



Attendees

Name	Initials	Category of Governor/Advisor	Attendance
Christine Money	CM	Foundation	Present
Jenny Lupa (CHAIR)	JL	Foundation	Present
Anne Diack	AD	Foundation	Present
Diana Young	DY	Foundation	Present
Katy Theobald	KT	Foundation	Present
Tim Jervis	TJ	Parent	Present
Robert Nesbitt	RN	Parent	Present
Allan McLean	AM	Head Teacher	Present
Steph Morton	SM	Staff	Present
Ciaran Foulkes	CF	Associate Member	Present
Advisors/Others			
Monwara Sikder	MS	Advisor – School Business Manager	Present
Jo Iwanicki	Jl	Advisor – Deputy Head Teacher	Present
Ammar Ahmed	AA	Clerk	Present

Part One – Public Minutes

Item		Led by	When
001/ 16-17	Opening Prayer	Chair	
1.1	The Chair welcomed all governors to the first meeting of the Full Governing Body of Hampstead Parochial Church of England Primary School and asked Diana Young to begin the meeting with a prayer.		
002	Welcome and introductions	Chair	
2.1	The Chair welcoming the recently appointed Parent Governor, Tim Jervis, to his first full governing body meeting.		
3.1	The Chair also introduced the new Clerk to the Governing Body, Ammar Ahmed. The Chair conducted a round of introductions for the benefit of the Clerk.		
003	Apologies and the governing body's acceptance or rejection for any absences	Clerk	
3.1	All governors and attendees were in attendance, therefore there were no apologies or absences to note.		



004	Election for the Chair of the Governing Body for the Academic Year 2016-17		Clerk	
4.1	The Clerk clarified the procedure for election in instances where no prior nominations had been received. The Clerk explained that for the purposes of the election, the nomination needs to be seconded. If there are more than one nominees, then a secret ballot vote is held.			
4.2	For the election of the Chair of the Governing Body, Anne Diack nominated Jenny Lupa. The nomination was seconded by Tim Jervis. There being no other nominations, the nominee was unanimously elected as the Chair for the Governing Body for a period of one-year as per the Instrument of Governance.			
A1	Jenny Lupa was elected and installed as the Chair of the Governing Body of Hampstead Parochial Church of England Primary School. The nominee was proposed by Anne Diack, seconded by Tim Jervis and unanimously elected.		Clerk	To note
005	Election for the Vice-Chair of the Governing Body for the Academic Year 2016-17		Clerk	
5.1	For the election of the Vice-Chair of the Governing Body, Jenny Lupa nominated Tim Jervis. The nomination was seconded by Anne Diack. There being no other nominations, the nominee was unanimously elected as the Vice-Chair for the Governing Body for a period of one-year as per the Instrument of Governance.			
A2	Tim Jervis was elected and installed as the Vice-Chair of the Governing Body of Hampstead Parochial Church of England Primary School. The nominee was proposed by Jenny Lupa, seconded by Anne Diack and unanimously elected.		Clerk	To note
006	Review and approval of Committee Structure and Terms of Reference		Clerk	
6.1	The Clerk informed the governing body that at the beginning of the year there is a chance for the governing body to reflect upon its efficiency. Part of this exercise is to review the current committee structure and the terms of reference of each committee to determine whether a change is necessary.			
6.2	The governors stated that the current two committee structure of the governing body had proved to be extremely successful at meeting the needs of the School. At the moment the two committees are, (1) Resources Committee and (2) Curriculum, Progress & Outcomes Committee. Both committees meet once per term. The Full Governing Body meeting four times per year.			
6.3	The governors felt that the current terms of reference for each committee and the current structure of the governing body is working efficiently and smoothly to address the requirements of the School and protect the best interests of the School's students.			



