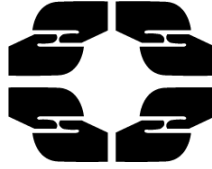




Register of Attendance

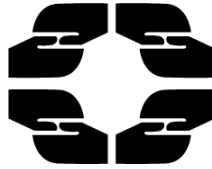
PRESENT	
Allan McLean ('Headteacher')	Headteacher <i>Appointed by virtue of office</i> <i>Expiration of Term in Office: Not applicable</i>
Tim Jervis ('Chair')	Parent Governor <i>Nominated and elected parent of a child at school</i> <i>Elected as the Chair of the Governing Body on 17 September 2018</i> <i>Expiration of Term in Office: 30 April 2020</i>
Monica Marcou ('MM')	Staff Governor <i>Nominated and elected as a staff governor</i> <i>Expiration of Term in Office: 30 June 2023</i>
Nikola Novčić ('NN')	Foundation Governor <i>Appointed by the London Diocesan Board for Schools</i> <i>Expiration of Term in Office: 30 June 2023</i>
Ammar Ahmed ('AA')	Foundation Governor <i>Appointed by the London Diocesan Board for Schools</i> <i>Expiration of Term in Office: 13 January 2023</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 on 17 September 2018</i> <i>Expiration of Term in Office: 8 January 2021</i>
Anne Diack ('AD')	Foundation Governor <i>Appointed by the Hampstead Deanery Synod</i> <i>Elected as the Vice Chair for the Curriculum, Progress & Outcomes Committee</i> <i>Expiration of Term in Office: 12 June 2020</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
Helen Ridding ('HR')	LDDBS Advisor <i>Withdrew from the meeting at 6:50pm</i>
Alice Riley ('AHT')	Assistant Headteacher
Emma Inglis ('AHT')	Assistant Headteacher
Stephanie Morton ('AHT')	Assistant Headteacher
Vacancy	Clerk to the Governing Body
APOLOGIES	
David Rue ('DR')	Foundation Governor <i>Appointed by the Hampstead Deanery Synod</i> <i>Expiration of Term in Office: 20 May 2023</i>
ABSENT	
Robert Nesbitt ('RN')	Parent Governor <i>Nominated and elected parent of a child at school</i> <i>Elected as the Chair of the Resources Committee</i> <i>Expiration of Term in Office: 30 April 2020</i>

Educating for life in all its fullness

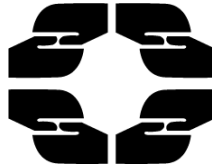


Part one – Public minutes

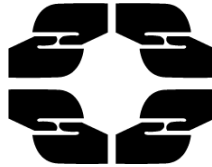
Item	Item title and information	Delegatee	Deadline
047/ 18-19	Opening prayer	Chair	
47.1	The meeting, being quorate was started by the Chair at 6:00pm by holding a round of introductions. The Chair asked RJF to offer the opening prayer.		
048	Welcome and introductions	Chair	
48.1	The Chair welcomed NN, MM and DR officially to the GB. The Chair noted that DR had submitted his apologies. The Chair introduced HR to the governors as the LDBS Advisor to the School who would be delivering a presentation on the new Ofsted Framework.		
48.2	The Chair held a round of introductions for the benefit of the new governors.		
48.3	The governors noted that Ammar Ahmed (herein referred to as ‘the Clerk’) would be taking the minutes for the meeting as there was a vacancy for the position of the Clerk to the Governing Body.		
049	Apologies and the Governing Body’s acceptance or rejection of any absences	Chair	
49.1	The Clerk informed the governors that David Rue had submitted his apologies in advance of the meeting. The governors accepted DR’s apologies.		
49.2	The Clerk noted the absence of Robert Nesbitt.		
49.3	The Clerk was asked to update the Governing Body’s Register of Attendance.		
49.3a	<i>The Clerk to update the Governing Body’s Register of Attendance.</i>	<i>Clerk</i>	<i>ASAP</i>
050	Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda	All members	
50.1	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.		



