

**Minutes of St Mary's & St Saviour's CoE Primary Schools  
Local Governing Body Meeting  
Thursday 25<sup>th</sup> November 2021 - 6.00PM VIA ZOOM**

Present:

Canon Ade Ademola (CAA) - Chair  
 Ms Alisha Anderson (AA) – Foundation Governor  
 Mr Amir Lemouchi (AL) – Executive Principal  
 Ms Bonnie Buckley (BB) – Staff Governor  
 Ms Elaine James (EJ) - Chief Operating Officer  
 Ms Emma Cherry (EC) – Head of School – St Saviour's  
 Mr Gabriel Gottlieb (GG) – Foundation Governor  
 Mr Iftakhar Latif (IL) – Foundation Governor  
 Ms Jenni Matthews (JM) – Head Teacher - St Mary's  
 Ms Ruth Keane (RK) – Foundation Governor  
 Rev Vanessa Conant (Rev VC) – Foundation Governor  
 Ms Victoria Howarth (VH) – Observer

Clerk to the Governors: Mrs Sonia Tavares

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
7	Local Governing Board Annual Forms 2021 – 22 – GG to liaise with Alison Brown (AB)	AB GG	Next meeting date
11.1	Date of next meeting 10 <sup>th</sup> March 2022 To be held in person if permissible	AB	Next meeting date
8.2	Headteachers Report - IL to arrange a visit to each of the schools	IL, AL, EC & JM	Next meeting date
10	Governor Training – VH to sign up for training	AB ST	Next meeting date

**1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE**

**1.1 Apologies for absence accepted**

CAA welcomed everyone to the meeting

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The meeting was opened with a prayer by Rev VC

Apologies were received and accepted from Ms Beverley Hall,  
Fr Salvador Telen and Ms Stephanie Shaldas

1.2 Apologies for absence not accepted

There were no apologies that were not accepted.

1.3 Quorum

The meeting was quorate.

1.4 Notice of any other business / Confidential items

None.

**2. DECLARATIONS OF INTEREST**

2.1 No declarations made pertaining to any of the agenda items for this meeting.

**3. LOCAL GOVERNING BODY**

3.1 Clerk to confirm existing Local Governing Body membership and vacancies

It was confirmed that there were no vacancies at present.

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

It was confirmed that this had been completed.

**4. APPOINTMENT OF OFFICERS**

4.1 Election of Chair for the academic year 2021/2022  
CAA was nominated by AL and seconded by Rev VC

4.2 Election of Vice-Chair for the academic year 2021/2022  
Rev VC was nominated by AL and seconded by AA.

4.3 Election of Lead Governors for the academic year 2021/2022  
and

4.4 Election of Link responsibilities for the academic year 2021/2022

Finance - IL

Health & Safety – Vacant – carry over to next meeting

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## 5. Minutes

5.1 To receive the minutes of the local governing body meeting held on 9<sup>th</sup> July 2021.

The Minutes of the previous meeting are a true reflection of the meeting held on 9<sup>th</sup> July 2021.

5.2 Matters arising  
No matters arising

## 6. CHAIRS ACTION

The following policies were ratified by CAA:  
Safeguarding Policy, RSE policy, Sports Premium and Pupil Premium. The policies are on the website

## 7. LOCAL GOVERNING BOARD ANNUAL FORMS 2021-22

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

7.2 Governors to complete annual Pecuniary Interest form 2021 – 22 and return

7.3 Skill Analysis form 2021-22 to be completed and returned

7.4 Safeguarding Declaration 2021 – 22 to be completed and returned

All the above have been completed and signed

## 8 SCHOOL ITEMS

### 8.1 Vision Presentation

There was an in-depth presentation by AL of the vision for the schools and how it involves all staff, pupils, parents, and governors in driving the values and ethos of the schools. There was also an overview of how the leadership of the schools were putting this vision into practice.

The vision also focuses on the effects on the school environment where highly visual displays and learning walls reflect the vision expectations.

The Governors were strongly encouraged to visit the schools to see how the vision is put into practice. Link visits and open days would be set up in the coming weeks.

AL further commented that biblical scriptures are embedded in RE learning and the children analyse, comprehend, discuss, and critically review scripture.

### GOVERNOR QUESTION – Are Governors involved in the section 48 inspection

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**RESPONSE** – Yes Governors are involved as is the whole school community.

Presentation available from AL

## 8.2 Headteacher Report – St Marys

JM gave a detailed update in relation to the flood works at the school. Since 26<sup>th</sup> July portacabins had been set up in the playground and the school was not expected to be given back until September 2022. JM was delighted to explain that a number of visits had taken place during the first week of the new term and that year 6 had gone on their annual residential school journey earlier than usual. These enrichment activities were positively received by the parents and children alike. During a recent cheese and wine evening parents had the opportunity to see what the school had done and the feedback from the parents was extremely positive. The element of reassurance following the work taking place within the school was evident. The building is safe, learning is at the heart of all that we do, and it was great to be able to share this with the parents. Parents were able to see children's classrooms, meet the year group team and see the enormous amount of work that gone in to ensuring the children's environment was a stimulating and exciting place learn in. I will be inviting parents to more events like this so we can showcase all we do at St. Mary's.

