



KENTISH TOWN C of E PRIMARY SCHOOL (CAMDEN)

**PUBLIC MINUTES
FULL MEETING OF THE BOARD
13TH OCTOBER 2021 at 5.30PM**

In attendance:

Governor Role		Name	Present
Foundation Governors (7):			
Ex Officio (1)		Father Guy Willis	✓
LDBS (2)		Colin Reader, Chair	✓
		Shirley Skrentny	✓
PCC (2)		Fan Yeung	✓
		Rachel Wrangham	✓
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		Vacancy	X
		Graeme Caul	✓
Local Authority (LA) (1)		Fiona Lovering	✓
Associate Members (2)			
Deputy Head Teacher		Grant Jacobson	✓
Support staff member		Sarah Haag	✓
		Emma Benham	X
		Miriam Nadarajah	✓
Others Present (1)			
Clerk:		Pamela Ansley	✓

	PART 1 – PUBLIC ITEMS	Actions/ Date
1	Opening Prayer	
	The Chair formally welcomed Father Guy to the Governing Board and Father Guy then opened in prayer. Tom Dumbell was unwell and both Father Guy and Father Nigel needed to leave early.	
2	Declaration of Interest	

	The Chair asked the members of the Board to complete the Business Interest Forms and hand them back to Pam.	
3	Election of Chair	
	The Clerk advised the Board that Colin had agreed to stand as Chair for another year and enquired as to whether there were any other nominations. There being none, the Clerk asked Colin to leave the room for the election. It was then agreed to carry out the election by a show of hands and everyone agreed to re-elect Colin as Chair. Colin was asked to return to the meeting and informed of the result. Congratulations Colin.	Action: Colin was re-elected as Chair.
	Fan arrived at 5.40pm.	
4	Election of Vice Chair	
	The Clerk advised the Board that they had received one nomination, Shirley Skrentny, for the post of Vice Chair and enquired as to whether there were any other nominations. There being none the Clerk asked Shirley to leave the room for the election. It was then agreed to carry out the election by a show of hands and everyone agreed to elect Shirley as Vice Chair. Shirley was asked to return to the meeting and informed of the result. Congratulations Shirley.	Action: Shirley was elected as Vice Chair.
5	Membership of the Committees	
	The Chair informed the Board that due to the movement in the membership of the Board last year it was felt necessary to have a reshuffle of the membership of committees. They asked if everyone was happy with the proposed restructure of the membership of the committees that had been circulated and everyone was happy with the proposed changes.	Action: Membership of the Committees was agreed.
6	Code of Conduct/Terms of Reference/Instrument of Governance	
	The Chair asked if the Board were happy with these three documents. They were and they were therefore agreed.	Action: Documents agreed.
7	Minutes of the last meeting and matters arising.	
	<p>The minutes of the last meeting were agreed by the members of the Board.</p> <p><u>Matters arising:</u> GQ: Has a working party re: changes to the Autism Base Been established? Grant advised that SLT had met with Hilary Forbes today and suggested the idea to her. It was favourably received and we now needed to get an Outline Proposal to Camden.</p> <p>GQ: Do we have to give them notice of our increased numbers? James advised that he will check if we needed to do this.</p> <p>GQ: What is the working party's role? Grant advised that school will get the ball rolling with some substantive plans, harness LDBS support and get a firm commitment from the LA and then Governors support will be needed.</p> <p><u>Flexible Working Policy</u> The Chair asked if everyone was in agreement with the suggestion that he had emailed around after the last meeting. This was agreed.</p> <p><u>Mental Health Policy</u> Grant to make the suggested changes to the Mental Health Policy.</p>	Action: Minutes approved.

