, the School remains confident that it will benefit from a returning teacher in the Spring Term who will be able to provide additional support to students.		
27.9	The governors requested the Head Teacher to ensure that there are separate columns included into the School Roll which indicate the amount of Special Education Needs students and Pupil Premium students in each year group.	AM	To note
27.10	The governors also congratulated the Pupil Premium teacher for all her hard work and commitment to the School. The Pupil Premium teacher is leaving at Christmas and will be replaced by Emma Inglis.		
27.11	In response to a question from the governors, the Head Teacher stated that the Resources Committee is acutely aware of the School's agency staff requirements and reviews the subject when discussing the School's Budget report.		
27.12	<u>Behaviour report</u>		
27.13	The Head Teacher stated that no major behaviour issues occurred at the School in the previous academic term, including bullying incidents and exclusions. The Head Teacher informed the governors that there had been two incidents of racism, but these had been resolved.		
27.14	The Head Teacher also stated that in terms of safeguarding issues, there was a single child at the School which is on a Child Protection Plan and four students are on an Education Healthcare Plan.		



27.15	<u>Attendance report</u>		
27.16	The Head Teacher stated that the overall attendance at the School was 97.15%. This figure was an improvement from last year at the same point in the academic year.		
27.17	In response to a question from the governors, the Head Teacher stated that the School monitors the attendance of all students and has a system in place where it formally investigates any student that has an average attendance less than 90%.		
27.18	In response to a question from the governors, the Head Teacher explained that the investigation process involves meetings with the parents, setting targets, follow up meetings, liaison with the School nurse. If there are any issues related to health, the School requests information by requiring a copy of the doctor appointment cards. If the School continues to feel concerned, the School escalates the matter to the Education Welfare Officer, who can impose fines, if necessary.		
27.19	<u>Promotion of a 'success' culture</u>		
27.20	In response to a question from the governors, the Head Teacher stated that the School holds a weekly award ceremony at the School assembly. The winners are also mentioned in the School's newsletter to ensure there is engagement with the parents.		
27.21	In response to a question from the governors, the Head Teacher stated that good attendance correlates most strongly with good progress and good attainment.		
27.22	<u>Pupil Survey results</u>		
27.23	The Head Teacher stated that the School had completed the Pupil Survey and compiled the results.		
27.24	In response to a question from the governors, the Head Teacher stated that in his opinion the fact that there was a broad spectrum of results generated in the School Survey warranted an investigation. The Head Teacher clarified that a broad spectrum shows that there are particular issues affecting particular students and the School should endeavour to support and rectify any issues being encountered by its students.		
27.25	The governors noted that there was a lack of clarity over the role of School governor among the students. The governors discussed this item in greater depth and stated that the Governing Body should increase its attraction with		



	the student body to develop a relationship. The Head Teacher agreed that governors as volunteer readers would present an excellent opportunity for the governors to interact with the students.		
27.26	The governors commented that all future Pupil Surveys should include a 'Suggestion Box', as the School had received some excellent feedback and suggestions from the student body.		
27.27	The Governors also stated that the School's Student Council should be included in the School's decision making on how to tackle behavioural issues at the School.		
27.28	The Head Teacher stated that the Pupil Survey results had been positive overall. The Head Teacher stated that the School will be evaluating its exercise of conducting the Pupil Survey and adopting a more structured and uniform approach to standardise the results as much as possible.		
27.29	The governors stated that it would be enlightening to conduct a follow up survey at the end of the academic year. The Head Teacher agreed.	AM	To note
27.30	<u>Staff Survey</u>		
27.31	The Head Teacher stated that the School had also completed the Staff Survey. The results of the survey had been positive and encouraging for the School.		
27.32	In response to a question from the governors, the Head Teacher stated that the main feedback from the survey was regarding leadership styles. The School has had to go through a transformation and had to achieve specific targets in the previous academic year, which meant that he had to adopt a more authoritative role. However, the Head Teacher has now already taken steps to create a more inclusive leadership style, with delegation of leadership objectives and created an expanded Senior Leadership Team.		
27.33	The Head Teacher has also installed a culture of regular morning meetings which are led by different staff members on a rota. The School has also increased the number of Phase-Team meetings.		
27.34	The next step for the School would be to review the Vision & Ethos statement in light of the new inclusive leadership style and include the entire staff when developing it.		
27.35	In response to a question from the governors, the Head Teacher stated that the new initiatives and leadership style had already increased the opportunities for professional development of staff. The staff have utilised the opportunities and the Head Teacher informed the governors that their		



