



Register of Attendance

PRESENT	
Allan McLean ('HT')	Headteacher <i>Appointed by virtue of office</i> <i>Expiration of Term in Office: Not applicable</i>
Tim Jervis ('Chair')	Parent Governor <i>Nominated and elected parent of a child at school</i> <i>Elected as the Chair of the Governing Body for the Academic Year 2018-19</i> <i>Expiration of Term in Office: 30 April 2020</i>
Robert Nesbitt ('RN')	Parent Governor <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>Nominated and elected member of school staff</i> <i>Expiration of Term in Office: 22 April 2019</i>
Vacancy	Foundation Governor <i>Appointed by the London Diocesan Board for Schools</i> <i>Expiration of Term in Office: Vacancy</i>
Ciaran Foulkes ('CF')	Foundation Governor <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 ('Vice Chair')	Foundation Governor <i>Appointed by the Parochial Church Council of St John At Hampstead Church</i> <i>Elected as the Vice Chair of the Governing Body for the Academic Year 2018-19</i> <i>Expiration of Term in Office: 8 January 2020</i>
Vacancy	Foundation Governor <i>Appointed by the Hampstead Deanery Synod</i> <i>Expiration of Term in Office: Vacancy</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>
Andrew Parkinson ('AP')	Local Authority Governor <i>Appointed by Camden, Local Authority</i> <i>Expiration of Term in Office: 11 June 2021</i>
IN ATTENDANCE	
Monwara Sikder ('SBM')	School Business Manager
Emma Inglis ('AHT')	Assistant Headteacher
Ammar Ahmed ('Clerk')	Clerk to the Governing Body
APOLOGIES	
Katy Theobald ('KT')	Foundation Governor <i>Appointed by the London Diocesan Board for Schools</i> <i>Expiration of Term in Office: 31 December 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>
Alice Riley ('AHT')	Assistant Headteacher

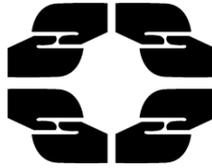


Part one – Public minutes

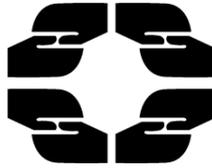
Item	Item title and information	Delegatee	Deadline
017/ 18-19	Opening prayer	Clerk	
17.1	The meeting was started at 6:00pm by the Chair by asking Rev. Jeremy Fletcher to offer the opening prayer.		
018	Welcome and introductions	Chair	
18.1	The Chair welcomed all governors to the meeting.		
019	Apologies and the Governing Body's acceptance or rejection of any absences	Chair	
19.1	The Clerk informed the governors that apologies had been received from Anne Diack. The governors accepted the apologies. No other apologies had been submitted to the Clerk.		
19.2	The Clerk informed the governors that apologies had been received from Alice Riley. The governors noted the apologies.		
020	Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda	All members	
20.1	The governors did not declare a conflict of interest in relation to any item on the agenda, other than those already noted within the Register of Business Interests.		
020	Approval of the minutes from the previous Full Governing Body meeting, held on Monday, 11 September 2018, and any matters arising not covered on the agenda for the meeting	Chair	
20.1	The minutes from the previous Full Governing Body meeting were held to be an accurate and true representation, subject to the following amendments. The minutes were duly signed and dated by the Chair.		
20.2	<u>Amendments</u> (all amendments highlighted in red)		
20.3	The Clerk informed the governors that AD had submitted apologies after the previous meeting and the Governing Body had to decide whether to accept late apologies or not. The governors accepted the late apologies submitted by AD and asked the Clerk to amend the Register of Attendance accordingly .		



