

**MINUTES OF THE MEETING OF THE  
ST. MARY'S & ST. SAVIOUR'S C OF E PRIMARY SCHOOLS'  
LOCAL GOVERNING BODY  
HELD ON 7 DECEMBER 2023 AT 4PM  
BY VIRTUAL ZOOM**

Present: Canon Ade Ademola (Chair)  
Beverley Hall  
Amir Lemouchi  
Joe Pitchford (Head of St. Mary's)  
Vanessa Conant  
Victoria Haworth  
Ruth Keane  
Gabriel Gottlieb  
Stephanie Kreft  
Jenni Matthews

Clerk to the Governors: Mrs. Pauline Dorney

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2	DBS Application to be entered on Governor Hub (Stephanie Kreft)	Alison Brown	ASAP
6.1	Amendments to Policies to be highlighted for easy review by Governors.	Alison Brown	ASAP
7.1	LGB Annual Forms to be completed by all Governors.	All Governors	ASAP

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

- 1.1 The Meeting commenced with a Prayer.
- 1.2 Apologies for Absence were received and accepted from Emma Cherry and Stephanie Shaldas.
- 1.3 There were no Apologies for Absence received from Father Salvadore and Mr. Iftakhar Latif.
- 1.4 There were no items to discuss under Any other Business/Confidential Items.

**2. DECLARATIONS OF INTEREST**

- 2.1 There were no Declarations of Interest noted.

**3. LOCAL GOVERNING BODY**

- 3.1 The Clerk confirmed membership of the Governing Body. There were no vacancies noted.
- 3.2 Stephanie Kreft was welcomed as Staff Governor. Her DBS needs to be entered on Governor Hub.

Chair's Initials:-

AA

#### **4. APPOINTMENT OF OFFICERS**

##### **4.1 Election of Chair for the academic year 2023/2024**

4.1.1 Joe Pitchford nominated Canon Ade Ademola as Chair. This was seconded by Mrs. Ruth Keane.  
**The Full Governing Body appointed Canon Ade Ademola as Chair for the academic year 2023/2024.**

##### **4.2 Election of Vice Chair for the academic year 2023/2024**

4.2.1 Joe Pitchford nominated Mrs. Ruth Keane as Vice Chair. This was seconded by Canon Ade Ademola.

**The Full Governing Body appointed Mrs. Ruth Keane as Vice Chair for the academic year 2023/2024.**

##### **4.3 Election of Safeguarding Lead Governor for the academic year 2023/2024**

4.3.1 Mrs. Ruth Keane nominated Victoria Haworth as Safeguarding Lead Governor. This was seconded by Canon Ade Ademola.

**The Full Governing Body appointed Victoria Haworth as Safeguarding Lead Governor for the academic year 2023/2024.**

##### **4.4 Election of the SEND Lead Governor for the academic year 2023/2024**

4.4.1 Ms. Victoria Haworth nominated Mr. Gabriel Gottlieb as SEND Lead Governor. This was seconded by Canon Ade Ademola.

**The Full Governing Body appointed Mr. Gabriel Gottlieb as SEND Lead Governor for the academic year 2023/2024.**

##### **4.5 Election of the Curriculum Lead Governor for the academic year 2023/2024**

4.5.1 Mr. Joe Pitchford nominated Mrs. Ruth Keane as Curriculum Lead Governor. This was seconded by Canon Ade Ademola.

**The Full Governing Body appointed Mrs. Ruth Keane as Curriculum Lead Governor for the academic year 2023/2024.**

#### **5. MINUTES**

5.1 The Minutes of the Meeting held on the 7 July 2023 were agreed as an accurate record and signed by the chair

##### **5.2 Matters arising:**

5.2.1 There were no Matters arising outstanding.

#### **6. CHAIR'S ACTION**

6.1 It was noted that the following Policies were agreed under Chair's Action:-

- Admissions Policy
- Safeguarding Policy
- Fire Procedures Policy
- School Travel Procedures Policy

**The Full Governing Body noted these Policies and agreed to ratification accordingly.**

It was agreed that when Policies are amended; the amendments would be highlighted for easy identification when checking the draft Policies.

