

## Register of Attendance

<b>PRESENT</b>	
Allan McLean ('HT')	Headteacher <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>
Rev Jeremy Fletcher ('RJF')	Incumbent of the St John At Hampstead Church <i>Appointed by virtue of office (Ex-Officio)</i> <i>Expiration of Term in Office: Not applicable</i>
Tim Jervis ('Vice Chair')	Parent Governor <i>Vice Chair of the Governing Body</i> <i>Nominated and elected parent of a child at school</i> <i>Expiration of Term in Office: 30 April 2020</i>
Stephanie Morton ('SM')	Staff Governor <i>Assistant Headteacher, Special Educational Needs and Disability Coordinator</i> <i>Nominated and elected member of school staff</i> <i>Expiration of Term in Office: 22 April 2019</i>
Anne Diack ('AD')	Foundation Governor <i>Appointed by the Hampstead Deanery Synod</i> <i>Expiration of Term in Office: 12 June 2020</i>
Ciaran Foulkes ('CF')	Foundation Governor <i>Vice Chair of the Resources Committee</i> <i>Appointed by the Parochial Church Council of St John At Hampstead Church</i> <i>Expiration of Term in Office: 12 November 2021</i>
Jenny Lupa ('Chair')	Foundation Governor <i>Chair of the Governing Body</i> <i>Vice Chair of the Curriculum, Progress &amp; Outcomes Committee</i> <i>Appointed by the Parochial Church Council of St John At Hampstead Church</i> <i>Expiration of Term in Office: 8 January 2021</i>
<b>IN ATTENDANCE</b>	
Monwara Sikder ('SBM')	School Business Manager
Alice Riley ('AHT')	Assistant Headteacher
Emma Inglis ('AHT')	Assistant Headteacher
Ammar Ahmed ('Clerk')	Clerk to the Governing Body
<b>APOLOGIES</b>	
Robert Nesbitt ('RN')	Parent Governor <i>Chair of the Resources Committee</i> <i>Nominated and elected parent of a child at school</i> <i>Expiration of Term in Office: 30 April 2020</i>
Katy Theobald ('KT')	Foundation Governor <i>Chair of the Curriculum, Progress &amp; Outcomes Committee</i> <i>Appointed by the London Diocesan Board for Schools</i> <i>Expiration of Term in Office: 31 December 2019</i>
<b>ABSENT</b>	
Andrew Parkinson ('AP')	Local Authority Governor <i>Appointed by Camden, Local Authority</i> <i>Expiration of Term in Office: 11 June 2021</i>



## Part one – Public minutes

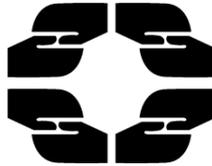
Item	Item title and information	Delegatee	Deadline
<b>055/ 17-18</b>	<b>Opening prayer</b>	<b>Chair</b>	
55.1	The meeting, being quorate, was started by the Chair at 6:05pm by asking Reverend Jeremy Fletcher to offer the opening prayer.		
<b>056</b>	<b>Welcome and introductions</b>	<b>Chair</b>	
56.1	The Chair welcomed all governors to the meeting.		
<b>057</b>	<b>Apologies and the Governing Body's acceptance or rejection of any absences</b>	<b>Chair</b>	
57.1	The Clerk informed the governors that <b>apologies had been received</b> from Robert Nesbitt and Katy Theobald.		
57.4	The governors <b>accepted</b> the apologies.  The governors <b>noted the absence</b> of Andrew Parkinson.		
<b>058</b>	<b>Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda</b>	<b>All members</b>	
58.1	No conflicts of interest were declared by the governors in relation to any item on the agenda.		
<b>059</b>	<b>Approval of the minutes from the previous Full Governing Body meeting, held on Monday, 19 March 2018, and any matters arising not covered on the agenda for the meeting</b>	<b>Chair</b>	
59.1	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.		
59.2	<u>Amendments</u> (all amendments highlighted in red)		
59.3	Item 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 <b>following</b> the Resources Committee <b>meeting</b> in January 2018, as the market was not able to break even.		



