



HAMPSTEAD PAROCHIAL
Church of England Primary School



FULL GOVERNING BODY MEETING – Part 1

Hampstead Parochial
Church of England Primary School

Venue: Holly Bush Vale, London, NW3 6TX
Date and Time: Monday, 23 September 2019 at 6:00pm

Attendance

(* not present)		
Tim Jervis ('TJ') Chair of Governors	Parent Governor <i>Nominated and elected parent of a child at school</i>	30 April 2020
Ammar Ahmed ('AA') Vice Chair of Governors	Foundation Governor <i>Appointed by the London Diocesan Board for Schools</i>	13 Jan 2023
Allan McLean ('Headteacher')	Headteacher <i>Appointed by virtue of office</i>	Ex Officio
Robert Nesbitt ('RN')	Parent Governor <i>Nominated and elected parent of a child at school</i>	30 April 2020
Monica Marcou ('MM')	Staff Governor <i>Nominated and elected as a staff governor</i>	30 June 2023
*Nikola Novčić ('NN')	Foundation Governor <i>Appointed by the London Diocesan Board for Schools</i>	30 June 2023
Jean-Luc Eberlin ('JLE')	Foundation Governor <i>Appointed by the PCC of St John At Hampstead Church</i>	23 Sept 23
Jenny Lupa ('JL')	Foundation Governor <i>Appointed by the PCC of St John At Hampstead Church</i>	8 Jan 2021
Anne Diack ('AD')	Foundation Governor <i>Appointed by the Hampstead Deanery Synod</i>	12 June 2020
David Rue ('DR')	Foundation Governor <i>Appointed by the Hampstead Deanery Synod</i>	20 May 2023
*Rev Jeremy Fletcher ('RJF')	Incumbent of the St John At Hampstead Church <i>Appointed by virtue of office (Ex-Officio)</i>	Ex Officio
*Andrew Parkinson ('AP')	Local Authority Governor <i>Appointed by Camden, Local Authority</i>	11 June 2021
IN ATTENDANCE		
Rev'd Dr Ayla Lepine	Assistant Curate St Johns at Hampstead	
Monwara Sikder ('SBM')	School Business Manager	
Alice Riley ('AHT')	Assistant Headteacher	
Lyn Stanton ('Clerk')	Clerk to the Governing Body	

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>Clerk</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>HT/Clerk Clerk</i>
8.6	<i>SBM to contact DR and JLE to apply for a DBS and SI28 check</i>	<i>SBM/DR/JLE</i>
9.1	<i>Governors to submit brief 'child accessible' bio for the reception area to the Clerk</i>	<i>All/Clerk</i>
9.5	<i>Clerk Mental Health well-being agenda item at CPO</i>	<i>Clerk/CPO Agenda item</i>
9.6	<i>Chair/Vice Chair to develop skills audit for the Board</i>	<i>Chair/Vice Chair</i>
9.7	<i>- Induction procedures and Class temperature</i>	<i>Clerk/agendas committees</i>
10.1	<i>SENDCO role sharing be included in the log of Joint working arrangements</i>	<i>HT</i>
11.3	<i>HT to circulate the Inset SIAMs presentation</i>	<i>HT</i>
11.6	<i>Clerk/ SIAMs CPO agenda item</i>	<i>Clerk/CPO Agenda item</i>
13.0	<i>RE and collective worship Policies to be discussed at the CPO.</i>	<i>Clerk/CPO Agenda item</i>
15.1	<i>HT Brexit plan to next FGB</i>	<i>HT/Clerk/next agenda</i>