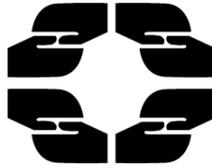
20.4	<p>Paragraph 9.3 — The Clerk informed the governors that AD had submitted that she should not be included into the membership of the Resources Committee. The Clerk stated that AD had agreed to be a member of both Committees towards the end of the previous academic year, which meant that there was no factual inaccuracy to correct in the Paragraph.</p>			
20.5	<p>The governors decided to accept AD’s submission as a request to be removed from the Resources Committee and approved it. CF volunteered to be the link between the Curriculum, Progress & Outcomes (‘CPO’) Committee and the Resources Committee on the area of admissions. The governors resolved that CF should be added to membership of both the CPO and the Resources Committees and asked the Clerk to update the GB Membership Register.</p>			
20.6	<p><u>Matters arising</u></p>			
20.7	<p>Update from the Partnership Review Group — The Chair informed the governors that the Partnership Review Group had met and discussed how the future partnership with St Luke’s would continue to develop.</p>			
20.8	<p>The Partnership Review Group recommended to the GB that the partnership between the two schools should continue on the assumption that the partnership would continue beyond the current academic year, for at least two years, and would automatically continue to renew, unless the GB decides otherwise.</p>			
20.9	<p>The GB unanimously approved the recommendation from the Partnership Review Group.</p>			
20.10	<p>Admissions Policy — RN informed the governors that he had reviewed the language used within the Admissions Policy and that there were no further changes as the Admissions Policy reflects the language used by the London Borough of Camden (‘LBC’), which is in line with guidance from the Department for Education (‘DfE’).</p>			
20.3a	<table border="1"> <tr> <td data-bbox="284 1615 1158 1771"><i>The Clerk to amend the Register of Attendance following the GB’s decision to accept AD’s late apologies.</i></td> <td data-bbox="1158 1615 1329 1771"><i>Clerk</i></td> <td data-bbox="1329 1615 1481 1771"><i>ASAP</i></td> </tr> </table>	<i>The Clerk to amend the Register of Attendance following the GB’s decision to accept AD’s late apologies.</i>	<i>Clerk</i>	<i>ASAP</i>
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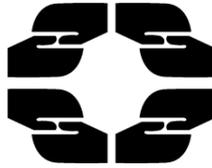
021	Noting the enactment of the new Instrument of Government	Clerk	
21.1	The Clerk informed the governors that following the previous FGB meeting he had written to the LBC and informed them that it was the desire of the Governing Body ('GB') to update the Instrument of Government ('IoG'). The Clerk had submitted the updated IoG draft which had been approved by the FGB at its previous meeting.		
21.2	LBC made few minor suggestions, which were incorporated prior to sending the updated IoG to the London Diocesan Board for Schools ('LDBS') for their approval. All Voluntary Aided ('VA') needed IoGs to be approved by both the local authority and the foundation body (which in the case of Church of England schools, in the Diocese of London, was the LDBS).		
21.3	The Clerk stated that the circulated IoG had been approved by the LBC and the LDBS. The approved IoG had been circulated to the GB for approval via written resolution, which had been obtained on 16 October 2018 (attached to these minutes as an appendix). Since then, the approved IoG had been signed and dated by the Chair of the GB and the LBC.		
21.4	The FGB noted the approved IoG, which came into force on 3 December 2018. The FGB asked the SBM to ensure that the signed copies were filed away securely.		
20.3a	<i>The SBM to ensure that the signed IoG has been filed away securely.</i>	<i>SBM</i>	<i>ASAP</i>
022	Reports from the Committees	RN, AD, Clerk	
22.1	<u>Resources Committee (16 October 2018)</u>		
22.2	RN provided a short report on the matters considered by the Resources Committee. RN informed the governors that he had been elected as the Chair of the Committee and CF had been elected as the Vice Chair of the Committee. The Committee had also reviewed and considered the premises priorities. The Committee also considered the updated Pay Policy and approved it, and this has been brought to the FGB for ratification.		
22.3	RN mentioned that the minutes from the Resources Committee had been circulated to the governors prior to the meeting and provided a deeper insight into the discussions held at the Committee.		
22.4	<u>Curriculum, Progress & Outcomes Committee (12 November 2018)</u>		
22.5	In the absence of AD, who had been elected as the Vice Chair of the CPO Committee, the Clerk agreed to read the report submitted by AD for the governors. In her report of the		



