

**MINUTES OF THE MEETING OF THE FEDERATED ST MARY'S AND ST SAVIOUR'S CE
PRIMARY SCHOOLS LOCAL GOVERNING BODY ON
12 NOVEMBER 2020 AT 18.00 P.M. VIA VIRTUAL ZOOM**

Present:

Canon Ade Ademola (Chair-Foundation Governor)

Associate Members

Ruth Keane

Iram Malik

Amir Lemouchi

Jenni Mathews

Foundation Governors

Paul Powell

Alisha Anderson

Father Salvador Telen

Rev Vanessa Conant

Stuart Lambert – joined at 18.12

Staff Governor- Bonnie Buckley

Parent Governor- Iftakhar Latif

BH – Executive Headteacher

In attendance:

Elaine James

Clerk- Sarah Davies

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	Clerk to confirm current vacancies with Governor Services.	Clerk	20.11.2020
3.2	Governor Services to confirm all DBS checks are completed.	Governor Services	20.11.2020
5.1	Alison Brown to confirm on 13.11.2020 if the Admissions report had been circulated to Governors.	Alison Brown	13.11.2020
5.1	Bonnie Buckley to confirm if Governance statement is on school website.	Bonnie Buckley	20.11.2020
6	Remote Learning policy to be circulated to all Governors.	Alison Brown	20.11.2020

7	Alison Brown to confirm outstanding documents from Governors.	Alison Brown	20.11.2020
8.1.6	St Saviour's twitter details to be circulated to Governors.	Iram Malik	20.11.2020
9	Summary sheet of changed policies to be given to Governors.	AB	When policies presented
11.1	Clerk to request that the training information is re-sent to all Governors.	Clerk	20.11.2020
13.1	Board to confirm terms of office to March meeting.	Board meeting	Next Board meeting
13.2	Clerk to request Instrument of Governance from Governor Services.	Clerk	20.11.2020

1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

Canon Ade Ademola welcomed all to the meeting and gave an opening prayer.

1.1 Apologies for absence

There were no apologies received.

1.2 Apologies for absence

There were no apologies not accepted.

1.3 Quorum

The meeting was quorate.

1.4 Notice of Any Other Business/Confidential items

Jenni Matthews confirmed that she had one item to raise under any other business

2. DECLARATIONS OF INTEREST

2.1 Governors to declare any interests they have in any of the following agenda items

There were no declarations received.

3. LOCAL GOVERNING BODY

3.1 Clerk to confirm existing Local Governing Body membership and vacancies.

The Clerk confirmed the current membership, Clerk to confirm with Governor Services if there remains one St Mary's parent governor vacancy.

ACTION – Clerk to confirm current vacancies with Governor Services.

3.2 Clerk to confirm that DBS checks have been completed by all governors and details are held on file by Governor Services.

Governor Services to confirm that all DBS checks have been completed.

ACTION – Governor Services to confirm all DBS checks are completed.

4. APPOINTMENT OF OFFICERS

4.1 Election of Chair for the academic year 2020/21

BH proposed Canon Ade Ademola to be Chair for the academic year 2020/21; this was seconded by Paul Powell.

All **agreed** that Canon Ade Ademola be the Chair for the academic year 2020/21.

4.2 Election of Vice-Chair for the academic year 2020/21

Canon Ade proposed Rev Vanessa Conant to be Vice-Chair for the academic year 2020/21; this was seconded by BH.

All **agreed** that Rev Vanessa Conant would be the Vice Chair for the academic year 2020/21.

4.3 Election of Lead Governor for the academic year 2020/21- Finance

It was **agreed** that Iftakhar Latif would be the Lead Governor for Finance.

4.4 Election of Lead Governor for the academic year 2020/21- Personnel

It was **agreed** that Rev Vanessa Conant would be the Lead Governor for Personnel.

4.5 Election of Lead Governor for the academic year 2020/21- Curriculum

It was **agreed** that Ruth Keane would be Lead Governor for Curriculum

5. MINUTES (Enclosed)

5.1 To receive the minutes of the local governing body meeting held on 10th July 2020

The Governors agreed that the minutes of the previous meeting held on 10th July 2020 were a true and accurate record, subject to the following amendments:

Point 6.1.2 to be deleted.

Point 6.7.3; Alison Brown to confirm tomorrow (13.11.2020) if the admissions report was circulated to Governors.

ACTION – Alison Brown to confirm on 13.11.2020 if the Admissions report had been circulated to Governors.

Point 6.8.5; it was confirmed that the proposed changed by Paul Powell had been amended.

Point 6.12; Bonnie Buckley to confirm if Governance statement is on the website.