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Part 1 – Public minutes

1.	Opening Prayer Covered under Item 2
2.	Welcome and introductions
2.1.	TJ was asked to open the meeting by the Clerk. TJ welcomed Governors back following the long summer break, and introductions were made around the table for those new to the Board and in attendance.
2.2.	The appointment of a new Clerk from LDBS was noted.
2.3.	Rev'd Dr Ayla Lepine opened the meeting in Prayer.
3.	Apologies and the Governing Body's acceptance or rejection of any absences.
3.1.	Apologies had been received from NN and RJF prior to the meeting.
3.2.	Governors noted that AP was absent at the start of the meeting [<i>clerk's note- following the meeting it transpired that AP had sent apologies just prior to the start</i>]. Apologies as noted were ACCEPTED.
4.	Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda
4.1.	There were no declarations made against items on this agenda.
5.	Election of the Chair for the Governing Body for the academic year 2019-20
5.1.	The Clerk took the Chair and enquired about the usual process at the requested nominations for the role from those present. TJ was proposed, there were no further nominations. TJ was elected unanimously for a period of one year to the first FGB meeting of 2020-21. <i>TJ took the Chair</i>
6.	Election of the Vice Chair for the Governing Body for the academic year 2019-20
6.1.	Nominations were requested for the role of Vice Chair. AA was proposed, there were no further nominations. AA was elected Vice Chair for a period of one year to the first meeting of 2020-21.
7.	Approval of the minutes from the previous Full Governing Body meeting, held on Monday, 01 July 2019, and any matters arising not on the agenda for the meeting.
7.1.	The minutes from the previous meeting were AGREED to be a true and accurate record of accounts and were signed in the meeting by the Chair.



7.2. Governors reviewed the actions as follows-

<i>Actions last meeting</i>		
49.3a	<i>Register attendance updated</i>	<i>Resolved</i>
54.3a	<i>Abacus Lobbying- information couriered, council not expected to be planning expansion</i>	<i>Resolved</i>
54.10a	<i>Staff exit interviews- the Chair had taken part, covered later on this agenda</i>	<i>Resolved</i>
54.18a	<i>Link Governors- on this agenda</i>	<i>Resolved</i>
55.3a	<i>Meeting schedule uploaded</i>	<i>Resolved</i>
55.7a	<i>Finalised year planner uploaded</i>	<i>Resolved</i>
57.15a	<i>KS2 results- on agenda</i>	<i>Resolved</i>
57.15b	<i>Attendance and Punctuality – Nov CPO agenda</i>	<i>Noted</i>
59.2	<i>Policies -on this agenda</i>	<i>Resolved</i>
61.3z	<i>Fence Issue- JL reported that the works had been completed with a lot of new fence work along the boundary wall. A Small gate repaired to a good standard and costs covered by those responsible. A Governor ASKED about relationships? JL confirmed that this had improved and the matter resolved. The HT thanked JL for her work on this matter</i>	<i>Resolved</i>
64.1a	<i>Siams- update on this agenda</i>	<i>Resolved</i>

8. **Annual Governance Requirements**

8.1. Governors’ Code of Conduct

Governors ADOPTED the Code of Conduct (based on the NGA 2018 version) and noted the 7 Principals of public life, and the strategic remit of Governance.

8.2. Register of Pecuniary and Business Interests

Governors completed the Declaration of Pecuniary and Business Interests Forms and returned them to the Clerk in the meeting.

Action Clerk to Collate Register of Interests and forward to the school to upload to the website to meet statutory requirements.

8.3. Approval of the Committee Terms of Reference-

Governors reviewed the Terms of reference that had been circulated prior to the meeting and AGREED them for this year. In Response to a QUESTION from a Governor the Clerk confirmed that it was usual to include the terms of reference for sub committees and panels (ie Pay), and this would be reviewed by the Clerk, who noted that Remote attendance (if approved) could also be included in the combined Terms of Reference.

Action HT/Clerk to locate previous wording of Remote attendance used previously
Action Clerk to review and update Terms of Reference to include panels and best practice and revert.



