



HAMPSTEAD PAROCHIAL  
Church of England Primary School



Meeting of the Full Governing Body  
Hampstead Parochial Church of England Primary School

Venue: 2A Holly Bush Vale, London, NW3 6TX  
Date and Time: Monday, 19 March 2018, 6:00pm

## Attendees

Name	Reference	Category	Attendance
Tim Jervis	Vice Chair	Elected Parent Governor	Present
Robert Nesbitt	RN	Elected Parent Governor	Present
Steph Morton	SM	Elected Staff Governor	Apologies
Anne Diack	AD	Foundation – Hampstead Deanery Synod Representative	Present
Katy Theobald	KT	Foundation – London Diocesan Board for Schools	Present
Ciaran Foulkes	CF	Foundation – PCC of St John at Hampstead	Apologies
Jenny Lupa	Chair	Foundation – PCC of St John at Hampstead	Present
Reverend Jeremy Fletcher	RJF	Foundation – Priest of St John at Hampstead Church	Left at 7:05pm
Allan McLean	HT	Headteacher	Present
Andrew Parkinson	AP	Local Authority	Absent
Advisors/Others			
Alice Riley	AHT	Assistant Headteacher	Present
Emma Inglis	AHT	Assistant Headteacher	Apologies
Ammar Ahmed	Clerk	Clerk to the Governing Body	Present
Monwara Sikder	SBM	School Business Manager	Present

## Part one – Public minutes

Item	Item title and information	Delegatee	Deadline
<b>040/ 17-18</b>	<b>Opening prayer</b>	<b>Chair</b>	
40.1	The meeting, being quorate, was started by the Chair at 6:05pm by asking Reverend Jeremy Fletcher to offer the opening prayer.		
<b>041</b>	<b>Welcome and introductions</b>	<b>Chair</b>	
41.1	The Chair welcomed all governors to the meeting.		
<b>042</b>	<b>Apologies and the Governing Body's acceptance or rejection of any absences</b>	<b>Chair</b>	
42.1	The Clerk informed the governors that <b>apologies had been received</b> from Ciaran Foulkes. The Headteacher informed the governors that apologies had been received from Steph Morton.		
42.2	The governors <b>accepted</b> the apologies.		
42.3	The governors <b>noted the absence</b> of Andrew Parkinson.		
42.4	The governors <b>noted the apologies</b> from Emma Inglis, delivered by the Headteacher.		



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<b>043</b>	<b>Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda</b>	<b>All members</b>	
43.1	No conflicts of interest were declared by the governors in relation to any item on the agenda.		
<b>044</b>	<b>Approval of the minutes from the previous Full Governing Body meeting, held on Monday, 27 November 2018, and any matters arising not covered on the agenda for the meeting</b>	<b>Chair</b>	
44.1	The minutes from the previous Full Governing Body meeting were <b>held to be an accurate and true</b> representation, subject to the following amendments. The minutes were <b>duly signed and dated</b> by the Chair.		
44.2	<u>Amendments</u> (all amendments highlighted in red)		
44.3	There were <b>no amendments</b> to note.		
44.4	<u>Matters arising</u>		
44.5	The Headteacher confirmed that he had published the poetry from the pupils in the School's Newsletter in the lead up to Christmas as per the instruction in Item 28.10.		
44.6	There were <b>no further matters arising</b> which had not been covered in the agenda for the meeting.		
<b>045</b>	<b>Chair's Report (including any Chair's Actions taken)</b>	<b>Chair</b>	
45.1	The Chair informed the governors that the mother of the School's previous Headteacher, Simon Atkinson, had passed away at the beginning of the year. The Chair <b>proposed</b> that she should send a card on behalf of the Governing Body offering condolences. The governors <b>approved</b> the proposal.		
45.2	The Chair stated that she did not have any further matters to report.		
45.1a	<i>The Chair to send a card on behalf of the Governing Body to Simon Atkinson offering their condolences for the loss of his mother.</i>	<i>Chair</i>	<i>ASAP</i>
<b>046</b>	<b>Reports from the Committees</b>	<b>Committee Chairs</b>	
46.1	<u>Report from the Resources Committee (23 January 2018)</u>		
46.2	The Clerk informed the governors that the draft minutes from the meeting had been uploaded on to the Governors Hub. The Chair of the Committee, RN, delivered a short report on the		



