

Full Governing Body Meeting

Hampstead Parochial Church of England Primary School
Holly Bush Vale, London, NW3 6TX

Monday, 18 September 2017
6pm

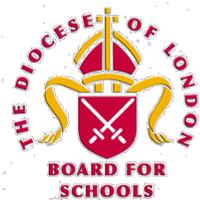
Attendees

Name	Initials	Category	Attendance
Christine Money	CM	Foundation – PCC of St John at Hampstead	Absent*
Jenny Lupa (Chair)	JL	Foundation – PCC of St John at Hampstead	Present
Anne Diack	AD	Foundation – Hampstead Deanery Synod Representative	Present
Reverend Jeremy Fletcher	JF	Foundation – Priest of St John at Hampstead Church	Present
Katy Theobald	KT	Foundation – London Diocesan Board for Schools	Present
Andrew Parkinson	AP	Local Authority	Absent*
Tim Jervis (Vice Chair)	TJ	Parent Governor	Present
Robert Nesbitt	RN	Parent Governor	Present
Allan McLean	HT	Headteacher	Present
Steph Morton	SM	Staff Governor	Apologies
Advisors/Others			
Ciaran Foulkes	CF	Associate Member	Present
Jo Iwanicki	JI	Deputy Headteacher	Present
Monwara Sikder	SBM	School Business Manager	Present
Ammar Ahmed	AA	Clerk	Present

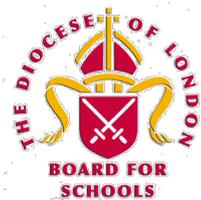
*Clerk's note – Christine Money and Andrew Parkinson submitted apologies for not attending the meeting after it had finished.

Part one – Public minutes

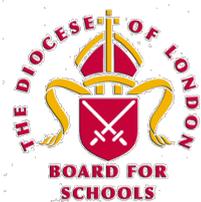
Item	Item title and information	Delegatee	Deadline
001/ 17-18	Opening prayer	Clerk	
1.1	The meeting, being quorate, was started by the Clerk at 6:05pm by asking Reverend Jeremy Fletcher to lead the opening prayer.		
002	Welcome and introductions	Clerk	
2.1	The Clerk welcomed all governors to the first meeting of the academic year 2017-18.		
003	Apologies and the Governing Body's acceptance or rejection of any absences	Clerk	
3.1	The Clerk informed the governors that apologies had been received from Steph Morton. The governors approved and accepted the apologies.		



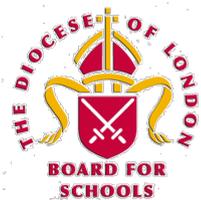
3.2	<p>The Governing Body noted the absence of Christine Money and Andrew Parkinson.</p> <p><i>*Clerk's note – Christine Money and Andrew Parkinson submitted apologies for not attending the meeting after the meeting had finished.</i></p>		
004	<p>Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda</p>	<p>All members</p>	
4.1	<p>No conflicts of interest were declared by the governors in relation to any item on the agenda.</p>		
005	<p>Election of the Chair of the Governing Body of Hampstead Parochial Church of England Primary School for the Academic Year 2017-18</p>	<p>Clerk</p>	
5.1	<p>The Clerk clarified the procedure for election in instances where no prior nominations had been received. The Clerk ensured that the meeting was properly quorate for the election of the Chair to be held, namely that more than half of the Governing Body (excluding any vacancies and rounded up) were present. The Clerk inquired and was informed that the term of office for the Chair under the current Instrument of Government is one year.</p>		
5.2	<p>The Clerk explained that for the purposes of the election, all governors are able to nominate another governor, or self-nominate themselves, for the position of the Chair of the Governing Body, unless they are employed by the School as teachers or as another member of staff. The nomination then needs to be seconded. Once all nominations are properly submitted, a secret ballot or a vote will be held to elect the Chair.</p>		
5.3	<p>The Clerk received a nomination for Jenny Lupa, who was proposed by Tim Jervis and seconded by Anne Diack. There were no further nominations.</p>		
5.4	<p>The Clerk held a vote, through which Jenny Lupa was elected unanimously as the Chair of the Hampstead Parochial Church of England Primary School for the academic year 2017-18.</p>		



