

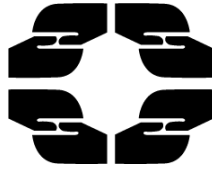
Register of Attendance

PRESENT	
Allan McLean ('HT')	Headteacher <i>Appointed by virtue of office</i> <i>Expiration of Term in Office: Not applicable</i>
Tim Jervis ('TJ')	Parent Governor <i>Nominated and elected parent of a child at school</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>
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>
Vacancy	Foundation Governor <i>Appointed by the London Diocesan Board for Schools</i> <i>Expiration of Term in Office: Vacancy</i>
Jenny Lupa ('JL')	Foundation Governor <i>Appointed by the Parochial Church Council of St John At Hampstead Church</i> <i>Expiration of Term in Office: 8 January 2021</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>
IN ATTENDANCE	
Monwara Sikder ('SBM')	School Business Manager
Alice Riley ('AHT')	Assistant Headteacher
Emma Inglis ('AHT')	Assistant Headteacher
Ammar Ahmed ('Clerk')	Clerk to the Governing Body
APOLOGIES	
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>
ABSENT	
Andrew Parkinson ('AP')	Local Authority Governor <i>Appointed by Camden, Local Authority</i> <i>Expiration of Term in Office: 11 June 2021</i>
Anne Diack ('AD')	Foundation Governor <i>Appointed by the Hampstead Deanery Synod</i> <i>Expiration of Term in Office: 12 June 2020</i>



Part one – Public minutes

Item	Item title and information	Delegatee	Deadline
001/ 18-19	Opening prayer	Clerk	
1.1	The meeting, being quorate, was started by the Clerk at 6:10pm by asking Rev Jeremy Fletcher to offer the opening prayer.		
002	Welcome and introductions	Chair	
2.1	The Clerk welcomed all governors to the meeting.		
003	Apologies and the Governing Body's acceptance or rejection of any absences	Chair	
3.1	The Clerk informed the governors that apologies had been received from Ciaran Foulkes.		
3.2	The governors accepted the apologies.		
3.3	The governors noted the absence of Anne Diack and Andrew Parkinson.		
004	Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda	All members	
4.1	No conflicts of interest were declared by the governors in relation to any item on the agenda.		
005	Election for the Chair of the Governing Body for 2018-19	Clerk	
5.1	The Clerk clarified the procedure for election in instances where no prior nominations had been received. The Clerk ensured that the meeting was properly quorate for the election of the Chair to be held, namely that more than half of the Governing Body (excluding any vacancies and rounded up) were present. The Clerk inquired and was informed that the term of office for the Chair under the current Instrument of Government is one year.		
5.2	The Clerk explained that for the purposes of the election, all governors are able to nominate another governor, or self-nominate themselves, for the position of the Chair of the Governing Body, unless they are employed by the School as teachers or as another member of staff. The nomination then needs to be seconded. Once all nominations are properly submitted, a secret ballot or a vote will be held to elect the Chair.		



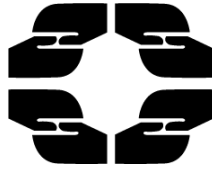
5.3	The Clerk received a nomination for Tim Jervis, who was proposed by Jenny Lupa and seconded by Katy Theobald. There were no further nominations .		
5.4	The Clerk held a vote, through which Tim Jervis was elected unanimously as the Chair of the Hampstead Parochial Church of England Primary School for the academic year 2018-19.		
5.4a	<i>Tim Jervis was elected unanimously as the Chair of the Governing Body for 2018-19.</i>	<i>Clerk</i>	<i>To note</i>
006	Election for the Vice-Chair of the Governing Body for 2018-19	Clerk	
6.1	The Clerk reiterated the procedure for election in instances where no prior nominations had been received. The Clerk ensured that the meeting was properly quorate for the election of the Chair to be held, namely that more than half of the Governing Body (excluding any vacancies and rounded up) were present. The Clerk inquired and was informed that the term of office for the Vice Chair under the current Instrument of Government is one year.		
6.2	The Clerk explained that for the purposes of the election, all governors are able to nominate another governor, or self-nominate themselves, for the position of the Vice Chair of the Governing Body, unless they are employed by the School as teachers or as another member of staff. The nomination then needs to be seconded. Once all nominations are properly submitted, a secret ballot or a vote will be held to elect the Vice Chair.		
6.3	The Clerk received a nomination for Jenny Lupa, who was proposed by Tim Jervis and seconded by Robert Nesbitt. There were no further nominations .		
6.4	The Clerk held a vote, through which Jenny Lupa was elected unanimously as the Vice Chair of the Hampstead Parochial Church of England Primary School for the academic year 2018-19.		
6.4a	<i>Jenny Lupa was elected unanimously as the Vice Chair of the Governing Body for 2018-19.</i>	<i>Clerk</i>	<i>To note</i>
007	Review of Governance	Clerk	
7.1	<u>Review of the Instrument of Government</u>		
7.2	The Clerk informed the governors that it was good practice to review the Instrument of Government every two years to ensure that it is fit for purpose. The current Instrument of		