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	meeting and highlighted that the Committee had discussed the School's budget, finance and premises report, which had been brought to the Full Governing Body meeting. The Committee had also discussed the partnership with St Luke's Primary School.		
46.3	The Committee were presented with information on how the School utilises its Sports Funding and its plans to carry out refurbishment works. RN also informed the governors that the Committee had been informed that the Parent-Teacher Association ('PTA') had been struggling to appoint a Chair. The Headteacher confirmed that this was still the case.		
46.4	RN also stated that the Food Market Coordinator had informed the School that the market was not doing as well as he had predicted. The SBM and the Headteacher stated that the Coordinator had submitted his request to terminate the weekly market since the Resources Committee in January 2018, as the market was not able to break even. The SBM stated that the School is continuing to explore the option of hosting the market during the summer months with the Coordinator.		
46.5	<u>Report from the Curriculum, Progress and Standards Committee (21 February 2018)</u>		
46.6	The Clerk informed the governors that the draft minutes from the meeting had been uploaded on to the Governors Hub. The Chair of the Committee, KT, delivered a short report on the meeting and highlighted that the Committee had received an extremely informative presentation from the Head of the Religious Education Department. The Committee were pleased to report that the data from across the School demonstrates strong progress and attainment.		
46.7	The Committee received an update on professional development and staff attendance.		
46.8	The Headteacher also informed the governors that he had emailed the Report from the External Advisor to the Clerk and <b>requested</b> the Clerk to upload it to the Governors Hub.		
46.8a	<i>The Clerk to upload the Report from the External Advisor to the Governors Hub.</i>	<i>Clerk</i>	<i>ASAP</i>
<b>047</b>	<b>Headteacher's Report</b>	<b>HT</b>	
47.1	<u>School Roll</u>		
47.2	The Headteacher informed the governors that the School has a maximum roll of 240 and currently has 232 on roll. Years 1 through till Year 4 are fully funded, even though there are two vacancies in Year 3. This is because Year 3 is a bulge class and the School has an agreement in place with the Local Authority that it will receive full funding for that year throughout its journey through the School.		



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47.3	The largest number of vacancies are in Year 4 (4 vacancies) and there are two vacancies in Year 5.
47.4	<u>Staffing</u>
47.5	The Headteacher stated that Ms Iwanicki, the School's Deputy Headteacher had now joined St Luke's Primary School as the Head of School, under the Partnership Agreement.
47.6	In <b>response to a question</b> from the governors regarding the new Interim Assistant Headteacher, the Headteacher stated that Ms Riley had joined and settled into the School.
47.7	<u>Behaviour &amp; Safety</u>
47.8	The Headteacher stated that he had one behaviour issue that he wished to raise under the confidential part of the minutes.
47.9	The Headteacher stated that the behaviour at the School remains excellent and consistently of a high standard.
47.10	<u>Safeguarding</u>
47.11	The Headteacher and the Assistant Headteacher, Steph Morton, had attended training to be lead teachers for Child Protection.
47.12	<u>Attendance</u>
47.13	The Headteacher stated that the School had remained open during the adverse weather conditions in February, which had had an impact of the attendance, which was not at 96.14%, compared to the overall attendance figure from 2016-17 of 96.79%.
47.14	<u>Key Stage 2 Easter School</u>
47.15	The Headteacher stated that the School will be running an Easter School organised by the Headteacher, Ms Iwanicki and the Year 6 teacher. The Headteacher said that Ms Iwanicki will return to coordinate the Easter School and the School has also invited two students from St Luke's to attend.
47.16	In <b>response to a question</b> from the governors regarding the partnership with St Luke's, the Headteacher said that the SBM had agreed to take on the role of Business Manager for St Luke's as well. The SBM will be devoting half a day per well to St Luke's. The Headteacher stated that this will result in extra income for the School as St Luke will purchase the services of the SBM and St Luke will receive a long term SBM.