051	Presentation on the new Ofsted Framework by Helen Ridding	Helen Ridding
51.1	The Chair introduced Helen Ridding, who is the London Diocesan Board for Schools Advisor to the School. HR was attending the meeting to deliver a presentation on the new inspection framework released by the Office for Standards in Education, Children's Services and Skills ('Ofsted').	
51.2	HR stated that the new inspection framework has several new elements to provide a greater focus on curriculum. Additionally, inspectors have been told to inspect the schools holistically against what they are realistically expected to achieve. Therefore, the format of inspections has been changed for section 8 inspections (which were the single day inspections under the old framework). The new section 8 inspections will be conducted over two days by a single inspector. Section 5 inspections will remain the same as before and will be conducted across two days by a team of inspectors.	
51.3	The assessment will still involve four areas, (1) quality of education, (2) behaviour and attitudes, (3) personal development and (4) leadership and management. The quality of education area replaces the old 'outcomes' inspection area and broadens the focus of the inspection to cover the intent, implementation and impact of the curriculum.	
51.4	The grade boundaries will also remain the same with schools being awarded 'outstanding', 'good', 'requires improvement' and 'inadequate' grades. The Parliament is further considering whether to remove the exemption from regular inspection awarded to 'outstanding' schools. In response to a question from the governors, HR stated that under the old framework an 'outstanding' school is exempt from regular inspections, but not exempt from inspections altogether, which can be triggered by specific circumstances (i.e. downward trends in attainment and progress, safeguarding concerns, etc.).	
51.5	In response to a question from the governors regarding the development of the new Ofsted framework, HR and Headteacher stated that the current framework has developed upon the principles of the previous one to provide a more balanced inspection. The inspection now reviews the entire curriculum rather than focus too much on attainment, which means that schools are assessed against the provision of a holistic education for children.	
51.6	Ofsted have explained to all schools that there will be a one year 'recognition' period where the schools will be granted time to implement the new framework. All inspections during this one-year period will take into account the curriculum development to see whether the school is continuing to implement the new curriculum standards in the new inspection framework.	



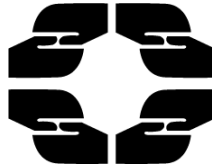
51.7	For primary schools, the new inspection framework increases the focus on vocabulary at early years foundation stage ('EYFS'), with the expectation being that all pupils should have met the expectations at the end of Year 1, unless there are significant extenuating circumstances.
51.8	The leadership and management area focuses on the overall workload for teachers, the practice of 'off-rolling' (where a school encourages parents to take their children to another school without formally excluding the child), the practice of 'gaming' and engagement with the wider school community. The school's leaders will also be asked about the provision of an effective professional development programme for all staff. The Headteacher stated that the school has already met this objective through training days for the support staff and teaching staff, which were often held in collaboration with St Luke's Church of England Primary School ('St Luke's').
51.9	The governance area focuses on a clear vision and strategy for the school, efficient management of resources and holding the school leaders to account. The safeguarding section remains a focus with additional emphasis on relationship and sex education; character, resilience, mental and physical health of pupils; and citizenship. The focuses established in the old framework (i.e. British values, spirituality, etc.) will remain.
51.10	The behaviour and attitudes area will contain an increased focus on bullying (encompassing the protected characteristics under the Equality Act) and pupil exclusions. The focuses established in the old framework will remain.
51.11	In response to a question from the governors regarding the school's progress at implementing the new framework, the Headteacher stated that the school has conducted a curriculum review to increase its breadth. The school is currently working through the new guidance around intent, implement and impact parts of the framework.
51.12	The Headteacher confirmed that the school's practices around safeguarding are all based on the most up to date guidance issued by the Department for Education ('DfE') in Keeping Children Safe in Education ('KCSiE'). The governors thanked HR for an extremely informative presentation. <i>*Clerk's note – Helen Ridding withdrew from the meeting at 6:50pm.</i>



