



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>
Ammar Ahmed ('Covering Clerk')	Foundation Governor <i>Appointed by the London Diocesan Board for Schools</i> <i>Expiration of Term in Office: 13 January 2023</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>
Anne Diack ('AD')	Foundation Governor <i>Appointed by the Hampstead Deanery Synod</i> <i>Expiration of Term in Office: 12 June 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
Alice Riley ('AHT')	Assistant Headteacher
Emma Inglis ('AHT')	Assistant Headteacher
Vacancy	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>

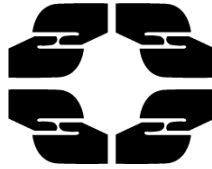


Part one – Public minutes

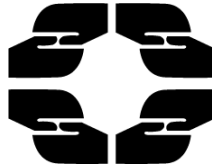
Item	Item title and information	Delegatee	Deadline
031/ 18-19	Opening prayer	Chair	
31.1	The meeting was started at 6:00pm by the Chair by asking Rev. Jeremy Fletcher to offer the opening prayer.		
032	Welcome and introductions	Chair	
32.1	The Chair welcomed all governors to the meeting. The governors noted that Ammar Ahmed had been appointed by the London Diocesan Board for Schools ('LDBS') as a Foundation Governor at the School. The governors noted that Ammar Ahmed would be clerking the meeting, as there was a vacancy for the position of the Clerk to the Governing Body.		
033	Apologies and the Governing Body's acceptance or rejection of any absences	Chair	
33.1	The Chair and the Clerk informed the governors that apologies had been received from Katy Theobald. The governors accepted the apologies. No other apologies had been submitted to the Clerk.		
034	Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda	All members	
34.1	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.		
34.2	Ammar Ahmed made a general declaration that he was employed as the Company Secretary for the LDBS Academies Trust, the LDBS Academies Trust 2, the Hampton St Mary Academy Trust, the St Mary's Church of England School, Norwood Green, and the London Community Learning Trust. He also mentioned that he was the LDBS Clerking Service Manager. Ammar Ahmed confirmed that he had supplied an updated Declaration of Business Interests form to the SBM along with an updated Register of Business Interests.		



035	Approval of the minutes from the previous Full Governing Body meeting, held on Monday, 03 December 2018, and any matters arising not covered on the agenda for the meeting	Chair	
35.1	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.		
35.2	<u>Amendments</u> (all amendments highlighted in red)		
35.3	The Clerk noted that there were no amendments raised by the governors.		
35.4	<u>Matters arising</u>		
35.5	Impact of social media on personal development, behaviour and welfare — The governors asked the Clerk to ensure that an item to discuss the impact of social media on the personal development, behaviour and welfare of pupils is added to the Governing Body Year Planner for discussion at the next Full Governing Body meeting.		
35.6	Discussion around the temperature issues in classrooms — The Chair of the Resources Committee noted that the Committee had not discussed the temperature issues within the classrooms as it had not been included into the agenda. The governors asked the Clerk to ensure that this was added to the Governing Body Year Planner for discussion at the next Resources Committee meeting.		
35.5a	<i>The Clerk to ensure that an item to discuss the impact of social media on the personal development, behaviour and welfare of pupils is added to the Governing Body Year Planner for discussion at the next Full Governing Body meeting.</i>	<i>Clerk</i>	<i>ASAP</i>
35.6a	<i>The Clerk to ensure that an item to discuss the temperature issues in classrooms was added to the Governing Body Year Planner for discussion at the next Resources Committee meeting.</i>	<i>Clerk</i>	<i>ASAP</i>
036	Reports from the Committees	Committee Chairs	
36.1	<u>Resources Committee (29 January 2019)</u>		
36.2	RN provided a short report on the matters considered by the Resources Committee. The Committee discussed how the school's budget would be effected once the bulge class has left the school. The Committee also received a report on the use of iPads in the School.		



