

## Full Governing Body Meeting

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

Monday, 3 July 2017  
6pm

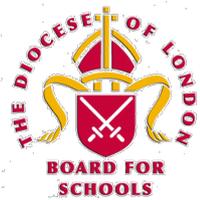
### Attendees

Name	Initials	Category	Attendance
Christine Money	CM	Foundation – PCC of St John at Hampstead	Present
Jenny Lupa	JL	Foundation – PCC of St John at Hampstead	Present
Anne Diack	AD	Foundation – Hampstead Deanery Synod Representative	Absent*
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	Present
Tim Jervis	TJ	Parent Governor	Present
Robert Nesbitt	RN	Parent Governor	Present
Allan McLean	AM	Headteacher	Present
Steph Morton	SM	Staff Governor	Apologies
Advisors/Others			
Ciaran Foulkes	CF	Associate Member	Present
Jo Iwanicki	JI	Deputy Headteacher	Present
Monwara Sikder	MS	School Business Manager	Present
Ammar Ahmed	AA	Clerk	Present

\*Clerk's note – Anne Diack submitted apologies for not attending the meeting after it had finished.

### Part one – Public minutes

Item	Item title and information	Delegatee	Deadline
<b>054/ 16-17</b>	<b>Opening prayer</b>	<b>Chair</b>	
54.1	The meeting, being quorate, was started by the Chair at 6:05pm by asking Reverend Jeremy Fletcher to lead the opening prayer.		
<b>055</b>	<b>Welcome and introductions</b>	<b>Chair</b>	
55.1	The Chair introduced the two new governors to the Governing Body, Andrew Parkinson and Jeremy Fletcher. The Chair gave an opportunity for both governors to introduce themselves. The Chair then held a round of introductions for the benefit of the new governors.		
55.2	The Chair informed the governors that following JF's appointment as the Priest of St John at Hampstead, DY had been appointed to a different parish and had moved away from the area.		

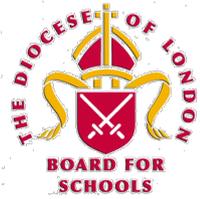


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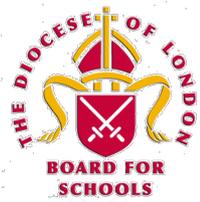
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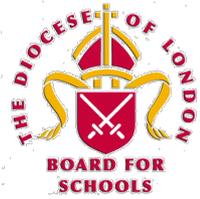
<b>056</b>	<b>Apologies and the Governing Body's acceptance or rejection of any absences</b>	<b>Chair/Clerk</b>	
56.1	The Clerk informed the governors that apologies had been received from Steph Morton. The governors <b>approved and accepted</b> the apologies.		
56.2	The Governing Body <b>noted the absence</b> of Anne Diack.  <i>*Clerk's note – Anne Diack submitted apologies after the meeting.</i>		
<b>057</b>	<b>Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda</b>	<b>All members</b>	
57.1	No conflicts of interest were declared by the governors in relation to any item on the agenda.		
<b>058</b>	<b>Approval of the minutes from the previous Full Governing Body meeting, held on 13 March 2017, and any matters arising</b>	<b>Chair</b>	
58.1	The minutes of the previous Full Governing Body meeting were <b>approved as an accurate and true record</b> of the meeting. The minutes were <b>duly signed and dated</b> .		
58.2	There were <b>no amendments</b> to note.		
58.3	There were <b>no matters arising</b> .		
58.4	<u>Review of actions list</u>		
58.5	Action 32 – JL informed the governors that following the appointment of AP and JF, the Governing Body was at full membership bar the LDBS vacancy <b>and Deanery Synod vacancy</b> . JL informed governors that the Hampstead Deanery Synod had agreed to approve AD's request to stand for another term as a governor, but that this had not been officially confirmed.		
58.6	Action 33 – JL informed the governors that a doodle poll had been circulated and completed to organise the Governors' Away Day. The Governors' Away Day has been scheduled for 15 July 2017 and JL was in the process of finalising the agenda.		
58.7	Action 34 – The Headteacher stated that this action had been completed.		



