



Membership

Name (*not present)	Initials	Governor category	Term of Office
Jenny Lupa	JL	Foundation PCC	08/01/21
Anne Diack	AD	Foundation NCDS	12/06/20
Rev Jeremy Fletcher	RJF	Priest of St John at Hampstead Church	Ex-Officio
Ammar Ahmed	AA	Foundation LDBS	13/01/23
Tim Jervis	TJ	Parent Governor	30/04/20
Allan McLean	HT	Headteacher	Ex-Officio
*David Rue	DR	Foundation NCDS	20/05/23
*Jean-Luc Eberlin	JLE	Foundation PCC	22/09/23
Monica Marcou	SM	Staff Governor	23/06/23
*Andrew Parkinson	AP	Local Authority	11/06/21
Advisors/Others			
Alice Riley	DHT	Deputy Headteacher	
Emma Inglis	DHT	Deputy Headteacher	
Isobel Cox	IC	Observer	
Lyn Stanton	Clerk	Clerk to the Governing Body	

Action list this meeting		
6.0	HT to share SIAMs Presentation and case for Excellence	HT
8.1	Safeguarding Governor to review the authorised absences during his next SCR visit.	TJ
11.0	Equality Objectives review next agenda item	Clerk/all/next agenda
11.0	SIAMs Key Polices in depth review further feedback on Governor Hub [uploaded 19/11/19]	Clerk/all
12.0	Julie Galton Inclusion leader/ next meeting to report next CPO	Clerk next agenda
14.0	RSE statement for parents- Clerk next meeting agenda item	Clerk/Rev J
14.0	ICT curriculum update to be added to the summer CPO Agenda	Clerk Summer CPO
15.1	Election of Chair and Vice Chair carried over to the next meeting.	Clerk next agenda

Part 1 – Public Minutes

1. Opening Prayer

The meeting was opened in Prayer by Rev Jeremy. The Clerk handed over to Anne Diack who took the Chair at the start of the meeting, pending the annual election.

2. Welcome and introductions

Introductions were made around the table. Isobel Cox was welcomed to the meeting in attendance as part of her Clerk induction for the LDBS.

3. Apologies and the Committee's acceptance or rejection of any absences



Hampstead Parochial Church of England Primary School
Monday, 11 November 2019, 5:30pm

- It was noted that a number of committee members (JLE, DR and AP) were not present at the start of the meeting but were expected to join.
- JL was present but had left the meeting temporarily from this point to monitor the door for late arrivals.
- AA was not present at the start of the meeting, however advised that he was en-route.

4. Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda

There were no declarations made against items on this agenda, nor revisions to the register.

5. Election

- 5.1. Chair of the Committee for 2019-20
- 5.2. Vice Chair of the Committee 2019-20

Due to CPO member absences at the time, it was AGREED to defer this item until later in the agenda.

6. SIAMs training item (action from the FGB 23 Sept 19)-

The HT explained that the leadership had a planned awayday to review the School's vision and progress against the Excellent grading of the SIAMs framework.

In response to a QUESTION from a Governor it was explained that the school would receive 5 working days notice, with the inspection expected during the Autumn term.

Governors recalled the underpinning principle of the SIAMs framework-

'How effective is the school's distinctive Christian vision, established and promoted by leadership at all levels, in enabling pupils and adults to flourish'.

AA joined the meeting at 17.42

The SIAMs framework was explored through seven strands, with Governors noting how the school met each strand in turn;

- Vision and Leadership- How to monitor, how to live the vision out; Q A Governor ASKED how this strand could be evidenced? The HT explained that the strong Christian ethos was part of the DNA of the school with children reflecting the values day to day- recently pupils were engaging with inspiring artwork around the quadrants of the school vision and these would be displayed.
- Wisdom, Knowledge and Skills- curricula and extra curricular activities in place would evidence the inspiring curriculum with high standards and outcomes. It was noted that the recent all- stakeholder Vision day had clear examples demonstrating pupil knowledge and skills
- Character Development: Hope, Aspiration and Courageous Advocacy – evidence was seen with pupils following through on social justice issues - plastics in water had become a recent environmental concern for pupils, this picked up by staff and followed through; driven by pupil interest. Other examples, including a pyjamas day for children in need, were noted.
- Living Well Together- Koinonia-a core value at the school, linking to behaviour expectations and policy, forgiveness- was all part of the day-to-day language of the school community. A Governor noted that children visited old people's homes in the community at Christmas.