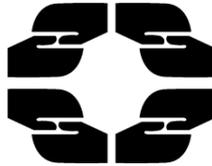
	The SBM stated that the School is continuing to explore the option of hosting the market during the summer months with the Coordinator.	
59.4	Item 47.13 – The Headteacher stated that the School had remained open during the adverse weather conditions in February, which had had an impact of the attendance, which was <b>now</b> at 96.14%, compared to the overall attendance figure from 2016-17 of 96.79%.	
59.5	There were <b>no further amendments</b> to note.	
59.6	<u>Matters arising</u>	
59.7	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.	
59.8	There were <b>no further matters arising</b> which had not been covered in the agenda for the meeting.	
<b>060</b>	<b>Governing Body Year Planner</b>	<b>Clerk</b>
60.1	The Clerk presented the Governing Body Year Planner for 2018-19. The Clerk <b>asked</b> the Headteacher and the SBM to review the Year Planner and populate the policies and ensure that the appropriate matters are brought to the correct meetings at the correct time of the year.	
60.2	The Clerk also brought it to the governors attention that the Summer Resources Committee Meeting is scheduled to take place on 23 April 2019, which is the when the summer term starts. The Clerk suggested that the meeting is shifted to an alternative date. The governors decided that the meeting will be held on 30 April 2019.	
60.3	The governors <b>asked</b> the Clerk to disseminate the updated meeting dates to the governing body and asked whether a communal calendar could be set up.	
60.4	In <b>response to a question</b> from the governors regarding the Admissions Policy, the Headteacher stated that the comments made by RN had been added to the policy. The Headteacher and the SBM informed the governors that any changes made to the Policy will only come into effect two years after the academic year in which they have been made (i.e. changes made in 2018-19 will come into effect for the start of 2021-22). This is to accommodate the ratification of the policy by the different stakeholders.	
60.5	The governors also discussed the need for there to be greater inter-Committee dialogue and how it could be achieved. The governors agreed that the governors who sit across both Committees should take an active role in informing Committee members regarding any matters which were discussed that fall under the ambit of the other Committee.	



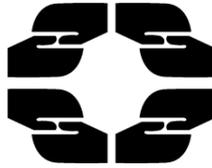
60.1a	<i>The Headteacher and the School Business Manager to review the Governing Body Year Planner to ensure that it is fully populated and accurate.</i>	<i>HT SBM</i>	<i>ASAP</i>
60.3a	<i>The Clerk to disseminate the dates for the Governing Body meetings for next academic year.</i>	<i>Clerk</i>	<i>ASAP</i>
<b>061</b>	<b>Chair's Report</b> (and reports on any Chair's Actions taken since last Full Governing Body meeting)	<b>Chair</b>	
61.1	<u>Reporting of Chair's Actions</u>		
61.2	The Chair stated that at the previous Resources Committee meeting (on 24 April 2018), the Committee had been informed that the School Journey Account needed to be signed off by the Full Governing Body prior to the next Full Governing Body meeting. The details of the accounts had been distributed to the Committee and the Committee had approved it. Therefore, the Chair had taken a Chair's Action to sign-off the Account.		
61.3	<u>Chair's Report</u>		
61.4	The Chair informed the governors that the Summer Fair would be held on 7 July 2018 and invited all the governors to attend it. The Fair would start at 11:00pm and finish at 4:00pm. The Chair stated that the governors will have their own stall at the Fair.		
61.5	In <b>response to a question</b> from the governors regarding information about school events, the Chair stated that the school newsletter is an excellent resource for learning about upcoming and scheduled school events.		
<b>062</b>	<b>Reports from the Committees</b>	<b>Chair</b>	
62.1	The Clerk informed the governors that the draft minutes from both Committees had been uploaded onto the GovernorHub and had also been circulated with the supporting papers for the Full Governing Body meeting. The Chair invited governors to raise any specific questions that they had related to the minutes.		
62.2	<u>Report from the Resources Committee (held on 24 April 2018)</u>		
62.3	The Clerk noted that at the previous Resources Committee meeting, the Committee had approved the End of Year Accounts for 2017-18, the Indicative Budget for 2018-19 and the Service Level Agreements for 2018-19.		