- 8.4. Review of all Committee Memberships. Memberships were confirmed as follows
- Resources- As current with JL to leave, NN to join.
 - Curriculum, Progress & Outcomes- As current, DR and AA to join
 - Staff Pay and Headteachers Performance Management and Review- Chair, Vice Chair and RN
 - Admissions- Not discussed
 - Panels- Governors as available

- 8.5. Review of Link Governor Roles (action 54.18a last FGB)
The Chair explained the requirements of the link governor role, which was of benefit to Governors to get to know the school by a school day visit and to report back to the GB under a specified remit. Governors presence in the school helped to build positive links with staff. Up to half a day a year was the expectation.

Link Roles were reviewed and confirmed during the meeting as follows-

RN	Art, D&T, Computer D&T
TJ	SAFEGUARDING Maths, Computing, Website, e safety, Science, Environmental
JL	EYFS, PTA
AD	English, Reading, Writing, Humanities, PE, School council
JL and DR	Health & Safety, Property
JLE	Modern Foreign Languages
Rev J	Music, RE & collective worship
DR	PSHE, Citizenship and Equalities
AA	SEND, Inclusion, Policies, Website
TBC	Governor Training

- 8.6. The SBM noted that the new Governors were required to have their DBS in place (legally within 21 days of appointment) and would send a link for them to do so.

Action SBM to contact DR and JLE to apply for a DBS and S128 check

The SBM was thanked and left the meeting at 6.45pm

9. **Chair's Report-**

9.1. Membership and Constitution-

- The Chair had earlier welcomed David and Jean Luc to the Governing Board, and it was noted that the membership was now full, with no vacancies.
- The Chair reminded Governors that parent Governor elections were becoming due April 2020 (TJ and RN)
- Governors were reminded to update their information for the Governor Board in reception if they had not already done so (send to the Clerk)

Action Governors to submit brief 'child accessible' bio for the reception area to the Clerk



9.2. Safeguarding training for Governors

This was seen to be best practice and Governors considered course available- the LDBS was not offering safeguarding training this year, although safer recruitment was available, and the Clerk noted that Safe recruitment training was available online. Camden courses were highlighted, that would be charged. The HT would consider whole GB training for the new year. The Clerk offered to upload options to Governor Hub

**Action Clerk- Governor safeguarding training opportunities to be shared via G Hub
Action the HT to look into whole GB safeguarding training**

9.3. Budge class working group

The Chair together with the Vice Chair had reviewed the situation regarding the Y5 bulge class, as it will have worked through the school in two year's time and a strategic decision regarding use of the space resource would be needed.

A comprehensive report had been commissioned some time ago, however this was now dated and the forecast pupil numbers had changed since 2011.

The Chair noted that Camden had recently shared a detailed piece of work on demographics. It was confirmed that HPS was part of Planning area 1, which was Ragged Green for pupil numbers, however the Ragging was tightly focused and immediately surrounding the area there were issues with falling rolls.

The HT added that following consulting with other schools there is some concern about numbers locally and across London.

Governors discussed some initial options including leasing out the space for teacher training.

The Chair and Vice Chair requested that a member of the SLT join a working group to develop a proposal to bring to the FGB.

Action Chair/Vice Chair and a member of the SLT to review school space and revert

9.4. Resources Committee

Following a request to move the date of the RESOURCES committee it was AGREED to change the date to 29 October at 5.30pm, with the Staff Pay committee held prior at 5pm.

Resolved- Resources 29 Oct 5.30pm, Pay Panel 5pm

9.5. Curriculum, Progress and Outcomes Committee

The Chair had attended training on the new EIF, seen to be an exciting challenge and was hoped would be a positive reflection of how pupils developed their knowledge.

The Chair requested MM to update Governors about Pupil mental health well-being at the next CPO.

Action Clerk agenda item/ MM to give Mental Health well-being update at CPO committee



9.6. Skills audit

The Chair explained that as part of the self-evaluation of the Board he was working with the Vice Chair to develop a bespoke skills audit.

Action Chair/Vice Chair to develop skills audit for the Board.