Hampstead Parochial Church of England Primary School
Monday, 11 November 2019, 5:30pm

- **Dignity and Respect**- how well the school's Christian vision was embedded, and care of each other and vulnerable groups at the school. It was understood that the school was reviewing the incoming changes to the Relationship and Sex education (to be discussed later in the meeting). A parent consultation for the policy was planned.
- **The Impact of collective worship**- It was explained that pupils were proactive in evaluating collective worship at the school. A clear structure was expected from SIAMs regarding this strand including pupil engagement. Q A Governor ASKED about trends from the pupil-led evaluation process? The HT explained that a clear trend was not seen, however individual feedback had been useful and was used to inform improvements. Rev J and EI had mapped out matrix of the four foundations of the vision to the annual worship plan, linked to the Lectionary year. Worship was planned with an aim to be inclusive, inspiring and invitational.

JL joined the meeting at 17.44

- **Effectiveness of RE**- Governors noted the linked Polices shared to this meeting- In response to a QUESTION from Governors, it was explained by the HT that learning walks were taking place to ensure a high quality of teaching and learning. Teaching was led by big picture questions, developing philosophical thinking over time and building pupil's long-term memory. It was noted that the RE curriculum linked back to the Dioceses' new framework.

Grade descriptors for Good were noted to be available within the SIAMs framework, however very few for Excellent practice were noted.

Next steps- School leaders would produce a SIAMs SEF to be shared with Governors. How seven strands are reflected back.

Action HT to share SIAMs Presentation and case for Excellence.

7. Approval of the minutes from the previous Committee meeting, held on Tuesday 20 May 2019.

The minutes were AGREED to be a true and accurate record of accounts and were signed in the meeting by the Chair.

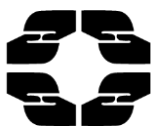
7.1. Any matters arising not on the agenda for the meeting-

The Clerk noted that the Educational Visits Policy, and the External Visitors Policy had been carried over from the last meeting; to be discussed in more detail under the Polices item.

8. Summer Term – Pupil Progress. AR presented.

Governors reviewed pupil progress from the Ofsted Inspection Data Summary report (ISDR report Summer 2019 outcomes). Governors were very pleased to see that HPS had been in the top quintile in all Performance measures for the last three years, however Governors noted that despite this they were not complacent in driving ambitious targets for pupils at the school.

- 8.1. **Early Years Foundation Stage (EYFS)**- The Phonics results were seen to be in line with National Averages. 2 pupils had not met the threshold which, whilst disappointing had background stories that informed. The school was monitoring this year closely to ensure everything possible was being done in order that this was not repeated and as a result, leaders had moved swiftly to address tracking fine movements for lower ability pupils. The impact of this had been the implementation of a clearer more robust system for pupil tracking that would allow issues to be picked up in a timely manner.



Hampstead Parochial Church of England Primary School
Monday, 11 November 2019, 5:30pm

Helen Ridding (Primary School advisor from the LDBS) had supported the school in addressing improvements.

The school had been investigating Phonics schemes that had been successful in other areas with higher EAL demographics that had experienced good progress outcomes, however the non EAL pupils at HPS used other skills to develop language in addition to Phonics, many being avid readers that built on their language base and therefore this approach may not prove suitable at HPS.

- 8.2. Key Stage 1 (KS1)- Y2 data was reviewed, results had been discussed at the FGB, and Governors were pleased to note that the Fischer Family Trust (FFT) rank achieved a 2. Progress scores of +5 placed the school in the top 2% of the country.
- 8.3. Pupil premium (PP)- trends were reviewed by subject. Data from last year's Y6 had been included for comparison and Governors noted that the year on year trends were impressive and thanked the staff members for their hard work in achieving this.

Q A Governor ASKED what was the School's largest concern currently? The HT noted that following analysis of the results the Staff had reviewed Phonics with an action plan in place to improve assessment- the Maths 2019 data was still being awaited.

Q A Governor ASKED about Year 6 outcomes this year?

- Pupil Premium pupils were making stronger progress than non-PP and this was a year on year trend to diminish the difference in outcomes with non-PP. Governors were pleased to see a clear link in outcomes to values, meeting the HPS aim to address inclusivity.
- Reading was noted to be slightly down in this year's results however it was noted that the previous data reflected some 100% of pupils having met the threshold.

Q A Governor raised a QUESTION about progress and attainment overall- how could the school see 'Added Value' as the high levels the school was reaching currently made this increasingly difficult to achieve? The HT explained that fine grained data within Greater Depth was being tracked, and Average Points Scores reviewed- the school looked at individual pupil needs to ensure stretch and challenge and higher level questioning.

8. Behaviour and Attitudes

- 8.1. Attendance and Exclusions Data -Governors reviewed the Attendance data that had been shared. Overall attendance of 97.5% was noted. Punctuality was a focus area for improvement and was being addressed with a robust system for following up. Q A Governor ASKED about consequential impact on behaviour? Further analysis was planned to review this link.