62.4	The Committee had also received a report on the premises and the projects that the School will be considering during the next academic year, including renovating the school windows and securing the school lobby.	
62.5	<u>Report from the Curriculum, Progress and Outcomes Committee (11 June 2018)</u>	
62.6	The Clerk noted that at the previous Curriculum, Progress and Outcomes ('CPO') Committee, the Committee had received an excellent presentation on Physical Education Curriculum and how it is being reviewed and updated. The governors were informed that the Physical Education Lead has developed links with several external sports agencies and organisers to create new enrichment opportunities for the pupils, as well as, entered the school into a greater number of sports events. The Physical Education Lead wishes to develop these events into a yearly schedule.	
62.7	The Committee also received an extremely detailed report on Pupil Progress Data for Autumn and Spring Term. The Committee reviewed the progress made by pupils in year phase of education (Early Years Foundation Stage, Key Stage 1 and Key Stage 2). The Committee finally received a report on attendance and exclusions.	
62.8	No specific questions were raised by the governors with respect to the minutes circulated from both Committees.	
<b>063</b>	<b>Headteacher's Report</b> (including an update on the School Improvement Plan and staffing)	<b>HT</b>
63.1	<u>School Leadership Team Away Day</u>	
63.2	The Headteacher informed the governors that the School's Leadership Team ('SLT') had held its away day in the week commencing 25 June 2018. The SLT members all agreed that the Away Day had been extremely useful as it had given the SLT a chance to reflect on the progress made by the school on its School Improvement Plan ('SIP') as well as create actions for the upcoming year.	
63.3	In <b>response to a question</b> from the governors regarding the areas where the school can improve, the Headteachers stated that the SLT recognised that the staffing capacity at the moment is quite tight across the school and this is an area which the school needs to improve on. However, the school has already recruited new staff members to start from September 2018, and create further capacity in the SLT by having two AHT that are not designated to a single class, which will resolve the capacity issues.	
63.4	Secondly, the Headteacher stated that all areas that the SLT identified as requiring further improvements were already been actioned upon. For instance, recruitment of new staff,	



	developing positive collaborative practices across the staff and analysing role specific skills to ensure appropriate staff members were fulfilling the roles.
63.5	In <b>response to a question</b> from the governors regarding management of teaching and leadership responsibilities, the AHT's stated that the current year had brought several challenges, as the future of the pupils under a teacher's care is that teacher's foremost priority. The Headteacher stated that all three AHTs had grown into their leadership roles and were developing into strong leaders. The SLT is currently working towards developing and building greater capacity for professional development.
63.6	Finally, the SLT stated that they will attempt to organise more regular Away Days, perhaps even termly, and would also consider the option of organising join Away Days with St Luke's.
63.7	<u>School Improvement Plan</u>
63.8	The Headteacher had disseminated the SIP prior to the meeting. The Headteacher reviewed the SIP by reviewing each target and the actions arising. The governors were pleased to note that all areas of the SIP had been actioned and any areas outstanding were being reviewed currently.
63.9	The Headteacher stated that the main area of the SIP which required further work was in Target 1 of Leadership and Management pillar, which was to create a new school vision. The Headteacher stated that following the work carried out by the Governing Body last academic year, the school had started to review the work being done by the Church of England and the new Statutory Inspection of Anglican and Methodist Schools Framework to ensure that the new values were reflected in the school's vision.
63.10	The SLT had worked on the school vision at the Away Day and it was now ready to be forwarded to consultation with other stakeholders. The SLT wishes to create the vision which correlates the different phases of a child's development to the four pillars of the SIP to which each governor can be linked. The Headteachers stated that the new vision will be <b>brought</b> to the <b>next</b> Full Governing Body meeting in September.
63.11	In <b>response to a question</b> from the governors regarding whether the school will be working on its values, the Headteacher stated that the school's values are embedded into its ethos and structure. The values are all core to the school's outlook and, therefore, will not be reviewed at the moment.
63.12	In <b>response to a question</b> from the governors regarding the policies, the Headteacher stated that the policies at the school could be divided into those which it had to adopt and use, or those that it created. On the other hand, the policies that the school creates are personalised to it, such as the curriculum policy, which is reflected throughout the school.



