

Full Governing Body Meeting

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

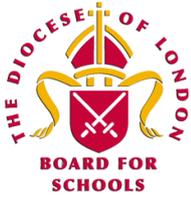
Monday, 27 November 2017
6pm

Attendees

Name	Initials	Category	Attendance
Ciaran Foulkes	CF	Foundation – PCC of St John at Hampstead	Present
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			
Ammar Ahmed	AA	Clerk	Present
Jo Iwanicki	JI	Deputy Headteacher	Present
Monwara Sikder	SBM	School Business Manager	Present
Emma Inglis	EI	Year 3 class teacher – Literacy Lead	Present
Alice Riley	AR	Observer	Present

Part one – Public minutes

Item	Item title and information	Delegatee	Deadline
023/ 17-18	Opening prayer	Chair	
23.1	The meeting, being quorate, was started by the Chair at 6:10pm by asking Reverend Jeremy Fletcher to lead the opening prayer.		
024	Welcome and introductions	Chair	
24.1	The Chair welcomed all governors to the meeting. The Headteacher introduced Alice Riley, who had been invited to attend the meeting as an observer, and Emma Inglis, who was the Year 3 class teacher and the Literacy Lead at the School.		
24.2	The governors held a short round of introductions for the benefit of AR and welcomed her to the meeting.		
24.3	The Chair also welcomed Ciaran Foulkes, who had been appointed to the Governing Body by the Parochial Church Council of St John at Hampstead Church.		

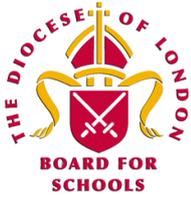


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025	Apologies and the Governing Body's acceptance or rejection of any absences	Chair	
25.1	The Headteacher informed the governors that apologies had been received from Steph Morton. The governors approved and accepted the apologies.		
25.2	The Governing Body noted the absence of Andrew Parkinson.		
026	Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda	All members	
26.1	No conflicts of interest were declared by the governors in relation to any item on the agenda.		
027	Approval of the minutes from the previous Full Governing Body meeting, held on 03 July 2017, and any matters arising	Chair	
27.1	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 .		
27.2	<u>Amendments</u> (<i>all amendments highlighted in red</i>)		
27.3	Item 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 Primary School .		
27.4	Item 12.9 – The first part of the day was held in collaboration with St Luke's Church of England School and focused on safeguarding.		
27.5	Item 12.11 – 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 links with St Luke's Church of England School .		
27.6	<u>Review of the Actions List</u>		
27.7	The governors noted that the following actions had been completed, A1, A2, A4, A6, A7, A10, A11, A12, A13, A14, A18, A21, A25, A26, and A27.		

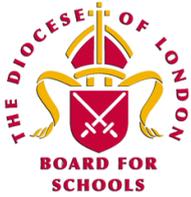


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27.8	Action 3 – The Clerk informed the governors that he was liaising with the School to obtain the Instrument of Government and will be sending it to LDBS and the Local Authority by next FGB meeting.		
27.9	Action 5 – The Clerk informed the governors that he was liaising with SBM regarding the policy review schedule to ensure that the policy review schedule in the Governing Body work planner was accurate.		
27.10	Action 8 – The SBM informed the governors that she had liaised with the theatre and managed to lower the ticket price. The School had also received additional funding from the PTA. The governors noted that this action had been completed.		
27.11	Action 9 – The Headteacher clarified that the action was for him to receive the amended note for the Admissions Policy from RN and that he would update the Policy with it. The governors requested RN to send the note to the Headteacher as soon as possible.		
27.12	It was noted that the remaining outstanding actions were not due for the current Full Governing Body meeting.		
028	Headteacher's Report	HT	
28.1	The Headteacher informed the governors that the current school roll was 230, which left 10 vacant places. The governors noted that the majority of the vacant places were in Year 5.		
28.2	In response to a question from the governors regarding how the school roll may change in the future, the Headteacher stated that Year three will continue to be fully funded, even if there are vacancies in it, throughout their time at the School under the 'bulge-class' agreement with the Local Authority. In terms of Year 5, the Headteacher stated that there is a potential for new students to join the School, but currently there were no prospective students waiting to join.		
28.3	The Headteacher informed the governors that the behaviour at the School remains very strong and all issues are resolved adequately using the School's Behaviour Policy, which remains fit for purpose.		



