



Full Governing Board (Budget approval)

Monday 10 May 2021 at 6.00pm

Governors (*not present)		
Tim Jervis ('TJ')	Parent Governor (Elected)	30 April 2024
Chair of Governors		
Evelina Hinovska-Barbier	Parent Governor (Elected)	30 April 2024
Co Vice Chair		
Ammar Ahmed ('AA')	Foundation Governor LDBS	13 Jan 2023
Co Vice Chair		
Allan McLean ('Headteacher')	Headteacher	Ex Officio
Monica Marcou ('MM')	Staff Governor (elected)	30 June 2023
*Nikola Novčić ('NN')	Foundation Governor LDBS	30 June 2023
Anna Sabapathy	Foundation Governor PCC St John At Hampstead Church	21 Feb 2025
Sarah Cheriton-Jones	Foundation Governor PCC St John At Hampstead Church	21 Feb 2025
*Anne Diack ('AD')	Foundation Governor HDS	12 Jun 2024
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	
Lyn Stanton ('Clerk')	Clerk to the Governing Body	

Action list this meeting		
9.1	Skills audit summary to add new members and Carried over.	AA/Clerk
32.0	Safeguarding audit- could this be enhanced to cover the panel recommendation?	EHT/Chair
33.0	Clerk next agenda- Financial audit to be received	Clerk/SBM
33.3	3 year plan- principle to use reserves to balance approved, detail delegated	EHT/SBM
34.3	Website updates- Clerk to update details (resolved 18/5/21) AA to audit website Audit	Completed AA
34.4	Proposed- EHT social 19 July following the final FGB	All
37.2	Partnership Monitoring committee delegation- Clerk next FGB agenda item for delegation	Clerk/Chair
Part 3		
40.0	EHT recruitment EFGB draft minutes for approval	All/next agenda

FGB items	
28.	Welcome - the Chair welcomed all to the meeting, and the meeting was opened in prayer by Rev J.
28.1.	<u>Attendance and apologies for absence-</u> Apologies had been received from NN and MS and these were accepted. It was noted at the start of the meeting that AD and EI (DHT) was not present but was expected to join.
28.2.	<u>Declarations of Interest or revisions to the register</u> – There were no declarations made against items on this agenda.
29.	Approval of the minutes from the previous Full Governing Body meeting held 18 January and any matters arising not on this agenda – The minutes were AGREED to be a true and accurate record of accounts and would be signed at the next physical meeting.

29.1. Actions arising		
Action list last meeting		
54.1	[9.1] Governors to submit brief 'child accessible' bio for the reception [9.1] Skills audit summary add new members and Carried over.	Completed, submitted AA/Clerk
58.4	Governor's Capitation Account- New account required Carried over. A new back account and signatory, working with MS. Will chase, follow up with Angela Gardener.	SBM/Chair
14.1	Chair to contact AP regarding membership	Resolved
22.2	Safeguarding training -EI to share with Clerk for circulation.	Resolved
24.1	CW county washrooms (£38.5K) AGREED subject to specification review at Resources agreed Subject to review- quotes shared at this meeting for final approval	On agenda
30. Committee minutes to be received- for information		
30.1. <u>CPO 1 March 21</u> - Rev J summarised that the meeting had reviewed remote learning, during lockdown.		
30.2. <u>Resources Budget 10 May 21</u> - The Chair noted the budget discussions and confidential items, nothing significant to report of concern in the financial situation.		
<i>EI joined the meeting at 18.10</i>		
31. Executive Headteacher's Report to the Governors		
31.1. <u>Teaching and Learning</u> - The main focus for staff CPD this term had been on the Curriculum;		
31.1.1. Literacy and writing, with moderation meetings working across year groups for progression. <ul style="list-style-type: none"> ▪ Subject leaders had been reviewing their original action plans from September to see what could still be achieved despite the disruption in learning. 		
31.1.2. Maths- A teaching and learning review in Maths had taken place, the SLT observing maths lessons to check for consistency and attitudes to maths. Pupil conferences had taken place, and planning adapted accordingly, to allow for bespoke differentiation. <ul style="list-style-type: none"> ▪ Key areas for development were to develop challenge in maths for greater depth following time at home. It was noted that the range of abilities became wider higher up the school. 		
31.1.3. Teaching Assistant support (TA)- Due to prudent financial management Governors were pleased to be able to fund TAs in every class- investing in supporting the teaching and learning. TAs at Hampstead Parochial were all graduates, looking to further their career in teaching. Q A Governor CHALLENGED the school about deployment of the additional support staff available- were these being used effectively? The EHT explained that teachers could use their TAs to take groups for specific interventions from the start of a subject, rather than pitching lessons in the centre, and the increased use of technology had opened up more options to allow better use of adults. The EHT noted that some changes to teaching and learning had been required due to the risk assessment- working in rows had not been ideal, and with guidance now updated, staff were now allowed to move back to group working. This allowed different ways of managing the teaching and for those more experienced this was nothing new but for teachers early in their careers techniques to manage the learning was being developed through dialogue, an on-going priority to ensure quality first teaching.		
31.2. <u>Behaviour for Learning</u> was reported to be excellent- generally no behaviour issues were seen at the school, however behaviours specific to challenges in lessons. Q A Governor ASKED about behaviour following lockdown? It was reported that everyone was happy to be back.		
31.3. <u>Assessment</u> - The school had delayed assessments until early next half term, in order to settle the pupils- assessment data would be linked to reports, and early work with staff relating to report formats was underway.		
31.4. <u>Staffing</u> - <ul style="list-style-type: none"> ▪ The EHT had informed the community about the changes in September and Laura Hall the incoming EHT had visited and met with staff. 		

