



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

**PUBLIC MINUTES
FULL MEETING OF THE BOARD
16TH OCTOBER 2019 at 5.30 PM**

In attendance:

Governor Role		Name	Present
Foundation Governors (7):			
Ex Officio (1)		Father Peter Anthony	X
LDBS (2)		Colin Reader, Chair	✓
		Vacancy	X
PCC (2)		Jacqueline Ewers	✓
		James Farmer	✓
Deanery Synod (2)		Tom Dumbell	X
		Nigel Palmer	✓
Non Foundation Governors (5)			
Staff (2):	Head Teacher (1)	James Humphries	✓
	Teaching Staff (1)	Karen Trussler	✓
Parent Elected Governor		Fan Yeung	✓
		Rachel Wrangham Vice Chair	✓
Local Authority (LA) (1)		Fiona Lovering	✓
Associate Members (2)			
Deputy Head Teacher		Grant Jacobson	✓
Support staff member		Sarah Haag	✓
		Emma Benham	✓
Others Present (1)			
Clerk:		Pamela Ansley	✓

PART 1 – PUBLIC ITEMS		Actions/ Date
1	Opening Prayer, welcome and acceptance of apologies and AOB	
1.1	Father Nigel opened the meeting in prayer. Apologies have been received from Tom Dumbell and Father Peter was on sabbatical. Father Nigel and Fan needed to leave the meeting early at 7pm.	
2	Declaration of Interests	

2.1	None.	
3	Election of Chair	
3.1	The Clerk asked for nominations from the floor for the position of Chair. James Humphries nominated Colin Reader. The Clerk asked Colin if he was willing to stand as Chair to which he replied that he was. The Clerk then asked Colin to leave the room whilst the board voted. The Clerk asked for a show of hands of those members in favour. Colin was unanimously voted as Chair of the board and he was asked to return to the meeting and was informed of the result.	Action: Colin Reader was elected as Chair.
4.	Election of Vice Chair	
4.1	The Chair asked for nominations from the floor for the position of Vice Chair. James Humphries nominated Rachel Wrangham. James Farmer joined the meeting. Rachel was initially a little reluctant as she was currently Chair of the Curriculum and Monitoring Committee and was concerned about doing both roles. Rachel asked about the role and what it entailed. Rachel agreed to accept the nomination on the premise that she would mentor newly joined Curriculum and Monitoring committee member, Fiona Lovering, to ultimately replace her in time as Chair of that committee. The Chair then asked Rachel leave the room whilst the board voted. The Chair asked for a show of hands of those members in favour. Rachel was unanimously voted as Vice Chair of Governors and she was asked to return to the meeting and was informed of the result.	Action: Rachel was elected as Vice Chair.
5	Minutes of the previous minutes and matters arising	
5.1	Colin 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. Matters arising:- Staff Governor – James H confirmed that Karen Trussler had been re-elected as Staff Governor for another term. Solar Panels – Update coming up in the Agenda. Welcome event for new parents – this event went ahead at the beginning of the Autumn Term.	Action: The Minutes of the meeting were approved.
6	Governors Summary Presentation	
6.1	Working on the assumption that all Governors had read this document James H asked if anyone had any questions for him? A Governor asked about the drop in 2019 in the Phonics Check? James H advised the meeting that this drop was in attainment and not progress and it was exactly as we had expected. James H also advised the Board that we are already looking at the children in Year 1 who will need help. James H also advised that phonics and early reading are very much on the agenda for the new Ofsted Framework. A Governor asked if we had enough resources for the children who needed additional help. Karen advised that we do.	