27.36	increased abilities were already evident in the manner in which they completed their specific objectives.			
	In response to a question from the governors, the Head Teacher stated that the School has entered into a Support Staff Conference with four other schools, to focus on their career development.			
	A21	The Head Teacher to ensure that there are columns highlighting the number of Special Education Needs students and Pupil Premium students in all future School Roll reports to the full Governing Body.	AM	To note
	A22	The Head Teacher to ensure that the School conducts a follow-up Pupil Survey at the end of the academic year.	AM	To note
028	School Improvement Plan		AM	
28.1	The School Improvement Plan was circulated at the meeting. The Head Teacher informed the governors that it would be discussed in detail at the next Resources Committee and the Curriculum, Progress & Outcomes Committee. The recommendations, amendments and suggestions will be presented at the following full Governing Body meeting for consideration.			
029	Premises and Staffing Report		AM	
29.1	The Head Teacher informed the governors that at the previous Resources Committee, the governors had discussed potential projects that the School should undertake. The Committee had decided to refurbish and replace all windows in the School with energy efficient double glazed windows.			
29.2	The Head Teacher stated that the School will be considering the best method of conducting this project, which will need to be completed in staggered chunks. The report will be delivered at the next full Governing Body meeting.		AM	13/03/17
	A23	The Head Teacher to present a proposal on how to initiate and manage the replace of windows at the School project.	AM	13/03/17
030	Health & Safety Walk Update		Chair	
30.1	The Chair informed the governors that she had finished and submitted her report on the Health & Safety Walk to the Head Teacher and the School Business Manager (herein referred to as "the SBM"). The Chair stated that the School needed to improve external lighting around the School. The Head Teacher stated that the School will be seeking quotes for the project and will submit a report at the next full Governing Body meeting.		AM	13/03/17
30.2	The Chair informed the governors that the School had completed the issues arising the School's wall bordering with the Church. The Head Teacher stated that this issue had been raised at the previous Resources Committee meeting. The Church had been informed of the issue and had agreed to cover the cost of			



	the work. The School has therefore completed the work and has submitted the invoice to the Church.		
30.3	The Head Teacher stated that the actions listed in the Chair’s report have all been considered by the School and the School will be reporting on them at the next Resources Committee meeting.	AM	24/01/17
A24	The School to present a set of quotes on increasing the external lighting at the School.	AM SBM	13/03/17
A25	The School to present a report on the Health & Safety Walk report by the Chair at the next Resources Committee.	AM	24/01/17
031	Approval of School Journeys	AM	
31.1	The Head Teacher informed the governors that this item on the agenda has traditionally been used to discuss the “Sleepover at School”. The Head Teacher stated that he felt that the School should not continue with this event due to the potential safeguarding issues that may arise and the practical difficulties in managing the event.		
31.2	The governors agreed that the event should not be held again.		
31.3	The governors discussed several alternatives, including camping trips and a one-night residential trip to prepare the students for the five-night residential trip undertaken in Year 6.		
31.4	In response to a question from the governors, the Head Teacher explained that pupil premium students were supported expansively by the School.		
31.5	The governors requested the School to explore alternative trip options and present a report at the next full Governing Body meeting.	AM	13/03/17
A26	The School to present a report on alternative School Journeys at the next full Governing Body meeting.	AM	13/03/17
032	Policies for review and ratification		
32.1	There were several policies for ratification at the meeting.		
32.2	The governors ratified the Child Protection & Access Arrangements Policy, First Aid Policy, Health & Safety Policy, Pay Policy, Redundancy Policy, School Uniform Policy, Teacher’s Pay and Conditions Policy, and Whole School Food Policy.	SBM Clerk	To note
32.3	<u>Admissions Policy</u>		
32.4	The governors had a detailed discussion over whether the Admissions Policy should be amended to prioritise siblings under Foundation places or whether they should be prioritised outright.		



