



Hampstead Parochial Church of England Primary School
Monday, 02 December 2019, 6:00pm

Attendees

(*not present)		
Tim Jervis ('TJ')	Parent Governor (elected)	30 April 2020
Chair of Governors		
Ammar Ahmed ('AA')	Foundation Governor LDBS	13 Jan 2023
Vice Chair of Governors		
Allan McLean ('Headteacher')	Headteacher	Ex Officio
Robert Nesbitt ('RN')	Parent Governor (elected)	30 April 2020
Monica Marcou ('MM')	Staff Governor (elected)	30 June 2023
Nikola Novčić ('NN')	Foundation Governor LDBS	30 June 2023
Jean-Luc Eberlin ('JLE')	Foundation Governor PCC <i>St John At Hampstead Church</i>	23 Sept 23
Jenny Lupa ('JL')	Foundation Governor PCC <i>St John At Hampstead Church</i>	8 Jan 2021
Anne Diack ('AD')	Foundation Governor HDS	12 June 2020
David Rue ('DR')	Foundation Governor HDS	20 May 2023
Rev Jeremy Fletcher ('RJF')	Incumbent of the St John At Hampstead Church	Ex Officio
*Andrew Parkinson ('AP')	Local Authority Governor	11 June 2021
In attendance		
Monwara Sikder ('SBM')	School Business Manager	
Emma Ingles (DHT)	Deputy Headteacher	
Isobel Cox	Observer	
Lyn Stanton ('Clerk')	Clerk to the Governing Body	

Action List this meeting		
24.1	[9.1]Governors to submit brief 'child accessible' bio for the reception area to the Clerk	All/Clerk
24.1	[9.6] Vice Chair to circulate skills audit/all to return	Vice Chair/All/Clerk
24.1	[9.7] Class temperature	Clerk/cmtte agenda
25.1	SBM/Extended services PP access review/ Clerk -Resources committee item PP reminder for the school newsletter	SBM/Clerk HT
25.2	CPO agenda items- SIAMs outcomes from full report, Transitions. MM to circulate PPt (mental Health training)	Clerk CPO agenda MM
28.4	HT to enquire availability of Phonics shared resources with Helen Ridding Clerk/ Extended services budget (Phonics) Resources cmtte agenda item Clerk/CPO Phonics update and reading focus agenda items	HT Clerk cmtte agendas
28.5	Governance development plan (part of the SDP) Chair to review SDP 4b action items	Chair
29.2	Parent election planned end of January following skills audit process, and review	Clerk/HT
29.3	Governor Monitoring- <ul style="list-style-type: none"> ▪ Clerk to circulate link Governors, visits policy and templates, with suggested dates from the HT, Fridays being preferred. ▪ Chair/Vice Chair to consider Governor visit day 	Clerk Chair/Vice Chair
33.0	Policy schedule and delegation proposal-Clerk next meeting	Clerk
33.1	Equalities policy- review of objectives Agenda item CPO	Clerk
33.4	Brexit planning- staffing to be checked	SBM/HT



Part 1 –

Item title and information	
20.	Opening Prayer Rev Jeremy opened the meeting in prayer.
21.	Welcome and introductions The meeting welcomed IC (as a trainee clerk, observing in attendance).
22.	Apologies and the Governing Body's acceptance or rejection of any absences No apologies had been received. The Governor's noted AP's absence.
23.	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.
24.	Approval of the minutes from the previous Full Governing Body meeting, held on Monday, 23 September 2019. The minutes were AGREED to be a true and accurate record of accounts and were signed in the meeting by the Chair.
24.1.	Any matters arising not on the agenda for the meeting
Action List this meeting	
8.2	<i>Clerk to Collate Register of Interests and forward to the school to upload to the website to meet statutory requirements.</i> <i>Completed</i>
8.3	<i>HT/Clerk to locate previous wording of Remote attendance used previously Clerk to review and update Terms of Reference to include panels and best practice and revert.</i> <i>On agenda</i>
8.6	<i>SBM to contact DR and JLE to apply for a DBS and S128 check completed.</i> <i>Completed</i>
9.1	<i>Governors to submit brief 'child accessible' bio for the reception area to the Clerk</i> The Chair explained this requirement and reminded Governors to submit their bios. Action all <i>All/Clerk</i>
9.5	<i>Clerk Mental Health well-being agenda item at CPO- Completed</i> <i>Completed</i>
9.6	<i>Chair/Vice Chair to develop skills audit for the Board</i> This had been finalised and would be circulated, Governors to complete and return to the Clerk Action AA to be circulate after the meeting. All to complete <i>Vice Chair/Clerk/ALL</i>
9.7	<i>- Induction procedures and Class temperature</i> It was thought that replacement of the boilers (8-10 years old) may help to address this issue. Replacement was felt to be a priority and this was a Resources ongoing item. Action Both committees <i>Clerk/agenda items</i>
10.1	<i>SENDCO role sharing be included in the log of Joint working arrangements-completed</i> <i>Completed</i>
11.3	<i>HT to circulate the Inset SIAMs presentation- circulated</i> <i>Completed</i>
11.6	<i>Clerk/ SIAMs CPO agenda item Resolved</i> <i>Completed</i>
13.0	<i>RE and collective worship Policies to be discussed at the CPO. Resolved</i> <i>Completed</i>
15.1	<i>HT Brexit plan to next FGB, on agenda</i> <i>On this agenda</i>
25.	Reports from the Committee Chairs / Vice Chairs