6.4	The governors requested the Clerk to note that Anne Diack is to be added to the Curriculum, Progress & Outcome Committee.	Clerk	To note
A3	The Clerk to note the inclusion of Anne Diack to the Curriculum, Progress & Outcome Committee.	Clerk	ASAP
007	Declaration of interests, pecuniary or otherwise, in any items appearing on the agenda	Clerk	
7.1	<u>Governors' Code of Conduct</u>		
7.2	The Clerk informed the governors that at the beginning of the academic year, all governors must sign the Governors' Code of Conduct. The Clerk had provided a copy of the National Governors Association's Governors' Code of Conduct (tailored to the School). The Clerk explained that this document contains the guidelines which all governors must follow during their tenure as members of the School's governing body and in their capacity as ambassadors for the School. The Clerk stated that the Code of Conduct is a yearly reviewed document.		
7.3	The governors signed and accepted the Code of Conduct. The next date of review was set to September 2017.	Clerk	To note
7.4	The governors requested the School to upload the accepted document to its website.	MS	ASAP
7.5	<u>Register of Business Interests</u>		
7.6	The Clerk supplied to each governor a Declaration of Business Interests form. The Clerk stated that it is a statutory obligation on all governors to disclose any business, pecuniary, or social interests they possess. Furthermore, it is a statutory requirement to make the information available publicly.		
7.7	The governors filled the Business Interest forms and handed them back to the Clerk. The Clerk stated that he will create a register of business interest and provide the School with a copy.	Clerk	ASAP
7.8	The governors requested the School to upload the Register to its website upon receipt.	MS	ASAP
7.9	<u>Declaration of any other interests in relation to the items on the agenda for the meeting held on 19/06/16</u>		
7.10	There were no specific declarations made by the governors in relation to any item on the agenda of the meeting, other than those already declared within the Register of Business Interests.		



	A4	The Clerk to create a Register of Business Interests and provide the School with a copy.	Clerk	ASAP
	A5	The School to upload the Register of Business Interests to its website.	AM/MS	ASAP
	A6	The School to upload the accepted Governors' Code of Conduct to its website.	AM/MS	ASAP
008	Approval of the minutes from the previous full Governing Body meeting (held on 4th of July 2016) and any matters arising not covered on the agenda for the meeting		Chair	
8.1	The governors approved and duly signed the minutes of the previous full Governing Body meeting, held on the 4 th of July 2016, subject to the following amendments.			
8.2	<u>Amendments</u>			
8.3	The governors noted that there were grammatical mistakes in Items 105.2.1 (2015-16) and 108.6 (2015-16). The corrected versions with amendments highlighted in 'red', are listed below.			
8.4	<i>Item 105.2.1 (2015-16)</i> – It was also noted that the national funding formula, yet to be published, was likely to lead to significant reductions in the budgets for schools in London from 2017/18.			
8.5	<i>Item 108.6 (2015-16)</i> – Information was provided about new arrangements for collective for worship, an issue had been raised following the first service.			
8.6	<u>Actions arising</u>			
8.7	The governors were informed by the School that in relation to <i>Action 2</i> , the Revised Behaviour Policy had been circulated after the meeting, as per the recommendation of the governing body.			
8.8	The governors were informed by the School that in relation to <i>Action 3</i> , the SAT results had been circulated to the governors after the meeting.			
009	Local Authority Review		AM	
9.1	The Local Authority (herein referred to as "the LA") Review had been circulated to the governors prior to the meeting with the agenda. The Head Teacher asked the governors whether they had any particular questions regarding the review.			
9.2	In response to a question from the governors, the Head Teacher stated that the LA has visited the School thrice in the previous academic year, including a visit to appraise the Head Teacher.			