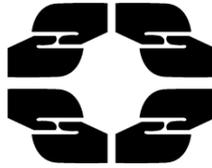
	<p>discussions held at the CPO Committee, AD informed the governors that a discussion had been held around the pupil progress data from the summer term of 2017-18, with a comprehensive class by class presentation.</p>	
22.6	<p>The Committee felt confident that the school had put into place strategies to support children's learning where it was needed. The Committee was pleased to hear that the Pupil Premium ('PP') children at the school were performing at levels which were significantly above the national average. The Committee also had a discussion around whether there could be a system developed to monitor how much high ability pupils were being stretched.</p>	
22.7	<p>The Headteacher informed the Committee that the overall attendance figure was at 97.62% and that the system for chasing up absences or lateness was robust and fit for purpose. The Committee were informed that the LDBS Advisor had visited the school and conducted a review of the Religious Education provision at the school. The LDBS Advisor had identified areas for improvement and development, which the school was working towards.</p>	
22.8	<p><u>Reporting on actions taken by the Headteacher after the Committee meetings</u></p>	
22.9	<p>The Headteacher informed the governors that at the Resources Committee meeting, the governors had asked the school how it planned on utilising the additional capacity within the budget, to which the Headteacher had stated that the school may use the capacity to recruit additional staff. Following on from this, at the CPO Committee meeting, the governors had asked whether the school would consider supporting pupils with special educational needs & disabilities ('SEND'). Consequently, the Headteacher had appointed a new staff member, who will be spending two days per week assisting pupils with SEND.</p>	
023	Reporting of any training or planned school visits undertaken by the Governors	All members
23.1	<p>The following governors reported that they had attended training sessions: (1) Ciaran Foulkes attended SEND training in November 2018.</p>	
23.2	<p>The following governors reported making school visits: (1) Ciaran Foulkes visited the school to meet Steph Morton to discuss the Admissions Policy. (2) Tim Jervis and Jenny Lupa visited the school and conducted a Mathematics visit.</p>	
23.3	<p>The following governors reported making plans to visit the school: (1) Robert Nesbitt has agreed to visit the school in January to conduct his link visit.</p>	



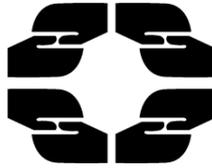
23.4	The Chair encouraged governors to submit their completed visit reports to the Clerk and asked the Clerk to ensure that all approved visit reports are uploaded on to the GovernorHub.		
024	Approval of residential trips scheduled for 2019-20	HT	
24.1	The Headteacher informed the governors that the following trips are scheduled to take place during 2019-20. (1) Isle of Wight — October 2019 (2) Phasels Wood — May 2020		
24.2	The governors approved both visits for the next academic year.		
24.2a	<i>The Headteacher to note that the GB approved both planned overnight visits for the academic year 2019-20.</i>	<i>HT</i>	<i>To note</i>
024	Headteacher's Report (including an update on the School Improvement Plan and staffing)	HT	
24.1	<u>Camden Learning Report</u>		
24.2	Camden Learning Report was tabled at the meeting and the governors were asked to forward any questions to the Headteacher via email following the meeting.		
24.3	<u>Progress against the School Improvement Plan</u>		
24.4	The School Improvement Plan ('SIP') SIP had been circulated to all governors prior to the meeting with the agenda. The Headteacher invited governors to raise questions in relation to the specific headings on the SIP.		
24.5	<i>Leadership of a Church of England School</i>		
24.6	The Headteacher informed the governors that due to the changes in the Statutory Inspection of Anglican & Methodist Schools ('SIAMS') inspection framework the school had decided to add this section. The purpose of the section is to ensure that the school meets the SIAMS Self-Evaluation Form targets.		
24.7	The governors asked the Clerk to include SIAMS Self-Evaluation Form targets as an item on the agenda for the next Full Governing Body meeting.		
24.8	In response to a question from the governors regarding whether meeting all the requirements in the SIAMS Self-Evaluation would result in an 'Outstanding' grade, the Headteacher stated that it would. The school had already made strong progress on several		