ACTION – Bonnie Buckley to confirm if Governance statement is on school website.

5.2 Matters arising

It was confirmed that all matters arising had been completed.

6. CHAIR'S ACTION

The Chair to report on any action(s) taken since the last meeting for governors' consideration

The Chair confirmed that he had been involved in developing two policies; the Remote Learning and the Admissions policy.

Governors requested for the Remote Learning policy to be circulated.

ACTION – Remote Learning policy to be circulated to all Governors.

7. LOCAL GOVERNING BOARD ANNUAL FORMS 2020-21.

- 7.1 Governors to review the Local Governing Board Code of Conduct and sign and return.

It was agreed that Alison Brown would confirm with Governors which remained outstanding.

ACTION – Alison Brown to confirm outstanding documents from Governors.

- 7.2 Governors to complete annual Pecuniary Interest form 2020-21 and return.

It was agreed that Alison Brown would confirm with Governors which remained outstanding.

ACTION – Alison Brown to confirm outstanding documents from Governors.

- 7.3 Skill Analysis form 2020-21 to be completed and returned.

It was agreed that Alison Brown would confirm with Governors which remained outstanding.

ACTION – Alison Brown to confirm outstanding documents from Governors.

- 7.4 Safeguarding Declaration 2020-21 to be completed and returned.

It was agreed that Alison Brown would confirm with Governors which remained outstanding.

ACTION – Alison Brown to confirm outstanding documents from Governors.

8. SCHOOL ITEMS:

- 8.1 Headteacher Report- St Mary's

Jenni Matthews discussed the St Mary's Headteacher report and noted the following points:

8.1.1 The school have had successes in developing the STEM curriculum and there has been fantastic learning taking place; with the use of VR headsets and 3D printing. Each year group has had experience of using Tinkercad. There will be a focus on staff training.

8.1.2 Governors to note that there have now been 3 exclusions and an overview of these exclusions were given.

- 8.1.3. Governors were informed of the background to the recorded racial and bullying incidents.
- 8.1.4 Implementing the behaviour charts have enabled the school to be proactive. The charts allow for a weekly discussion with parents to give updates on the behaviour chart.
- 8.1.5 Risk assessment; this had been updated in line with Government, Public Health and Local Authority guidance. It was confirmed that this had been communicated with staff.
- 8.1.6 The fire alarm was held on 23rd October and the site was evacuated in 3 minutes and 51 seconds.
- 8.1.6. Attendance and punctuality; this is above national average for attendance; there are a high number of pupil premium students self-isolating for 14 days. One child is persistently absent and there is a multi agency approach to this case.

Governor Question – what is the total number regarding punctuality?

Answer – the number in the report relates to the number of students who were late. This is monitored and parents are met by senior members of staff if there is consistent lateness.

Governor Question – are there details of the twitter account which can be sent to Governors?

Answer – St Mary’s does not have a twitter account, but the details for St Saviours is to be circulated.

ACTION – St Saviour’s twitter details to be circulated to Governors.

Governor Question – of the 47 students self isolating are the individual children showing symptoms?

Answer – there are many factors relating to self isolation, it could be someone in the household who is positive or they have been contacted by Test and Trace. Any students with a possible symptom are told to self isolate and have a test.

8.2 SDP 2020-2021- St Mary’s

It was noted that some actions have ben extended due to lockdown; there remains a focus on STEM and challenging objectives have been set to move the school forward.

At this important time Church distinctiveness remains key and the school are looking at what can be done working with the local community

Governor Question – could there be a focus on putting faith into practice?

Answer – yes this will be further developed in the SDP.

Governor Question – in the personal development section there is mention of a possible second wave, should this be removed?

Answer – this will remain in the document as it was originally written in September.

8.3 PP Review 2019-20- St Mary's

This was included in the Governors meeting pack for information.

8.4 PP Report 2020-21- St Mary's

This was included in the Governors meeting pack for information.

8.5 PE and Sport Premium 2019-2020 Review- St Mary's

This was included in the Governors meeting pack for information.

Governor Question – could the document include visits from Paralympians as well as Olympians?

Answer– this was agreed and would be included.

8.6 PE and Sport Premium 2020-2021 Report- St Mary's

This was included in the Governors meeting pack for information.

8.7/8.14 CIF bids – St. Mary's & St. Saviour's

Elaine James gave an overview for Governors;

St Saviour's were successful in obtaining funding for the upgrading of security and safeguarding of the school which included new automatic gates, new entrances and new fencing at the front of the school.

Bids are to be put forward for refurbishment of roofs and an updated drainage system at St Mary's and at St. Saviour's refurbishment of the old school roof and refurbishment of the doors and windows of the older building at St Saviour's.