	Government was approved by the Governing Body, the London Diocesan Board for Schools ('LDBS') and enacted by Camden, Local Authority, in 2016.
7.3	The Clerk proposed several stylistic edits to the Instrument of Government. The governors reviewed the stylistic edits proposed by the Clerk and unanimously approved the Instrument of Government, subject to any amendments suggested by the LDBS or Camden.
7.4	The Foundation Governors were then requested to vote on the Clerk's proposed stylistic edits. The Foundation Governors , the majority of those appointed were present, unanimously approved the Instrument of Government, subject to any amendments suggested by the LDBS or Camden.
7.5	The Clerk outlined that the next step of the process would require the Instrument of Government to be submitted to the LDBS for approval. Once the LDBS had approved the Instrument of Government, it would be submitted to Camden, Local Authority, for review, approval and enactment.
7.6	In response to a question from a governor regarding whether it was possible to increase the number of parent governors on the Governing Body, the Headteacher stated that as the School was set up as a Voluntary Aided school, its Foundation governors must outnumber all other governors by at least two. Therefore, if the School were to increase the number of parent governors then it would need to increase the number of Foundation governors. A similar situation would exist when a provision to appoint 'Co-opted Governors' is considered for inclusion into the Instrument of Government.
7.7	In response to a question from a governor regarding whether the parents of children at the School could be considered for governorship under vacancies present in the Governing Body, JL responded that the bodies given the power to appoint Foundation governors regularly consider all applicants, but that some of these bodies have strict appointment criterion which can make it difficult to find eligible individuals.
7.8	The governors noted that the attendance record of certain governors had been very poor and agreed that the newly installed Chair would challenge all governors whose attendance is not good.
7.9	<u>Register of Business Interests</u>
7.10	The Clerk circulated to each present governor their Declaration of Business Interests Form and requested them to review it and sign it if all information contained on it is correct. All present governors reviewed and signed their Declaration of Business Interests Forms.



7.11	The Clerk was asked to update the Register of Business Interest for the Governing Body and circulate it to the School so that it can be uploaded onto the School's website.		
7.12	<u>Approval of the Code of Conduct for 2018-19</u>		
7.13	An updated Code of Conduct for the Governing Body was tabled at the meeting. The Clerk informed the governors that the Code of Conduct was based on the model document released by the National Governors' Association. The Clerk further clarified that there had been minimal changes, none of which were significant, to the Code of Conduct.		
7.14	The governors reviewed and approved the Code of Conduct for the Governing Body of Hampstead Parochial Church of England Primary School for 2018-19.		
7.15	<u>Register of Governor Training</u>		
7.16	The Clerk informed the governors that he was in the process of compiling a Register containing the name of relevant training undertaken by the governors. The Clerk stated that he would be reviewing the minutes from 2017-18 to ensure that all training from the previous academic was incorporated into the Register.		
7.17	The Clerk requested all governors to inform him directly as and when they undertake training so that the Register can be updated regularly.		
7.18	<u>Approval of the Governing Body Year Planner 2018-19</u>		
7.19	The Clerk informed the governors that the Year Planner had been updated to include the list of policies and when they were next up for review.		
7.20	The governors also requested the Clerk to ensure that the Year Planner includes separate items on 'self-reflection', present in each meeting of the Governing Body (including Committee meetings), and on the 'partnership of the School with St Luke's Church of England Primary School', present in each Full Governing Body meeting.		
7.3a + 7.4a	<i>The Governing Body approved the Instrument of Government and requested the Clerk to seek approval from the LDBS and Camden, prior to submitting it to Camden for enactment.</i>	<i>Clerk</i>	<i>ASAP</i>
7.11a	<i>The Clerk to update the Register of Business Interests.</i>	<i>Clerk</i>	<i>ASAP</i>
7.14a	<i>The Governing Body approved the Code of Conduct for 2018-19.</i>	<i>Clerk</i>	<i>To note</i>