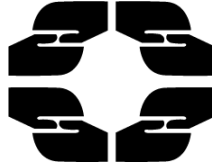
052	Approval of the minutes from previous Full Governing Body meeting and any matters arising not on the agenda for the meeting	Chair
52.1	The minutes from the previous Full Governing Body ('FGB') had been disseminated prior to the meeting. The governors held the minutes to be an accurate and true representation of the meeting. The minutes were duly signed and dated by the Chair.	
52.2	<u>Grammatical amendments (all amendments highlighted in red)</u>	
52.3	The Clerk noted that the governors did not highlight any grammatical amendments within the minutes.	
52.4	<u>Matters arising not covered on the agenda</u>	
52.5	Update on action 39.18a – The Headteacher informed the governors that he had delegated the responsibility of creating a log matching professional training undertaken by staff to curriculum areas to the AHT.	
52.6	The Clerk noted that all other actions arising from the previous meeting had been completed. There were no further matters raised for the consideration of the governors.	
053	Reports from the Committee Chairs / Vice Chairs	Robert Nesbitt / Anne Diack
53.1	<u>Resources Committee (30 April 2019)</u>	
53.2	The Chair informed the governors that the minutes from the Resources Committee meeting held on 30 April 2019 had been disseminated prior to the meeting and advised the governors to read them and forward any questions to the Chair of the Resources Committee, the Headteacher or to the School Business Manager.	
53.3	<u>Curriculum, Progress & Outcomes Committee (29 May 2019)</u>	
53.4	The Vice Chair of the Curriculum, Progress & Outcomes ('CPO') Committee, Anne Diack, delivered a short report on the matters considered at the CPO Committee. AD stated that the Committee had received an informative presentation from the school's EYFS Leader. The Committee had also received reports on the attendance targets, the key stage targets and detailed data for each year group.	



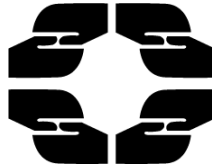
054	Chair's Report and the reporting of any actions taken by the Chair	Chair
54.1	<u>Abacus School Lobbying Group</u>	
54.2	The Chair informed the governors that the he had been approached by a lobbying group against the expansion of the Abacus Belsize Primary School, which is part of the Anthem Academy Trust.	
54.3	The Chair proposed that the school should continue to maintain a neutral stance on the proposed expansion. The motion was passed unanimously by the governors and the Chair was asked to convey the Governing Body's decision to the lobbying group.	
54.4	<u>Toilet refurbishment</u>	
54.5	The Chair informed the governors that the school had been given a quote of £66,000 to refurbish the school toilets, which could potentially rise to £85,000. The quotes had been prepared by the London Diocesan Board for School's ('LDBS's') Buildings Consultant.	
54.6	The Chair stated the school would only have to pay up to £40,000 as the remainder would be obtained from the Local Authority Co-ordinated Voluntary Aided Programme ('LCVAP') fund.	
54.7	In response to a question from the governors regarding the impact of the funding on the school's budget for 2019-20, the SBM stated that the school had been successful in its bid to use the Devolved Formula Capital ('DFC') fund and therefore there would be no impact on the school's budget for 2019-20.	
54.8	The governors unanimously approved the school's decision to carry forwards with the works to refurbish the school toilets with the funding being obtained from the LCVAP fund and the DFC fund.	
54.9	<u>Exit interviews for staff members</u>	
54.10	The Chair asked governors to inform him of their availability to conduct exit interviews for teaching staff members leaving at the end of the academic year.	
54.11	<u>Governor recruitment</u>	
54.12	The Chair informed the governors that there was only one vacancy remaining on the governing body within the category of appointees by the Parochial Church Council of St John-at-Hampstead Church.	