Elaine James informed the Governors a 5 year refurbishment plan would be put in place to ensure the fabric of both buildings were kept to a high standard as and when required

Governor Question – why was the security bid refused at St Mary's?

Answer – the security at St Mary's is more robust than St Saviour's, which meant St. Saviour's bid was a higher priority.

8.8 Headteacher Report- St Saviour's

Iram Malik presented the report to Governors and the following updates were discussed:

8.8.1 The curriculum offer continues to be very good despite COVID and there is a focus on STEM. This will be timetabled in the spring term to develop and grow further.

8.8.2 The school have registered for TedEx and Year 4 will be involved with a focus on pupil premium children; following lockdown some students have lost their confidence; this programme will develop their confidence, allow them to be knowledgeable about current affairs and develop leadership skills.

8.8.3 The teaching and learning review was undertaken and was very positive. Programmes are in place for those teachers who require additional support.

8.8.4 Saturday school was started to tackle lost learning; however, this is now on hold during the second lockdown and is to be reviewed after 2nd December.

8.8.5 Baseline assessments were undertaken at start of academic year and specific targets have been developed.

8.8.6 There have been no behaviour incidents or plans to report.

8.8.7 Values cards; when children receive 10 of these cards, they come to the Headteacher to receive a new book; it was confirmed that over 30 books had been received so far.

8.8.8. Attendance and punctuality; attendance is above national average. Punctuality appears high however this relates to one family and work is being undertaken.

8.8.9 All classes have been re-named after global historic figures and each class is to undertake a project linked to their name. The project is to be community based - e.g. Stevie Wonder class is working on a project linked to Guide Dogs for the Blind.

8.8.10 Personal development; much work is being undertaken to promote the school via social media, which has been very successful and highlights the work being undertaken within the school.

8.8.11 There have been 12 new starters and no leavers.

8.8.12 A Remembrance day service was held across the Trust with each class included from each school.

8.8.13 The risk assessment continues to be rigorous and continually updated. Staff are made aware of any changes as and when made.

8.8.14 The Safeguarding policy had been changed in line with the Working Together document.

8.8.15 Fire drill was undertaken on the last day of half term and the site was evacuated in 2 minutes and 57seconds.

Governor Question – are fire drills done in a COVID secure way?

Answer – students come out of the school separately within their bubble using a designated entrance or exit.

Governor Question – with regards to the Saturday school the local authority told us that education is allowed.

Answer – the new guidance during second lockdown states that any extended school activities could only be in terms of childcare. It states all out of school activities not primarily being used for parents for this purpose should close for face to face provision. The school also need to ensure that there is a minimum number of students to enable the session to run.

Governor Question– how are parents visiting the school for Reception visits?

Answer – before lockdown a socially distanced open day event was held. All schools have created a video tour.

8.9 SDP 2020-2021- St Saviour's

This was included in the Governors meeting pack for information.

Governor Question – can you please explain the points at a glance section?

Answer – the document highlights the key aspects of teaching and learning and key signpost and indicators for both middle and phase leaders to monitor. These allow progression to be seen.

Governor Question – the churches of distinctiveness states that it includes articulating spirituality, how does this work?

Answer – The school have a spirituality day and undertake activities linked to spirituality, which allows for a universal understanding. There are daily prayers at the end of the day and one child choses a prayer to be said alongside the going home prayer. Community worship places are available throughout the school; which are utilised well. Daily collective worship continues.

Governor Question – what is a deep dive?

Answer – this looks forensically at specific areas of the curriculum. Ofsted have a process in place; the leadership undertake this with external people as well as internally. It allows for a spotlight focus on a specific area and gives a whole holistic view.

Governor Question – how many have been identified for the accelerated leadership programme?

Answer – 4 appointments have been made; 2 who are BAME.

8.10 PP Review 2019-20- St Saviour's

This was included in the Governors meeting pack for information.

8.11 PP Report 2020-21- St Saviour's

This was included in the Governors meeting pack for information.

8.12 PE and Sport Premium Review 2019-2020- St Saviour's

This was included in the Governors meeting pack for information.

8.13 PE and Sport Premium Report 2020-2021- St Saviour's

This was included in the Governors meeting pack for information.