	A Governor noted that the KS1 results were much better. The amount of children at the expected standard by subject was much improved from 2018.	
7	Instrument of Governance and Code of Conduct	
7.1	<p>Instrument of Governance – this is our standard document and has not changed since last year. All Governors agreed to accept this document.</p> <p>Code of Conduct – Colin advised the board that this was the updated Code of Conduct and as such it was necessary to adopt it.</p> <p>The Governors then agreed this document.</p>	Action: Instrument of Governance and Code of Conduct were both adopted.
8	Membership of the Governing Body	
	Colin advised the meeting that we were looking into filling the LDBS vacancy. We did have someone in mind but they had proved to be uncontactable. He advised that we either need to wait until the LDBS has someone to propose to us or we can try to find someone to be on the Board that they will accept.	
9	Climate Change Strike guidance	
9.1	<p>James advised Governors that although he had been authorising requests from parents to take their children on the Climate Change Strike marches it really was up to the Governors to make a decision on these absences. The children themselves had articulated their feelings about attending these events and this was referred to in our recent inspection.</p> <p>A Governor asked how many children asked to attend the marches? James H advised that there were probably about 15 children.</p> <p>A Governor noted that whilst we agree that this is an educational opportunity, attendance is critical to attainment and do we support children to attend the strikes when it would clearly contradict what the school says about being in school and learning?</p> <p>A Governor asked what other types of off-site education do we authorise? James H advised that we also authorise tennis competitions, exams in other schools, medical appointments etc. James H advised that the context of the children attending these rallies are not disadvantaged and generally have good attendance and are not underachieving. An alternative would be to do something school and be more inclusive of everyone. James H advised that even if we said no to the requests parents can still come and collect their children to take part.</p> <p>It was agreed that we would organise something in school and see what happens to the requests for leave to attend the rallies. The next rally was due to happen on the same day as the panto. We could either do something in the morning of the panto or arrange something for the week before.</p> <p>Pam to circulate the Camden Guidance for Governors to look at and we would come back to this in another meeting when we have run an event in school</p>	Action: Pam to circulate the Camden Guidance and we would come back to this once we have held an event in school.
10	Governing Training	
10.1	James H advised Governors that although we did not buy into the SLA for Governors training it was still possible for Governors to book on relevant training courses and encouraged them to do so. He also advised that our	

	INSET days are following a theme of training which is provided by the Autism Education Trust and Governors were welcome to attend. A Governor asked if papers could be forwarded if they were unable to attend but unfortunately this was not possible due to the material being licensed,	
11	Finance Update	
11.1	Colin advised that fundamentally we were living with the costs rising and the income not. He advised the board that we had started looking at the next financial year so that we can act now to stop life getting very difficult.	
12	ECO-Schools and PUNL	
12.1	<p>Jacqueline advised the meeting that the Eco-Schools for the Church of England has a list of recommended actions and she would circulate these to everyone. James F advised the meeting that he and few other members of the Resources Committee met with Steve White of the LDBS during the summer and discussed our plans for our solar project. He was in favour of this and was genuinely positive about what we wanted to do. The 12 month plan/5 year plan referred to in the Heads Report was discussed and James H advised that it was up to Governors to lead on this. James F advised that he was investigating PUNL project managing the solar panel installation for us and that Anna Woodeson (one of our parents and a sustainability specialist) had offered to do the planning application for us free of charge.</p> <p>A Governor asked about business rates? As we were not selling the energy but using it ourselves we did not need to worry about this.</p> <p>The plan going forward was to draw up the 12 month and 5 year plans. James H happy to be part of a working party on this which would include Anna, James F, Jacqueline, Rachel and Fan. Jacqueline was happy to lead on drawing up the plan.</p>	Action: Working Party to be set up and Jacqueline to lead on the plan.
13.	Safeguarding Review	
13.1	Grant advised that there were a few things in this document that we still needed to do and advised that the Children, Families and Communities Committee will look at this document going forward. He also advised that he had asked Issie to come to our next meeting to give an overview of the online safety content of our curriculum as safety of children is a big focus on the new Ofsted Framework. He will also give an overview of Prevent/FGM at the next meeting. The Child Protection document was also circulated and CFC will look at this also.	
14	Questions regarding the Headteacher's Report and Committee Meeting minutes	
14.1	<p>James H advised that the SIAMs inspection had come round earlier than we had expected and that our overall grading was Good with Excellent Collective Worship. We have had a new syllabus for RE, new SIAMs framework and new class teachers. Only one class teacher is the same from our last inspection and he was really happy with the result.</p> <p>It was particularly noted the Helen Francis had led on this really well. She had held people to account whilst being supportive at the same time. Helen had also done the learning walk with the Inspector. He advised that the report had gone out to parents this afternoon.</p> <p>Also mentioned on the Headteacher's Report was the RRSA Gold re-</p>	