Q A Governor CHALLENGED the school about the number of authorised absences, as Y3 and Y6 were seen to be high? Staff present felt that background information would explain- a number of pupils had been approved absences for transitions in Y6 to visit secondary schools for example, and a high number of pupils with Chicken Pox had impacted.

The Safeguarding Governor would review the authorised absences during his next visit.

Action TJ to visit



9. Teaching and Learning

9.1. Curriculum update- Governors had been involved in the recent vision update evening and reported that the event had gone well- the quality of evidence and artwork by pupils was noted to have been impressive. Pupils enthusiasm about their learning had been evident; a reflection of their enjoyment of the wider curriculum.

The Curriculum Intent was based on the Vision and Values and reflected Governors ambitious intentions for pupils to move on to their next stage as resilient learners.

9.2. Pupil Mental Health Well-being update (action from the FGB)- MM presented.

The Governors had approved the Mental Health Well-being policy at the FGB, a strategic policy linking to school values. The school followed the PSHE Association Guidance.

A review of the pro-active procedures around well-being was taking place by an external expert from the Islington Mental Health and resilience in Schools (IMHARs) project.

IMHARs had identified seven aspects of school life that support and contribute to pupil's positive mental health and resilience, and a parental workshop had taken place- outcomes from the review would be shared with Governors when available, planned for Autumn 2.

4 members of the senior leadership took the lead on this key priority area with a team approach to well-being, however all staff were being upskilled in techniques, with outside agency support involved where indicated, linking to the robust safeguarding and child protection systems in place at the school.

Governors were informed about

- a 10 year delay between first displaying symptoms and seeking help.
- Rates of mental disorder increase with age (5% 2-4yr olds vs 16.9% 17-19Yr olds)
- 4 broad categories of specific mental disorder-emotional, behavioural, hyperactivity and other less common mental disorders

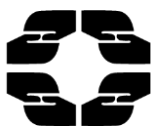
Governors reviewed the sequencing for PHSE lesson from year 1 to increasing detail in years 5-6.

The school was teaching all pupils about the issues of online safety to ensure pupils are safe and understood the potential negative impact from social media, with strategies to cope to ensure emotional well-being. The meeting agreed that building pupil self-resilience was key.

Q A Governor CHALLENGED the school around the terminology used, and explained that more positive terminology in talking about well-being could be helpful ie 'mental fitness /mental well-being' rather than 'mental health' which would better reflect the Christian values at HPS? This was agreed and use of positive shared staff language would be developed, the impact of this would be qualitative.

Governors were pleased to note the actions already taking place; establishing a growth mindset, praising efforts rather than achievements, learning from mistakes and pupils not being afraid of challenging themselves. There was a time for self-reflection at the end of each day.

Q A Governor ASKED about staff CPD for PSHE? All staff had been involved in the INSET day and aware of the techniques used.



Hampstead Parochial Church of England Primary School
Monday, 11 November 2019, 5:30pm

Q A Governor ASKED about building long-term skills? The HT explained that building resilience, and giving pupil coping strategies were key. The HT explained that plans were in place to build on the work in transitions for pupils and a pilgrimage was being considered with stages to reflect on the move to Secondary schools. Staff were looking to build transition opportunities into the curriculum.

Q A Governor suggested that a visit back to school from a Y7 would be useful, and the best time to do this would be considered.

Q Another Governor ASKED if there were any mental health trends seen? Staff responded that the school was dealing with individual issues as they arose in school, some pupils had outside issues that were complex.

Governors enquired if Staff well-being was included in the remit? This was confirmed to be an area for leader focus and was being developed, the IMHARs survey had taken feedback from staff and would be included in the expected report.

MM was thanked for her report.

Both DHTs left the meeting at 19.00

10. Stakeholder Survey feedback-

10.1. Parents Survey (from Summer 19)- Governors noted that the feedback from the Ofsted survey had been positive- the next survey was planned for the summer term and had been included in the Agenda planner.

10.2. Staff Survey to be analysed following the IMHARs report. Governors were pleased to note that Camden Borough Consultant was currently working with staff around mental health and well-being in the work place. Plans to hold an internal staff survey was scheduled for next summer (due to recent Ofsted survey (a very positive response was noted). To review the impact of actions over baseline.

11. Policies for approval –

The Clerk explained to Governors that there had been a number of changes in the new statutory policy guidance that had been released, and had been taking an audit of the website, minutes and school policy matrix against these new requirements.

Two policies from the last CPO meeting had been carried over (Educational visits and External visitors) these and others would be included in a full review to be supplied to the FGB with suggested delegation by the Clerk for Governor agreement.