9.3	<p>In response to a question from the governors, the Head Teacher stated that “Understanding of the World” was a module in the Early Years Foundation Stage (herein referred to as “EYFS”). The School recognises that there is a slight downward trend in the results obtained by the students at the School. The School will be investigating this further and will report back to the Curriculum, Progress & Outcome Committee (herein referred to as “the CPO Committee”). The Head Teacher did state that the staff at the School felt that the actual knowledge of the students in the module was very strong, therefore the School will investigate why the results did not reflect this.</p>	AM	14/11/16
9.4	<p>In response to a question from the governors, the Head Teacher stated that the School had identified a downward trend in attainment in Phonics, with 86% of the current cohort achieving the expected standard as opposed to 97% of the cohort achieving the standard in 2014. However, the Head Teacher stressed that the School had still achieved the second best result in the entire Borough of Camden. Moreover, the School will investigate the reasons behind the downward trend and report their findings to the CPO Committee.</p>	AM	14/11/16
9.5	<p>The governors complimented and congratulated the School on achieving exceptional results at the end of Key Stage 1 (herein referred to as “KS1”) and Key Stage 2 (herein referred to as “KS2”). However, the governors were keen to learn what approaches the School had taken in order to secure the excellent results. The Head Teacher responded that the School had incorporated a more challenged curriculum to stretch the currently high attaining students, while providing more support and development opportunities to all students. Furthermore, the School had held several ‘Parents’ Forums’ to incorporate the feedback from parents into ensuring that the curriculum was tailored to stretch all students at all abilities.</p>		
9.6	<p>The School had also ensured that all staff were properly supported and encouraged to develop and seek external development opportunities to ensure that the standard of teaching at the School remained high. The Head Teacher pointed out that the efforts of the School had resulted in an excellent relationship between all stakeholders at the School.</p>		
9.7	<p>The governors congratulated the improved communication platforms installed by the Senior Leadership Team (herein referred to as “SLT”). The governors hoped that the School would continue to collaborate with all stakeholders to ensure that the students at the School continue to thrive and exceed.</p>		
9.8	<p>The governors inquired whether the School had found anything surprising within the results. The Head Teacher stated that the results had met the predictions of the staff and were not surprising. However, the Head Teacher had noticed that there was an error within the LA report when reporting the KS2 progress in Mathematics, which did not tally up with the results.</p>		



9.9	In response to a question from the governors, the Head Teacher stated that the School has set itself several priorities for the upcoming year. The School is intent on gaining the Science Priority Mark', which is a quality mark for Science achieved by the external assessment of a special project carried out by the School. The School is expecting to achieve a 'Silver' award, missing out on the 'Gold' award as it had not managed to conduct the relevant outreaching to other schools exercises.		
A7	The School to investigate the slight downward trend in the attainment of students in the EYFS module 'Understanding of the World' and report its findings to the next CPO Committee Meeting.	AM	13/11/16
A8	The School to investigate the downward trend in the attainment of EYFS students in Phonics and report its findings to the next CPO Committee Meeting.	AM	13/11/16
010	Chair's Report	Chair	
10.1	The Chair reminded the governors to email updated pictures of themselves so that they can be added to the "Governance" section on the School website. The governors were requesting to email the pictures to the School's Business Manager, Monwara Sikder. The Chair informed the School that when updating the "Governance" section on the School website, the School should also ensure that the Register of Business Interests, the Attendance Record of Governors and the public minutes of previous Governing Body meetings and its Committees are made available.	All MS	ASAP ASAP
10.2	The Chair also stated that the governors should start to consider whether they would like to be part of the "Recruitment Panel" as it is possible that the School will be recruiting for a substantive Head Teacher which require the involvement of Governors.		
10.3	The Chair informed and promoted the "Farmer's Market" which was being held on School Premises. In response to a question , the School's Business Manager informed the governors that the School receives about £550 per week from the market, though it projects that this figure might increase. The Head Teacher told the governors that there were more than 2,100 people who attended the market on its opening weekend. The governors commended the innovative approach taken by the School to promote itself and incorporate itself within the local community.		
10.4	<u>Brief Financial Update</u>		
10.5	The Chair asked the School Business Manager to provide a brief financial update to the governing body. The School Business Manager informed the governors that the School had recently submitted its first quarterly return at the end of July, with the second quarterly return to be completed at the end of		



