



**KENTISH TOWN CE PRIMARY SCHOOL (CAMDEN)  
(St Benet & All Saints)**

**PUBLIC MINUTES  
FULL MEETING OF THE BOARD  
17<sup>TH</sup> OCTOBER 2018 at 5.30 PM**

In attendance:

Governor Role		Name	Present
<b>Foundation Governors (7):</b>			
<b>Ex Officio (1)</b>		Father Peter Anthony <b>Chair</b>	✓
<b>LDBS (2)</b>		Colin Reader, <b>Vice Chair</b>	✓
		Gillian Dale-Skey,	✓
<b>PCC (2)</b>		Jacqueline Ewers	✓
		James Farmer	✓
<b>Deanery Synod (2)</b>		Kieran Smith	X
		Rosie Partin	✓
<b>Non Foundation Governors (5)</b>			
<b>Staff (2):</b>	<b>Head Teacher (1)</b>	James Humphries	✓
	<b>Teaching Staff (1)</b>	Karen Trussler	✓
<b>Parent Elected Governor</b>		Fan Yeung	✓
		Rachel Wrangham	✓
<b>Local Authority (LA) (1)</b>		Fiona Lovering	✓
<b>Associate Members (2)</b>			
<b>Deputy Head Teacher</b>		Grant Jacobson	✓
<b>Support staff member</b>		Sarah Haag	✓
		Ed Taylor/Miriam Nadarajah	✓
<b>Others Present (1)</b>			
<b>Clerk:</b>		Pamela Ansley	✓

	<b>PART 1 – PUBLIC ITEMS</b>	<b>Actions/ Date</b>
<b>1</b>	<b>Opening Prayer, Welcome and Apologies for absence</b>	
1.1	Father Peter opened the meeting in prayer. Father Peter welcomed everyone to the meeting. Kieran Smith could not make the meeting and Fan was 10 minutes away.	
<b>2</b>	<b>Declaration of Interests</b>	

2.1	None. Sarah will pass round the forms to fill in and will collect them at the end.  <b>Fiona Lovering and Rosie Partin joined the meeting at 17.35pm.</b>	
<b>3</b>	<b>Election of Chair</b>	
	At this point the Clerk informed Governors that the Election of Chair would be for a term of 1 year and we would do this by a show of hands if there were no objections. The Clerk then asked Father Peter to leave the room. The Clerk asked Governors if they were all in agreement that Father Peter remain in office for another year to raise their hands. Governors all agreed and Father Peter was duly elected to remain as the Chair for another year. Father Peter was asked to return to the room and was advised that he had been re-elected. Father Peter then reminded Governors that when he first took office two years ago he had advised that he would not like remain the Chair for longer than three terms and asked that this was kept in mind throughout the year and that Governors actively thought about his replacement.	<b>Action: Father Peter was re-elected as Chair of Governors.</b>
<b>4</b>	<b>Election of Vice Chair</b>	
	Colin was asked to leave the room at this stage and Father Peter stated that Colin has been an amazing Vice Chair and asked Governors to indicate by a show of hands that they were happy for Colin to be re-elected as Vice Chair. Governors indicated that they were all in agreement and Colin was asked to return to the meeting and advised of the result.	<b>Action: Colin was re-elected as Vice Chair.</b>
<b>5</b>	<b>Minutes of the previous meeting and matters arising</b>	
5.1	Father Peter asked those present if they approved the Minutes of the last meeting as a true record of what was discussed. All Governors present indicated that they were happy to approve the minutes.	<b>Action: The minutes of the meeting were approved.</b>
<b>6</b>	<b>Governor Summary Presentation</b>	
6.1	James ran through this document for the Governors. He advised that it was our school statistics in bite size chunks.  <b>Fan Yeung joined the meeting at 17.40pm.</b>  This document sets out the make-up of our children and staff. We have a very high level of teaching assistants and this is to do with the number of children with an EHCP. One thing that stood out from this document is our deprivation indicator. This is moving and it is shifting as the area around the school is becoming more affluent. James reported that there is no shift in our pupil numbers and how they are made up only to say that the numbers of children in receipt of FSM varies slightly now and again. It was also noted that the SEND percentage is not just children with EHCP's but also children who receive SEN support of some description.  A Governor asked what happens to those children who did not pass the phonics at the end of Year 2? Grant advised that they continue to receive support ie SALT/OT/Physio and they also continue to receive phonics input.  Grant also advised that the Year 2 class from last year are getting additional support in the form of Grant working in the class for three mornings a week and Hilary Horton has been in and worked with Issie on an Action Plan and they have clear objectives where they want to be by	