JM gave a brief breakdown on the following:

Exclusions - Zero

Bullying – Zero

Racist incidents – zero

Harmful / sexual incidents – zero

7 pupils on a behaviour chart

The school has witnessed great success with the behaviour charts, and they are working effectively

5 Looked after children (3 currently looked after, 2 previously looked after)

No children on child protection panel

1 Child in Need plan

4 children with Social Work involvement

12 children concerned about – these children are involved with early help

Attendance is 96% for this term

Fire Drill evacuation 3 minutes 51 seconds

Geography update, reviewed geography curriculum, looked at ways of sequential learning and optimised the use of the virtual reality headsets.

Redevelopment of curriculum pathway which show aspects of the national curriculum. This shows a seamless progression pathway through each subject.

JM was happy to announce that she had relaunched the after-school clubs and as always these were very well received with all the clubs being very well attended.

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JM gave an update on Covid19 - there were currently 3 staff members and 8 pupils who had tested positive. The situation is being carefully monitored and reviewed. The school had updated the risk assessment policy where necessary

CAA explained that during the summer break he had visited all 3 schools and on behalf of the Governing Body he offered his thanks to all the staff in all the schools for their hard work and dedication.

IL passed on his own personal congratulations as he had visited St Mary's recently and was able to see for himself the devastation but when walking round the school, he found that the mobile classrooms looked like proper classrooms, the temporary marquee looked fantastic, and the school was running outstandingly as it always does regardless of the catastrophe of the entire ground floor. Again, the resilience and adaptability of the pupils and staff has been incredible.

**Governor Question** what strategies have been put in place if there was a repeat of the recent flood

**Answer** – Unfortunately there are a number of departments who are looking into this including the Local Authority, Thames Water and the Environmental Agency and there are no easy answers. The school may well flood again and we can only wait to see what these departments combined come up with for the flood resilience work for the entire area.

### 8.3 Headteacher Report- St Saviour's

EC gave a detailed briefing on St Saviour's and explained that although they did not suffer the same damage that St Marys did, they did however have extensive damage in the playground and one classroom has to be completely refurbished. However even with this inconvenience the school was delighted to be able to support the Nursery from St. Mary's by offering additional rooms which meant that the nursery was only closed for 24 hours and was able to continue to offer outstanding facilities. The losses from the flood have been covered by our insurance and we are in the process of specialists coming in to see what flood strategies can be put in place to stop this happening in the future.

EC gave a breakdown of the following:

1 exclusion for 7 days fixed term at the beginning of the year.

This was for a child who has very significant needs.

No incidents of bullying

Racist incident on 2 occasions by the same child. The school is working closely with the family

No incidents of harmful / sexual behaviour

2 fire drills: 2 minutes 10 seconds and 2 minutes 25 seconds.

4 children on behaviour chart. This has reduced from the summer term.

2 Looked after Children

3 children on Child Protection Plan all from the same family. The schools continue to support the family

2 children identified at Children in Need

5 children, 3 separate families with Social Worker involvement

11 children have become children of concern

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The school has revamped their reflection areas much of which has been directed by the children. This then offers the opportunity for the children to engage and think.

St. Saviour's also had a successful cheese and wine event, and it was great to have parents in the school. We had a visit from Diocesan Advisor as part of the section 48 inspection and it was very positive.

After school clubs have resumed and were as popular as ever with them all being extremely well attended.

**Governor Question** – has there been an assessment of how far the children have fallen behind, individually, and if they have, what steps need to be taken, at what point are they going to be back on track in time for exams next year

**Answer** – Children are being continually assessed and when the school has the data it will be shared with the Governors

**Governor Question** - is there any data to give an understanding of where the school is at or where it will be in 3 months' time?

**Answer** – Once that data has been compiled, we will update governors

### **Governor Questions**

IF raised a number of questions in relation to Pupil Premium, the School Development Plan. Sports Premium and other areas and AL & JM asked if he would like to come to the school and discuss these matters at length and actually see for himself the impact on teaching and learning all these had on the children of the school. IL said he would be delighted to come to the school and have a chat with both AL and JM and report back to the Governing Body at the next meeting

## **9 POLICIES**

- 9.1 Anti-bullying POP
- 9.2 Adoption Policy
- 9.3 New Governor Induction Policy
- 9.4 Prevention of Extremism and Radicalisation
- 9.5 Personal, social and health education policy
- 9.6 Artsmark
- 9.7 Emergency School Closure policy
- 9.8 Above and Beyond
- 9.9 Acceptable Use policy
- 9.10 Coaching Policy
- 9.11 Collective Worship POP St Mary's
- 9.12 Collective Worship POP St Saviour's
- 9.13 Community Cohesion Policy
- 9.14 Photographic Images

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- 9.15 RE Policy
- 9.16 Mental Health – St Saviour’s
- 9.17 Mental Health – St Mary’s
- 9.18 Use of Reasonable Force
- 9.19 Staff Handbook
- 9.20 TOIL policy

All the above policies were **agreed**.

**10. Governors Training**

VH to sign up for training

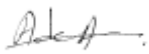
**11. DATE OF NEXT MEETING 10<sup>th</sup> March 2022 in person if permissible 6pm**

**12. Closing Prayer**

CAA

The meeting closed at 8.03pm

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

Signature.....  .....

Date: .....24/3/22.....

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