	<p>October. The School had also completed the reconciliation of the School's Extended Services Account (herein referred to as "the ESA"). In light of its review, the School had re-evaluated the cost of After School Clubs and made a few changes to ensure that the account breaks even, rather than accruing a loss as it had in 2014-15.</p>		
10.6	<p>One of the changes that the School had made is to increase the cost of After School Clubs, from £5 to £6. The School Business Manager informed the governors that this was the first increase made by the School in five years and has helped fund the staffing costs. The School had communicated its intention to increase the price of the After School Clubs to the parents last year. The School was pleased to note that the parents have reacted to the increase very positively.</p>		
10.7	<p>In response to a question from the governors, the School Business Manager stated that the School does not currently provide any provision for the students who cannot afford the After School Club. However, the Head Teacher pointed out that all students who qualify for the Free School Meals (herein referred to as "FSM") are automatically given access to the After School Clubs for free. The School utilises its Pupil Premium budget to fund the extra costs incurred.</p>		
10.8	<p>In response to a question from the governors, the School stated that it will consider and review the packages it offers to parents who have more than one child attending the After School Clubs. The School will report back to the next full governing body meeting its findings.</p>	AM/MS	28/11/16
10.9	<p>The Head Teacher informed the governors that the overall attendees at the After School Club had increased. The School was aware that certain clubs are more popular than others, which is why the School constantly reviews the clubs that it runs to ensure that unsuccessful clubs are replaced with newer clubs. Currently the School is investigating whether it would be possible to organise an Orchestra Club. The Chair suggested that the School should liaise with the St John's Hampstead Parish Church to see whether the School could utilise the Church premises.</p>	AM	28/11/16
10.10	<p>The governors requested the School Business Manager to ensure that the 'contingency' budget is included into the ESA more clearly in the future.</p>	MS	ASAP
A9	<p>All governors to ensure that they have provided the School with an updated photograph of themselves for the School Website.</p>	All	ASAP
A10	<p>The School to ensure that the updated "Governance" section on the School website contains the Register of Business Interests, the Governing Body's Code of Conduct, the attendance record of governors</p>	MS	ASAP



		at meetings and the minutes from the previous meetings of the full governing body and its committees.		
	A11	The School report at the next full Governing Body Meeting whether it is possible to offer a concession to parents with more than one child attending the After School Club.	MS/AM	28/11/16
	A12	The School to liaise with the St John's Hampstead Parish Church and investigate whether it would be possible to use the Church premises for the Orchestra Club.	AM	28/11/16
	A13	The School Business Manager to ensure that the 'Contingency' budget is more clearly labelled in all future ESA reports.	MS	ASAP
011	Premises and Staffing – Brief Report		AM	
11.1	<u>Premises report</u>			
11.2	The Head Teacher provided a brief report on the School's Premises and Staffing. The Head Teacher stated that the School had completed several building projects over the summer. The School had now completely refurbished the playground. The playground still has markings which need to be completed, but the site was reviewed by the Building Consultant who has created a plan to rectify the small items still requiring completion.			
11.3	The School has also refurbished and updated the EYFS outdoor provisions. The staff, students and parents have provided extremely positive feedback about the classrooms and outdoor provisions, which provide better internal and external provisions for teaching.			
11.4	<u>Staffing report</u>			
11.5	The Head Teacher stated that the School has appointed a new EYFS teacher and a new Year 5 teacher, both of whom are excellent Newly Qualified Teachers (herein referred to as "NQTs") with excellent references.			
11.6	The Head Teacher informed the governors that the government had reviewed and put-on-hold the new funding formula for another year. As a result, the School has appointed all new Teaching Assistants on a one-year contract. In order to attract high quality Teaching Assistants, the School has given preference to individuals seeking to become teachers or graduates exploring alternative career paths. The appointment of such individuals has raised the level of professionalism among the support staff at the School and the students have benefited from this change.			
11.7	In order to constantly develop the support teaching staff at the School, the School has organised a 'Teaching Conference' for its Teaching Assistants in February and a First Aid Course later in the academic year. The School wants to ensure that the support staff feel invested in and appreciated, which will help			