7.17a	<i>The governors to inform the Clerk of any relevant training courses attended, so that the Governing Body Register of Training can be updated.</i>	<i>All members</i>	<i>To note</i>
7.20a	<i>The Clerk to ensure that 'self-reflection' is included in the Year Planner as a standing item on all meetings. The Clerk to ensure that 'partnership with St Luke's' is included as a standing item in all Full Governing Body meetings.</i>	<i>Clerk</i>	<i>To note</i>
008	Approval of the minutes from the previous Full Governing Body meeting, held on Monday, 02 July 2018, and any matters arising not covered on the agenda for the meeting	Chair	
8.1	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.		
8.2	<u>Amendments</u> (all amendments highlighted in red)		
8.3	There were no amendments to note.		
8.4	<u>Matters arising</u>		
8.5	There were no further matters arising which had not been covered in the agenda for the meeting.		
009	Review of Committees	Clerk	
9.1	<u>Membership of the Committees</u>		
9.2	The governors agreed that the membership of the Committees should remain constant.		
9.3	The Resources Committee shall comprise of Anne Diack, Allan McLean, Ciaran Foulkes, Jenny Lupa, Robert Nesbitt, and Tim Jervis.		
9.4	The Curriculum, Progress & Outcomes Committee shall comprise of Katy Theobald, Allan McLean, Stephanie Morton, Jenny Lupa, Rev Jeremy Fletcher, Andrew Parkinson, Anne Diack, and Tim Jervis.		
9.5	The Headteacher's Performance and Management Review Committee shall comprise of Tim Jervis, Robert Nesbitt and Jenny Lupa.		
9.6	The Pay Committee shall comprise of Jenny Lupa, Katy Theobald and Tim Jervis.		



9.7	The Chair highlighted that if members of the Governing Body who were not allocated to a particular committee wished to attend it, they would be more than welcome to do so.	
9.8	<u>Approval of Terms of Reference for the Resources Committee</u>	
9.9	The Terms of Reference for the Resources Committee had been circulated prior to the meeting. The governors reviewed and approved the Terms of Reference.	
9.10	<u>Approval of Terms of Reference for the Curriculum, Progress & Outcomes Committee</u>	
9.11	The Terms of Reference for the Curriculum, Progress & Outcomes Committee had been circulated prior to the meeting. The governors reviewed and approved the Terms of Reference.	
010	Headteacher’s Report (including an update on the School Improvement Plan and staffing)	HT
10.1	<u>School’s Results</u>	
10.2	<i>Early Years Foundation Stage</i>	
10.2.1	The Headteacher informed the governors that the School’s Early Years Foundation Stage (‘EYFS’) cohort had more boys than the local and national average, but had still significantly above local and national average for pupils obtaining good level of development. 80% of the pupils had obtained a good level of development at the School.	
10.3	<i>Key Stage 1</i>	
10.3.1	The Headteacher informed the governors that the School had performed significantly above the local and national average for reading, writing and mathematics. 86.7% of pupils were working at the Expected Standard (‘ES’) for reading, with 40% of pupils working at Greater Depth (‘GD’). 86.7% of pupils were working at the ES for writing, with 30% of pupils working at GD. 86.7% of pupils were working at ES for mathematics, with 36.7% working at GD.	
10.3.2	In response to a question from the governors regarding the pupils who had not met the ES, the Headteacher stated that there were four pupils who had not met the ES and they had been identified and would be given extra support throughout Key Stage 2 (‘KS2’).	