006	Election of the Vice Chair of the Governing Body of Hampstead Parochial Church of England Primary School for the Academic Year 2017-18	Clerk	
6.1	The Clerk reiterated the procedure for election in instances where no prior nominations had been received. The Clerk ensured that the meeting was properly quorate for the election of the Chair to be held, namely that more than half of the Governing Body (excluding any vacancies and rounded up) were present. The Clerk inquired and was informed that the term of office for the Vice Chair under the current Instrument of Government is one year.		
6.2	The Clerk explained that for the purposes of the election, all governors are able to nominate another governor, or self-nominate themselves, for the position of the Vice Chair of the Governing Body, unless they are employed by the School as teachers or as another member of staff. The nomination then needs to be seconded. Once all nominations are properly submitted, a secret ballot or a vote will be held to elect the Vice Chair.		
6.3	The Clerk received a nomination for Tim Jervis , who was proposed by Katy Theobald and seconded by Robert Nesbitt . There were no further nominations.		
6.4	The Clerk held a vote, through which Tim Jervis was elected unanimously as the Vice Chair of the Hampstead Parochial Church of England Primary School for the academic year 2017-18.		
007	Approval of the minutes from the previous Full Governing Body meeting, held on 03 July 2017, and any matters arising	Chair	
7.1	The minutes of the previous Full Governing Body meeting were approved as an accurate and true record of the meeting subject to the following amendments. The minutes were duly signed and dated .		
7.2	<u>Amendments</u> <i>(all amendments highlighted in red)</i>		
7.3	Item 59.8 – The School will also have additional capacity in Key Stage 2 (herein referred to as “KS2”) once the new Acting Assistant Headteacher starts.		



7.4	Item 59.12 – The PTA had also funded the refurbishment of Year 5 classroom windows for £7,000.		
7.5	Item 61.6 – The School currently places job advertisements in The Guardian newspaper, which costs £250 per annum.		
7.6	There were no matters arising . All actions had been noted as completed.		
008	Review of the Instrument of the Governing Body and the Governing Body Work Planner for 2017-18	Chair	
8.1	<u>Review of the Instrument of the Governing Body</u>		
8.2	The Clerk informed the governors that it is best practice to review the Instrument of Government regularly to ensure that it remains fit for purpose.		
8.3	The governors reviewed the Instrument of Government and declared it fit for purpose approving it.		
8.4	The Governing Body requested the Clerk to email the approved Instrument of Government to the London Diocesan Board for Schools and the Local Authority for final ratification.	Clerk	ASAP
8.5	<u>Governing Body Work Planner 2017-18</u>		
8.6	The Clerk requested the Governors to review the Governing Body Work Planner. The Governing Body reviewed the Work Planner and made the following changes: 8.6 (a) – The governors felt it was appropriate to include a review of the sports and extracurricular in the early-February Curriculum, Progress & Outcomes Committee meeting. 8.6 (b) – The governors stated that the date for the Head Teacher’s Recruitment item in the mid-October Recourses Committee meeting needed to be amended to 2017-18. 8.6 (c) – The governors stated that a review of staff performance review and development meetings should be included as a standing item in the late-January Resources Committee meeting.		

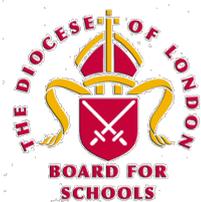


Full Governing Body Meeting

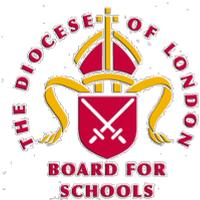
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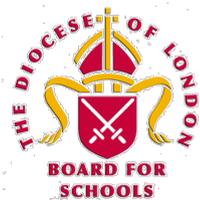
8.7	Subject to the above amendments, the Governing Body approved the Governing Body Work Planner for 2017-18.		
8.8	The Governing Body requested the Clerk to review the policy review schedule included in the Governing Body Work Planner against the Governing Body Policy Review Schedule to ensure that all review dates are correctly reflected.	Clerk	27/11/17
009	Review of the Terms of Reference of the Committees	Chair	
9.1	The Clerk informed the governors that it is considered best practice to review the Terms of Reference for each Committee every year to ensure that they are fit for purpose.		
9.2	The Governing Body reviewed the Terms of Reference for both Committees and approved them pending final review by Katy Theobald and Christine Money, who served as the Chairs of the Curriculum, Progress & Outcomes Committee and the Resources Committee, respectively, during the previous academic year.		
9.3	The Clerk was requested to liaise with KT and CM regarding the final review of the Terms of Reference.	Clerk, KT, CM	27/11/17
010	Review of the membership of the Committees	Chair	
10.1	<p>The governors reviewed the membership lists for the Committees for the academic year 2017-18 and approved the following memberships.</p> <p>10.1 (a) – Resources Committee: Christine Money Allan McLean Ciaran Foulkes Jenny Lupa Robert Nesbitt Tim Jervis</p> <p>10.1 (b) – Curriculum, Progress & Outcomes Committee: Katy Theobald Allan McLean Stephanie Morton Jenny Lupa Jeremy Fletcher Andrew Parkinson Time Jervis Tim</p>		