9.7. Staffing Exit interviews

The Chair had held a staff interview at the end of term and feedback following was to review the induction procedures for staff and for Governors to be mindful that the Classroom Temperature issue was still to be resolved.

Action Clerk/agenda items committees- Induction procedures and Class temperature

10. **Partnership with St Luke's update** The HT reported.

10.1. The HT noted that a £130K development was in process at St Luke's and links across both schools were being developed. It was noted that St Luke's Outcomes had been positive with excellent Progress being seen; both schools doing exceptionally well.

10.2. A Governor ASKED about the St Luke's teaching space and if this could be included in the working group review? The HT confirmed that St Luke's covered in the same Plan 1 locality and was over-subscribed.

10.3. Governors were pleased to note that HPS had reached an agreement and shared an Experienced SENDCO with St Luke's and this arrangement was seen to be working well (since September); a positive start to the term.

Action HT/The Chair requested that the SENDo be included in the log of shared arrangements.

11. **Headteacher's Report**

11.1. Vision, Aims and Ethos

The HT explained that the staff had received a briefing about the school's Christian Vision on INSET day- ethos that encompassed excellent community relationships, and high educational values- values 'lived not laminated', taking time to share celebrations.

The Love of Learning and a growth mindset were agreed by Governors to be key; awarding effort not outcome. Raising aspiration, and the importance of feedback and achievable objectives, summarised in the 'strapline' Educating for life in all its fullness. John 10:10

Governors reviewed the Vision statement, and AGREED the following Governor feedback-

*To enable **everyone** within our community to flourish and enjoy
a life filled with meaning and purpose underlined by Christian values,
a love of learning and an eagerness to make the world a better place, **together.***



Some time was spent considering the relative merits of ‘eagerness’ or ‘ambitious’. It was agreed to keep eagerness as it reflected a more dynamic tone.

Core values sat behind the vision statement- a matrix of how biblical foundations underpinned and linked the vision had been developed with the Church. The Four foundations and six values were planned into an annual plan for collective worship.

11.2. SIAMs Inspection

Governors were mindful that a SIAMs inspection was expected during this school year. The new SIAMs framework for inspection consisted of seven strands- and the HT explained that for each strand the effectiveness of how well the school lives out its vision was appraised; how that vision is applied to character development, community, good mental health (evidenced by a recent workshop), dignity and respect/equality. It was noted that there was a separate strand for RE provision.

In response to a QUESTION from a Governor regarding notice of the SIAMs inspection, it was confirmed by the HT to be a week’s notice. It was further explained that the inspectors will ask some governors, and incumbent to be present for the meeting.

A further training for SIAMs would be included on the next CPO agenda, including self-evaluation against Excellence inspection descriptors.

Action Clerk/ SIAMs CPO agenda item

Action HT to circulate the Staff INSET day SIAMs presentation

11.3. Relationship and Sex Education (RSE)

Governors noted the changes to Relationships and Sex Education that would become statutory from September 2020.

Staff were undergoing training, and Camden were working with families to consult on an agreed approach as the issue had attracted some contention in other areas of the country/community.

11.4. Section 8 Ofsted Report

Governors were pleased to formally receive the Section 8 Ofsted report (dated 17 July 2019) relating to the inspection that had been held on the 18 June 2019. The report noted that the school continued to be Good, was seen to have improved significantly overall and therefore a Section 5 inspection was recommended.

The HT and Governors were especially pleased to see positive responses from the parent survey remarked upon.

Action areas for the school following the inspection had been included in the SDP.

11.5. Standards report- Pupil achievement 2018-19

	Notes	2017	2018	2019
EYFS	3 yr trends above Camden and National Average (NA)			
Phonics Y1	Y2 retake only two pupils	96	96	82
KS1 Reading	Exp+ Way above NA, 2 pupils did not reach target	87	86	93
	GD- impressive raising trend seen given 15-20% PP	29	40	56



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KS2 RWM	One child joining in Y5, Camden 72% (above NA)			96
Reading	An area for focus			
Writing	Rising trend			
Maths	GD 66%			
SPaG				

Governors congratulated the HT and staff on the results and noted especially the high progress figures seen (Reading 3.69/Writing 4.6/Maths 5.29)

11.6. Review and approval of the Summary School Development Plan 2019-20

A summary of the objectives had been circulated to Governors prior to the meeting, Governors noted and APPROVED the objectives as circulated.