Action Clerk policy delegation review to FGB

11.1. Admissions Policy 2021-22 No changes were planned for this year, **to be approved at the FGB**

11.2. Behaviour Policy – Governors are required to agree a ‘Behaviour Principles statement’- the Behaviour *policy* was operational based on those principles and could be delegated to the school, this policy was not supplied to this meeting, but would be included in the policy review at the FGB.

11.3. Home School Agreement – not supplied to this meeting, and no longer a statutory policy.

11.4. Equality Policy – The annual review of progress towards the agreed Equality Objectives (2018-2021) had become due. Governors recalled the agreed objectives to be

- All pupils to make at least 2 levels progress across KS 1-2 in English and mathematics



Hampstead Parochial Church of England Primary School
Monday, 11 November 2019, 5:30pm

- Achieve a year on year (over three years) reduction in the attainment gap in English and mathematics @ KS 2 between pupils with a SEN/D statement and their peers
- Achieve a year on year (over three years) reduction in the % of fixed term exclusions for pupils with protected characteristics
 This would be reviewed in detail over email
Action Clerk/All

SIAMs key Policies review

- 11.5. RE Policy (approved, carried over from the FGB)-
 11.6. Collective Worship Policy (approved, carried over from the FGB)
 11.7. Spirituality Policy (already approved from the FGB 23 Sept 19)

These Policies were noted to have all been recently updated and approved, with Governors pleased to see the new HPS vision and values clearly linked. Governors requested that they further review online, following the SIAMs update shared earlier during this meeting with improvements to be feedback via the Clerk.

All school policies would be updated to the new house style, that would include the quadrant Vision and Values on the front page- A Governor suggested that each policy highlighted which values area each policy related to and this was agreed to be a good idea and would be adopted.

Action Clerk to share Policies for further feedback on Governor Hub

12. Partnership with St Luke's – Update

- Team Sports with St Luke's between the schools was taking place enjoyed by pupils.
- The Easter school was being planned as this had proved to be successful last year.
- The shared SENCo arrangements were on going and had seen impact at HPS. The SENDCo post was a cross-school initiative and this was reported to be working well, Governors asked for an update from the SENDCo to the next meeting.

Action Julie Galton Inclusion leader/ next meeting to report

13. Governance items

Governors reporting of any training courses or related professional development courses attended by the Governors

- The Chair of Governors – Had attended a recent Camden Chairs briefing and had booked on the Safeguarding course
- The HT- had recently refreshed his Safer recruitment training.

The Chair reminded Governors that the Clerk had shared a folder of free online training resources for Governors to upskill themselves should attending a course prove to be problematic. A list of courses attended as reported at meetings was being collated by the Clerk.

Governors were encouraged to cascade knowledge gained to improve Governance from courses attended via Governor Hub or to be added as a meeting agenda item.

14. Next meeting agenda items to be considered

Curriculum, Progress & Outcomes Committee Meeting (4 February 2020)

- Autumn Term Data analysis
- Curriculum Review (**SENDCo to report**)
- Attendance and Exclusions Data



Hampstead Parochial Church of England Primary School
Monday, 11 November 2019, 5:30pm

- Committee Equality Objectives
- Pupil Voice
- Self-Reflection

Policies

- Special Educational Needs & Disability Information report
- Relationship & Sex Education Policy -Rev J updated the meeting regarding the new statutory requirements, and the clergy update had been shared with Governors prior to the meeting. The new guidelines had proved to be controversial for some faith schools, and it was explained that there were two main reasons for this- parents were allowed to remove their children from the sex education part of the curriculum, however were not able to do so for the Relationship part that included same sex families. Governors were pleased to hear that the clergy was offering a charter to guide how to work with the whole school community including parents to ensure the policy was contextual and met with the law.

Plans for early January would include drafted a statement to be shared with the whole school community.

Action Clerk next meeting agenda item

Action ICT curriculum update to be added to the summer CPO Agenda

19.20 TJ left the meeting.

15. Any other business

- 15.1. The Election of Chair and Vice Chair was carried over to the next meeting.
Action Clerk next meeting agenda

16. Self-reflection and impact –

SIAMs training had been welcomed and was informative. The distinctive Christian nature of the school was evident and reflected in the Vision and Values- impact would see further embedding during meetings linking values to discussions, with Policies clearly showing which Value areas they impacted.

Governors had been pleased to review the summer results and plans to address any issues were already noted to be in place.

17. **CONFIDENTIAL ITEMS**- there were no confidential items noted from Part 1 of this meeting and no items to be recorded under Part 2.

There being no further business the meeting closed at 19.30

Signed by the Chair.....Dated.....

Dates of next meetings	
Full Governing Body	02 December 2019 (6:00pm)
Curriculum, Progress & Outcomes Committee	04 February 2020 (5:30pm)