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- 25.1. Resources Committee – Minutes from 29 October 2019, RN reported verbally-
- Governors had discussed succession planning for the post of Vice Chair for this committee.
 - Admissions (bulge class)- Governors had considered the possibility to increase the reception intake to 60 for 2021-22 as the need to consult would require a decision before Christmas, however it was not felt that a bulge class would be morally right for the locality as a whole, that was seeing a surplus of Primary places.
A working group had been tasked to convene with a remit to review options to make best use of the space becoming available- to be discussed later on this agenda.
 - Budget monitoring- The budget was being carefully managed as the school was forecasting a £9.5k carry over, however the balance for the extended services account was seen to have a healthy balance (c£309K). Governors had considered that a strategic spend of £100k-150k for capital items would be a prudent use of funds for the benefit of pupils. Priorities had been reviewed based on the Premises report.

Q A Governor asked about after school clubs, a parent had reported that their child was unable to access clubs due to cost issues? The HT explained that those pupils entitled to Pupil Premium (PP) Grant were offered a free *activity club*, however for after school child-care purposes (free play), After school provision was not included.

Those assessed to be disadvantaged was based on the Government metrics, as this was seen to be complex and difficult to assess fairly.

Governors requested a break-down of club payments required from parents to ensure equality of opportunity for all pupils.

In response to a QUESTION from a Governor it was suggested that parents be reminded to apply for PPG in the end of term newsletter.

Action SBM/Extended services/PP access review /Clerk -Resources committee item

Action PP reminder for the school newsletter

- 25.2. CPO Committee – Minutes from 11 November 2019 AD reported.
- AD explained that she remained as Vice Chair, there was a vacancy for the post of Chair currently.
- SIAMs training had been held which had proved timely, an inspection having taken place since.
 - Pupil progress and mental health training sessions had taken place (Governors thanked MM and requested that the Powerpoint used be shared).
 - Reliance for pupils and Transitions were felt to be key areas of focus.

Action SIAMs outcomes from full report for CPO.

Action Transitions next CPO agenda

Action MM to circulate PPT (mental Health training)

26. Governance

- 26.1. Terms of Reference (ToR) - The Clerk had updated and merged the Terms of Reference for the Governing Body's committees, that now included ToR for panels and a draft had been shared prior to the meeting.

An Admissions committee model ToR would be added and the HT, RN and NN were delegated as Admissions Committee members, with a meeting due to take place mid February to review the criteria ranking for the Reception intake, and waiting list following information from Camden- date to be advised.