32.5	The Head Teacher stated that it might be useful to review the policy in depth during the Summer Term so that the governors and the School have adequate time to modify the admissions process. DY, the Interim Priest of St John at Hampstead Church stated that it would be useful to have the contributions of the new incumbent of the Church, who would have been appointed by the Summer Term.		
32.6	The governors ratified the Admissions Policy. The governors requested the School to ensure that the Policy is brought to the relevant committees for discussion during the summer term.	School	To note
32.7	<u>Attendance & Exclusions Policy</u>		
32.8	The Head Teacher stated that the policy's actual name is Attendance & Punctuality. The Head Teacher also informed the governors that the policy did not need to be reviewed till next academic year.		
A27	The governors ratified the Child Protection & Access Arrangements Policy, First Aid Policy, Health & Safety Policy, Pay Policy, Redundancy Policy, School Uniform Policy, Teacher's Pay and Conditions Policy, and Whole School Food Policy.	SBM Clerk	To note
A28	The governors ratified the Admissions Policy and requested the School to bring the policy for discussion at the relevant Committee Meeting in the Summer Term.	School	To note
033	Reporting of Governors' Visits and Training	All	
33.1	<u>Governors' Training</u>		
33.2	The Chair requested all governors to email CM after attending any training to ensure that the training is logged into the Governors Training Record. The Chair explained that CM is in charge of Governor Training.	All	To note
33.3	CF and DY requested the Chair to provide guidance on how to arrange governor training. The Chair and the Head Teacher stated that they would contact the governors and explain the process.	JL, AM	ASAP
33.4	<u>Governors' Visits</u>		
33.5	DY informed the governors that she had visited the Religious Education Department. The governor stated that she was extremely impressed with the plans undertaken by the department to introduce the new Religious Education curriculum. The governor stated that she would be visiting the department again during the week beginning 5 December 2016.		



33.6	<u>Parents Forum</u>			
33.7	The Chair informed the governors that herself and TJ had attended the Parents' Forum on Mathematics. The governors stated that the Forum was well attended and the attendees had given very positive feedback on the evening.			
	A29	The Chair requested all governors to inform CM after any attending governors training sessions.	All	To note
	A30	The Chair and the Head Teacher to advise CF and DY on how to arrange governor training.	JL, AM	ASAP
034	Any other business		All	
34.1	<u>School Financial Value Standards Assessment Form</u>			
34.2	The Head Teacher stated that the School Financial Value Standards (herein referred to as "SFVS") Assessment Form needed to be signed off at the meeting.			
34.3	The Head Teacher stated that the form has been reviewed by the governors following the previous Resources Committee meeting and the School had already implemented most of the objectives. The Head Teacher stated that the long-term objectives will be reviewed and implemented following further discussion in Committees.			
34.4	The governors approved the SFVS Assessment Form and the Chair duly signed it.			
34.5	<u>Policy List and Statement List</u>			
34.6	The Head Teacher circulated a paper on the School's newly created policy and statement list. The Head Teacher stated that the new lists should make it easier for the governors to have a broad overview of which policies require updating and to which committee they have been delegated. The Head Teacher stated that the lists also differentiate between statutory policies (listed within the Policy List) and the non-statutory policies (listed within the Statement List).			
34.7	The Chair requested the Clerk to review the lists and provide feedback on whether there were any statutory policies that were not covered within the lists.		Clerk	13/03/17



34.8	<u>Upcoming events</u>			
34.9	The Chair informed the governors that the Christmas Fair, the Carol Concert, the Food Market and the Data Forum are the important upcoming events where governor participation would be excellent.			
34.10	The Head Teacher stated that the main safeguarding issue at the Christmas Fair was related to the management of the School Gates. The governors agreed that the Head Teacher should inform all parents of the potential issues and provide the parents with a plan of the day.			
34.11	<u>St Paul's Cathedral & Westminster Abbey Special Visits</u>			
34.12	DY informed the governors that as the Bishop of London is retiring there are special services being held at the St Paul's Cathedral and the Westminster Abbey. DY invited all governors to attend the services.			
	A31	The Clerk to review the revised Policy List and inform the governors and the School whether or not it is compliant with statutory requirements.	Clerk	13/03/17
035	Items for the next meeting's agenda		All	
36.1	There were no specific items for the next agenda other than the items detailed in the Governing Body's Year Planner.			
016	Dates for the remaining meetings of the full Governing Body		To note	
16.1	<p>The Governing Body will meet on the following dates in the academic year 2016-17:</p> <ul style="list-style-type: none"> • 13th of March 2017 • 3rd of July 2017 <p>All meetings held at 6pm unless otherwise specified.</p>			

The meeting finished at 20:15.



Minutes of the **full Governing Body Meeting**
of Hampstead Parochial Church of England Primary School
held at the School, Holly Bush Vale, London, NW3 6TX
at 6pm on **Monday, 28 November 2016**

APPROVAL OF MINUTES BY CHAIR OF THE FULL GOVERNING BODY

I, Chair of the full Governing Body, approve these minutes as an accurate representation of the full Governing Body Meeting, which took place on **28 November 2016** at Hampstead Parochial Church of England Primary School, Holly Bush Vale, London, NW3 6TX at 6pm.

Signed: _____

Date: _____

Jenny Lupa
Chair of the **Governing Body**,
Hampstead Parochial Church of England Primary School