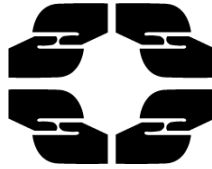
54.13	RJF, the vicar of St John-at-Hampstead stated that two applications had been received and the Parochial Church Council was vetting both applicants prior to appointing them to the school's governing body.	54.14	<u>Governor training</u>			
54.15	The Chair encouraged governors to attend training courses provided by the London Borough of Camden and the LDBS, drawing their attention in particular to training on safer recruitment, the Ofsted Inspection Framework training and the training delivered on the new framework for the Statutory Inspection of Anglican and Methodist Schools ('SIAMS').	54.16	<u>Link governors</u>			
54.17	The Chair informed the governors that the governing body would be reviewing its list of Link Governors at the September FGB meeting and asked the governors to consider which area they would like to be linked with.	54.18	The Chair asked the Clerk to ensure that the review of the Link Governor list is added to the agenda for the September 2019 meeting of the FGB.			
54.19	<u>Partnership Agreement</u>	54.20	The Chair informed the governors that the Partnership Agreement between the school and St Luke's, which had been approved by the governing body at its previous FGB meeting, had now been approved the Board of Directors of St Luke's as well. The agreement has now been signed off by both schools and is in place.			
54.21	The Chair proposed that the governing body agrees to extend the secondment of Jo Iwanicki as the Head of School at St Luke's for another academic year. The motion was approved unanimously by the governors.	54.22	<u>Skills audit</u>			
54.23	The Chair stated that the Clerk had provided him with the skills audit developed by the National Governors' Association ('NGA'). The Chair and the Clerk are working to adapt the NGA's model audit to meet the school's requirements and will disseminate it prior to the September 2019 FGB meeting.	54.3a	<table border="1"> <tr> <td data-bbox="280 1809 1134 1948"><i>The Chair to inform the Abacus School Lobbying Group that the school will maintain a neutral stance on the proposed expansion by the Abacus Belsize Primary School.</i></td> <td data-bbox="1134 1809 1331 1948"><i>Chair</i></td> <td data-bbox="1331 1809 1481 1948"><i>ASAP</i></td> </tr> </table>	<i>The Chair to inform the Abacus School Lobbying Group that the school will maintain a neutral stance on the proposed expansion by the Abacus Belsize Primary School.</i>	<i>Chair</i>	<i>ASAP</i>
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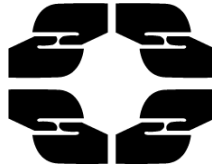
54.10a	<i>The governors to inform the Chair of their availability to conduct exit interviews.</i>	<i>All members</i>	<i>ASAP</i>
54.18a	<i>The Clerk to include a review of the Link Governor list on the agenda for the September 2019 meeting of the full governing body.</i>	<i>Clerk</i>	<i>23/09/19</i>
055	Review of Governance Documents	Ammar Ahmed	
55.1	<u>Approval of the GB meeting dates for 2019-20</u>		
55.2	The Clerk had disseminated the proposed meeting dates for the academic year 2019-20 prior to the meeting with the agenda.		
55.3	The governors reviewed the meeting dates and unanimously approved them. The Chair asked the Clerk to upload the finalised meeting dates onto the Governors Hub ('GH').		
55.4	<p>The meeting dates for the academic year 2019-20 are as follows:</p> <p>(1) Autumn Term;</p> <p>(a) FGB Meeting on 23 September 2019 at 6:00pm. (b) Resources Committee Meeting on 08 October 2019 at 5:30pm. (c) CPO Committee Meeting on 11 November 2019 at 5:30pm. (d) FGB Meeting on 02 December 2019 at 6:00pm.</p> <p>(2) Spring Term;</p> <p>(a) Resources Committee Meeting on 28 January 2020 at 5:30pm. (b) CPO Committee Meeting on 04 February 2020 at 5:30pm. (c) FGB Meeting on 16 March 2020 at 6:00pm.</p> <p>(3) Summer Term;</p> <p>(a) Resources Committee Meeting on 28 April 2020 at 5:30pm. (b) CPO Committee Meeting on 18 May 2020 at 5:30pm. (c) FGB Meeting on 07 July 2020 at 6:00pm.</p>		
55.5	<u>Approval of the Year Planner 2019-20</u>		
55.6	The Clerk had disseminated the proposed Year Planner for 2019-20 prior to the meeting with the agenda.		
55.7	The governors reviewed the Year Planner for 2019-20 and unanimously approved it. The Chair asked the Clerk to upload the finalised Year Planner onto GH.		



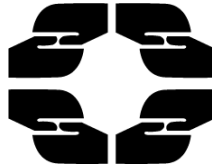
55.8	<u>Working party to consider options to increase school revenue</u>		
55.9	The Chair stated that at the recent Resources Committee meeting, the governors had discussed ways of increasing school revenues and considered options ranging from accepting another bulge class, setting up a school nursery and letting out additional space at the school (perhaps as a training centre to the London Borough of Camden).		
55.10	The Chair proposed that the governing body creates a working party to further discuss these proposals. The governors unanimously agreed the motion.		
55.11	The Chair asked whether any governor would like to be part of the Working Party. Ammar Ahmed and Tim Jervis were appointed to the Working Party and will be joined by a member of the school's Senior Leadership Team ('SLT').		
55.12	The Working Party agreed to meeting early at the beginning of the next academic year, hopefully prior to the FGB meeting on 23 September 2019.		
55.3a	<i>The Clerk to upload the finalised meeting schedule onto GH as soon as possible.</i>	<i>Clerk</i>	<i>ASAP</i>
55.7a	<i>The Clerk to upload the finalised Year Planner for 2019-20 onto GH.</i>	<i>Clerk</i>	<i>ASAP</i>
056	Report on the partnership with St Luke's Church of England Primary School	Headteacher	
56.1	The Headteacher provided an update on the partnership outcomes. The Headteacher stated that since the last meeting of the FGB, the two partner schools had arranged for their teaching assistants to visit their counterparts at the other schools to increase collaboration and sharing of best practices across the support staff.		
56.2	The Headteacher reminded the governors that St Luke's had now joined the same moderation group as the school and the schools conducted the moderation exercise on Key Stage 2 writing together, which proved to be very positive.		
56.3	The partner schools are also able to enjoy greater scales of economy and achieve financial efficiency when purchasing products, which was demonstrated by obtaining an excellent discount when purchasing white boards.		
56.4	The Headteacher stated that the two schools also share the expertise of staff, such as the Special Educational Needs Coordinator to ensure there are no skills gaps during recruitment phases. Additionally, the school and St Luke's are likely to have the same clerk, which will also bring greater consistency to the governance of both schools.		