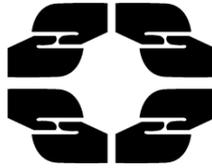
63.13	The other areas of the SIP were noted as being actioned upon or completed and achieved.
63.14	<u>SAT Examination Data update</u>
63.15	The Headteacher stated that the data for Key Stage 2 SATs will be released later in July.
63.16	For Key Stage 1, the headline score in phonics is 97% meeting the standard.
63.17	In <b>response to a question</b> from the governors regarding the school's feelings about the examinations, the Headteacher stated that the school remains optimistic about its performance in the examinations.
63.18	<u>Achievement and Attendance Targets</u>
63.19	The Headteacher presented the achievement and attendance targets for the school for 2018-19. The Headteacher stated that the targets have been individualised to the current Year 5, which will be moving to Year 6. The Headteacher stated that there are several cohort specific issues which the school is aware of and will be tackling by investing greater resources into Year 6 next academic year. The targets for the school demonstrate its ambition to push and stretch the more able students.
63.20	The attendance target for the school will be 96.5, which is in line with Ofsted guidance.
63.21	The Key Stage 1 and Key Stage 2 targets have been carefully based on academic performance of the cohort and are designed to push the students in terms of progress and attainment. The Headteachers stated that they may be slightly lower than the achievement of the current Year 2 and Year 6 students, but that they are still well above the national average.
63.22	The Headteacher also mentioned that the school has recognised that there is a downward trajectory in the Early Years Foundation Stage, but that the results are still well above national average. The Headteacher stated that the trajectory is likely due to an improvement in moderation and assessment marking. The Headteacher will investigate the trajectory in greater depth and <b>report back</b> at the September Full Governing Body meeting.
63.23	<u>Premises and staffing report</u>
63.24	The Headteacher disseminated the school's staffing structure from next academic year.
63.25	The Headteacher drew the attention of the governors to the interlacing of the AHT roles to cover Years 3 and 5 and Years 4 and 6. The Headteacher and the AHT explained that the interlacing would allow greater collaboration between the SLT's who will be responsible for



	multiple phases of education and will also have the opportunity to train a newly qualified teacher each.		
63.26	<u>Staff Attendance report</u>		
63.27	The governors were informed that there were only 24 total days lost to absence for teaching staff and only 28 total days lost to absence for support staff. In response to a question from the governors, the Headteacher stated that the days lost to absence did not include special leave awarded, which amounted to a total of 18 days for all staff.		
63.28	The governors noted that the attendance across the school for the staff was excellent.		
63.10a	<i>The school to present the new school Vision at the next Full Governing Body meeting.</i>	HT SLT	17/09/18
63.22a	<i>The Headteacher to investigate and report back on the reasons behind a downward trajectory in Early Years Foundation Stage results.</i>	HT	17/09/18
<b>064</b>	<b>Finance Report</b>	<b>HT, SBM</b>	
64.1	<u>Approval of the 2018-19 Budget</u>		
64.2	The SBM informed the governors that the Indicative Budget was reviewed and approved by the Resources Committee at its last meeting. The Budget has since been submitted to Camden, Local Authority, but still requires retrospective approval of the Full Governing Body.		
64.3	The governors <b>ratified</b> the 2018-19 Budget.		
64.4	<u>General Data Protection Regulation Update</u>		
64.5	The SBM stated that the school had opted into the Data Protection Package offered by Grow Partners Ltd. The school had been allocated a Data Protection Officer, Claire Mehegan, who will be visiting in September 2018 to conduct an audit and ensure that the school is compliant.		
64.6	The school has also adopted all the relevant policies and notices that it needed to comply with the new General Data Protection Regulation.		