	<p>10.1 (c) – Headteacher’s Performance and Management Review Committee Jenny Lupa Robert Nesbitt</p> <p>10.1 (d) – Pay Committee Jenny Lupa Katy Theobald</p>		
011	Chair’s items and reporting of any Chair’s actions	Chair	
11.1	The Chair informed the governors that there were no specific Chair’s actions requiring the retrospective or prospective approval of the Governing Body. The Chair informed the governors that there were no Chair’s items to report.		
012	Headteacher’s report	HT	
12.1	<u>Inset days</u>		
12.2	The Headteacher informed the governors that the School had held two inset days at the beginning of the academic year. On the first day, the School had focused on science. The Headteacher stated that the inset day had been very successful.		
12.3	The School had organised the day in partnership with Kentish Town Church of England Primary School, Holy Trinity Church of England Primary School, Emmanuel Church of England Primary School and Hawley Church of England Primary School. The School had ensured that the entire teaching staff and the teaching assistants were included into the day.		
12.4	In response to a question from the governors regarding the reasons behind organising a session in collaboration with other schools, the Headteacher stated that the School had been able to reduce organisation costs by pooling funds across the five schools.		
12.5	In response to a question from the governors regarding the inclusion of the teaching assistants, the Headteacher stated that it was unusual to include the teaching assistants in such inset days. The School had championed the approach to create a more cohesive collegiate culture at the School and increase the teamwork skills of the teaching staff.		
12.6	The Headteacher stated that the School had received extremely positive feedback from the day. The Headteacher		



	<p>stated that the School would be keen to organise another inset day on a similar pattern to this one, in collaboration with the other Church of England primary schools in the area.</p>		
12.7	<p>In response to a question from the governors regarding the session leaders, the Headteacher stated that the School had liaised and arranged for an instructor to attend and lead the sessions who was working through St Marylebone Church of England Secondary School. The instructor provided the training session in liaison with the Science, Technology, Engineering and Mathematics Learning guidelines.</p>		
12.8	<p>The Headteacher explained that the instructor had focused on teaching techniques, critical thinking and providing examples on how to encourage investigative thinking in children.</p>		
12.9	<p>The Headteacher informed the governors that the second inset day was divided into two parts. The first part of the day was held in collaboration with St Luke's Church of England Primary School and focused on safeguarding. The School had arranged for a social worker from the Local Authority of Camden (herein referred to as "the LA") to deliver the session.</p>		
12.10	<p>In response to a question from the governors regarding the session, the Headteacher stated that the session had counted towards the obligation upon the School staff to complete two safeguarding sessions in the year.</p>		
12.11	<p>In response to a question from the governors regarding the collaboration, the Headteacher stated that by collaborating with another school, the School had been able to reduce the cost for the session as well as develop and enhance its partnership with St Luke's Church of England Primary School.</p>		
12.12	<p>The Headteacher stated that the second part of the day was divided into smaller sessions where the staff reviewed the School's vision and ethos statement and reviewed the staff handbook.</p>		
12.13	<p>The Headteacher stated that the staff had felt very strongly about including the phrase 'Every Child' into the vision and ethos statement.</p>		