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47.17	The Headteacher also stated that the AHT is in the process of making a pro-forma to record the work being undertaken jointly by the two schools and instances where the schools are sharing resources. The governors <b>requested</b> an update on this at the next Curriculum, Progress and Outcomes Committee meeting.
47.18	<u>Service level agreements for 2018-19</u>
47.19	The Headteacher stated that the School was currently reviewing service level agreements to see where the costs could be shared across the two schools to ensure they get the best value for money.
47.20	<u>Curriculum report</u>
47.21	The Headteacher informed the governors that the School will be receiving the iMacs over the Easter break and the school expects them to be ready for use by the start of the Summer Term.
47.22	In <b>response to a question</b> from the governors, the Headteacher stated that the School had purchased 15 iMacs in total for approximately £16,000, half of which was paid by the PTA and the other half was paid by the School. In <b>response to a further question</b> , the Headteacher stated that the iMacs would arrive with all the relevant software pre-installed, including audio and video editing software.
47.23	The Headteacher stated that he plans to increase the collaboration between the different subject departments and also increase creativity within each department through the use of the new software on the iMacs.
47.24	The Headteacher also informed the governors that the School had received a visit from Professor Sophie Scott, who visited the School during the Science Week and delivered an excellent presentation. The Headteacher thanked Tim Jervis for arranging the visit.
47.25	The Headteacher stated that the School's choir had performed at the Royal Albert Hall and that the School Council will be entering a debating competition. The School's sports teams are also looking forwards to the tag rugby finals.
47.26	<u>Polling Station update</u>
47.27	The Headteacher stated that the School would not be used as a site for the polling station on 3 May 2018. The Local Elections will be held at the Parish Church of St John at Hampstead.
47.28	<u>General Data Protection Regulation</u>
47.29	The Headteacher stated that the SBM had attended the training sessions on GDPR at the



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	<p>LDBS and at the Local Authority. The SBM stated that the School would need to appoint a Data Protection Officer and it was currently evaluating whether it would be cost efficient to sign up to the SLA offered by the LDBS or to appoint an individual to cover the two schools in the partnership.</p>		
47.30	<p><u>ParentHub</u></p>		
47.31	<p>The Headteacher stated that the ParentHub was now up and running. The School will continue to offer training for staff members to ensure that they are all trained in using the new software. In <b>response to a question</b> from the governors, the Headteacher stated that the ParentHub would not be able to send an email notification as that service results in an additional cost.</p> <p><i>*Clerk's note – Reverend Jeremy Fletcher withdrew from the meeting at 7:05pm.</i></p>		
47.17a	<p>The School to provide an update on the pro-forma being developed by the School to record the work being undertaken jointly by both schools in the partnership.</p>	<p>HT AHT</p>	<p>11/06/18</p>
<b>048</b>	<p><b>Review of School Improvement Plan</b></p>		<p><b>HT</b></p>
48.1	<p>The Headteacher informed the governors that the School had completed the School Improvement Plan and will be bringing it to the next Board meeting.</p>		
<b>049</b>	<p><b>Finance Report</b></p>		<p><b>HT, SBM</b></p>
49.1	<p><u>Indicative Budget for 2018-19</u></p>		
49.2	<p>The SBM informed the governors that the School had an overspend of £43,774 in the draft budget for 2018-19. The Headteacher said that the School remains confident that it will be able to tackle the overspend in the budget over the course of the year.</p>		
49.3	<p>In <b>response to a question</b> from the governors regarding the expenditure incurred for teaching and support staff, the SBM stated that the total cost for teaching staff was £604,000 and the total cost for support staff was £440,100 (of which the cost of teaching assistants was £206,500). The Headteacher stated that the School currently employed 11 teaching assistants. The Headteacher also stated that the School has flexibility in the support staff as several teaching assistants are employed due to specific special educational needs of pupils with an education and healthcare plan, which changes from year to year and will be reflected in the finalised budget accordingly.</p>		
49.4	<p>In <b>response to a question</b> from the governors regarding the income, the SBM stated that the School's income had remained almost the same for the past three to four years in the main</p>		



