

GOVERNING BODY FOR ST JOHN'S CE PRIMARY SCHOOL N20

MINUTES OF THE MEETING HELD AT THE SCHOOL ON TUESDAY 10 SEPTEMBER 2019 AT 19:00

MEMBERS

FOUNDATION GOVERNORS

Mrs Imogen Hall (PCC) (Interim Chair)
Mr Jaime Goumal (PCC)
Mrs Alice Gavin-Atashkar
(Deanery/Synod)
2 x LDBS Governor Vacancy
2 x PCC Governor Vacancy

PARENT GOVERNORS

Mr Jeremy Brough
Dr Ajanta Kamal *
Mr Ben Pullenayegum

LA GOVERNOR

Mrs Christine Richardson

STAFF GOVERNOR

Mrs Donna Tidiman

EX OFFICIO HEADTEACHER

Mr Curtis Sweetingham

EX OFFICIO PRIEST IN CHARGE

Revd Lynn Davidson

ASSOCIATE MEMBER

Mrs Catherine Mitri

IN ATTENDANCE

Lynne Evans, Clerk

ACTION POINTS FROM MINUTES – PART I

Item	Action	By Whom	By When
2.2	Clerk to upload Register of Interests to website once access provided by HT	LE	COMPLETE
3.1.2	Clerk update logs to show IH appointed CoG 10/9/2019	LE	COMPLETE
3.2.2	Clerk to update logs to show JG & AGA Joint VCs from 10/9/2019	LE	COMPLETE
3.3	Chair to liaise with LDBS re non-Anglican LDBS governors	IH	COMPLETE
3.3.1	JG meet with prospective PCC Governor	JG	1/10/2019
3.3.3	Fill all governor vacancies by November FGB	IH	18/11/2019
3.3.4	Chair send new governor introduction pack to AGA	IH	1/10/2019
3.3.5	All governors to think about potential candidates and speak to any that might be interested/available	ALL	1/11/2019
3.4.1	Clerk to update logs to show CM re-appointed AM from 10/9/2019	LE	COMPLETE
3.5.2- 3.5.12	Clerk update committee lists to show IH on TLS as VC; DT as Staff Governor; AK on Admissions (plus VC), duplicate IH on F&P; CR as SEND Link; PCC governor as RE Link (TLS), class link governors removed, frequency of F&P meetings	LE	COMPLETE
3.5.13	JB to undertake a learning walk later in the year – liaise with JG/CS	JB/JG/CS	1/1/2020
4.1.2	Amend 2 July 2019 minutes (item 2.2) to read "art technician" and "CIPD chartered membership. Then arrange for signing by Chair	LE	COMPLETE
4.2.2	Carry over 2/7/19 Item 3.2, JG /CS add alleged bullying statistics to TLS agenda for 2019-20	JG/CS	1/11/2019
4.2.3	Carry over from March 2019, Item 3.3, AK provide draft "meeting" behaviour policy for review. Carry over.	AK	12/11/2019
4.2.5	CS highlight any changes since last HT report going forward. Carry-over for November meeting.	CS	COMPLETE
4.2.6.2	CS to ensure to ensure all policies are on school website by next FGB meeting.	CS	COMPLETE

4.2.8	Carry over 2 July 2019, Item 6.4, Work out what to do with next stage of GovernorSpace credit – IH/AGA discuss by next November Board meeting. Carry-over.	IH/AGA	18/11/2019
4.2.13	Carry over 2 July 2019, Item 8.13, IH Schedule evening meeting on future of St John's. Due 1/11/19. Carry over.	IH	1/11/2019
4.2.14	Carry over. July 2019, Item 13.2.1, CS Update SOAP by 1/9/19. Not ready yet. Carry-over.	CS	12/11/2019
4.2.15	Clerk put committee structure on agenda for summer term 2020 meeting	LE	COMPLETE
6.2	Clerk amend SoD to read "Change of School Status	LE	COMPLETE
6.2.1	Clerk to amend SOD to include DfE, LDBS and LA	LE	COMPLETE
6.2.2	Clerk to amend SoD to include TBC Working Group for Change of School Status task	LE	COMPLETE
6.3	Clerk to amend Governors Allowance policy to include the phrase "in relation to governors' activities" then finalise as RATIFIED	LE	COMPLETE
7.2.17	CS update Safeguarding Policy and Staff Handbook to include CPOMS	CS	COMPLETE
7.3.6	IH, CS and AGA create document on future of St John's for presentation to FGB	IH, CS, AGA	COMPLETE
7.3.7	Fix date for Extraordinary Meeting to discuss Future of St John's	IH	15/10/2019