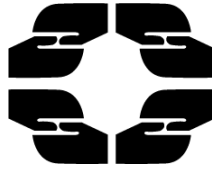
<p>36.3</p> <p>36.4</p> <p>36.5</p> <p>36.6</p>	<p>The Committee reviewed the money kept in the extended services account and discussed whether it could be used for refurbishment of school toilets.</p> <p>RN informed the governors that the school was planning to complete three premises projects over the half term. The Committee also considered the current staffing structure and will be expecting to receive the finalised staff structure in time for the April Committee meeting.</p> <p>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.</p> <p><u>Curriculum, Progress & Outcomes Committee (11 February 2019)</u></p> <p>AD provided a short report on the matters considered by the Curriculum, Progress & Outcomes Committee ('CPO Committee'). The Committee received an excellent presentation on the use of ICT across the school. AD stated that the school has conducted a review of the curriculum to increase the links between the subjects. Additionally the pupil progress was considered and determined by the Committee to be very good. The Committee also praised the school's partnership with St Luke's which was showing signs of excellent resource and expertise sharing.</p>		
<p>037</p>	<table border="1"> <tr> <td data-bbox="280 1182 1134 1294"> <p>The Chair's Report (including reporting of any Chairs Actions)</p> </td> <td data-bbox="1134 1182 1477 1294"> <p>Chair</p> </td> </tr> </table>	<p>The Chair's Report (including reporting of any Chairs Actions)</p>	<p>Chair</p>
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<p>37.1</p> <p>37.2</p> <p>37.3</p> <p>37.4</p> <p>37.5</p>	<p><u>Written resolution to attend the NGA's Lobbying Event on 28 February 2019</u></p> <p>The Chair provided a short report on the National Governors' Association's ('NGA's') Lobbying Event, which was attended by the Chair and the Vice Chair.</p> <p>The Chair stated that he had circulated a written resolution to seek permission from the Governing Body to attend the event on its behalf, which was approved unanimously. The attendees at the event included the members of the Houses of Parliament.</p> <p>The Chair sent an email to the Local Member of Parliament to arrange an event to raise the awareness of the financial issues being faced by the schools nationally and in the area. The Chair stated that he had received an email of acknowledgement.</p> <p>The Chair reported that the attendees at the Lobbying Event had struggled with the issues and the facts, as a result of which the NGA will be acting on the Chair's suggestion to create an acronym explanation sheet.</p>		



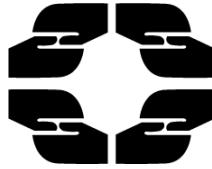
37.6	<u>Camden Meeting on School Places for 2019-20</u>
37.7	The Chair informed the governors that he had attended a meeting organised by the London Borough of Camden ('Camden') focusing on pupil numbers in the area. Camden alerted the attendees that the local birth rates were declining and the population decreasing. Across the entire Borough, the reduction is equivalent to five classes, but the pattern of loss is not equal, with specific areas suffering more than others.
37.8	<u>Approval of the Partnership Document between the school and St Luke's</u>
37.9	The Chair stated that since the previous Full Governing Body meeting, he had been liaising with the stakeholders to document the partnership between the school and St Luke's. The Partnership Document had been circulated prior to the meeting and had been drafted to allow automatic renewal and an active withdrawal, as opposed to an active renewal and an automatic withdrawal.
37.10	In response to a question from the governors regarding the length of the Partnership, the Chair stated that the school has had to agree to a fixed end date, other than that there are no material changes between the proposed Partnership Document and the current agreement.
37.11	In response to a question from the governors regarding the length of notice required to rescind the Partnership Document, the Chair stated that either party must submit a two month notice to break the agreement. This period was agreed after consultation with the school's advisors, the London Diocesan Board for Schools ('LDBS') and Camden, and would provide both schools with the necessary period required to find adequate senior leaders.
37.12	The Partnership Document was proposed by the Chair and seconded by AD. The Partnership Document was unanimously approved by the governors.
37.13	In response to a question from the governors regarding the next steps, the Headteacher explained that the Partnership Document would also need to be approved by the Directors of St Luke's prior to the information being shared with the parents. The school will hold a question and answer session to help parents and other stakeholders understand the Partnership Document better.
37.14	<u>Governor Training</u>
37.15	The Chair informed the governors that the school's service level agreement ('SLA') with Camden for governor training was coming up for renewal. The Chair asked whether the