- 2 vacancies were currently being recruited to with 10-11 applications received so far. It was a strong team, and looking positive.

31.4.1. Q A Governor ASKED about staff well-being? It was noted that staff had been supporting each other. Mental well-being appeared good, and staff were feeling that the work life balance was good- a positive return to school. The EHT added that counselling had been offered, taken up by some staff. In addition an offer had been extended for Teachers to have PPA time at home, which had been appreciated and had worked very well.

Q The Chair offered support- what could the GB do to support the school?

The EHT noted that funds could be used from the extended services account to support. Governors agreed that resources should be used to benefit those pupils on-roll at the time, and it was suggested that a good use of funds would be to support the costs to retain the additional staff member to stay a further term for interventions and catch up.

RESOLVED- added capacity for a further term using extended services funding AGREED

31.5. PTA Fundraising events-- The EHT had met with the Chair of the PTA regarding future plans;

- The EHT reported the date of the quiz night as being the 1st July (Thursday) following a meeting with the chair of PTA. The COG stated there had been an update since then and that it would be held on a Friday evening as there would likely be better attendance from parents, however the EHT explained that a Thursday evening had been agreed with PTA chair due to consideration of staff well-being, as Friday night may be an evening staff would prefer to be at home with family. Both agreed it was a decision for the PTA, the CoG clarifying that while it was very much hoped that teachers would freely choose to join in, there was no expectation or compulsion, and that a Friday night was expected to be a more successful fund-raising opportunity with the parents.

- An 'around the world challenge', to promote healthy walking was planned, with the EHT undertaking a 100km challenge.
- a silent auction was planned.

It was felt that holding summer fair would not be a popular idea this Summer.

31.6. Transitions-

- Leaders were planning a performance- Y6 was now one bubble.
- A sports day had been planned and Parliament Hill race track booked for Friday 9 July 21.
- Y6 Isle of Wight trip planned for 21 June.

The EHT had talked with the PTA regarding the leavers' disco, and a leavers' party and church service were planned.

32. **Safeguarding report-** The DHT (EI) reported. Governors reviewed the safeguarding report that was shared on-screen and noted the CPD log listing all safeguarding training, including TAs. It was noted that the DSL had recently taken refresher training.

CPOMs had proved a good investment- allowing sharing of data and tracking.

- Referrals- 1 CP, continue to monitor.

Q The Chair ASKED about the upcoming Safeguarding audit – was this to take place through Camden? This was explained to be the usual annual review.

Action- the Chair noted that an audit was due following an outcome from a panel and was it possible this could be incorporated?

32.1. Attendance since return-

- 8 March to 7 May, attendance seen to be excellent at 97.96%.
- Persistent Absences (PA)- 9

Q A Governor CHALLENGED the school about reasons behind those with persistent absence? This was explained to be varied, some Covid related, and some other issues, the school was aware and monitoring, but no trends were seen. No Covid cases had been recorded, with 2 pupils self-isolating and home learning. Close monitoring of key worker and vulnerable pupils had been taking place.

32.2. Behaviour- No exclusions, racist or homophobic incidents noted.

33. **Finance and Premises items** It was noted that a financial audit was due to take place over the next few weeks and would be shared with Governors when available for review.

Action Clerk next agenda- Financial audit

33.1. End of 2020-21 Outturn – Governors noted the Resources committee minutes that had thoroughly reviewed the end year accounts. The carry forward was higher than in previous years, as a result of COVID-19. With the school closed for majority of the year expenditure has been lower than previous years, i.e. resources, trips, swimming, etc.

- A carry forward of £43,284 was noted - £12K of which would be used to balance the budget next year.
- A balance of £210k was in the extended services account

AGREED

33.2. Budget 2021-22- The budget had been reviewed in detail and Governors noted that a contingency of £12,358 had been included to balance the budget, which had been supported by the carry over, hiding an underlying in year £30k deficit, the EHT noted that whilst this was sustainable short term, longer term would require careful consideration.