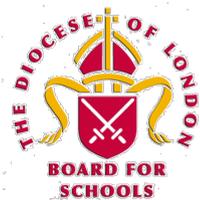


Full Governing Body Meeting

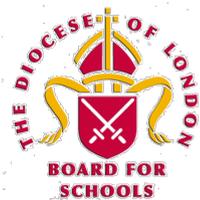
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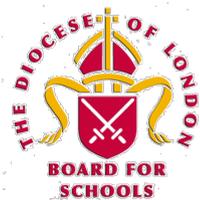
12.14	<u>Staffing update</u>		
12.15	The Headteacher informed the governors that the School had appointed two new teachers and three new teaching assistants, who had all settled into the School extremely well. The Headteacher had organised and conducted the induction with all the new staff members.		
12.16	<u>Staff structure</u>		
12.17	The Headteacher supplied the governors with the staffing structure at the School for review and information.		
12.18	In response to a question from the governors regarding the lack of teaching assistants supporting the Year 6 teacher, the Headteacher stated that the Year 6 teacher will be supported by a learning assistant. The Year 6 cohort will also benefit from Mrs Morton who will be returning from maternity leave in December 2017 on a full-time basis.		
12.19	In response to a question from the governors regarding whether the Headteacher had any concerns regarding the staff structure, the Headteacher stated that the School was in a very good position with regards to staff. The Headteacher highlighted the high calibre of staff at the School and its experience.		
12.20	In response to a question from the governors regarding the gender balance of staff at the School, the Headteacher stated that the School recruited purely on the basis of individual merit.		
013	School Improvement Plan	AM	
13.1	The Headteacher circulated the draft School Improvement Plan (herein referred to as “the SIP”) priorities to the governors along with the School Improvement Plan & Self-Evaluation.		
13.2	The Headteacher informed the governors that the School will no longer be using RaiseOnline, which was being replaced by Analysing School Performance (herein referred to as “ASP”). The Headteacher stated that the School was still awaiting the Fischer Family Trust (herein referred to as “FFT”) data.		



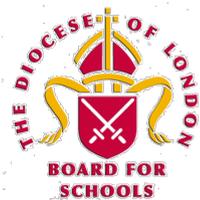
13.3	The Headteacher informed the governors that the School had included the governance plan into the leadership and management section of the SIP.		
13.4	The governors reviewed each SIP priority in turn. The governors were informed by the Headteacher that the School would be evaluating teaching and learning in a systematic manner by detailed analysis of teaching during lessons.		
13.5	In response to a question from the governors regarding the outcomes set for the Student Council, the Headteacher stated that it was his vision that the students would be consulted and would contribute to the creation of the outcomes for the student development.		
13.6	The Headteacher believed that this would give the Student Council a greater sense of ownership and provide the students with the ability to develop professional skills involved in conducting a meeting.		
13.7	However, the Headteacher stated that the strategic aims were created by the Senior Leadership Team (herein referred to as “the SLT”).		
13.8	The governors had an in-depth discussion around the outcomes for pupil premium (herein referred to as “PP”) students and the strategies developed by the School to ensure that it maintains its achievement standards.		
13.9	The Headteacher stated that the School would be reviewing its achievement targets for 2017-18 after the pupil progress meeting had been conducted. The Headteacher stated that the School would be able to provide realistic targets by the next Curriculum, Progress & Outcomes Committee.		
13.10	In response to a question from the governors regarding interventions, the Headteacher stated that the School continues to strive towards creating a teaching and learning standard and culture at the School where no interventions are required. The Headteacher stated that the School has continued to develop its intervention strategy to ensure that it offers tailored and targeted intervention specific to the requirements of the student.		



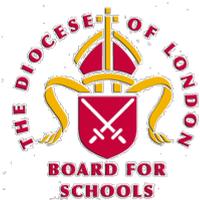
13.11	In response to a question from the governors regarding the trends in the School, the Headteacher agreed to analyse and provide data to governors on trends affecting the major different groups in the School, including genders, PP students, English as an additional language (herein referred to as “EAL”) students, etc.		
13.12	The governors had a detailed discussion surrounding the suggestion of including extracurricular as a specific measure within with the SIP. The governors discussed this topic as they reflected on the holistic nature of education provided by a school and that the School’s SIP focused mainly on academic outcomes.		
13.13	The Headteacher stated that the School’s SIP had been drafted based on the OFSTED framework, which did not include a distinct section on extracurricular activities.		
13.14	As a result, the governors requested the School to create a separate document outlining a strategic method to develop and cultivate extracurricular activities at the School.	HT	To note
13.15	The Headteacher and the SBM informed the governors that the School would be conducting a parent survey to gauge an interest on whether the parents were satisfied by the number of extracurricular activities offered by the School and whether they felt that the School should increase the number of activities it offers.		
015	Premises and staffing report	AM	
15.1	<u>Hall redecoration</u>		
15.2	The Headteacher informed the governors that the School’s Hall redecoration project had been completed. A new sound and lighting system had also been installed in the School Hall.		
15.3	<u>Carpet replacement</u>		
15.4	The Headteacher and the SBM informed the governors that the School had replaced the carpets in all classrooms.		
15.5	<u>IT Support Contract</u>		
15.6	The Headteacher informed the governors that the School had terminated its IT Support Contract with Leverstock. The		