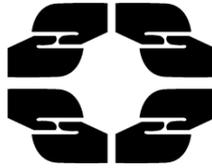
	<p>aspects of the self-evaluation form targets, but there were still further work to be done on securing the school's vision. The Headteacher stated that he remains confident that the school will perform very strongly in a SIAMS inspection.</p>
24.9	<p><i>Leadership & Management</i></p>
24.10	<p>In response to a question from the governors regarding the frequency with which outcomes are updated on the SIP, the Headteacher stated that the SIP remained a live document and was constantly updated throughout the year.</p>
24.11	<p><i>Teaching, Learning & Assessment</i></p>
24.12	<p>In response to a question from the governors regarding whether the peer review for teaching staff is conducted only once per year, the Headteacher stated that the staff engage in peer review sessions throughout the year, but that the peer review conducted during the Summer Term is the most thorough.</p>
24.13	<p><u>Personal development, Behaviour & Welfare</u></p>
24.14	<p>In response to a question from the governors regarding whether the school addresses the negative impact of social media, the Headteacher stated that this is an area that the school is acutely aware affects the lives of all its pupils. The staff are trained in this area and remain very vigilant. The Headteacher acknowledged that the speed at which the technology changes means that the school must constantly engage with the parents and pupils to ensure that they are aware of the negative impacts that may result from social media.</p>
24.15	<p>The governors commended the school's approach, but realised that the influence of social media is unavoidable, especially as pupils transition from primary education into secondary education, and asked the school to ensure that extra work is undertaken to raise awareness among Year 5 and Year 6 pupils.</p>
24.16	<p>In response to a question from the governors regarding whether raising awareness of the impacts of social media was included into the SIP, the Headteacher stated that it is covered under Target 3 and delivered through the Religious Education and Personal, Social, Health and Citizenship Education curriculums.</p>
24.17	<p>In response to a question from the governors regarding whether the SIP could be updated to include financial targets, the Headteacher agreed that he would add financial targets and resources allocation into the SIP.</p>



24.18	<u>Staff Survey</u>
24.19	The results from the Staff Survey had been circulated to all the governors prior to the meeting. The Headteacher stated that the school is considering doing another staff survey as only 10 staff have responded from a total of 25 staff members.
24.20	In response to a question from the governors regarding the issue highlighted with lack of professional development, the Headteacher stated that he had already developed a plan to resolve this issue.
24.21	In response to a question from the governors regarding the temperature issues highlighted by couple of staff members, the Chair of the Resources Committee agreed to review this matter at the next Resources Committee meeting and asked the Clerk to ensure that it is added into the agenda. The Resources Committee had not considered this matter as it had not been highlighted as an issue requiring the attention of the school in the report from the Premises Consultant.
24.22	The governors discussed the safeguarding concerns highlighted through the staff survey, specifically the issue of ‘tailgating’ through the school gates. The Chair of the Resources Committee confirmed that this was a high priority item when the Committee were considering the building projects for 2018-19 and the school has been directed to explore options to install a wooden fence to restrict access of visitors to the school site.
24.23	<u>School Vision Update</u>
24.24	Headteacher stated that the school has been making progress towards finalising the school’s vision. The school wants to include more works from its values into the statements supporting the four key foundations of the school vision. Additionally, the school may ask RJF to help it find appropriate biblical stories and references for the four foundations.
24.25	The governors discussed whether it may be appropriate for the school to use stories from other religions to support the four foundations. The Headteacher and RJF both affirmed that stories from other religions should be added to support the four foundations, but that the key texts should be from the Bible to reflect the Church of England ethos of the school. The Headteacher also informed the governors that one of the new SIAMS framework requirements was to have a ‘deeply Christian’ school vision.
24.26	The Headteacher informed the governors that the next step for the school is to present the school’s vision to the Student Council to elicit their opinions and suggestions. This would then be followed by a SLT meeting with RJF to review the vision and finalise it. The Headteacher expects that the vision would be finalised by Easter 2019.