	<p>accreditation. A big thanks to Marcia for her work on this.</p> <p>A Governor asked about the half day exclusion which was reported on. James H advised that whilst he rarely excludes children both himself and Grant had spent the best part of a whole lunchtime trying to get a response from a particular student and none was forthcoming. James H advised that the offer for parents and children in school is a good one. We can refer for Early Help for the parents and the children can speak to the Learning Mentor.</p> <p>A Governor asked about the two children in reception class who have a diagnosis of autism but no funding. A Governor asked if this was coincidental or on purpose that we had these two children in our school with no funding? James felt that sometimes it was coincidental. One of the children has a high level of need and we were currently laying plans and applying to get an EHCP. He also advised that the parents of the other child chose our school over another local school where there was a space for him. The parents have decided that this is where they wanted them to go to school and this is where the local authority will place them as the framework means that they will always side with the parents on where they want them to go to school as opposed to if we have space or resources.</p> <p>James H advised Governors that the room which is at the end of the corridor in the Early Years is having a change of use into an Early Years Sensory Room. This would be particularly helpful as when dealing with children in our early years setting with complex needs it is a long way to go to the other end of the school. A very generous parent did a sponsored event that raised a lot of money and has donated this to the school to enable this to happen.</p> <p>Father Nigel left the meeting at 7pm.</p> <p>Colin asked if anyone had any comments/questions on the Curriculum and Monitoring meeting minutes? Rachel brought the subject of Governor visibility to the meeting. Various initiatives were discussed. Karen mentioned how Governors used to come to Parents' Evening. James H advised that Governors could have a rota for Governors on the Gate. There was much discussion around the benefits of Governors being on the gate and also what the Governors could do to increase their profile. It was agreed that school would let Governors know about events coming up in school and if Governors can attend they were very welcome, CFC will set up a rota for the Governor on the Gate and there would be a newsletter sent out or inserted in our school Newsletter from Governors.</p> <p>There were no comments or questions on any other minutes of the committee meetings.</p>	<p>Action: School to inform Governors of upcoming events in school and Jacqueline to look into a rota for Governor at the Gate.</p>
<p>15.</p>	<p>Policy Review</p>	
<p>15.1</p>	<p>James had circulated the LDBS Pay Policy which he had found a lot clearer than the previous local authority one. Colin advised that this was not a document that we have any powers to change. It is negotiated by the unions and is set in stone we just have to put our name to it and adopt it. Did anyone have any questions? There were no questions and all Governors agreed to adopt this policy.</p> <p>Appraisal Policy – no changes had been made to this policy. Colin had some cosmetic changes and once these have been carried out the policy was ready to be adopted. All agreed.</p>	<p>Action: The Pay Policy and Appraisal Policy were both adopted.</p>

16	A.O.B.	
16.1	<p>Child Protection Policy: Statutory changes had been made to this document and to Keeping Children safe.</p> <p>Admissions Criteria: There was a proposal to remove Criteria 5 from our Admissions Criteria and link the ARB/PD criteria together with the general criteria. As the criteria was last consulted on 7 years ago we now had to do this again. Sarah advised that once we have made the changes we want we would then have to get the approval of the LDBS. Once this has been done we needed to consult on the document for a short period of time and Governors will need to be determine them before the 28th February.</p> <p>The reason for the change is that Father Peter felt that it would protect the make-up of our school as a new housing development is due to happen in the upcoming years which is linked to another church which falls within ¼ mile of the school. Some Governors did not agree with this and discussion followed. It was agreed that we would ask Father Peter to come along to the next meeting to discuss this further and that Sarah would have the criteria with the amendment and without at the meeting and a decision would then be made.</p> <p>ARB Admissions Criteria: This document sets out our admission criteria for the ARB and the terms are taken from a document called the local offer. This has been done so that it strengthens our case when we do have to say no to a placement. Colin asked if the Governors present were happy to determine the criteria for admission into the ARB. It was unanimously voted to accept this document.</p>	<p>Action: Father Peter to be asked to come to the next meeting for a further discussion on this matter.</p> <p>Action: ARB Admission Criteria was adopted by the Board.</p>
17	Date of the next meeting	
17.1	27 th November 2019 at 5.30pm	
	The meeting ended at 7.35pm	

Signed..........

Date......

**Colin Reader,
Chair of Governors Kentish Town CofE Primary School
(St Benet & All Saints) Governing Body**