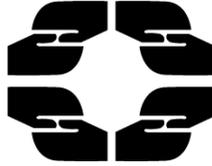


<b>065</b>	<b>Policies for ratification</b>	<b>HT</b>
65.1	The governors <b>ratified</b> the following policies: (1) Appraisal Policy; (2) Behaviour Policy; (3) Data Protection Policy (including the Privacy Notices and Appendices); (4) Education Visits Policy (including Visit Risk Assessment Pro Forma); (5) External Visitors Policy; (6) Freedom of Information Policy; and (7) School Financial Regulations Policy.	
65.2	The Board noted that these policies had been reviewed and approved within the Committees and had been circulated prior to the meeting.	
<b>066</b>	<b>Items for the next agenda</b>	<b>All members</b>
66.1	No specific items were raised for the next agenda other than the election of chair and vice chair; completion and review of the register of business interests; and approval of the standing orders and committee terms of reference.	
<b>067</b>	<b>Any other business for consideration</b>	<b>All members</b>
67.1	<u>School Twitter Account</u>	
67.2	In <b>response to a question</b> from the governors regarding the school's use of Twitter, the SBM stated that the school had decided to terminate the Twitter account and will be disabling it.	
67.3	<u>ParentHub</u>	
67.4	In <b>response to a question</b> from the governors regarding the policy of using ParentHub, the Headteacher and the AHTs stated that the school remains fully committed to using ParentHub. The governors highlighted that they had been informed by different parents that there was a difference in engagement between different staff members. The Headteacher stated that the school had arranged for training for ParentHub for staff members, which should help improve the engagement of all staff. Additionally, the Headteacher confirmed that the ParentHub was compliant with the new Data Protection rules, in terms of sharing of photos and personal information.	
67.5	<u>Bishop of London's visit</u>	
67.6	In <b>response to a question</b> from the governors regarding whether the new Bishop of London had indicated when she may be visiting, the Headteacher stated that the school had not received any communications yet, but expects her to make a visit in due course.	



67.7	<u>Partnership with St Luke's</u>	
67.8	In <b>response to a question</b> from the governors regarding the challenges facing the school during the next academic year, the Headteacher stated that one of the key challenges would be the development of the partnership with St Luke's. The Headteacher stated that whether the partnership is continued or not will also have effects on the leadership model used by the school and the cost efficiency strategies that it deploys.	
<b>068</b>	<b>Self-reflection and impact</b>	<b>All members</b>
68.1	The governors observed that the focus of the governing body on teaching and learning standards has been quite acute over the past two years. The continual growth in the achievement of students and consistent standards in teaching and learning mean that the governing body must start to consider other risks that may affect the school and how best to tackle them. The governors suggested that it may be useful to organise an away day in due course to create a risk register for challenges being faced by the school and how best to tackle them.	
<b>069</b>	<b>The meeting dates for the next academic year (2018-19)</b>	<b>For information</b>
69.1	<p>The meeting dates for the next academic year are (listed chronologically and divided by terms):</p> <p>(1) Autumn Term</p> <ul style="list-style-type: none"> <li>(a) Full Governing Body Meeting – <b>17 September 2018</b> at 6:00pm</li> <li>(b) Resources Committee Meeting – <b>16 October 2018</b> at 5:30pm</li> <li>(c) CPO Committee Meeting – <b>12 November 2018</b> at 5:30pm</li> <li>(d) Full Governing Body Meeting – <b>3 December 2018</b> at 6:00pm</li> </ul> <p>(2) Spring Term</p> <ul style="list-style-type: none"> <li>(a) Resources Committee Meeting – <b>29 January 2019</b> at 5:30pm</li> <li>(b) CPO Committee Meeting – <b>11 February 2019</b> at 5:30pm</li> <li>(c) Full Governing Body Meeting – <b>18 March 2019</b> at 6:00pm</li> </ul> <p>(3) Summer Term</p> <ul style="list-style-type: none"> <li>(a) Resources Committee Meeting – <b>30 April 2019</b> at 5:30pm</li> <li>(b) CPO Committee Meeting – <b>20 May 2019</b> at 5:30pm</li> <li>(c) Full Governing Body Meeting – <b>1 July 2019</b> at 6:00pm</li> </ul>	

*The meeting finished at 8:00pm.*



## GOVERNING BODY MEETING – PART 1

Hampstead Parochial  
Church of England Primary School

**Venue:** 2A Holly Bush Vale, London, NW3 6TX

**Date and Time:** Monday, 2 July 2018, 6:00pm

### 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 **02 July 2018** at Hampstead Parochial Church of England Primary School, 2A 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