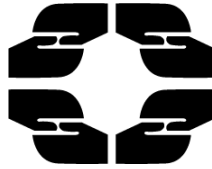
057	Headteacher's report to the Governing Body	Headteacher
57.1	The Headteacher's Report had been circulated with the agenda prior to the Full Governing Body meeting and included items on the approval of the staffing structure, the approval of the academic targets, the approval of the attendance targets, a review of the school's improvement plan for 2018-19, update on the school vision and a brief feedback on the recent inspection of the school by Ofsted.	
57.2	<u>Staffing Structure for 2019-20</u>	
57.3	The Headteacher informed the governors that the school staff structure had been adjusted to take into account members of staff who were leaving the school at the end of the academic year. The school had recruited a new Year 6 teacher and had received six strong applications for the remaining two support staff vacancies. The Headteacher remains confident that the school will be fully staffed for the beginning of the next academic year.	
57.4	The Headteacher also stated that a member of an admin team will be leaving the school at the end of the academic year. The school has advertised for the vacancy and deadline for prospective candidates to submit their applications is 8 July 2019.	
57.5	In response to a question from the governors regarding the special educational needs coordinator ('SENDCo') role, the Headteacher stated that the school will be sharing the SENDCo at St Luke's. The Headteacher stated that this would allow both schools to share the services of a dedicated SENDCo, rather than incorporate the role into an existing staff member. The Headteacher believes that this would provide a better provision of special educational needs services across both schools.	
57.6	In response to a further question from the governors regarding the financial implications of the SENDCo role, the Headteacher stated that the SENDCo will remain employed by St Luke's and the school would be charged for the 1.5 days per week that the SENDCo would be working at the school.	
57.7	<u>Behaviour & Safety Report</u>	
57.8	The Headteacher stated that the behaviour remains very good across the entire school and all incidents are dealt with consistently using the Behaviour Policy. There have been no instances of exclusions, bullying or racism during the academic year.	
57.9	The Headteacher stated that the school has no pupils with an educational healthcare plan on roll. There were two pupils with identified educational needs, however, they have been signed off.	



57.10	<p>In response to a question from the governors regarding whether the school continues to remain vigilant on safeguarding issues, the Headteacher stated that the school carefully follows all safeguarding guidance issued by the London Borough of Camden, the DfE, the LDBS and any other relevant organisation. The school remains acutely aware of its requirement to safeguard its pupils and investigates all concerns thoroughly. The current position of not having any pupils with an educational healthcare plan reflects the classroom dynamics within the school.</p>
57.11	<p><u>Approval of the academic targets for 2019-20</u></p>
57.12	<p>The Headteacher proposed the following academic targets for 2019-20:</p> <ul style="list-style-type: none"> • Phonics = 86% to reach expected standards (national average is 82%) • Key Stage 1 ('KS1') <ul style="list-style-type: none"> ○ Reading = 86% to reach expected standards (Camden average is 76%) ○ Writing = 83% to reach expected standards (Camden average is 69%) ○ Mathematics = 86% to reach expected standards (Camden average is 75%) ○ Combined = 83% to reach expected standards (Camden average is 69%) • Key Stage 2 ('KS2') <ul style="list-style-type: none"> ○ Reading = 93% to reach expected standards (national average is 66%) ○ Writing = 93% to reach expected standards (national average is 76%) ○ Mathematics = 93% to reach expected standards (national average is 70%) ○ Combined = 90% to reach expected standards (national average is 64%)
57.13	<p>In response to a question from the governors regarding the pupils who do not meet their expected standard for phonics, the Headteacher stated that any child who does not meet the expected standard is tested again at the end of Year 2.</p>
57.14	<p>The Headteacher also disseminated the data from the Early Years Foundation Stage ('EYFS') and KS1 to governors for 2018-19. The Headteacher stated that this data was for information only and would be further analysed at the Curriculum, Progress & Outcomes Committee in November 2019.</p>
57.15	<p>The Headteacher agreed to disseminate the 2018-19 data for KS2 when it becomes available.</p>
57.16	<p>The governors unanimously approved the proposed academic targets for 2019-20.</p>
57.17	<p><u>Approval of the attendance targets for 2019-20</u></p>
57.18	<p>The Headteacher stated that the current attendance for 2018-19 is 96.82%, which is very good and better than the school target for 2018-19.</p>