**ACTION: Alison Brown to note**

## **7. LOCAL GOVERNING BOARD ANNUAL FORMS 2023-2024**

7.1 Governors were reminded to complete these Forms which had been previously emailed to Governors for completion.

**ACTION: All Governors**

7.2 Pecuniary Interest Forms

7.2.1 Governors were reminded to complete these Forms accordingly.

7.3 Skills Analysis Form

7.3.1 Governors were reminded to complete their details on Governor Hub.

7.4 Safeguarding Declaration

7.4.1 Governors were reminded to complete this declaration.

## **8. SCHOOL ITEMS**

8.1 Christian Vision Presentation

8.1.1 Joe Pitchford clarified the C of E Vision for Education. There are four key components to the C of E Vision. These were as follows:-

- Educating for Wisdom, Knowledge and Skills
- Educating for Hope and Aspiration
- Educating for community and living
- Educating for dignity and respect

8.1.2 The Schools' Visions were clarified to Governors accordingly. It was considered important that the Vision fits with the context of the School, theologically routed so it has to be a Christian Vision. The Vision was presented to Parents with the Pupils also having involvement. Visions for both Schools were clarified to Governors. In terms of the work completed on the C of E Vision; the Education for Wisdom and Knowledge – the Schools have really exceptional assessment results and it is important that the Vision allows staff to flourish. As part of this the School offers training for many aspects. This was clarified in detail to Governors.

8.1.3 Education for Hope and Aspiration – the School does so much including Saturday Events, Assemblies, Cultural Festivals, and the School was recognised at the London Awards and supporting refugees settling into our Schools. There are a lot of booster strategies, etc., and various aspects to ensure that the pupils have the highest aspirations.

8.1.4 Education for Community and Living – this relates to Young Transformers and

Mr. Gabriel Gottlieb attended one of the School's Speech Competitions which was considered a great event. This is related to building a culture of justice and responsibility. This was clarified in detail to Governors.

8.1.5 Educating for Dignity and Respect

This is conveyed through the Relationships and Sex Education, Anti-bullying Week and Online Safety and celebrating pupils' achievements. It is also about the intangible things that make up the culture of our schools. Pupils having warm and positive relationships with the adults within the School.

8.1.6 Collective Worship is also another way in which the Vision is brought to light within the Schools. This was clarified in detail to Governors including the forthcoming Inspection and the Procedures.

There were no questions raised.

Thanks were conveyed to Jenni Matthews for her Presentation to Governors.

8.2 Maths Presentation

8.2.1 JP Delivered a Maths presentation on the new Maths curriculum that had been successfully implemented across the schools

8.3 Staff Training Presentation

8.3.1 Professional Development is at the heart of teaching excellence. The School ensures that the teachers are equipped with the tools, strategy and knowledge to home in on their skills and to ensure that the teaching across the Trust is of outstanding quality.

8.3.2 There has been some exciting CPD sessions this term. The Headteachers had been working very hard running their weekly CPD sessions for teachers. This was clarified to Governors in detail.

8.3.3 Coaching Staff, ECT Programme, NPQ Courses and the Accelerated Leader Programme (ALP) was also clarified to Governors.

8.3.4 The Headteacher Programme was also clarified to Governors and explained in detail.

Question:

How many ECT's do the Schools have?

Answer:

ECT1 Two employed at St. Saviour's

ECT2 Four employed at St. Mary's

Question:

What is the support provided for teachers that fall behind and require some extra support?

Answer:

We have positive focus in our CPD Insets. Consistency is a large challenge. If there is a teacher not yet meeting all of the Good to Outstanding criteria we would work with that teacher to have clear goals with regard to moving on. A coaching plan would be put into place accordingly.

Staff do ask for coaching support when required. This was clarified in detail to Governors.

Thanks were conveyed for this Presentation.

8.4 Head of School Report – St. Mary's

8.4.1 Teaching and Learning

The Maths Curriculum had been revised and improved recently. The School has increased the amount of practice and changed it so that each lesson builds systematically on the previous lesson and provides the foundations for the next lesson. This was clarified in detail to Governors.

8.4.2 A Teaching and Learning Walk had been undertaken recently and were joined by the Headteacher from Coppermill Primary School. This was considered to be very successful.

8.4.3 RE observations had recently taken place. It was considered important that RE is taught in a way that it is engaging, exciting and really push the pupils to think deeply. This was clarified to Governors in detail.

8.4.4 Quality of Education

The School celebrated the Achievements and Contributions of Black Women particularly as part of the Black History Month. An Art Exhibition had been held recently with food and music and the Art was displayed for everyone to see.

8.4.5 Leadership and Management

This had been covered previously under Item 8.3. This was clarified in detail to Governors.

8.4.6 Behaviour and Attitudes

Work continues on this at St. Mary's. Celebration of Achievements will take place soon and strategies will continue. Assemblies have taken place in this regard.

8.4.7 Safeguarding and Attendance

At the end of Autumn 1 letters were sent to Parents whose childrens' attendance were below 90%. Meetings had also taken place with Parents. BACME has also been used.

Incidents of behaviour – two incidents where children have used racial language and this was dealt with accordingly.