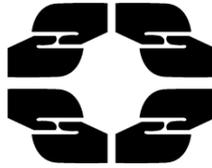
24.27	<u>Staffing report (including staff absence report, staff structure and staffing changes)</u>
24.28	The staffing report was tabled at the meeting. The Headteacher informed the governors that, in total, the teaching staff had been off sick for a collective 13 days in the Autumn Term. The support staff had been off sick for a collective 40 days. In response to a question from the governors regarding the total staff days lost to sickness, the Headteacher stated that the number of days lost to sickness was below the national average.
24.29	<u>Update on teaching staff appraisals</u>
24.30	The Headteacher informed the governors that all teaching staff appraisals had been completed and the pay progression recommendations submitted to the Pay Panel for consideration. The Chair informed the governors that the Pay Panel had met immediately prior to the Full Governing Body meeting and reviewed the recommendations. The Pay Panel had approved all the recommendations submitted to it.
24.31	<u>Continuing professional development for staff</u>
34.32	The Headteacher disseminated a detailed log of all the continuing professional development ('CPD') training that the school had organised for its staff over the Autumn Term. The governors commended the school for continuing to provide a range of opportunities for staff to develop and improve their knowledge and skills.
24.33	<u>Premises update</u>
24.34	The Headteacher informed the governors that the school would be notified in the New Year whether it had been successful in the bids it submitted to the LCVAP fund. In response to a question from the governors, the Headteacher stated that the school had submitted a bid to improve emergency lighting and improve the lux levels in the school by installing new lights, a project which had been approved by the school's Building Consultant and the Resources Committee.
24.35	<u>Behaviour Monitoring Report</u>
24.36	The Headteacher delivered a verbal Behaviour Monitoring Report at the meeting. The Headteacher informed the governors that there had been no instances of bullying, racial incidents, or exclusions to report since the previous Full Governing Body meeting.



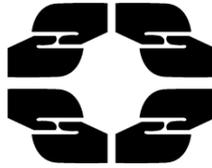
24.37	<u>Term dates for 2019-20</u>		
24.38	The Headteacher presented a paper containing the proposed term dates for the school for 2019-20. The Headteacher confirmed that the term dates were in line with LBC and St Luke's. The governors approved the proposed term dates for 2019-20.		
24.7a	<i>The Clerk to include 'SIAMS Self-Evaluation Form Targets' as an item on the agenda for the next Full Governing Body meeting.</i>	<i>Clerk</i>	<i>18/03/19</i>
24.17a	<i>The Headteacher to update the SIP to include financial targets and resources allocations.</i>	<i>HT</i>	<i>ASAP</i>
24.21a	<i>The Clerk to ensure that the Resources Committee reviews the classroom temperature issue highlighted by the staff survey.</i>	<i>Clerk</i>	<i>29/01/19</i>
025	Update on the partnership with St Luke's Church of England Primary School	HT	
25.1	The Headteacher disseminated a log of the work and training conducted in collaboration with St Luke's. The Headteacher asked the governors to forward any questions that they may have in relation to the partnership work via email to the Headteacher following the Full Governing Body meeting.		
026	Policies for ratification	HT	
26.1	The governors noted that the Admissions Policy, the Behaviour Policy, the Equality Policy, the Home School Agreement, the Health & Safety Policy, the Pay Policy and the Radicalisation & Extremism Policy had been reviewed in depth by the Committees. All the policies had been tabled to the GB for ratification, having already been approved by the Committees.		
26.2	The governors ratified the Admissions Policy, the Behaviour Policy, the Equality Policy, the Home School Agreement, the Health & Safety Policy, the Pay Policy and the Radicalisation & Extremism Policy.		
26.3	<u>Marking & Feedback Policy</u>		
26.4	The Headteacher informed the governors that the school had made minor amendments to the Marking & Feedback Policy, since it was approved by the CPO Committee. The governors approved the Policy.		



26.5	<u>School Financial Value Standards Self-Evaluation</u>		
26.6	The SBM informed the governors that the School Financial Value Standards Self-Evaluation ('SFVS') had not been fully reviewed and would be circulated via email following the Full Governing Body for approval via a written resolution.		
26.7	<u>General questions</u>		
26.8	In response to a question from the governors regarding whether the school has a policy to regulate the use of technology, the Headteacher stated that while there was no official policy at the school or guidance from the LDBS or the LBC, school operated on a strict understanding the mobile phones would be allowed during school time.		
26.9	Pupils were not forbidden to bring mobile phones for safety reasons, but the parents had to submit an agreement to the school stating that their child would be bringing a mobile phone and that it would be deposited at the school office.		
26.10	Therefore, all pupils who bring mobile phones to the school, deposit them at the school office before the school starts and retrieve them after the school finishes.		
26.2a	<i>The governors ratified the Admissions Policy, the Behaviour Policy, the Equality Policy, the Home School Agreement, the Health & Safety Policy, the Pay Policy and the Radicalisation & Extremism Policy.</i>	<i>SBM, HT</i>	<i>To note</i>
26.4a	<i>The governors approved the Marking & Feedback Policy.</i>	<i>SBM, HT</i>	<i>To note</i>
027	Items for the agendas of upcoming meetings	All members	
	<u>Resources Committee Meeting (29 January 2019)</u> <ul style="list-style-type: none"> • Budget Monitoring Report • Proposed Building Works • Classroom Temperature Issues • Staff Attendance • Staff Survey • Staff Appraisal • Pupil Survey • Annual Conditions Survey • Health & Safety Inspection • Review of the Partnership with St Luke's • Self-Reflection 		