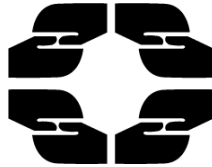
10.4	<i>Key Stage 2</i>
10.4.1	The Headteacher informed the governors that the School had performed exceptionally well in KS2. 100% of pupils were working at ES in reading, with 71.4% working at GD. 100% of pupils were working at ES in writing, with 57.1% working at GD. 100% of pupils were working at ES for mathematics, with 67.9% working at GD.
10.4.2	The pupils had made significantly more progress at the School. The pupils at the School had obtained on average 5.5 more points in reading compared to those of similar ability nationally. The pupils at the School had obtained on average 4.7 more points in writing compared to those of similar ability nationally. The pupils at the School had obtained 5.3 more points in mathematics compared to those of similar ability nationally.
10.4.3	The Headteacher informed the governors that the LDBS Advisor to the School had visited and commented that the School's results had been the best that she had seen. In response to a question from the governors on what had been the reasons behind the exceptional result, the Headteacher stated that the School had an ethos of high attainment and progress, which was reflected in the enthusiasm and aspirations of the teaching staff. Additionally, the School was lucky to have an extremely strong teaching staff which was able to cater to the specific needs of each pupil and help them make excellent progress.
10.4.4	The governors praised the staff at the school and commended them on having achieved an exceptional feat. The Headteacher stated that he expects the school to be ranked extremely highly this year when compared to other primary schools in the country.
10.4.5	In response to a question from the governors regarding the steps taken by the school to cultivate the ethos at the school, the Headteacher stated that the ethos of the school had been developed strategies implemented over the past three years and creating an atmosphere of collaborative work.
10.5	<u>School vision</u>
10.6	The Headteacher stated that following the Senior Leadership Team ('SLT') Away Day last term, the Headteacher had shared the vision with the staff on an Inset Day. The School had come up with a vision for the School, which had been agreed on by the staff. The School's vision was, "Educating for life in all its fullness".
10.7	The Headteacher stated that this vision would be underpinned by four themes, (1) educating for wisdom, knowledge and skills; (2) educating for hope and aspiration; (3) educating for community and living well together; and (4) educating for dignity and respect.



10.8	The Headteacher stated that the four themes had been derived from the themes created by the Church of England.
10.9	In response to a question from the governors regarding the relevance of the vision and the four themes to the School community, the Headteacher stated that they reflected the School's community really well and that they were already reflected in the practices at the School.
10.10	The governors praised the new vision for the School and requested the Clerk to include it into the agenda for the Curriculum, Progress & Outcomes Committee meeting so that a deeper discussion could be held.
10.11	The Headteacher stated that the vision will be incorporated into the School Improvement Plan, a detailed version of which will be presented at the next Full Governing Body meeting.
10.12	<u>Staffing update</u>
10.13	The Headteacher informed the governors that the School had appointed four new teaching staff members, two of whom are newly qualified. All new teaching staff members have settled into their role.
10.14	The Headteacher stated that the School had appointed two new teaching assistants, one of whom would be spending 50% of their time assisting the Special Educational Needs & Disabilities Coordinator at the School and 50% of their time teaching.
10.15	The Headteacher also commented that the School was benefitting from having a SLT with capacity. This is because the School currently has two Assistant Headteachers who are out of class and one who is also the Special Educational Needs & Disabilities Coordinator.
10.16	<u>Partnership with St Luke's</u>
10.17	The Headteacher stated that the Governing Body needed to revisit whether or not the School was able to see tangible benefits for continuing the partnership with St Luke's Church of England Primary School.
10.18	The Governing Body agreed and resolved unanimously to create a sub-Committee comprised of Katy Theobald, Robert Nesbitt, Tim Jervis, and Jenny Lupa, to explore the benefits of the partnership with St Luke's and present their recommendation to the Governing Body at the next Full Governing Body Meeting.



10.18a	<i>The sub-Committee to present their recommendation on whether to continue the partnership with St Luke's at the next Full Governing Body meeting.</i>	RN, TJ, KT, JL	03/12/18
011	Premises Update	HT, SBM	
11.1	The Fire Risk Assessment had been circulated with the agenda prior to the meeting.		
11.2	The SBM informed the governors that the school had (1) replaced the hot trolley in the kitchen for £836; (2) replaced the tap and radiator in leadership room for £304; (3) repair works to collapsed drain in playground £1,800; (4) replaced faulty freezer for £854.85; (5) replaced the fireproof server and electrical box in school house for £2,170; (6) replaced the kitchen fridge for £1,564; (7) replaced the CCTV recorder for £1,380; (8) installed a coat rack for £461.50. The total expenditure had been £9,370.35.		
11.3	The SBM stated that the School needed to decide on which project to invest in for the next year. The School has several projects that it could bid for, but the Headteacher and the Governing Body agreed that securing the entrance lobby to the main reception was an important project and should be prioritised as it would also create a three-level security system, making the School site safer.		
11.4	The governors requested the Headteacher to develop and present a clear plan for this project to the next Resources Committee Meeting. The Governing Body also agreed to delegate the decision to finalise the project to the Resources Committee.		
11.5	In response to a question from the governors regarding the Fire Risk Assessment, the Headteacher stated that all staff are informed informally by the Site Manager about risks that particularly affect them. The SBM also stated that she would email the Fire Risk Assessment outcomes to all the staff.		
11.6	<u>Capitation Fee</u>		
11.7	The SBM informed the governors that the School had raised £8,382, which was more than last year. The LDBS will collect £6,121 from the School and keep it on Trust so that it can count towards the 10% deposit required for capital projects.		
11.4a	<i>The Headteacher and the SBM to present a clear plan for the next building project to the next Resources Committee.</i>	HT, SBM	16/10/18