	<p>Headteacher stated that the basis of the decision to terminate rested on the ongoing problems the School had encountered with the contractors who did not resolve the issues, provide adequate support to the School and did not had a clear and transparent charging rates policy.</p>		
15.7	<p>In particular, the School had suffered from a lack of support, proactive technicians and had outstanding promises yet to be fulfilled by the contractor. The Headteacher stated that these issues were affecting the level of teaching and learning that the School has the ability to offer.</p>		
15.8	<p>In response to a question from the governors, the Headteacher stated that the School will be shifting to the IT Support Contract provided by the LA.</p>		
15.9	<p><u>Theatre Visit</u></p>		
15.10	<p>The Headteacher informed the governors that the School had been considering the possibility of organising another trip to the theatre in December. The Headteacher stated that the payment per student would be approximately £17 per person. The Headteacher stated that this was partly because of the increase in ticket price and partly because the Parent Teacher Association (herein referred to as “the PTA”) had funded heavily for it last year.</p>		
15.11	<p>The governors requested the SBM to renegotiate the ticket prices with the theatre in an attempt to lower the cost to each pupil. The Headteacher was requested to liaise with the PTA to inquire the level of funding that the PTA can provide.</p>	SBM	ASAP
15.12	<p>In response to a question from the governors, the Headteacher confirmed that the School continues to subsidise the cost of tickets and trips on behalf of all PP students.</p>		
016	<p>Admissions criteria</p>	Chair	
16.1	<p>The Admissions Policy was deferred item from a previous meeting. The item had been deferred to allow the new Incumbent to the St John at Hampstead Church to participate in the discussion.</p>		
16.2	<p>In a previous meeting, the governors had discussed whether the current admissions criteria could potentially create a</p>		

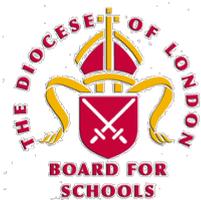


	situation where a sibling to a student at the School may not be able to obtain admission.		
16.3	RN, following the meeting, had submitted suggestions on making the policy simpler and ensuring that all siblings are admitted.		
16.4	The current admissions criteria states that the School will first admit applicants who are in the care or were in the care of the Local Authority of Camden. The remaining places will be divided equally between Foundation applicants and non-Foundation applicants. In both categories, priority will be given to siblings.		
16.5	RN proposed that the admissions criteria be redrafted to state that the School will first admit applicants who are in the care or were in the care of the Local Authority of Camden. The School will then admit siblings of current students. The remaining places will then be divided equally among the Foundation and non-Foundation applicants.		
16.6	The governors had an in-depth discussion regarding the merit of the proposal. The governors discussed whether there was a real possibility of the potential threat to not admitting siblings.		
16.7	In response to a question from the governors regarding whether the current admissions criteria had prevented a sibling from gaining admission at the School, the Headteacher stated that there had not been any instances where a sibling had not been admitted under the current policy.		
16.8	The governors agreed , by a majority, that there was no perceived threat to a sibling of a student gaining admission under the current policy. The governors resolved and requested the School to add an explanatory note at the beginning of the Admissions Policy stating that siblings will be prioritised in both Foundation and non-Foundation applicant categories.	HT	ASAP
16.9	The governors requested the Clerk to ensure that there is an item on the Curriculum, Progress and Outcomes Committee agenda to review and approve the Admissions Policy once the explanatory note has been added. The Policy would then be brought to the Full Governing Body meeting for ratification.	Clerk	06/11/17