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28.4	<p>In response to a question from the governors regarding the PE coach, the Headteacher confirmed that the PE Coach was not employed directly by the School, but the agency that employed him did not change rotate their personnel and preferred that their staff forge a strong relationship with the clients. The Headteacher stated that the PE Coach was an active member of the School and a regular participant in staff activities. The School, in turn, ensured that all agency staff were included in all school events.</p>		
28.5	<p>The Headteacher informed the governors that the School had been recently inspected by the LDBS Safeguarding Advisor, who had reviewed the School's evidence trails and found them to be excellent and extremely thorough.</p>		
28.6	<p>The Headteacher informed the governors that the School had four Special Education Needs students on its roll, who were subject to an Education Health Care Plan.</p>		
28.7	<p>The Headteacher stated that the School's attendance between 1 September 2017 and 20 October 2017 had been 97.76%, which was very good for a single form entry school. The governors expressed their delight and hoped that the attendance would continue to remain high.</p>		
28.8	<p>The Headteacher informed the governors that the Snow Man's Theatre Trip was held on 29 November 2017. The governors thanked the Deputy Headteacher for organising the trip, the SBM for negotiating a lower ticket price and the PTA for increasing their funding for the trip to make it extremely accessible to all students at the School.</p>		
28.9	<p>The Headteacher informed the governors that the School had recently celebrated the Anti-Bullying Week, where it had run several different workshops and events.</p>		
28.10	<p>The School has been invited to attend the Westminster Abbey Christmas Service to perform the Christmas Poems written by the students. The governors congratulated the School and requested the Headteacher to publish the poetry in the School's newsletter in the lead up to Christmas.</p>	HT	ASAP
28.11	<p>The Headteacher informed the governors that the Student Council remained extremely active and continued to meet with the Headteacher every two weeks.</p>		

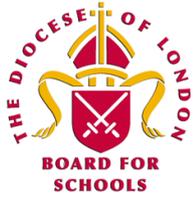


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28.12	The Headteacher informed the governors that the kitchen refurbishments had been completed as per the recommendations in the School's Fire Risk Assessment, which had been brought to the attention of the Resources Committee (<i>Clerk's note – For further information refer to the Resources Committee Minutes – Item 8.17/17-18</i>).		
28.13	The Headteacher informed governors that the School will be presenting its proposal on IT Suite renovation to the Resources Committee at its next meeting.		
28.14	The Chair and the Headteacher informed the governors that the Christmas Fair will be held on Saturday, 2 December 2017. The Chair invited all governors to attend the Fair.		
029	Review Key Stage exams and assessment results	HT	
29.1	The Headteacher informed the governors that the exam results had been included in the supporting pack for the meeting for information. The Curriculum, Progress & Outcomes Committee had scrutinised the results in depth at its previous meeting.		
29.2	The governors reiterated that they were pleased by the School's exceptional results and congratulated the School's entire staff for all their effort and hard work to achieve them.		
030	Review Parents' Survey Results	DHT	
30.1	The Deputy Headteacher informed the governors that she had compiled a table using all the survey forms that had been completed. The Deputy Headteacher stated that the survey results were generally very positive.		
30.2	In response to a question from the governors regarding the number of respondents, the Deputy Headteacher stated that thirty-two (32) people had completed the survey. The key areas where disagrees were a noted related to homework and methods to contact the governors.		
30.3	The governors discussed methods to increase their interaction with the parents. The governors decided that a small summary of the Full Governing Body meetings should be included in the School newsletter. This would increase the awareness of the parents regarding what the governors actually do.	HT	To note