Resolved; The ToR was AGREED



- 26.2. Monitoring school visits - Governors noted the Christmas events that had been circulated in the school newsletters.
- Governors had made a number of recent visits to school for the vision event (6 November 2019) and SIAMs Inspection (held 28 November 2019)
 - The Chair had joined a visit with Y5 to the science museum that was reported to have gone well and had attended the Science fair and various assemblies.
 - Governors noted the school Nativity due to take place, and the Carol service to be held Thursday 19 December at 6.30pm.
- 26.3. Governor Training Update
- Chair- Camden Chairs briefing, Ofsted feedback Camden briefing.
 NN was booked for Safeguarding training at Camden 26 February 2020
- Governors attention was drawn to the Safer recruitment training, 4 March 2020 relationships and Sex Education, new EIF to be held 23 March 2020 and New monitoring visits- 10 March 2020 at the LDBS
- The Clerk had collated courses and online training opportunities that included the LDBS and Camden opportunities and free online courses into a Governor hub folder that had been shared.
27. **Approval of the School Residential trips (School Journey) for 2019-20 and Easter School**
- 27.1. School Journey- The HT explained that the school had been required to change the school journey, and the Isle of Wight trip was now planned to take place a week earlier next year during October before half term 5-9th October 2020.
 A second residential school journey was planned for Phasels Wood 11-12 June 20, for both Y6 classes.
Approved subject to risk assessments (these took place online linked to Camden through the Evolve system)
- 27.2. Easter School was to be held the first four days of the Easter Holiday 2020 and would be shared with t Luke's as this had worked well last year for both schools.
AGREED
28. **Headteacher's Report** The HT drew Governors attention to the report that had been circulated- the following points were noted.
- 28.1. Leadership and Management- Governors were pleased to note that new staff members had settled well with foundation subjects strongly covered; Modern Foreign Languages and Art teacher specialisms in place.
- 28.2. Safeguarding- One Child Protection plan was in place, with two Educational Health Care Plans (EHCPs) in place at the school currently. Recent training for the DSL had taken place and all staff had been upskilled relating to KCSIE 19 at the beginning of the year.
- 28.3. Behaviour and Attitudes-
- Behaviour was seen to be consistently good at the school with very few incidents reported, no exclusions, no racist nor homophobic incidents to report.
 - Attendance target for this year 96.5% (last year 96.8%) currently at 97.2%. Following a CHALLENGE by a Governor about this as a priority it was confirmed that vigorous monitoring of attendances and punctuality was in place to monitor and improve, parents invited in for conversations were indicated.



28.4. Quality of Education-

Governors noted all targets were higher than Borough targets (and Nation Averages last year). Phonics target of 90% was noted (last year 82% had been achieved), with close tracking taking place for all pupils. An external consultant had been contracted to review the current Phonics provision.

Staff were reviewing the fully de-codable books to ensure they linked closely to Phonics covered in lessons and followed the careful sequencing that was in place. A Governor suggested that Phonics resources could be an excellent use of the Extended Services reserves for pupils and this was agreed, to be discussed further in committee.

Action Clerk/ Extended services budget for schools Resources agenda item

The Chair raised a point about the availability of a central Diocese Resource for Phonics books? This was felt to be a good idea and would be investigated to ensure best use of Resources across schools.

Action HT to enquire availability of Phonics shared resources with Helen Ridding

Reading challenge- EI reported. Reading road maps were being used from Camden, with sticker rewards for pupils, and books were retained to build the school library. EI shared plans to lead a parent forum to advise parents for how to support pupils at home. Parent-consultations had taken place recently with Reading, Writing and Maths targets shared with parents.

Q A Governor ASKED about SATs results- had the school reviewed gaps from the experiences in the papers last year, could this information be used to inform? It was confirmed that Reading and maths breakdowns had been made available, with staff using information from Y2 gaps as a feedback loop to inform next stages for those pupils. Teacher feedback following SATs had informed whole school focus areas.

Action Clerk/CPO Phonics update and reading focus agenda items

28.5. Progress Against the School Development Plan (SDP)- An updated plan was shared and would be fully reviewed in detail in committee. It was explained that the SDP had been structured differently this year- aligned with the new Ofsted headings for clarity and clear links to the HPS vision of *Life in all its Fullness*.

Governors reviewed the SDP that was ragged against progress for actions to allow effective monitoring. Q A Governor ASKED if this new approach as a document was working well in practice? The HT responded that the one-page summary was helpful, it was proving to be clearer for staff who were developing the 'Curriculum Intent' flowing directly from the aims and values. Governors were especially pleased to note the wide range of experiences made available that included RE, music and art, trips and visits for a broad, balanced and rounded education for pupils at the school.

Governors discussed the Governance development plan (Intent 4b- Leadership and Management) that was an integrated part of the SDP. It was suggested that a number of actions were now completed and could be moved to 'Achieved- becoming embedded, with improvements in the action points to tighten criteria and for clarity suggested and would be updated.

Action The Chair to review SDP 4b action items.

28.6. SIAMS feedback from 28.11.19- covered under Part 2 minutes



29. **Chair's report**

29.1. Bulge class update (working party report)- The Chair reported from the working group that had been delegated for a strategic review of options following the bulge class moving through and leaving the school. Recorded under Part 2 minutes.

29.2. Parent election- The Chair explained that succession planning was required with both parent Governors terms of office becoming due in April- the skills audit had been created to capture skills, and could be used to inform the skills required when seeking candidates for the parent election process. The Clerk confirmed that holding an election prior to the vacancies becoming vacant was allowable.

Action Clerk/HT Parent election process end of January following skills audit process and review.