	<p><u>Behaviour Policy</u> Grant and Rachel had been looking at this policy and it would be brought back to the next meeting.</p>	
8	Headteacher's Report	
	<p>James asked for any questions from Governors regarding his report.</p> <p>GQ: National Tutoring Programme – are we on board with this programme as it was not clear from the budget that we had received funding? James advised that we were now engaged with this programme as we had been able to use it to engage with tutors that were already known to us.</p> <p>The following catch up provision was happening in school:-</p> <p>Year 6 – 8 pupil premium children – English and Maths Year 5 – 3 pupil premium children – English and Maths Year 4 – none at the moment. Tutors waiting in the wings for funding. Year 3 – Karen was providing support with English and Maths Year 2 – we are very lucky to have Judith Alexander, ex-Camden deputy headteacher delivering 15 hours catch-up to 15 children. Year 1 – also Karen supporting pupil premium children with phonics.</p> <p>GQ: Is this support just for this term? Grant advised that we needed to first of all work out which children needed the help, what they needed and order the packages of support. The tutor then needs to feed the progress onto the Baseline. In mid-Jan when Year 2 catch-up is complete we will assess what funds are left and move onto another group.</p> <p>GQ: When you make selections for those students to receive the tutoring do you discuss it with families? Grant confirmed that they do discuss it with the parents.</p> <p>GQ: TIPIC training – Are you able to monitor the effectiveness of this training and assess whether or not it was working? James advised that this would probably be very difficult to do but at the very least he would expect to see a reduction around the amount of children struggling with mental health, a drop in exclusions and an impact on academic progress. James advised that the training has helped staff feel supported to meet the needs of the children.</p> <p>Father Guy Willis left the meeting at 6pm.</p> <p>Grant advised that we have a TIPIC Champion group which is made up of teachers and support staff. Staff behaviour has also changed since the TIPIC training.</p> <p>GQ: If we are to permeate every level within the school could Governors have a session on TIPIC? Grant confirmed that he could do this.</p> <p>GQ: How do we manage staff trauma? James confirmed that of course staff also suffer trauma and to that end there is a lot of self-management. We conducted the IMHARs review in order to measure staff resilience and wellbeing, we held supervision and support meetings with staff, we have a 24 hour Employee Assistance helpline and offer occupational health support. He also advised that some staff had asked for an extra staff room in order for some staff to have a quiet space to go and sit as the main staff room can sometimes be quite overwhelming. James will circulate the key</p>	

findings of the IMHARs review at the next meeting.

GQ: A Governor commented on how lovely it was to return to the core values at the beginning of term.

GQ: Attendance is 95% at the moment, this is really good. James advised that children are genuinely really happy to be back at school and this is showing in our attendance.

GQ: Phonics Program – how was this particular scheme chosen and what were the other options? James advised Governors that Raj Metha (whom the school has worked with before and has a background in phonics) is also an Ofsted inspector. She is writing this scheme and we have been able to co-construct it with her. To this end we have been able to include provision for our SEN children in the lesson plans. We did look at a few others but being able to co-create it and pilot it for free was a huge benefit.

GC: Karen advised that the scheme was different from what we have used before but it really works. Governors were welcome to join the INSET day on the 22nd October.

SWOT Analysis

There are common themes running through this but our biggest challenge is that the LA are telling us that the birth rate has dropped and pupil numbers have dropped. James advised that we were fortunate to be full in every class bar the nursery. We currently have 14 in the nursery and another 6 will join us from January.

There was discussion around a new website which is nearly ready to launch and possibility of creating a short film to showcase the school.

GQ: With Nursery admissions the way they are is it worth looking at the criteria for the Nursery in line with the news that the birth rate is falling?

GQ: Do we also want to interact with other churches/schools/places of faith? Perhaps coffee mornings/meetings. Shirley was happy to arrange these.

It was agreed that we should keep all of this in mind and have a further discussion at the next meeting. Governors were asked to make a note of ideas or email them before the next meeting.

Father Nigel left at 6.45pm

SDIP

Clarity was requested around the first point under the Personal Development and Wellbeing heading. Grant advised that this was in relation to gangs, county lines and knife crime.

GQ: Could we have stronger, more positive verbs in point 3 of the Behaviour and Attitudes section. James will update.