58.8	Action 35 – The Headteacher stated that over 80% of the Year 6 cohort had attended the revision sessions organised over Easter.		
58.9	Action 36 – The Clerk informed the governors that the Attendance Policy had not been included into the agenda for the meeting, but will be deferred to the September 2017 meeting.		
58.10	Action 37 – The Clerk informed the governors that School’s policy list was in compliance with the statutory requirements.		
58.11	The Headteacher was <b>requested</b> by the governors to upload the School Improvement Plan (herein referred to as “the SIP”) to the Governors’ Virtual Office (herein referred to as “the GVO”).		
<b>059</b>	<b>Finance report</b>	<b>AM/MS</b>	
59.1	The Finance Report was presented by the School’s Business Manager (herein referred to as “the SBM”), which had been circulated with the agenda prior to the meeting.		
59.2	The SBM informed the governors that the carry forward figure for 2016-17 was £49,569.65, which was slightly less than predicted.		
59.3	The School had recently appointed a new Premises Officer, who had settled into his role, which also compromised fixing and resolving small premises issues. The SBM stated that the Premises Officer was providing the School with £4,000 - £5,000 of savings per annum by fixing and resolving such issues.		
59.4	The Headteacher further added that the Premises Officer had had an extremely positive impact on the School and possessed an extremely proactive personality. The School was particularly pleased with the positive manner in which the Premises Officer had developed his relationship with the parents and the students. The parent governor, TJ, mentioned that the parents had commended the Premises Officer’s personality as well.		
59.5	The SBM stated that the main reason for the School going over budget in 2016-17 had been due to the boiler breakdown		

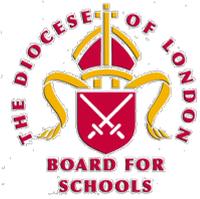


	<p>in the winter. The boiler had been fixed, but the SBM stated that the School will start to plan for a replacement boiler in the next 2-3 years. In <b>response to a question</b> from the governors, the SBM stated that the School may be able to receive additional funding for replacing the boiler from the LCVAP fund. In <b>response to a question</b> from the governors, the SBM agreed to obtain a quote on the life of the boiler from a professional and an estimate on replacement costs.</p>	SBM	To note
59.6	<u>Budget 2017-18</u>		
59.7	The SBM stated that the School's budget for 2017-18 has been increased by £69,540, which takes into account an increase in the School's main budget, the pupil premium (herein referred to as "PP") budget, the special education needs (herein referred to as "SEN") budget and the increased revenue expected from the Food Market.		
59.8	The School will also have additional capacity in Key Stage 2 (herein referred to as "KS2") once the new Assistant Headteacher starts.		
59.9	<u>Premises</u>		
59.10	The SBM informed the governors that the School has received very generous funding from the Parent-Teacher Association (herein referred to as "the PTA").		
59.11	The PTA had funded the refurbishment of the Early Years Foundation Stage (herein referred to as "EYFS") playground for £25,000.		
59.12	The PTA had also funded the refurbishment of Year 5 classroom for £7,000.		
59.13	The PTA had agreed to fund the refurbishment of the School Hall (£16,000).		
59.14	The governors expressed their gratitude to the PTA for their generous donations. The governors also expressed their gratitude to Rebecca Dodson for her leadership of the PTA in raising these funds.	SBM	To note
59.15	The SBM stated that the School will be reviewing the need to clean or replace the carpets over the next year.		



59.16	<u>ICT</u>		
59.17	In <b>response to a question</b> from the governors regarding the overall value of the network contract, the Headteacher stated that the School was paying £350 per month to manage the wireless network during the contract, this was because the equipment was included in the contract and increase the monthly price. The School had continued to pay £150 per month since the end of the contract as it was informed that some receiving units were still owned by the contractors.		
59.18	The School had, therefore, purchased the remaining units and shifted onto to a pay-as-you-go contract for fixing items as and when they become faulty.		
59.19	In <b>response to a question</b> from the governors regarding the iPad usage in the School, the Headteacher stated that the School was using them regularly and in conjunction with students. The Headteacher stated that there were two malfunctioning iPads which will be reviewed and fixed. The Headteacher further added that the School will be liaising with Leverstock to ensure that all iPads contain the same version of software.		
59.20	In <b>response to a question</b> from the governors regarding printing costs, the SBM stated that the School is currently reviewing its expense on printing costs. The School has renegotiated the printing and photocopying contracts, whereby the School will be receiving free toners and there will be no more personal printers.		
59.21	In <b>response to a question</b> from the governors regarding the server failure, the SBM stated that the School had recovered all data.		
59.22	<u>Pupil Premium</u>		
59.23	The SBM informed the governors that the School will have a carry forward of £13,384 of pupil premium fund. The School will be using this fund to provide teaching support in the summer term as well as paying for school clubs and trips for eligible students.		
59.24	The SBM stated that the School publishes an annual report on		

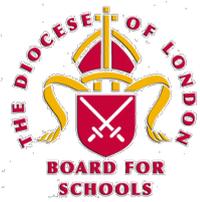
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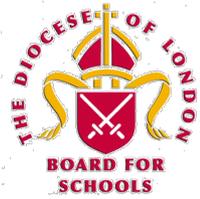
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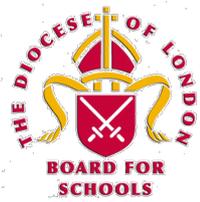
	the website which breaks down the spending from pupil premium grants.		
<b>060</b>	<b>Chair's items and reporting of any Chair's actions</b>	<b>Chair</b>	
60.1	The Chair thanked JF, JF's wife, CM and TJ on behalf of the Governing Body for undertaking the welcoming duty at the Summer Fair.		
60.2	There were no other Chair's items or actions to report.		
<b>061</b>	<b>Headteacher's report</b>	<b>AM</b>	
61.1	The Headteacher's report had been circulated with the agenda prior to the meeting. The Headteacher requested governors to ask questions regarding the report.		
61.2	<b>In response to a question</b> from the governors regarding the potential reasons why students were leaving the School, the Headteacher stated that the common reasons were family relocation or to gain admission to selective secondary schools. The Headteacher stressed that in the previous 18 months there had only been one instance of a student leaving the School due to dissatisfaction.		
61.3	<b>In response to a question</b> from the governors regarding the number of families who sent their children to the School, the Headteacher stated that he would review and report at the next meeting.	AM	October, '17
61.4	<b>In response to a question</b> from the governors regarding the basis of school funding, the Headteacher stated that the October census is the determiner of the School's main funding.		
61.5	The Headteacher stated that the School had recruited two new teaching staff who were strong teachers with 5 years of post-qualification experience. The School had also recruited a Pupil Premium Teacher and a new PE teacher.		
61.6	<b>In response to a question</b> from the governors regarding support staffing, the Headteacher stated that the School will continue to build links to recruit from the local community. The School currently places job advertisements on the Guardian newspaper, which costs £250 per annum.		
61.7	The SBM stated that the Local Authority (herein referred to as		



	<p>“the LA”) had begun a new initiative to bring all support staff agencies under one roof. The initiative was at its early stages, but it may provide the School with an excellent reserve of suitable candidates in the future at a more reasonable price.</p>		
61.8	<p>The SBM stated that under the new initiatives support staff will receive better pay and the School’s hiring and pay costs will be reduced.</p>		
61.9	<p>The Headteacher stated that the School’s current staff was very good and provides a good foundation for future growth and development.</p>		
61.10	<p><u>Behaviour</u></p>		
61.11	<p>The Headteacher stated that the behaviour at the School is usually excellent.</p>		
61.12	<p>The School has had 2 incidents of bad behaviour where the School is liaising with the LA and other external authorities. In both situations, the School continues an open dialogue between the student’s parents and the School to ensure that the student is supported holistically.</p>		
61.13	<p>In <b>response to a question</b> from the governors regarding the dissemination of the behaviour policies, the Headteacher stated that the School sends the Home School Agreement to all parents and highlights the complaints procedure and the behaviour procedures in the School newsletter.</p>		
61.14	<p>The Headteacher informed the governors that there are currently 2 students at the School on a Childcare Protection Plan and 4 students with an Education Health Care Plan.</p>		
61.15	<p>The governors <b>requested</b> the Clerk to ensure that the Lockdown Policy and the Complaints Policy are included into the agenda for the next Resources Committee meeting.</p>	Clerk	To note
61.16	<p><u>Attendance targets</u></p>		
61.17	<p>The Headteacher stated that the attendance figures for 2016-17 were 96.66% and the attendance target for 2017-18 is 96.5%.</p>		
<b>062</b>	<p><b>School improvement plan</b></p>	<b>AM</b>	
62.1	<p>The Headteacher informed the governors that the EYFS</p>		



	teaching has been graded as outstanding after external and internal reviews. The standard of learning and teaching at the School is also outstanding.		
62.2	The Headteacher stated that the Phonics and Spelling, Punctuation and Grammar results will be released on 4 July 2017.		
62.3	In <b>response to a question</b> from the governors, the Headteacher stated that the School expects the attainment to be extremely high at the School. The School does expect that the number of students working at greater depth will decrease and the Curriculum, Progress and Outcomes Committee discussed and reviewed this matter extensively at their last meeting.		
62.4	The Headteacher stated that the School had met its targets in Leadership & Management. The Headteacher stated that the vision of the School will be reviewed on Governors' Away Day.		
<b>063</b>	<b>Committee reports</b>	<b>CM/KT</b>	
63.1	The Chairs of both Committees provided detailed reports from the previous meeting.		
63.2	<u>Resources Committee</u>		
63.3	The Chair of Resources Committee, CM, stated that the committee and discussed the School's budget at depth and focused on redevelopment and refurbishment projects, recruitment, training for staff and the PP data.		
63.4	<u>Curriculum, Progress and Outcomes Committee</u>		
63.5	The Chair of Curriculum, Progress and Outcomes Committee, KT, stated that the committee had discussed the summer term's data in depth and focused on the external reports on teaching, the aspirational targets for 2017-18 and the incorporation of improvement points in the SIP for 2017-18.		
<b>064</b>	<b>Policies for ratification</b>	<b>AM</b>	
64.1	The governors <b>ratified</b> the Freedom of Information Policy and the Data Protection Policy. No specific questions were raised in relation to either policy.		



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<b>065</b>	<b>Governors visits and training</b>	<b>All members</b>	
65.1	The following governors undertook training: <ul style="list-style-type: none"> <li>• CF attended a Governors Induction Course.</li> </ul>		
65.2	The governors suggested that AP and JF should attend an Induction Course to refresh themselves of the role of a school governor.		
<b>066</b>	<b>Any other business for consideration</b>	<b>All members</b>	
66.1	The governors thanked the Headteacher and his Senior Leadership Team for all their hard work throughout the academic year. The governors also thanked the PTA and the wider staff at the School for their dedication and support to the School.		
66.2	There were no other matters for consideration.		
<b>067</b>	<b>Items for the next agenda</b>	<b>Chair</b>	
	<ul style="list-style-type: none"> <li>• Admissions Policy – JF, CM and RN to liaise prior to the next meeting.</li> <li>• Attendance Policy</li> </ul>		
<b>068</b>	<b>Final meeting of the academic year 2016-17</b>		

*The meeting finished at 8:00pm.*

### 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 **3 July 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