	governors felt that the SLA should be renewed. The governors felt that as the governor training provided by the LDBS was included within the packages bought by the school, the school should not renew the SLA with Camden. The governors agreed that the school should switch to a pay-as-you-go arrangement with Camden where the school would pay a one-off fee for governors if they wish to attend a specific training session being organised by Camden.		
038	Update on the partnership with St Luke’s Church of England Primary School	Headteacher	
38.1	<u>Financial benefits</u>		
38.2	The Headteacher informed the governors that the school had been able to make financial efficiencies using economies of scale as a result of the partnership with St Luke’s. In response to a question from the governors, the Headteacher agreed that all instances of financial efficiencies would be recorded in an on-going log to demonstrate the financial benefits of the partnership.		
38.3	<u>Curriculum enhancements due to the partnership</u>		
38.4	The Headteacher stated that the school had been utilising the partnership to create new arrangements for the staff across both schools to get create more diverse curriculums and offer enrichment opportunities to the pupils.		
38.5	The Headteacher explained that the school had liaised with St Luke’s to create a sporting event targeted to Early Years (‘EY’) and the Key Stage 1 (‘KS1’), which had been thoroughly enjoyed by the children. Opportunities for EY and KS1 to engage in sporting events, such as those hosted by the Camden Schools Sports Association (‘CSSA’) are not present.		
38.6	<u>Moderation Group</u>		
38.7	The Headteacher informed the governors that St Luke’s had joined the same moderation group as the school, which allows greater sharing of best practice between the two schools.		
38.2a	<i>The Headteacher to create a log recording all instances of financial efficiencies gained by the school through its partnership with St Luke’s.</i>	<i>Headteacher</i>	<i>01/07/19</i>



039	Headteacher's Report (including an update on the School Improvement Plan and staffing)	Headteacher
39.1	<u>Behaviour</u>	
39.2	The Headteacher informed the governors that there had been no bullying incidents reports (no formal sustained incidents), no homophobic or racist incidents reported during the Spring Term. In response to a question from the governors, the Headteacher stated that the lack of incident reporting highlights the culture of the school which represents the school's values of friendship, compassion, forgiveness, respect, responsibility and koinonia.	
39.3	The Headteacher also explained that there the school invests heavily in supporting and coaching children, parents and staff to report their concerns or vulnerable children. The Senior Leadership Team ('SLT') continues to keep abreast of all shared information and follows up on each case.	
39.4	The Headteacher informed the governors that he had circulated a reminder to parents that even though the school gates are open for parents to drop off their children from 8:30am, legally, the parents remain responsible for their children till 8:55am. The Headteacher explained that he reminder had been sent as he felt that it was important for the children to start their school days constructively. The school was encouraged to explore options to create non-competitive sports to provide activities for the children to participate in during the morning.	
39.5	In response to a question from the governors regarding the options available to parents should they wish to drop their children off prior to 8:55am, the Headteacher stated that the school runs a Breakfast Club, which should be used by the parents. The governors asked the Headteacher to remind the parents that they have the option of using the Breakfast Club.	
39.6	<u>Applications for Reception</u>	
39.7	The Headteacher informed the governors that the school had received more than 200 applications, 60 of whom had listed the school as their first choice.	
39.8	<u>Premises updates – completed projects</u>	
39.9	The Headteacher stated that the school had completed the refurbishment of the floor leading up the Staff Room and re-carpeted the library, re-boarded the KS1 classrooms, and installed the wooden gate at the entrance (which still needs to be painted). The school has also installed four new interactive whiteboards, which were funded by the school's Parents Teacher Association ('PTA').	