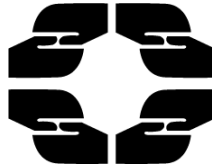
57.19	The Headteacher proposed that the school keeps the attendance target for 2019-20 at 96.5%. The governors unanimously approved the attendance target for 2019-20.
57.20	In response to a question from the governors regarding the attendance targets, the Headteacher stated that the overall figures for the school are very strong, despite a small minority continuing to have issues with lateness. The school has been following these pupils and has taken actions to try and resolve the persistent lateness. In response to a further question , the Headteacher stated that the school had written letters to the parents and also invited them in to the school for further discussion. The governors asked the Headteacher to provide an update on this matter at the Curriculum, Progress & Outcomes Committee meeting in November 2019.
57.21	<u>Open Evening update</u>
57.22	The Headteachers stated that the school had held its open evening on 1 July 2019 which had been very positive. The parents had enjoyed coming into the school and were very happy with the education being received by their children. The parents had been advised to make individual appointments with the teachers of their children if there were any specific concerns.
57.23	<u>Review of the School Improvement Plan 2018-19</u>
57.24	The Headteacher informed the governors that the School Improvement Plan ('SIP') is a live document that is updated throughout the year and used by the SLT to assess progress against. The SIP was updated just prior to the school's inspection from Ofsted and the SLT noted that the school had made good progress against all its outcomes in the SIP.
57.25	The Headteacher stated that the school has organised an away day for staff at the beginning of next academic year to focus on (1) developing a wider curriculum, (2) ensuring all teachers are designated a subject area to lead on, (3) create methods to further embed the school vision, and (4) increase focus on religious education and collective worship. These priorities will be transferred to the SIP for 2019-20 and progress will be measured against them and reported to the governors.
57.26	<u>Attendance report for 2018-19</u>
57.27	The Headteacher delivered a short update on the attendance figures for 2018-19. The Headteacher stated that the school's attendance figures for 2018-19 was 96.82%, which was very good.
57.28	The Headteacher stated that the data will be analysed further at the Curriculum, Progress & Outcomes Committee meeting in November 2019.



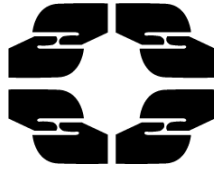
57.29	<u>Brief feedback from the Ofsted inspection</u>		
57.30	The Headteacher informed the governors that the school had been inspected by Ofsted on 18 June 2019. The inspection was conducted under section 8 of the Education Act 2005. As part of the inspection, the school had sought feedback from parents via a survey which had been completed extremely well and the school had received more than 120 responses within 12 hours. The results had been overwhelmingly positive and all respondents to the survey had strongly recommended the school.		
57.31	The governors extended a special thanks to the parents for engaging so effectively with the parents survey.		
57.15a	<i>The Headteacher to disseminate the KS2 results data once it becomes available.</i>	<i>Headteacher</i>	<i>ASAP</i>
57.28a	<i>The Headteacher to provide an update on the issue of lateness at the next Curriculum, Progress & Outcomes Committee in November 2019.</i>	<i>Headteacher</i>	<i>11/11/19</i>
058	Finance Report	SBM	
58.1	<u>School Budget 2019-20</u>		
58.2	The School Business Manager informed the governors that the draft budget had been circulated at the March Full Governing Body and the final budget had been approved at the April meeting of the Resources Committee.		
58.3	The governors noted that the approved budget had been ratified via a written resolution following the Resources Committee meeting.		
58.4	<u>School premises report</u>		
58.5	The School Business Manager informed the governors that the school will be redecorating the Year 3 classroom over the summer holidays. The school has also liaised with HSBC, who will be providing volunteers to come to the school and paint the playground wall.		
58.6	The School Business Manager stated that the staff toilets need to be refurbished and the school will be obtaining quotes in line with its financial policies, these will be presented to the Resources Committee for further consideration.		
58.7	The Headteacher stated that the school had bought a set of iPads for a full class, which had costed the school approximately £9,500. The school had utilised the funds available in its Extended Services account to pay for this expenditure.		