MINUTES **PART I**

1.0	Welcome and apologies for absence
1.1	The Chair opened the meeting at 19:05 and invited LD to give an opening prayer.
1.2	The Chair welcomed JB to his first FGB as a Parent Governor and also gave a welcome to the Staff Governor who had returned from maternity leave.
1.3	No apologies received and no absences.
2.0	Declaration of Interests
2.1	All governors had submitted their declarations of interest to the clerk who would compile the Register of Interests for the website and file.
2.2	The HT advised that there was a delay on providing the clerk with website access and that this would not be able to be resolved until end of October earlier. Clerk to upload all documents to website once access provided. ACTION
3.0	Board Membership Matters
3.1	The Clerk advised that only one nomination for Chair had been received and the nominee confirmed she was happy to serve.
3.1.1	The Clerk requested that the nominee leave the room and asked all Governors to vote on the appointment of Imogen Hall as Chair of Governors.
3.1.2	Governors UNANIMOUSLY appointed Imogen Hall to serve as Chair of Governors for a further term of one year from 10/9/2019. Clerk to update logs. ACTION

3.1.3	IH returned to the room and was congratulated on her appointment and thanked for her service.
3.2	<p>The Clerk advised that she had received nominations for JG and AGA to serve as Co-Vice Chairs and both confirmed their willingness to do so.</p> <p>3.2.1 JG and AGA left the room and a vote was taken amongst the remaining Governors on their appointment</p> <p>3.2.2. Governors UNANIMOUSLY appointed JG and AGA as Joint Vice-Chairs for a term of year from 10/9/2019. Clerk to update logs. ACTION</p> <p>3.2.3 The Chair thanked both JG and AGA who would not ordinarily have wanted to take on the role of VC particularly as they both had a lot of extra roles within the committees. The Chair also noted that the governing body was now moving into Ofsted territory and it was therefore very useful to have more than one person and she really appreciated their assistance in stepping up.</p>
3.3	<p>The Chair advised that the governing body was looking for 2 new PCC governors and 2 new LDBS governors. She had been trying to speak with the LDBS for some time in order to gain advice on their terms of appointment, especially given there were not appropriate individuals on the LDBS governor pool listing. The Chair advised that she was in correspondence with some interested some individuals from the Inspiring Governance website but that they were not practising Anglicans. The Chair needed to understand whether that would be a prohibitive factor in their appointment. ACTION</p> <p>3.3.1 A Governor advised that she was in conversations with one potential candidate for the PCC Governor role and another Governor was due to have a conversation with the individual to explain how much commitment was required and to ascertain whether there would be a good fit. ACTION</p> <p>3.3.2 The same Governor advised that she was still thinking about who else might be able to sit and was looking further afield.</p> <p>3.3.3 The Chair noted that she hoped to fill all of the roles by the next FGB in November and that she was keen to widen the base and have non-parents if at all possible, to fill non-Parent Governor roles. ACTION</p> <p>3.3.4 A Governor advised that she had heard directly from a non-parent who might be interested and the Chair advised that she send documentation to the Governor so that conversations could be had with the interested party. ACTION</p> <p>3.3.5 The Chair invited all governors to think about potential candidates and speak to any that might be interested/available. ACTION</p>
3.4	The Chair advised that the CM had reached the end of her term of office of 4 years as Associate Member and asked whether she would be willing to sit for a further term.