012	Policies for ratification	HT	
12.1	There were two policies for approval, which had been circulated with the agenda prior to the meeting.		
12.2	<u>Safeguarding & Child Protection Policy</u>		
12.3	The Headteacher informed the governors that the Policy had been updated following the recently issued Keeping Children Safe in Education 2018. The School's Policy was based on the model policy created by Camden.		
12.4	In response to a question from the governors regarding whether the staff had read the Policy, the Headteacher stated that all staff have read Part 1 and the Annex A of Keeping Children Safe in Education and signed it off. The Headteacher advised the governors designated with safeguarding duties, Jenny Lupa and Ciaran Foulkes to read the Part 1 and Annex A of Keeping Children Safe in Education, 2018, as soon as possible.		
12.5	The governors reviewed and approved the Safeguarding & Child Protection Policy.		
12.6	<u>Admissions Policy</u>		
12.7	The Headteacher informed the governors that an issue had arisen in the application of the Admissions Policy over the summer holidays. The issue concerned the deferral of entry to the School.		
12.8	The governors stated that the section should be clarified to ensure that all deferrals are subject to approval by the Headteacher and that it is an exception rather than the norm. The governors requested RN and the Headteacher to review the wording of the Policy and submit a suggestion at the next Full Governing Body meeting.		
12.9	The approval of the Policy was deferred till the next Full Governing Body meeting.		
12.5a	<i>The Safeguarding & Child Protection Policy was approved.</i>	<i>HT</i>	<i>To note</i>
12.8a + 12.9a	<i>RN and the Headteacher were requested to review the wording of the 'Deferral' section in the Admissions Policy and submit suggested changes to the next Full Governing Body meeting.</i>	<i>HT, RN</i>	<i>03/12/18</i>

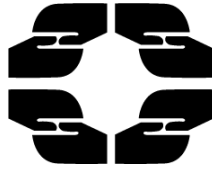


013	Items for the agendas of upcoming meetings	All members
	<p><u>Resources Committee Meeting (16 October 2018)</u></p> <ul style="list-style-type: none"> • Election of Chair and Vice Chair of the Committee • Budget Monitoring Report • Extended Services Account Report • Premises Report • SFVS Review • Staff Survey • Pay Policy • Health & Safety Policy • First Aid Policy <p><u>Curriculum, Progress & Outcomes Committee Meeting (12 November 2018)</u></p> <ul style="list-style-type: none"> • Election of Chair and Vice Chair of the Committee • Review of Pupil Progress over the preceding Summer Term • Attendance and Exclusions Data • Teaching and Learning Review • Admissions Policy • Behaviour Policy • Home School Agreement • Equality Policy • Radicalisation & Extremism Policy • Marking and Feedback Policy <p><u>Full Governing Body Meeting (03 December 2018)</u></p> <ul style="list-style-type: none"> • Headteacher’s Report • Review of Results • Approval of School Journeys • Finance Report • Ratification of policies from Committees • Approval of the Admissions Policy 	
014	Any other business for consideration	All members
14.1	There were no further matters for consideration.	



015	Self-reflection and impact	All members
15.1	The governors reflected that the discussions held around the School's vision would leave a lasting impact on the School's culture.	
15.2	The governors also felt that the upcoming discussions and decisions taken around the partnership with St Luke's and whether it is continued will have a profound impact for the School.	
016	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 8:10pm.



GOVERNING BODY MEETING – PART 1

Hampstead Parochial
Church of England Primary School

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

Date and Time: Monday, 17 September 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, 17 September 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