11.7. Planned CPD and Inset Day training

All staff were confirmed to have taken safeguarding training and Health and safety training during the INSET day. CPD this year would be shared across both HPS and St Luke's, with CPD planning to be shared in committee. Staff encouraged to be self-driven for continuous CPD to upskill themselves.

12. **Premises Report**

12.1. The HT updated Governors regarding the Summer works that had taken place.

- Pupil toilets had been refurbished for KS1 and KS2 boys. This project had resulted in the school funding £40k of the total £88k covered by the Local Authority Co-ordinated Voluntary Aided Programme (LCVAP) and the Devolved Formula Capital (DFC).
- New lighting had been installed and impact of this was already noted.
- Corridors and two classrooms had been professionally painted.
- A (Corporate Social Responsibility-CSR) team from Santander had offered support and had helped to build flat pack furniture during the holidays

Governors noted thanks to John Day for the site works during the holidays.

13. **Policies for approval**

- 13.1. Mental Health & Well-Being Policy
- 13.2. Safeguarding & Child Protection Policy
- 13.3. Physical Intervention Policy
- 13.4. Schools Online Safety Policy
- 13.5. Spirituality Policy
- 13.6. Religious Education policy
- 13.7. Collective Worship Policy

Governor's had reviewed all policies prior to the meeting, and all were APPROVED. A Governor noted that some policies on the website needed to be refreshed.

Action Clerk/Agenda item- RE and collective worship Policies to be discussed at the CPO.

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14. Reporting of any training courses undertaken by the governors

Ofsted training had been attended by the Chair earlier the day of the meeting and the Chair reported that the bar had been raised with the introduction of the new Inspection Framework that was Curriculum focused, looking for long term memory and skills, all linking to a clear INTENT. A statement for curriculum INTENT would be discussed at the CPO- skills progression linked back to school vision and good mental health.

Governors noted that the Framework was looking beyond Maths and English, to include wider aspects of school life such as enrichment and after school club provision, and discussion how to evidence impact of qualitative areas would need to be considered.

15. Any Other Business

- 15.1. The Vice Chair noted that the DfE had released information for businesses preparing for Brexit- had the school addressed this? The HT responded that the LA have sent out suggested areas to consider and provisions were being reviewed- a draft would be supplied to the next meeting.

Action Clerk/next agenda/ HT Brexit plan to next FGB

- 15.2. The Clerk updated the meeting regarding the new statutory policies required as released 17 September 19 by the DfE and would add the new polices to agendas. New Polices required include
- An exclusion policy (LA model expected)
 - Children with health needs who cannot attend school
 - LAC teacher policy
 - Protection of bio data policy
 - NQT policy

16. Self-reflection and impact in relation to the school vision

- 16.1. Governors considered the meeting impact- Governors agreed that a lot of information had been shared resulting in improved Governor awareness and clear plans for the year ahead. A Governor observed that given the richness of the information supplied at the meeting perhaps a longer time could have been allowed for; further discussion would be held in committees.

The Chair thanked governors for pre-reading documents, and their commitment as volunteers was appreciated.

- 16.2. Rev'd Dr Ayla was thanked for the rigorous staff CPD she had led earlier in the day on Art and RE links to the church and art galleries. In response Rev'd Dr Ayla thanked the Board for being welcoming and that she was impressed with the strength of the shared vision.

Rev'd Dr Ayla, MM and staff left the meeting.19.56 and matters turned to Part 2 business.

Date of the next FGB meeting- 2 December 2019 at 6pm



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

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