3.4.1	CM advised that she would and governors UNANIMOUSLY appointed CM as Associate Member, with voting rights on committees, for a further 4-year term. Clerk to update logs. ACTION
3.5	The Chair introduced the draft Committee Membership list for 2019-20 and invited comments/discussion.
3.5.1	A Governor asked whether the Chair wanted to sit on the TLS Committee and noted that he felt her contribution would be valuable.
3.5.2	The Chair confirmed that she would sit on the TLS and it would be useful to all for her to sit as Vice Chair in order to assist JG if he was unable to attend meetings. Clerk to update membership. Chair/VC positions to be appointed at next TLS committee meeting. ACTION
3.5.3	A Governor noted that the Staff Governor name needed to be amended on the Committee list. Clerk to amend. ACTION
3.5.4	A Governor noted that a further governor was required on the Admissions Committee as there would be a conflict with one of the governors this year. AK agreed to sit on the Admissions Committee. Clerk to update lists. ACTION
3.5.5	A Governor noted that IH was on the F&P committee list twice. Clerk to amend. ACTION
3.5.6	Governors discussed that as new governors were appointed, at least one would be placed on the TLS committee and at least one on F&P committee.
3.5.7	The Chair also advised that CR would be serving at the SEND Governor for the next year. Clerk to update list. ACTION
3.5.8	Governors discussed that an RE Link Governor was needed on the TLS committee so that appropriate challenge and support could be given to the school. It was agreed that this could be a good role for a new PCC Governor, which was hoped to be in place by November. ACTION
3.5.9	The Chair invited nominees for Vice Chairs of the sub-committees, although it was noted that voting would take place at the next committee meetings per Terms of Reference.
3.5.10	Nominees were received from Jeremy Brough for VC F&P, Ajanta Kamal for VC Personnel & Ajanta Kamal as VC Admissions.
3.5.11	The Chair advised that the class link governor roles had not really worked in the past and the next academic year, the governing body were trialling a governor morning where everyone would spend time in school and with a number of parents on the governing body, there was already a good understanding of school life. Clerk to remove class link governors from committee list. ACTION
3.5.12	JG advised that all governors were welcome on learning walks, whether they were on the TLS committee or not. For 2019-20, learning walks will be scheduled for Spring and Summer.

3.5.13	It was agreed that JB would undertake a learning walk later in the year. ACTION
3.5.14	It was also noted that the frequency of F&P meetings had changed and that the committee list should reflect that. Clerk to update and also check diary invites to ensure Dial-Ins were no longer scheduled. ACTION
3.6	All Governors confirmed that they had read the revised Code of Conduct and despite some minor typos, which were handwritten on to the document, it was UNANIMOUSLY agreed by the governing body and all Governors signed the document.
4.0	Minutes of previous meeting dated 2 July 2019 and Matters Arising
4.1	The Chair asked whether all governors had read the draft minutes of the previous meeting and whether they could be approved for accuracy.
4.1.1	A Governor noted that 2.2 of the minutes should be amended to reflect the new business interest as an "art technician" and not an "art teacher". Furthermore, the membership should be amended to read "CIPD chartered membership".
4.1.2	The clerk agreed to amend the minutes and then return to the Chair for signature and filing. ACTION
4.2	The governing body reviewed the action points from the previous minutes and any further matters arising.
4.2.1	Item 1.2, adding DT back to WhatsApp group and invited to GovernorHub – complete
4.2.2	Item 3.2, JG /CS add alleged bullying statistics to TLS agenda for 2019-20– Carry over to TLS meeting. ACTION
4.2.3	Item 3.3, AK provide draft "meeting" behaviour policy for review. Carry over. ACTION
4.2.4	Item 3.4, IH to invite MP Theresa Villiers to visit school and meet with HT and governors. The Chair advised that she had completed this task, and sent a variety of follow-ups/chasers, however, she had received no response at all. Another governor advised that she had also invited TB to an important meeting with the Deanery Synod, which had also been ignored, despite follow-ups. Governors were very disappointed that MP Theresa Villiers had not responded to any invitations or requests for assistance.
4.2.5	Item 3.6, CS highlight any changes since last HT report going forward. Carry-over for November meeting. ACTION
4.2.6	Item 3.8, CS to ensure current and relevant policies are on school website by 1/9/19. CS advised that this was not complete.
4.2.6.1	Q: A Governor asked if the ratified statutory policies were on the website? A: CS replied that he did not think they were.