29.3. Link Governors- Governors were encouraged to visit their subject leaders, with individual arrangements preferred- ideally to be booked for mid- February/March.

A Governor focus day for lunch and to meet with the school council was felt to be a good idea and would be planned by the Chair/Vice Chair.

Action Clerk to circulate link Governors, visits policy and templates, with suggested dates from the HT, with Fridays being preferred.

Action Chair/Vice Chair to consider Governor visit day

EI left the meeting at 19.30

30. **Inset and terms dates** for 2020-21 to be confirmed (action from Res Committee)

It was explained the term dates for Camden had been delayed with Secondary Heads proposing different dates, however it had been decided to stay with the Camden dates with INSETS being agreed for 1,2 Sept 2020, 4 Jan 2021, 28 May 2021, and 23 July 2021.

APPROVED

31. **Partnership with St Luke's update**- recorded under Part 2

32. **Finance and Premises update- Governors noted that updates had been discussed under the** Resources committee item, however the School Teachers Pay Review Board recommendation for 2.75% to all points had been recommended for ratification.

RATIFIED

EI left the meeting at 19.10

33. **Policies for FGB level approval**

Policy delegations- proposal and plan. The Clerk had held an audit of the current policies on the website against the new policies requirements released by the DfE in October. It was noted that there had been a number of changes and the Clerk was working with AR (DHT) to delegate to the school those operational policies where allowable, and schedule others across meetings in the agenda planner. A proposal for approval would be brought to the next meeting. Operational policies were **AGREED** to be best delegated to the school, to enable best use of strategic FGB meeting time.

Action Clerk- next meeting Policy schedule update

33.1. Equalities Policy Including updated objectives (2019-22). It was explained that the policy was set 4 yearly with annual review of progress towards objective required- the objectives themselves, although not due were being reviewed to ensure that they linked clearly into the SDP and would be reviewed at the CPO.



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Action Clerk Agenda item CPO

- 33.2. Pay Policy – The policy included the 2.75% uplift and was based on the Camden model that had been enhanced to include previously approved additions ie time in lieu for school journey.
AGREED
- 33.3. Admissions Policy (Recommended from the CPO, no changes) This was not planned to change this year and would be circulated for reference.
AGREED without changes
- 33.4. Brexit Plan (action last meeting) – It was explained that whilst currently being unsure of plans regarding Brexit the DfE recommended that schools review current staffing to ensure immigration status and signpost to the Government recommendations.
Action SBM/HT to review staffing status.
34. **Next meeting items**– *see Year planner on Governor Hub for agenda plan*
Mon 16 March 2020 FGB Focus items in addition to standing items-
- To ensure FGB Quorate for Resources (budget approval) meeting [Tues 28 April 2020 5.30pm]
- FGB level Policies for approval
- Complaints (to include Jan 19 updates)
 - SEND Information report
35. **Any other business** (to be agreed with the Chair at the start of the meeting)
- 35.1. RN noted that the Resources committee was reduced in numbers and this was expected to be impacted in April further with the terms of office of two members becoming due. JL agreed to revert to becoming a member of the resources committee, rather than CPO.
- 35.2. Rev Jeremy thanked MS (SBM) for her support with a recent Church administrative position appointment.
36. **Self-reflection and impact** –
Governors felt this had been a productive meeting with positive impact- a strategic view encompassing the vision and Values had been included, the school had been held to account and financial probity had been covered.
- Staffing had been discussed, with the school to notify staff regarding DfE guidance relating to status to ensure strategic plans were in place.
 - Governor plans for monitoring the SDP were being arranged.
37. **To agree any items to be recorded under Part 2 minutes- none from Part 1 noted.**

There being no items under Part 1 this part of the meeting closed at 19.30 and turned to Part 2 business.

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

Minutes



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Dates of next meetings	
<i>Spring Term (06 January 2020 – 03 April 2020)</i>	
(5) Resources Committee	28 January 2020 (5:30pm)
(6) Curriculum, Progress & Outcomes Committee	04 February 2020 (5:30pm)
<i>Half Term (17 February 2020 – 23 February 2020)</i>	
(7) Full Governing Body	16 March 2020 (6:00pm)
<i>Summer Term (20 April 2019 – 21 July 2020)</i>	
(8) Resources Committee	28 April 2020 (5:30pm)
(9) Curriculum, Progress & Outcomes Committee	18 May 2020 (5:30pm)
<i>Half Term (25 May 2020 – 31 May 2020)</i>	
(10) Full Governing Body	07 July 2020 (6:00pm)

DRAFT