017	Finance Report	SBM/HT	
17.1	<p>The School Business Manager (herein referred to as the “SBM”) presented the Finance Report. The SBM stated that the School had saved some money by utilising the School Clubs more effectively. After consultations with and approval from the Governing Body, the School took the decision to increase the School Club prices which is reflected in an increase in the income from the School Clubs. Moreover, the income is further increased as the overall expenditure is lower as one staff member has resigned.</p>		
17.2	<p>In response to a question from the governors, the SBM stated that the extra income had been allocated to the Building & Maintenance category.</p>		
17.3	<p>The Headteacher informed the governors that the School will need to request donations as soon as possible following the lowered Capitation Costs budget, which is less than the £1,000 target.</p>		
17.4	<p>The SBM stated that the Food Market has also continued to feature at the School on weekends and has generated money for the School through lettings.</p>		
17.5	<p>In response to a question from the governors, the SBM stated that the miscellaneous expenditure was as a result of the planning permission sought for the windows project.</p>		
17.6	<p>In response to a question from the governors, the Headteacher stated that the School had reorganised its major trip for Year 6 to the Isle of Wight, which had been extremely well received last year.</p>		
17.7	<p>The SBM informed the governors the School’s Extended Services Account had been audited and the report had been provided. In response to a question from the governors regarding the audit costs, the SBM stated that the it cost the School £500 to have the Extended Services Account audited.</p>		
17.8	<p>In response to a question from the governors regarding whether the School had completed any benchmarking exercises to compare the School’s expense on Clubs with other schools, the SBM stated that the other schools in the area had similar overall expenses for Clubs. The SBM highlighted that schools often draw funding for the Clubs from different</p>		

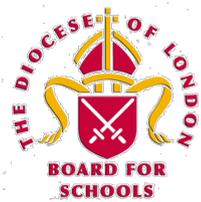
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	budget headings, which creates disparity among the different school budgets.		
018	Policies for ratification	AM	
18.1	The Child Protection Policy and the Safeguarding Policy had been circulated prior to the meeting with the agenda. The governors reviewed both policies and ratified them.	Clerk	To note
019	Governors visits and training	All members	
19.1	There were no visits and training reported by the governors.		
020	Any other business for consideration	All members	
20.1	<u>Results</u>		
20.2	The Headteacher had disseminated a paper outlining the achievements of the School last year. The Headteacher stated that this paper was for information only and will be discussed in greater depth at the Curriculum, Progress & Outcomes Committee. The Headteacher stated that the School felt that the result was extremely positive and an achievement given the high number of boys in the cohort.		
20.3	<u>School roll</u>		
20.4	In response to a question from the governors regarding whether the School conducted exit interviews for the parents of students who had left the School, the Headteacher stated that there was no formal process. However, the Headteacher conducts informal meetings with the parents and is always informed what reasons prompted parents to withdraw their children from the School.		
20.5	In response to a further question from the governors regarding popular reasons, the Headteacher stated common reasons included admission to selective entry schools and private schools.		
20.6	In response to a question from the governors regarding whether the School provided support to parents seeking to admit their children into selective entry secondary schools, the Headteacher stated that traditionally the School offered guidance during Year 6, but following consultations with the parents, the Headteacher has now reorganised the guidance to		



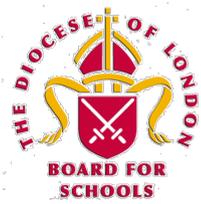
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	begin in Year 5. The Headteacher stated that this would ensure that students aiming to gain admission into selective entry secondary schools are given adequate time to prepare for the exams. The Headteacher clarified that as the nature of entrance exams to selective schools is markedly different to the SATs and varies from one institution to another, the School does not offer specific training.		
20.7	<u>Governors Virtual Office</u>		
20.8	The governors requested the Clerk to review and update the Governors Virtual Office.	Clerk	ASAP
021	Items for the next agenda	Chair	
21.1	There were no specific items for the next agenda.		
022	The remaining meeting dates for the meeting of the Full Governing Body of the Hampstead Parochial Church of England Primary School for the academic year 2017-18		
22.1	The Full Governing Body meetings will be convened on the following dates: <ul style="list-style-type: none"> • 27 November 2017 • 12 March 2018 • 2 July 2018 <p>All meetings to commence at 6:00pm.</p>		

The meeting finished at 8:20pm.



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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 **18 September 2017** at Hampstead Parochial Church of England Primary School, Holly Bush Vale, London, NW3 6TX at 6:00pm.

Signed: _____

Date: _____

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