4.2.6.2	CS to ensure all policies are on school website by next FGB meeting. ACTION
4.2.7	Item 3.9, IH/CS include governor skills required, if applicable in newsletter – revisit Sept 19. Complete
4.2.8	Item 6.4, Work out what to do with next stage of GovernorSpace credit – IH/AGA discuss by next November Board meeting. Carry-over. ACTION
4.2.9	Item 7.1, Clerk to ensure school finances are standing item on all FGB agendas. Complete and Ongoing
4.2.10	Item 7.5, ALL Governors read Guide to Federating document by 10/9/19. Complete
4.2.11	Item 7.5.2, Clerk to put on September FGB agenda strategic planning session - what does future look like for St John’s – complete
4.2.12	Item 8.13, Clerk to put on September FGB agenda strategic planning session - what does future look like for St John’s; IH Ltr to parents by 18/7/19 re SMSJ; IH schedule Drop-in for Autumn Term. All Complete
4.2.13	Item 8.13, IH Schedule evening meeting on future of St John’s. Due 1/11/19. Carry over. ACTION
4.2.14	Item 13.2.1, CS Update SOAP by 1/9/19. Not ready yet. Carry-over. ACTION
4.2.15	Item 15.3, IH research committees being disbanded and moving all business to FGB. IH advised that she had completed the research but as the structure was now set for the forthcoming academic year, the item should be on the agenda for the summer term meeting. ACTION
4.2.16	Item 16.2, IH send calendar invites to all governors for meetings. Completed by clerk.
5.0	Chair’s Action
5.1	No actions to declare.
6.0	Policy Review
6.1	FGB Terms of Reference 2019-20. No comments received and the ToR were approved and signed by all governors.
6.2	Scheme of Delegation. Governors discussed the item entitled “Academy Conversion” and it was AGREED to rename “Change of School Status.” Clerk to amend. ACTION
6.2.1	Governors also discussed and agreed that the Change of School Status tasks should include liaise with DfE, LDBS and LA. Clerk to amend. ACTION
6.2.2	Governors discussed and agreed that the Change of School Status tasks should be delegated to Working Group TBC. Clerk to amend. ACTION

6.2.3	Discussion around whether to include who delegated to, but as not yet decided should just be TBC Working Group.
6.3	Governors Allowance Policy Governors noted that the policy should be amended to include the phrase "in relation to governors' activities" to ensure that staff governors were still able to claim any allowed expenses in connection with their employment. Clerk to amend and then finalise as RATIFIED. ACTION
7.0	5 Year Strategic Plan including Self Evaluation and School Development Plan (30)
7.1	The Chair advised that usually this meeting would be setting the strategy for the year ahead and for the governing body to talk to the SLT about the SIP, however, it had been agreed by the governors at the previous meeting that some time was needed to talk about the future of St John's and how the school can have a sustainable future given the deficits predicted. The Chair invited the Headteacher to present the draft SIP.
7.2	Governors heard that the new SIP had been reduced from 12 pages to 10 and now reflected the new Ofsted framework in terms of change of language and expectations.
7.2.1	Governors were invited to suggest amends or inclusions.
7.2.2	Governors were advised that the SIP included a new section entitled "Quality of Education" which did not exist before and that Data now fits into this box, as opposed to "Outcomes," although in-year data will be less of a priority in the new Ofsted framework.
7.2.3	Governors heard that focus is now on curriculum content and how the curriculum at St John's could be multi-faith and the new buzzword was "cultural capital."
7.2.4	Cultural capital was explained as giving children the tools to learn and encouraging them to become independent learners and providing access to things they might not otherwise have. Cultural capital was summarised as giving children the skills, knowledge and personal resources to progress and achieve in the society they live in.
7.2.5	Governors heard that St John's was located in a multi-cultural community within the capital city of London and the curriculum content would therefore need to be created to be specific to the school and its pupils. The staff would look at every topic within their subject area and ensure the appropriate skills are being learnt and that knowledge and skills from other areas are being applied and shared between subject areas. Some examples were given
7.2.6	<ul style="list-style-type: none"> - Coasts used to be taught to Y5 in the summer term, but as they have a residential trip to Norfolk in October, which includes a visit to the beach, the subject has been moved to the autumn term in order to be more relevant. - Blessing bag distribution to the homeless because the school is in London.