059	Policies for ratification	Headteacher & SBM	
59.1	The Data Protection Policy, the Freedom of Information Policy, and the Whistle-Blowing Policy were ratified by the governors, having already been approved by the Resources Committee.		
59.2	The Educational Visits Policy and the External Visitors Policy were noted as being deferred to the Curriculum, Progress & Outcomes Committee meeting in November 2019.		
59.3	The governors approved the Spirituality Policy but asked the Clerk to add it to the agenda at the next Curriculum, Progress & Outcomes Committee for further consideration and review.		
59.4	The governors asked JL and AD to review the Mental Health & Well-Being Policy, as there were some amendments. The governors asked the Clerk to add the Mental Health & Well-Being Policy to the agenda of the next Full Governing Body meeting.		
59.2a + 59.3a	<i>The Educational Visits Policy, the External Visitors Policy and the Spirituality Policy to be added to the agenda of the next Curriculum, Progress & Outcomes Committee.</i>	Clerk	11/11/19
59.4a	<i>The Mental Health & Well-Being Policy to be reviewed by JL and AD.</i>	JL, AD	ASAP
59.4b	<i>The Mental Health & Well-Being Policy to be added to the agenda for the next Full Governing Body meeting.</i>	Clerk	23/09/19
59.1a + 59.3b	<i>The Data Protection Policy, the Freedom of Information Policy, the Whistle-Blowing Policy and the Spirituality Policy were ratified and approved by the governors.</i>	Headteacher	To note
060	Reporting of any training courses undertaken by the governors	All members	
60.1	AA informed the governors that he was completing an online safeguarding course.		
60.2	NN informed the governors that he had attended a governor induction training course in May 2019.		
60.3	RJF informed the governors that he was a member of the National Body of the Church of England and was a member of the Children & Youth Development Group. The recent		



	meeting of the Group had focused on the skills of listening to children and the impact of bereavement on children.		
061	Any other business for consideration at the meeting	All members	
61.1	JL informed the governors that the Trust which looks after the Church's burial yard has been considering the state of the fence between the school and the burial yard. The Trust will be obtaining quotes to refurbish it to increase the security of the school premises.		
61.2	Both, RJF and JL, declared that they had conflicts of interest in this matter as they are Trustees of Trust.		
61.3	The governors asked JL to let the Governing Body know what decision is taken by the Trust.		
61.3z	<i>JL to inform the governors the decision taken by the Trust with respect to the fence between the school and the burial yard.</i>	<i>JL, RJF</i>	<i>23/09/19</i>
064	Self-reflection and evaluation of impact from the meeting in relation to the school vision	All members	
64.1	The governors stated that the presentation from HR had been extremely informative and asked whether the Headteacher could deliver a short presentation on the Statutory Inspection of Anglican and Methodist Schools Framework at the beginning of the Full Governing Body meeting in September 2019.		
64.2	The governors expressed their gratitude to Stephanie Morton, the Assistant Headteacher, who was leaving the school at the end of the academic year. The governors noted that SM had performed her duties extremely diligently throughout her employment at the school and had contributed to the school governing body as the elected staff governor.		
64.3	The governors also recorded their gratitude to the school's Parents Teacher Association, who had been instrumental in raising funds for the school and had raised almost £6,000 at the summer fair.		
64.1a	<i>The Headteacher to deliver a presentation on SIAMS at the start of the next FGB.</i>	<i>Headteacher</i>	<i>23/09/19</i>
065	The governors noted that this was the final governing body meeting for the academic year 2018-19.		



GOVERNING BODY MEETING – PART 1

Hampstead Parochial
Church of England Primary School

Venue: Holly Bush Vale, London, NW3 6TX
Date and Time: Monday, 01 July 2019 at 6:00pm

The meeting finished at 8:10pm.

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, 01 July 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