	<p>the end of Year 3.</p> <p>A Governor asked if 77% was the best we could expect to achieve in the combined standards? James: No, not at all. James advised that if the curriculum was narrow and we only taught reading, writing and maths leading up to the SATs then we would achieve a higher percentage but our curriculum is broad and rich and therefore the children get more out of it. Grant advised Governors to bear in mind that before any children take any tests we are already 12% down on 100% due to the complexity of the children within our resource bases.</p> <p>A Governor queried progression above the Camden average, progress was not great and attainment had stayed the same. What is happening? James advised that during the first year in question there was a different teacher. Last year Ed and Flora did a great job. The only real variable within the equation was the cohort of children ranging from 2 children the first year with an EHCP, 6 the second and 3 last year.</p> <p>At this point the slides refer to the SDIP so we will now cover point 10 on the Agenda.</p> <p>James advised the meeting that Governors needed to approve the SDIP and that this document is what we are working towards. All Governors were in agreement but there was voiced opinion that there were things that were missing from the document. James advised that the SDIP attached to these minutes were just headlines and were by no means the full document. The full document will be circulated before the next meeting but it was agreed that this was a good and appropriate summary of what we plan to do.</p> <p>James finished his presentation and there were no more questions.</p>	<p><b>Action: Full SDIP to be circulated before the next meeting.</b></p>
<b>7</b>	<b>Instrument of Governance and Code of Conduct</b>	
<b>7.1</b>	<p>It was brought to the attention of Governors that it was not necessary to adopt the Instrument of Governance every year. It was although necessary to adopt the Code of Conduct. Father Peter drew the Governors attention to three points within this document. They are:</p> <ul style="list-style-type: none"> <li>• We accept the collective responsibility for all decisions made by the board or its delegated agents. This means that we will not speak against majority decisions outside the governing board meeting.</li> <li>• We will respect the role of the executive leaders and their responsibility for the day to day management of the organisation and void any action that might undermine such arrangements.</li> <li>• We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or pupils, both inside or outside the school.</li> </ul> <p>The agreed then agreed this document.</p>	<p><b>Action: The Code of Conduct was adopted.</b></p>
<b>8</b>	<b>Membership of the Governing Body and Membership List</b>	
<b>8.1</b>	<p>Father Peter thanked Rosie for her commitment to the school personally and collectively on behalf of the Governors. Rosie replied by saying thank you for allowing her to become a Governor and serve in our school. She asked that we continue to invite her to school events as she really enjoyed being a part of it all.</p> <p>Father Peter welcomed Fiona Lovering to the Governing Body and that he</p>	

	<p>looked forward to working with her.</p> <p>Unfortunately Kieran could not be with us tonight and has handed in his notice with immediate effect due to work commitments. Father Peter asked that it be minuted what a great member of the Curriculum and Monitoring committee he had been. Hopefully we will be able to thank him at some point in the future.</p> <p>Father Peter had been in touch with the Area Dean who is in charge of replacing Deanery Synod governors and hoped that these vacancies will be filled shortly.</p> <p>James Farmer's membership was also on track to being renewed.</p> <p>A Governor asked about skills within our new governors and asked if possible they could have some sort of educational background.</p>	
<b>9</b>	<b>Vision Statement</b>	
<b>9.1</b>	<p>James advised Governors that under the new SIAMs Inspection Framework our Vision Statement would not hit the mark as it did not have a biblical reference, verse etc somewhere on it. GJ asked whether or not Father Peter as our religious expert could come up with a menu of options to reflect our vision statement and circulate them to all Governors ahead of the next meeting. Discussion followed around what could be needed, just a verse or three separate quotes for each reference.</p> <p>A Governor asked what the response had been from the other heads? James indicated that he was not sure yet. James commented that Helen Ridding our school adviser said that it could divisive if not handled well.</p> <p>It was agreed that Father Peter would send a menu of options around and that James would ask someone from the LDBS to attend our next meeting to explain why the framework had been changed.</p>	<p><b>Action: Menu of options to be circulated and James would ask someone from the LDBS to attend the next meeting to explain the new framework.</b></p>
<b>10</b>	<b>School Improvement Plan</b>	
<b>10.1</b>	Dealt with earlier in the Agenda at Point 6.	
<b>11</b>	<b>Finance Update</b>	
<b>11.1</b>	Colin Reader advised that this early on in the term there was not a lot to report other than that we were solvent. Father Peter thanked Colin for all the hard work he put in and that we were very grateful.	
<b>12.</b>	<b>Headteacher's Written Report and Committee Meeting minutes</b>	
<b>12.1</b>	<p>Father Peter asked if anyone had any questions on the Headteacher's report?</p> <p><b>Attendance overview</b> – Grant ran through the extracts from the Camden analysis and these are attached. It was noted that there had been a drop in absence.</p> <p><b>Safeguarding Update</b> – so far this year we have made 1 referral and as of this morning we have 15 children in need and no Child Protection Plans.</p> <p><b>Keeping Children Safe</b> – Grant had circulated this document and Pam had left some forms for Governors to sign to say that they have read and understood it. Please hand into Pam at the end or when you have had a chance to read it.</p>	

	<p>A Governor asked about the Year 1 staffing change? James indicated that this had not elicited any comments from parents and so thought this had been well received.</p> <p>Father Peter asked if anyone had any comments on the minutes of the previous committee meetings. The only thing that was raised was that during the last Curriculum and Monitoring meeting Miriam had indicated that she welcomed Governors visiting the ARB and that Rachel also had voiced finding a more strategic way of working with the Resources Committee.</p>	
<b>13.</b>	<b>Policy Review</b>	
<b>13.1</b>	Father Peter asked Governors to approve the Pay Policies which are standard, drafted by Camden and unable to change. Governors agreed these documents.	<b>Action: Pay Policies were adopted.</b>
<b>14.</b>	<b>A.O.B.</b>	
	None.	
<b>15.</b>	<b>Date and time of the next meeting</b>	
	28 <sup>th</sup> November 2018 at 5.30pm	

Father Peter thanked everyone for attending and closed the meeting at 6.55pm

Signed.....*Peter Anthony*.....

Date.....*28th Nov 2018.*.....

Father Peter Anthony,  
Chair of Governors Kentish Town CofE Primary School  
(St Benet & All Saints) Governing Body