	<ul style="list-style-type: none"> - Food bank contribution due to need of local community - Many multi-faith visits (mosques, Sikh temples, synagogues)
7.2.7	<p>Q: A Governor asked if Ofsted visited next week, would they expect to see this curriculum already in place?</p> <p>A: CS replied that they would.</p>
7.2.8	<p>Q: A Governor asked if trips could be enhanced by inviting organisations into the school instead?</p> <p>A: CS replied yes and advised that a waste group were in school today (10/9/19) to talk about recycling.</p>
7.2.9	Governors heard that the reading programme would be reviewed to see if there was scope for further development and to not become complacent, even
7.2.10	<p>Q: A Governor noted that writing and PP were below national and asked why they had not been included on the SIP</p> <p>A: CS replied that attainment was just below national, however the school had very good case studies to explain. Given that the school was already doing everything they could to improve both progress and attainment of writing and PP, and that it was a constant monitoring, he did not believe it was a specific item for the SIP.</p>
7.2.11	<p>Q: A Governor noted that the percentage of school KS2 PP Children is below national in writing.</p> <p>A: CS replied that St John's was well above national in reading and maths; writing was broadly in line with national, although it was a negative number. Explanations had been provided previously about the writing assessments and numbering. Disadvantaged progress data had not yet been released.</p>
7.2.12	Governors heard that the behaviour policy would be reviewed to ensure it accurately reflected procedures at St John's and also the language used within it.
7.2.13	Governors were advised that personal development is a new sub heading within the Ofsted framework and that it was to do with PSHE and how each individual child develops. New statutory guidance was due out within the next year and the school were ready for it.
7.2.14	Leadership and Management included staff development which was high on the agenda as well as managing workload. As the school no longer buy into BPSI for staff training, special effort was needed to ensure that staff were sent on relevant training courses but also to acknowledge that a lot of skills were already held in-house and practice could be shared more, providing experiential staff development.
7.2.15	<p>Q A Governor asked for an explanation on an item within the SIP relating to "research safeguarding – CPOMS"</p> <p>A: CS replied that it was a new safeguarding tracking system that the school had researched and purchased and were now receiving training on its use. It was noted as being a vast improvement on previous systems used.</p>

<p>7.2.16</p> <p>7.2.17</p> <p>7.2.18</p> <p>7.2.19</p>	<p>Q: A Governor asked if the Safeguarding Policy needed to be updated to reflect the new software use.</p> <p>A: CS replied that it did, along with the Staff Handbook ACTION</p> <p>Q: A Governor noted that the priorities on the SIP were very much orientated to the Ofsted framework but SEND was not listed as a priority.</p> <p>A: CS replied that the SLT had a lot of discussion on SEND. It was felt that as a result of last year's big push on SEND, it was no longer a main target or concern for the school. Systems were now much stronger and parent questionnaires showed improvement.</p> <p>Governors discussed the format of the SIP and that given a huge sea-change in direction to accommodate new Ofsted framework, that the objectives felt less concrete, together with discussion on strategic priorities and detail of the content within the SIP.</p> <p>The clerk suggested that there could be two separate documents / sets of strategic priorities. One for the school as in their development plan and another for the governors setting out their strategic priorities as a governing body. Governors agreed this would be a logical way forward.</p>
<p>7.3</p> <p>7.3.1</p> <p>7.3.2</p> <p>7.3.3</p> <p>7.3.4</p> <p>7.3.5</p> <p>7.3.6</p>	<p>The Chair introduced the discussion surrounding the future of St John's and reminded governors that at the last meeting, all agreed to read the Partnerships document circulated by the LA and that they would then discuss the best way to proceed.</p> <p>The Chair advised that a document had been created giving a micro view of decisions surrounding financial decisions and the aim was to provide proof of the governors looking at everything carefully.</p> <p>The Chair asked the governing body for their thoughts and comments since reading the Partnerships document.</p> <p>A Governor noted that looking at trends, there were fewer people wanting to be Headteachers, there was less money in the education system and both the LA and LDBS are suggesting that partnerships and the sharing of staff and resources, are going to be the future. Whilst the LA were slower than other boroughs in the journey, several schools were now looking for Executive Headteachers.</p> <p>Governors held a detailed discussion surrounding whether partnerships solved or eased the financial situation, together with the purported benefits of sharing resources and it was agreed that, regardless of decisions made in the future, the governing body needed to be pro-active and ready for change if necessary.</p> <p>CS advised that the LDBS currently only support soft partnerships unless schools join an LDBS Academy.</p> <p>It was agreed that a document should be put together exploring options, including remaining as we are, and setting out the detail of the benefits</p>

7.3.7	(both financial and non-financial), together with and other potential, like-minded schools that a partnership could work with. ACTION IH, CS and AGA agreed to make up the small working group to create the document quickly, with BP (F&P Committee Chair) reviewing the document and figures, before presenting to the FGB at an extraordinary meeting (date tbc). ACTION
8.0	Any Other Confidential Business
8.1	No other confidential business was declared.
9.0	Close and date of next meeting
9.1	The date of the next meeting was confirmed as Tuesday 19 November 2019

The Chair thanked all for attending and invited LD to close the meeting with a prayer at 20:50