AGREED

33.3. 3 year plan The extended services account had a substantial balance of £210K and this would be used to balance the budget in future years.

A full plan was felt to be of limited use- the situation was changing rapidly. Governors were mindful of the underlying in-year deficit for 2021-22, retaining a Teaching Assistant in each class would be challenging in future and some sharing of TAs may be required to balance.

It was noted that the loss of the bulge class would see impact in the 2022-23 budget.

This approach was AGREED, detail delegated to the EHT/SBM

33.4. Premises report

- Total Premises cost towards renovations was £101,560.26
- Delegated budget costs (Funds received from Extended Services A/C) = £58,817.35
- PTA contribution = £20,365.63
- Extended Services account = £22,377.28

Plans to renovate the KS2 Girls toilet and the adult toilets in the school were planned and quotes had been included in the pack for Governor review and approval, works due to take place during the Summer of 2021.

RESOLVED quote for County Washrooms- £32, 746 approved from the Extended Services account

34. **Chair's report**

34.1. Partnership- Following the resignation of the EHT, Governors had worked closely with Helen Ridding from the LDBS to review options, delegated to a sub-committee. The recommendation was to build a partnership with Holy Trinity (Swiss Cottage) and arrange a secondment agreement with their HT, Laura Hall.

Governors were very pleased to have since resolved this, approved via a number of EFGB meetings held since the last FGB meeting- supplied to this meeting.

The documents required to complete the arrangements were in process- the MoU, (explained to be legally non-binding) would be similar to St Luke's, and a secondment agreement would be made with the HT, not as yet finalised.

- Laura H had visited the school, meeting with the EHT and would meet with staff, it was hoped to offer an opportunity for Governors to also welcome her before September.
- The DHT reported that she had been pleased to meet Laura, who was interested in how staff felt about things, their voices valued and her plans not to change a huge amount all at once. It would be an exciting journey.
- The EHT added that Laura H had been invited to support interviews for new staff for September.

Governors offered their support in the process if required.

34.2.	<u>School status</u> - letter from the LDBS. A letter from Inigo regarding recent changes in DfE approach towards Academisation had been received. The Clerk noted that this political direction of travel was expected to increase. The EHT noted that there were additional costs for small schools to Academise, and crucially as part of the LDBS, building costs were ring fenced-however that may change. Camden currently had very few academies currently compared to other Boroughs, with Camden Learning set up to support schools. No action was currently required, but a strategic eye would be kept on the situation.
34.3.	<u>Website</u> - The Chair noted that an update to the Governors' information on the website had come out of date since the appointment of the PCC Governors? The Clerk confirmed that this would be updated immediately following the meeting after confirmation of some details, this being the first FGB since the appointments. The Co Vice Chair AA was requested to run an audit. Action Clerk to update details (resolved 18/5/21) Action AA website Audit
34.4.	<u>EHT leaving</u> - The Chair noted that a date for Governors to make a formal farewell was needed Proposed- 19 July following the final FGB of the year was suggested, covid permitting.
35.	Governance
35.1.	<u>Partnership update</u> - Covered earlier, an exciting time for the schools involved, forming new connections.
35.2.	<u>School Uniform</u> -The Clerk noted that a new bill about Uniform affordability had gone through Parliament, guidance expected for September for schools to be 'cost effective' in their approach. Governors had reviewed costs (see Resources committee) and agreed that the current approach was affordable and flexible- not a concern in the main, with a lot of access to nearly new items if needed.
36.	Policies - None due to this meeting
37.	Any other urgent business (to be agreed at the start of the meeting with the Chair)
37.1.	<u>Committee memberships</u> - The Clerk noted that this was the first FGB since the appointment of the two new PCC members. Both introduced themselves as members of St Johns church. The current committee memberships were confirmed- <ul style="list-style-type: none"> ▪ Sarah- finance ▪ Anna- CPO
37.2.	<u>Monitoring committee</u> for new arrangements – A Governor ASKED about the delegation and process needed to decide representatives? The Chair confirmed that this would be decide in advance, before the start of the school year, exact scope to be confirmed, with the first meeting suggested to be scheduled for October. Action Clerk next FGB agenda item for delegation
38.	To decide if any item from Part 1 is to be recorded under Part 2 minutes- none noted

The meeting moved to Part 2 items at 19.20

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

Dates of upcoming meetings		
Monday, 7 June 2021 5:30pm C.P.O. COMMITTEE	Spring Term – Pupil Progress, Attendance and Exclusions Data Review Staffing Structure (including Quality of Teaching and Learning)	Presentation from the ICT Department (action from Nov CPO)
Monday 19 July 2021 6:00pm FULL GOVERNING BODY	Approve Year Planner, Staffing Structure HT Report	Held on site? Post meeting social?