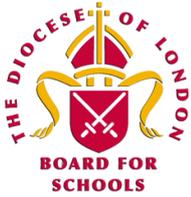


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30.4	The governors delegated the task of writing a short summary of the Full Governing Body meetings to AD.	AD	To note
30.5	The governors also discussed and agreed that there should a short welcome note from the governors to all the new parents next academic year. The governors delegated this task to the Chair.	Chair	To note
30.6	The Chair informed the governors that the PTA Chair had stepped down. The governors extended their thanks and gratitude to the PTA Chair for all the hard work put in to make the PTA events a success.		
30.7	The Vice Chair informed the governors that he had attended the PTA's Quiz Night, which had been very successful.		
031	Approval of School Journeys	HT	
31.1	The Headteacher informed the governors that following last year's successful visit to Hazelwoods, the School wished to organise the same trip this year rather than have a sleepover at the School. The governors approved the School's proposal.	HT	To note
032	Chair's items and reporting of any Chair's Actions	Chair	
32.1	The Chair informed the governors that she did not have any specific items to report and there were no actions taken by her which needed the approval of the Full Governing Body.		
32.2	The Chair informed the governors that additional help was required to staff the Governors' Christmas Fair Stall. The Chair requested any interested governors to contact her directly.	All members	ASAP
033	Committee Chairs' reports	RN, KT	
33.1	<u>Report from the Resources Committee</u>		
33.2	The Chair of the Resources Committee informed the governors that the draft minutes from the recent Resources Committee were available on the Governors Hub for all governors. The Committee had reviewed the School's budget in depth. The Committee had been informed that the Food Market organiser was struggling to meet the rental agreement, so the Committee had taken the decision to continue to lend the premises to the Food Market at a temporary lowered rate of £350, with a review scheduled in March 2018.		

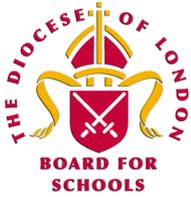


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33.3	<u>Report from the Curriculum, Progress & Outcomes Committee</u>		
33.4	The Chair of the Curriculum, Progress & Outcomes Committee informed the governors that the draft minutes from the recent Committee meeting were available on the Governors Hub. The Committee had reviewed and analysed the School's assessment and examination data. The Committee had also received an extremely insightful report on Literacy by Emma Inglis.		
035	Policies for ratification	HT	
35.1	The governors were reminded that all policies brought for ratification had been reviewed and approved by the Committees. The governors were informed that all policies would be considered at ratified unless specific concerns were raised.		
35.2	The governors ratified (1) the Admissions Policy, (2) the Pay Policy, (3) the Teaching & Learning Policy, (4) the Charging Policy, (5) the Health & Safety Policy, (6) the Lockdown Policy, (7) the Complaints Procedure, (8) the Accessibility Plan and (9) the School Financial Value Standards Form, subject to the specific amendments listed below.	Clerk, SBM	To note
35.3	<u>Admissions Policy</u>		
35.4	The governors requested RN to email the amendments to the Headteacher so that they can be included into the Policy.	RN (A9)	To note
35.5	<u>Charging Policy</u>		
35.6	In response to a question from the governors regarding the readability of the Policy, the Headteacher stated that the School had not received any issues relating to the Policy, which was drafted using technical language to cover technical areas, which its users were familiar with.		
35.7	<u>Lockdown Policy</u>		
35.8	KT informed the governors that she had a few minor amendments for the Policy, the governors requested KT to directly liaise with the Headteacher regarding the amendments and include them into the Policy if considered appropriate by the Headteacher.	KT	ASAP

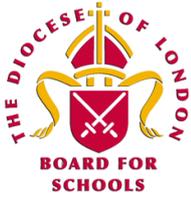


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35.9	KT stated that her amendments concerned how the School would account for all students given that students from different year groups may end up in different class rooms when the School goes into Lockdown. The Headteacher stated that the School uses an electronic register which would allow the School to ensure all students are safe. The Headteacher agreed that this mechanism should be included in the Policy and stated that he looked forwards to receiving the amendments from KT.		
036	Governors visits and training	All members	
36.1	KT informed the governors that she had attended a training session on Data Protection.		
36.2	There were no other governor visits or training to note.		
037	Any other business for consideration	All members	
37.1	The Chair expressed her thanks to Christine Money who had stepped down as a governor at the School. The Chair expressed her gratitude to Christine Money for chairing the Resources Committee and contributing fully and diligently to the governance of the School.		
37.2	<u>Parents' Consultation Evening</u>		
37.3	The Vice Chair informed the governors that he had attended the Parents' Consultation Evening, which had an extremely good turnout.		
37.4	In response to a question from the governors regarding the provision of a crèche, the Headteacher stated that it was not usual for schools to provide a crèche facility for parents. The Headteacher stated that the School had taken an executive decision to stop providing a crèche facility as it was not proving to be a good use of School resources. The Headteacher stressed that the Parents' Consultation Evening was about the students and their education.		
37.5	There was no further business for consideration.		
038	Items for the next agenda	Chair	
38.1	There were no specific items for the next agenda.		



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039	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	All members	To note
39.1	<p>The Full Governing Body meetings will be convened on the following dates:</p> <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 7:25pm.

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 **27 November 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