	ensure an excellent morale and improved career and professional development among the support staff.		
11.8	The Head Teacher informed the governors that the newly appointed Site Manager had been extremely efficient at his job and had helped the School tackle site related issues extremely effectively.		
11.9	In response to a question from the governors, the Head Teacher stated that the School had been unsuccessful at recruiting someone to assist SM. However, the School had devolved the responsibilities of SM to two other staff members to ensure that SM can take on a teaching role at the School. The School had utilised members of staff with ambitions to become members of the SLT.		
012	Examination Results	AM	
12.1	The Head Teacher presented the results for the KS2 examinations. The Head Teacher utilised the smart boards available to provide the governors with a presentation using the data collected by the FFT, which is a non-profit company with links to the Field Fisher Trust.		
12.2	The Head Teacher informed the governors that the School was significantly above the national average for both attainment and progress in KS2. The breakdown of the results was that the School was significantly above the national average for both scaled score and % expected standard in KS2 attainment. The School was significantly above the national average in KS2 progress average scaled score and in line with national average for % expected standard.		
12.3	The School was particularly pleased to obtain the results which were a testament to the hard work put in by the staff, students and parents at the School, as the School reflected its traditionally good results in KS1 into excellent KS2 results.		
12.4	In response to a question , the Head Teacher informed the governors that Mathematics and Reading are tested through an assessment. Reading is tested through a comprehension based assessment. Writing is assessed over the course of the entire year by the teachers at the School.		
12.5	The Head Teacher told the governors that the School has achieved the FFT rank of 1 st for the Average Scaled Score for Reading and Mathematics. The School has achieved 1 st rank for % Expected Standard for reading, writing, and Mathematics.		
12.6	In response to a question from the governors, the Head Teacher stated that the School will investigate which group of students required the greatest input	AM	13/11/16



	in order to ensure the expectations we met. The School will report its finding to the CPO Committee.		
12.7	The governors congratulated the incredible results achieved by the School which has been much better than the previous two years.		
12.8	The Head Teacher informed the governors that the School will conduct detailed analysis of the results and the actions will be fed into the updated School Improvement Plan.		
12.9	The governors requested the Head Teacher to email the excellent results out to the parents and publish the results on the website. The Head Teacher stated that the School has already published the results on the School website and the School will email them out to the parents.	AM/MS	ASAP
12.10	In response to a question from the governors, the Head Teacher expressed that the School reviews the data and incorporated the action points straight away into the current Year 6 cohort in order to ensure that the School maintains its excellent results. However, the Head Teacher revealed that the School's results are prone to greater fluctuations due to the small cohorts in its year groups.		
A14	The School to present a detailed analysis of the examination results to the CPO Committee.	AM	13/11/16
A15	The School to email the results to all parents and ensure that the results are published on the website.	AM/MS	ASAP
013	Policies for ratification	AM	
13.1	The Head Teacher informed the governors that there was only one policy to review, the Safeguarding Policy.		
13.2	The Head Teacher informed the governors that the School had adopted the LA's Safeguarding Policy. However, the LA has recently updated its policy in response to a key document released by the government. As a result, the School also updated its Safeguarding Policy.		
13.3	The governors reviewed the policy and accepted the changes proposed by the LA. The policy was approved and ratified by the governing body.		
014	Any other business for consideration	All	
14.1	The Chair and the Head Teacher informed the governors that the School needs to form an Admissions Panel to review the admissions process. Christine Money and Robert Nesbitt volunteered to be part of the Panel. The Head Teacher informed the Admissions Panel that the School will be in touch with exact dates later in the academic year.		



015	Items for the next agenda	All	
15.1	The governors agreed to have the following two items on the agenda for the next full governing body meeting, (1) RaiseOnline and (2) School Improvement.		
016	Dates for the remaining meetings of the full Governing Body	To note	
16.1	The Governing Body will meet on the following dates in the academic year 2016-17: <ul style="list-style-type: none">• 28th of November 2016• 13th of March 2017• 3rd of July 2017 All meetings held at 6pm unless otherwise specified.		

The meeting finished at 19:30.

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 **19th of September 2016** at Hampstead Parochial Church of England Primary School, Holly Bush Vale, London, NW3 6TX at 18:00.

Signed: _____

Date: _____

Jenny Lupa

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