Regarding the final point on Leadership and Management section. There was discussion about whose responsibility it was to help train Governors and help them to understand what their role was. From this discussion it was agreed that the Vice Chair would take on the role of Training Governor. Governors would let us know of any specific training they would like and an external trainer if necessary would be brought in. There was also discussion regarding a cross-school Governing Body visit.

	<p>GQ: A Governor enquired as to whether anyone else was attending the Governor Conference on Zoom on Saturday. It appeared that two Governors had booked on this training.</p> <p>GQ: Re-examining the Open Door Policy – Discussion followed regarding what ultimately will happen when restrictions are relaxed/lifted regarding parents returning into school. The question was asked about how the school day would look when restrictions were lifted as children were much more settled in the mornings without the parents being able to come into the classrooms? James advised that he had had discussions with SLT about how the return to the school day would look once restrictions were lifted. He would think about everything that had been said by teachers and Governors when the review happens after half term.</p> <p>James asked for Lorraine's contribution to organising, staffing and running the biggest and best Summer Club yet put on record. She had not only done a fabulous job at organising this but had also secured an outstanding amount of money in funding. Shirley asked if Governors could recognise this contribution with a small token and it was agreed that she would have a think about what to do.</p>	
9	Governor Summary Presentation/Questions	
	<p>GQ: Was it really only 35% of children who passed the phonics test? James confirmed that it was. He also advised that this was the class which had been most affected by the pandemic and that this was why it was this class that was receiving input from the National Tutoring Programme. The Y2 cohort to be reassessed before Christmas.</p> <p>Graeme Caul left the meeting at 19.10pm.</p> <p>The significance of UNICEF RRSA was discussed and it was expressed that it should come further up the list on the Key Strengths section of this document when it is next produced.</p>	
10	Finance Update	
	<p>The Chair advised the Board that we were on track to end the financial year in the manner that we predicted. There have been funds spent on IT to support the children, IT upgrades in school, Nursery playground and new Sensory Room.</p> <p>GQ: Is it correct that our High Needs Block funding is lower and the Pupil Premium funds higher? The Board were advised that this was the case as we have fewer children this year with an EHCP and more children eligible for free school meals.</p> <p>GQ: The spend in teaching salaries is lower by £13,500. Why is this and is there an impact on teacher workload? This was due to a teacher not returning after maternity leave. No impact on workload.</p>	
11	Questions arising from the Committee Meeting Minutes	
	<p>Curriculum Committee:</p> <p>GQ: Do Year 4 get nothing in catch up? At the moment yes – there are plans in the pipeline as we are waiting until tutors have been agreed on.</p>	
12	Policy Review Update	

	<p>Appraisal Policy – this has been changed to bi-annual and is not yet ready to be reviewed.</p> <p>Behaviour Policy – next meeting.</p> <p>Child Protection Policy – Rachel and Grant had been through this policy. All updates have been highlighted in red. All Governors present agreed to adopt this policy. Agreement from Father Nigel, Father Guy and Graeme will be sought by email.</p>	<p>Action: Child Protection Policy has been adopted.</p>
13	Admission Criteria Review	
	This item was on the Agenda as a standing item for the October meeting. No change necessary.	
14	Any other Business	
	<p>Governor Induction Pack: A Governor advised that after recently agreeing to be a Governor at another local secondary school she received a comprehensive email stating what she needed to do immediately and what the expectations were going forward. James asked if they would share this information with him. Agreed.</p> <p>GQ: Please could Governors read the Camden Education Strategy and respond. This is going to place unreasonable pressures on schools and a response from us as a Board would be helpful.</p>	
15	Date of the next meeting	
	The next meeting has now been arranged for Thursday 25 th November at 5.30pm.	
	The Chair thanked everyone for their time and the meeting ended at 19.40pm	

Signed.....

Date.....

Colin Reader,
Chair of Governors
Kentish Town C of E Primary School
Governing Board