	formula category (I01-01). In actual terms the overspend can be attributed to the loss of revenue generated from the Market and less special education needs students present at the School.		
49.5	The Headteacher stated that given the forecasted decline in school funding, the School must continue to explore ways to reduce its expenses, which may involve a review of the School's staffing structure. The Headteacher stated that in conducting a review the School will ensure that there is minimal impact on teaching and learning, and that the extracurricular opportunities offered at the School are not adversely affected.		
49.6	The governors <b>requested</b> the SBM to email the draft budget to the Resources Committee prior to the next Resources Committee meeting on 24 April 2018. In <b>response to a question</b> from the governors regarding the approval of the finalised budget, the Clerk stated that the Governing Body would be able to pass a written resolution to approve the budget, if the approval of the Board is required prior to the next Full Governing Body meeting on 2 July 2018.		
49.6a	<i>The SBM to email the draft budget to the Resources Committee prior to the next Resources Committee on 24 April 2018.</i>	<i>SBM</i>	<i>24/04/18</i>
<b>050</b>	<b>Policies for ratification</b>	<b>HT</b>	
50.1	The governors <b>ratified</b> the following policies. The Board noted that these policies had been reviewed and approved within the Committees. (1) Admissions Policy (2) Complaints Policy (3) Collective Worship Policy (4) Religious Education Policy (5) Early Years Foundation Stage Policy (6) Supporting Pupils at School with Medical Conditions Policy (7) Relationships & Sex Education Policy		
<b>051</b>	<b>Items for the next agenda</b>	<b>All members</b>	
51.1	No specific items were raised for the next agenda.		
<b>052</b>	<b>Any other business for consideration</b>	<b>All members</b>	
52.1	In <b>response to a question</b> from the governors regarding the health statistics, the Headteacher stated that the School has been running 'awareness sessions', which it hopes will have a positive impact. The Headteacher was requested to provide a breakdown of the data by gender, height and weight at the next Curriculum, Progress & Outcomes Committee.		



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52.2	In <b>response to a question</b> from the governors regarding areas that the Headteacher still feels that the School needs to develop, the Headteacher stated that the School should continue to develop its leadership capacity and the curriculum. The Headteacher pointed out that the School has excellent teachers and an extremely rich curriculum, but that this should be under constant review to ensure that the School delivers and meets its vision statement.		
52.3	There were <b>no further matters</b> for consideration.		
52.1a	<i>The Headteacher to present detailed data for the health statistics brought to the Full Governing Body meeting.</i>	<i>HT</i>	<i>11/06/18</i>
<b>053</b>	<b>Self-reflection and impact</b>	<b>All members</b>	
53.1	A governor pointed out that the Headteacher's report was excellent. The governors commented that by evaluating the report, they were able to ensure challenge the Headteacher and the Senior Leadership Team over the quality of teaching and learning provided by the School in the Curriculum, Progress & Outcomes Committee meeting.		
53.2	The governors also recognised that several key discussions around the budget had taken place during the Resources Committee meeting.		
53.3	The governors also pointed out that by continuously reviewing the effect of the partnership with St Luke's Primary School, the Board will be able to take informed decisions in December 2018 when it reviews whether or not to continue the partnership.		
<b>054</b>	<b>The remaining meeting dates for the Full Governing Body Meetings for the Academic Year 2017-18</b>	<b>For information</b>	
54.1	The Board noted that the final meeting of the Full Governing Body will be held on 2 July 2018 at 6:00pm at the School.		

*The meeting finished at 7:40pm.*



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### Approval of the minutes by the Chair of the Governing Body

I, Chair of the Governing Body, approve these minutes as an accurate representation of the Full Governing Body meeting, which took place on **19 March 2018** at Hampstead Parochial Church of England Primary School, 2A Holly Bush Vale, London, NW3 6TX at 6:00pm on Monday, 19 March 2018.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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