39.10	<u>Premises updates – upcoming projects</u>		
39.11	The Headteacher informed the governors that the Principal Buildings and Development Officer ('PBDO') had visited the school and questioned the school's priorities for improvement, where the school had listed improving lighting as its most important priority. The PBDO had suggested that the school uses the funds from its devolved formula capital (£30,000) and the LCVAP funding (£36,000). The total project is projected to cost around £66,000, which will leave approximately £4,714.38 remaining. The Headteacher explained that the next step will be for the PBDO to visit the school and obtain three tenders.		
39.12	Once the school has received three tenders, the decision will be brought to the Governing Body with the school's recommendations.		
39.13	<u>Staffing update</u>		
39.14	The Headteacher informed the governors that a member of staff had resigned from the school. The school is looking to recruit a teacher, and will be shortlisting on 22 March 2019.		
39.15	The school has employed a new teaching assistant for Year 5 on a fixed-term contract, till the end of the academic year. The school also has a teaching assistant in Year 6, who is specifically assisting pupils with Mathematics.		
39.16	In response to a question from the governors regarding the Easter School, the Headteacher stated that the school had put into place plans to organise the Easter School in collaboration with St Luke's for four morning during the Easter break.		
39.17	<u>Staffing core professional development</u>		
39.18	The Headteacher explained to the governors that the staff at the school constantly engage in professional development and provided a list for them to get an overview of the breadth of professional training courses attended by staff members. In response to a question from the governors regarding the training, the Headteacher agreed to highlight which staff have attended which training sessions and what areas of the curriculum they are responsible for. The Headteacher agreed that this would allow the school to ensure that its subject leaders had attended training in their delegated areas of responsibility.		
39.5a	<i>The Headteacher to remind the parents that they have the option of using the Breakfast Club.</i>	<i>Headteacher</i>	<i>ASAP</i>



HAMPSTEAD PAROCHIAL
Church of England Primary School



GOVERNING BODY MEETING – PART 1

Hampstead Parochial
Church of England Primary School

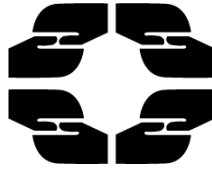
Venue: 2A Holly Bush Vale, London, NW3 6TX
Date and Time: Monday, 18 March 2019 at 6:00pm

39.18a	<i>The Headteacher to create a log which shows the professional training undertaken by staff in addition to the curriculum area delegated to them.</i>	Headteacher	01/07/19
040	Update on the School Vision	Headteacher & SLT	
40.1	The Headteacher informed the governors that the SLT had discussed the school vision on their Away Day. The SLT felt that the current vision was too elaborate and needed to be simplified. The governors unanimously agreed that the school should simplify its vision to make it more accessible for the children.		
40.2	Additionally, the SLT had discussed the wording of the vision and felt that the word ‘learning’ should be replaced with ‘educating’. The updated vision would read “Educating for life in all its fullness”. The governors felt that the updated vision wording reflected the ethos of the school more accurately and unanimously agreed it.		
40.3	<u>Report from the SLT meeting with Fr Jeremy Fletcher</u>		
40.4	The SLT and RJF informed the governors that they had been working together to link the school values with biblical citations. The governors thanked RJF for all his work.		
40.5	<u>Evaluation against SIAMS framework</u>		
40.6	The Headteacher explained that the Church of England had updated its framework for the Statutory Inspection of Anglican & Methodist Schools (‘SIAMS’), which had increased the emphasis on the school vision and values.		
40.7	The Headteacher stated that the school’s new vision and values statement, with biblical links, conforms with the new framework for SIAMS.		
041	Finance Report	SBM	
41.1	The SBM explained that the school was still waiting to receive indicative funding for next year. Based on current projections, the school expects that it will receive approximately £8,000 extra in 2019-20, but it will have an increased expenditure of approximately £23,000. Therefore, the school will need to make adjustments to its budget to balance it.		
042	Policies for ratification	Headteacher & SBM	
42.1	The governors noted that the Early Years Foundation Stage Policy, the Capability Procedures, the Grievance & Disciplinary Procedures, the Home School Agreement, the Special Educational Needs & Disability Policy, and the Supporting Pupils with Medical		