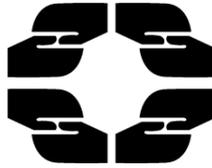


	<p><u>Curriculum, Progress & Outcomes Committee Meeting (11 February 2019)</u></p> <ul style="list-style-type: none"> • Autumn Term – Pupil Progress Data • Curriculum Review • Attendance and Exclusions Data • Committee Equality Objectives • Pupil Voice • Early Years Foundation Stage Policy • Sex & Relationship Education Policy • Special Educational Needs & Disability Policy • Review of the Partnership with St Luke’s • Self-Reflection <p><u>Full Governing Body Meeting (19 March 2019)</u></p> <ul style="list-style-type: none"> • External School Review Report • SIAMS Self-Evaluation Form Targets • Headteacher’s Report • Finance Report • Review of the Partnership with St Luke’s • Policies from the Committees for ratification • Self-reflection 	
028	Any other business for consideration	All members
28.1	The governors noted that there was no further items raised for consideration in Part 1 of the meeting.	
28.2	The Chair encouraged the governors to visit the school on Friday afternoons for a class assembly.	
28.3	<u>Upcoming school events</u>	
28.4	The Headteacher informed the governors that the School Play is on 10:00am on Thursday and 2:00pm on Tuesday in the week following the Full Governing Body meeting.	
28.5	The Headteacher informed the governors that the whole school would be going to see the Pantomime before the end of the Autumn Term.	
28.6	The governors were invited to attend the Carol Service at the Church.	
28.7	The Chair and the Vice Chair informed the governors that the Christmas Fair would be held on 8 December 2018 at the school and invited them to attend it.	



029	Self-reflection and impact	All members
29.1	The governors reflected on whether adequate time was allocated to agenda items to ensure a meaningful discussion took place. The governors also considered the merits of modifying the agendas for the committee meetings to allow greater time for discussion, which would mean that the Full Governing Body can focus on the administrative aspects.	
030	The Governing Body's Meeting dates for 2018-19	For information
	<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"> (a) Full Governing Body Meeting – 17 September 2018 at 6:00pm (b) Resources Committee Meeting – 16 October 2018 at 8:00am (c) CPO Committee Meeting – 12 November 2018 at 5:30pm (d) Full Governing Body Meeting – 3 December 2018 at 6:00pm <p>(2) Spring Term</p> <ul style="list-style-type: none"> (a) Resources Committee Meeting – 29 January 2019 at 5:30pm (b) CPO Committee Meeting – 11 February 2019 at 5:30pm (c) Full Governing Body Meeting – 18 March 2019 at 6:00pm <p>(3) Summer Term</p> <ul style="list-style-type: none"> (a) Resources Committee Meeting – 30 April 2019 at 5:30pm (b) CPO Committee Meeting – 20 May 2019 at 5:30pm (c) Full Governing Body Meeting – 1 July 2019 at 6:00pm 	

The meeting finished at 7:45pm.



GOVERNING BODY MEETING – PART 1

Hampstead Parochial
Church of England Primary School

Venue: 2A Holly Bush Vale, London, NW3 6TX
Date and Time: Monday, 03 December 2018 at 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 **Monday, 03 December 2018** at Hampstead Parochial Church of England Primary School, 2A Holly Bush Vale, London, NW3 6TX at 6:00pm.

Signed: _____

Date: _____

Tim Jervis
Chair of the **Governing Body**,
Hampstead Parochial Church of England Primary School