There were no exclusions noted.

Details of Safeguarding data was shared with Governors.

Attendance was reported as 97%.

Thanks were conveyed to Mr. Joe Pitchford for his verbal Presentation.

- 8.5 Head of School Report – St. Saviour’s
- 8.5.1 Governors had received this Report. Questions were invited from Governors. Nothing was raised by Governors.
- 8.6 SDP 2023/2024 – St. Mary’s
- 8.6.1 Nothing to report.
- 8.7 SDP 2023/2024 – St. Saviour’s
- 8.7.1 Nothing to report.
- 8.8 PP Report 2023/2024 – St. Mary’s
- 8.8.1 There were no questions raised by Governors.
- 8.9 PP Report 2023/2024 – St. Saviour’s
- 8.9.1 There were no questions raised by Governors.
- 8.10 PE and Sport Premium Report 2023/2024 – St. Mary’s
- 8.10.1 There were no questions raised by Governors.
- 8.11 PE and Sport Premium Report 2023/2024 – St. Saviour’s
- 8.11.1 There were no questions raised by Governors.
- 8.12 End of Year Data – St. Mary’s
- 8.12.1 There were no questions raised by Governors.
- 8.13 End of Year Data – St. Saviour’s
- 8.13.1 There were no questions raised by Governors.
- 8.14 Teaching and Learning Report – St. Saviour’s
- 8.14.1 There were no questions raised by Governors.
- 8.15 Impact on our Christian Vision Report – St. Mary’s
- 8.15.1 There were no questions raised by Governors.
- 8.16 Maths Report
- 8.16.1 There were no questions raised by Governors.
- 8.17 Flood update Report – verbal
- 8.17.1 It was noted that a Planning Application had been approved for the Flood Wall Defence System at the front of the school building and round to the Playground. The School are working with Synergy as to when the work would commence. This system should push the floodwater away. This was clarified in detail to Governors. Having the flood wall being built and implemented around the school is an additional mitigation measure.

Thanks were conveyed to Elaine and the Finance Team for their hard work and input.

## 9. GOVERNOR REPORTS

- 9.1 Send Report
- 9.1.1 Mr. Gabriel Gottlieb visited the School recently and submitted his Report relating to SEND. There were no questions raised by Governors.

Thanks were conveyed to Mr. Gabriel Gottlieb for visiting the School.

## 10. POLICIES

**The following policies were ratified:**

Teaching and Learning Policy

Learning Environment Policy

Children with Health Needs who cannot attend School Policy

EYFS Reception POP Policy

ECT Policy

Pay Policy

SEND Complaints Policy

SEND Information Report

SEND POP – St. Mary's

SEND POP – St. Saviour's

Supporting Pupils with Medical Conditions Policy

RSE Policy

Inclusion POP Policy

**11. GOVERNORS' TRAINING**

11.1 The Link was requested to send to Stephanie Kreft regarding Governor Training Induction. This was given as:-

<https://app.governorhub.com/s/walthamforest/training>

**12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

12.1 Full Governing Body Meeting 7 March 2024 4pm (Zoom)

12.2 Agenda Items

12.2.1 To be advised.

**13. ANY OTHER BUSINESS/CLOSING PRAYER**

13.1 Mr. Amir Lemouchi advised Governors that Emma Cherry had been invited to join a Sanctuary Steering Group in Central London to present her School of Sanctuary Presentation and how the School achieved that status at St. Saviour's. The Local Authority was completely overwhelmed by the amount of work involved but particularly they were impressed by the impact that had taken place to change people's lives to love and kindness. It was very moving to see Emma speaking and everyone acknowledging that children can make a difference if they are taught and educated to be tolerant, kind and loving and small things make a large difference.

13.2 Last week BBC London News asked Emma Cherry if she would agree for the BBC to do a Report on St. Saviour's. This will take place in January 2024.


13.3 It was noted that the children are so knowledgeable and they understand British Values. This was clarified in detail to Governors. This work will continue throughout the academic year.

Thanks were conveyed to Emma Cherry and Amir Lemouchi for their hard work and input in this regard.

Autumn 2023

The Chair thanked everyone for attending the Meeting. Governors were wished a very Happy Christmas and Best Wishes for the New Year.

The Meeting closed at 6pm with a Prayer.

SIGNED: \_\_\_\_\_  \_\_\_\_\_ (Chair)

DATED: \_\_\_\_\_ 7<sup>th</sup> March 2024 \_\_\_\_\_

**Draft Minutes**  
**St. Mary's & St. Saviour's Primary Schools**  
**7/12/2023**

Chair's Initials:-

AA