Educating for life in all its fullness



42.2	Conditions Policy had been reviewed in depth by the Committees. These policies were ratified by the governors unanimously. . <u>Spirituality Policy</u>		
42.3	The Headteacher explained that the school did not have a Spirituality Policy. The LDBS had recently created one and the school had tailored it to conform with its internal procedures. The school will continue to develop a definition of spirituality which fits with the school vision, to encompass the idea that spirituality is broader than religion, but not without religion.		
42.4	The governors asked the Headteacher to further develop the definition of spirituality and bring it to the next Full Governing Body meeting on 1 July 2019.		
42.1a	<i>The governors ratified the Early Years Foundation Stage Policy, the Capability Procedures, the Grievance & Disciplinary Procedures, the Home School Agreement, the Special Educational Needs & Disability Policy, and the Supporting Pupils with Medical Conditions Policy.</i>	<i>SBM, HT</i>	<i>To note</i>
42.4a	<i>The Headteacher to further develop the definition of spirituality and bring the Spirituality Policy to the next Full Governing Body meeting for approval.</i>	<i>HT</i>	<i>01/07/19</i>
043	Items for the agendas of upcoming meetings	All members	
	<u>Resources Committee Meeting (30 April 2019)</u> <ul style="list-style-type: none"> • Approve Budget 2018-19 • Indicative Budget 2019-20 • Service Level Agreements 2019-20 • Benchmarking Data • Staffing Costs / Structure 2019-20 • Pupil Premium & Sports Funding Report • Parent Survey Report • Data Protection Policy • Freedom of Information Policy • Capability Procedures • Disciplinary & Grievance Procedures • Whistleblowing Policy • Training Courses attended by Governors • Review of partnership with St Luke's • Self-Reflection 		

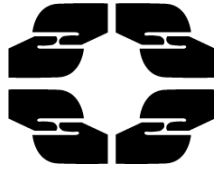


	<p><u>Curriculum, Progress & Outcomes Committee Meeting (20 May 2019)</u></p> <ul style="list-style-type: none"> • Spring Term – Pupil Progress Data • Review of Staffing Structure (Quality of Teaching & Learning) • Set Academic Targets • Attendance and Exclusions Data • Educational Visits Policy • External Visitors Policy • Review of partnership with St Luke’s • Training Courses attended by Governors • Self-Reflection <p><u>Full Governing Body Meeting (1 July 2019)</u></p> <ul style="list-style-type: none"> • Approve Year Planner 2019-20 • Approve Staffing Structure 2019-20 • Approve Academic Targets • Finance Report • Set Attendance Targets • Headteacher’s Report • Ratify approved policies from the Committees • Review of the Partnership with St Luke’s • Training courses attended by the governors • Self-reflection 	
044	Any other business for consideration	All members
44.1 44.2	<p><u>Resignation from Katy Theobald</u></p> <p>The Chair informed the governors that Katy Theobald had submitted her resignation from the Governing Body due to personal circumstances. The governors thanked KT for her excellent service to the school and wished her the very best with all her future endeavours.</p>	
045	Self-reflection and impact	All members
45.1	<p>The governors discussed the importance of their decisions in approving the Partnership Document, which they felt had secured an excellent opportunity for the further development of children across the school and St Luke’s. The governors also felt that their discussions around the school vision were very important to allow a culture and ethos to develop at the school which reflects the school’s Christian virtues.</p>	



046	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 7:50pm.



GOVERNING BODY MEETING – PART 1

Hampstead Parochial
Church of England Primary School

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

Date and Time: Monday, 18 March 2019 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, 18 March 2019** 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