8.14 Discussed at 8.7

8.15/8.16 208 Markhouse Road and St Margaret's intra company transfer

Canon Ade Ademola provided an update on the current situation;

The Diocese were keeping money in trust on behalf of St. Saviour's amounting to £92,000. Governors were briefed again on the position in that this had been ongoing since 2008 upon the sale of 208 Markhouse Road. £350,000 was held in trust by the Diocese for St. Saviour's School. The Governors used part of this money towards the purchase of the community centre from the Church for the benefit of the school. The Diocese informed us that they had transferred £117,000 from the trust fund to St. Margaret's for emergency building works which St. Margaret's had understood that the Diocese had funded. The Diocese further informed us that St. Margaret's now owed this money to St. Saviour's. Elaine James stated that despite numerous emails she was no further forward in the money being transferred to St. Saviour's. We have been informed that a Section 554 had been produced and submitted to the Charity Commission but it could take some time for this to be settled. Despite asking for the documentation none had been forthcoming. The Governors agreed that this matter should be escalated and correspondence sent to the Diocese and the Bishop asking for their assistance in resolving this matter as soon as possible

It was agreed that this update would be given to the GET Board.

8.17 Performance Management (Alisha Anderson and Bonnie Buckley left at 19.29)

Recorded as a confidential item.

All returned at 19.38

9. POLICY CYCLE (To be circulated for information purposes)

Governors requested that a summary sheet of what had changed from the previous policy be included.

ACTION – Summary sheet of changes to policies to be given to Governors.

Governor Question - Should policies have a section on COVID requirements?

Answer – the risk assessment covers this.

Policies to be formerly ratified:

- 9.1 Supporting Pupils with medical conditions
Governors **agreed** the policy; any errors or amendments are to be sent to AB
- 9.2 SEND Complaints Policy
Governors **agreed** the policy; any errors or amendments are to be sent to AB.
- 9.3 SEND POP- St Mary's
Governors **agreed** the policy; any errors or amendments are to be sent to AB.
- 9.4 SEND POP- St Saviour's
Governors **agreed** the policy; any errors or amendments are to be sent to AB.
- 9.5 Safeguarding Policy-St Mary's
Governors **agreed** the policy; any errors or amendments are to be sent to AB.
- 9.6 Safeguarding Policy-St Saviour's
Governors **agreed** the policy; any errors or amendments are to be sent to AB.
- 9.7 EYFS Reception POP
Governors **agreed** the policy; any errors or amendments are to be sent to AB.
- 9.8 Inclusion POP
Governors **agreed** the policy; any errors or amendments are to be sent to AB.
- 9.9 Pay Policy
Governors **agreed** the policy; any errors or amendments are to be sent to AB.
- 9.10 St Mary's Behaviour POP
Governors **agreed** the policy; any errors or amendments are to be sent to AB.
- 9.11 St Saviour's Behaviour POP
Governors **agreed** the policy; any errors or amendments are to be sent to AB.
- 9.12 Supply Staff Handbook
Governors **agreed** the policy; any errors or amendments are to be sent to AB.
- 9.13 Induction Policy
Governors **agreed** the policy; any errors or amendments are to be sent to AB.

9.14 Mental Health Policy

Governors **agreed** the policy; any errors or amendments are to be sent to AB.

10. LINK RESPONSIBILITIES 2020-21

Governors' to consider the role and appointment of governors with specific responsibility.

10.1 To appoint governor to each area listed on 2020-21 template.

Discussed in minute point 4. It was agreed that Alisha Anderson is the Safeguarding Link for both schools.

11. GOVERNORS' TRAINING

11.1 Governors' to note receipt of the annual training programme and provide the clerk with any training bookings to be made for the term.

It was confirmed that Governor Services had circulated the information by email; the Clerk is to request that this is re-sent.

ACTION – Clerk to request that the training information is re-sent to all Governors.

12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

12.1 Date of next meeting: 11th March 2021 Via Zoom at 6pm

12.2 Agenda Items

13. ANY OTHER BUSINESS / CLOSING PRAYER

13.1 Appointments

Governors to be aware that the terms of office are coming to an end within this academic year. BH to get Board to confirm terms of office..

ACTION – BH to get Board to confirm terms of office.

13.2 Church Representative

Clerk to request Governor Services to circulate to Chair and CEO to allow discussion regarding church representatives.

ACTION – Clerk to request Instrument of Governance from Governor Services.

13.3 Pupil – St Mary's – Gender Neutral Toilets

St Mary's are proposing to have a single unisex toilet to be put in place. Governors were informed that relevant policies would be put in place to support students.

Governor Question – can this be done practically?


Answer – there are accessible toilets on all floors and they would be able to be made into unisex/gender neutral toilets.

Governors **agreed** to this proposal.

Thanks were given to Paul Powell for his contributions and efforts during his term in office to the Governing Body.

Meeting closed at 7.55pm

Chair:Canon Ade Ademola..... (print)

...  (sign)

Date: ...11/03/2021.....

Chair's Initials:
