



Governing Board Circle model (Autumn 2)

Monday 22 November 2021 at 5.30pm- blended meeting

Governor (R- remote, * not present)			
	Tim Jervis, Chair of Governors	Parent Governor (Elected)	30 April 2024
	Evelina Hinovska-Barbier, Co Vice Chair	Parent Governor (Elected)	30 April 2024
R	Ammar Ahmed, Co Vice Chair	Foundation Governor LDBS	13 Jan 2023
	Laura Hall (EHT)	Executive Headteacher	Ex Officio
	Ben Williams	Staff Governor (Y3)	4 Oct 2025
R	Nikola Novčić	Foundation Governor LDBS	30 June 2023
	<i>Vacancy</i>	<i>Foundation Governor PCC St John at Hampstead</i>	
	Sarah Cheriton-Jones	Foundation Governor PCC St John at Hampstead	21 Feb 2025
R	Anne Diack	Foundation Governor CDS	12 Jun 2024
	David Rue	Foundation Governor CDS	20 May 2023
	Rev Jeremy Fletcher	Incumbent of the St John at Hampstead Church	Ex Officio
*	Andrew Parkinson	Local Authority Governor	19 June 2025
	Monwara Sikder ('SBM')	School Business Manager	
R	Emma Ingles (HoS)	Head of School	
	Lyn Stanton ('Clerk')	Clerk to the Governing Body	

Action list this meeting

13.2	All to update Pecuniary interests on Gov Hub and confirm – Clerk to follow up	All Govs
34.3	AA asked to audit website, review and photos for Board membership. To be covered over New Year -Carried over	AA
17.4	Gift aid claim	SCJ/SBM
18.4	School house- EHT would meet with Rev J for information	EHT/Rev J
20.1	Safeguarding Policy	HoS
20.3	Financial policy to be updated NN	NN/SBM
21.1	Maths link report	Clerk
22.1	Governor get together (Covid permitting)	Chair
22.4	Clerk/NGA skills audit model- shared on Gov Hub 25 Nov 21 for Govs to complete	Clerk/all

Item title and information

13. **Welcome and Opening Prayer** – The Chair welcomed all to the meeting and Rev Jeremy opened the meeting in prayer.

13.1. Attendance and Apologies -

- It was noted that Andrew P was not present at the start of the meeting
- Ben Williams was welcomed as the new staff Governor, who introduced himself.
- Governors noted the resignation of Anna S since the last meeting. Rev Jeremy noted that the PCC had put out a skills-based advert for the role

EH-B Joined the meeting at 17.38

13.2. Declaration of interests- There were no declarations made.

Action Clerk to follow up the few pecuniary declarations outstanding.

14. **Approval of the minutes from the previous FGB meeting, held on 20 September 2021- The minutes were AGREED to be a true and accurate record of accounts and were signed in the meeting by the Chair.**

14.1. Any matters arising not on the agenda for the meeting;

Action list this meeting

1.1	Clerk to send welcome to new staff Gov	Resolved
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1.2	All to update Pecuniary interests on Gov Hub and confirm – Clerk to follow up	All Govs
3.1	Skills audit completed -Chair to review for skill gaps	On agenda
34.3	AA asked to audit website, review and photos for Board membership. To be covered over New Year Carried over	AA
5.1.3	SDP to next meeting, Governors linked to key priority areas for monitoring The EHT confirmed that the SDP had been shared with the Chair	EHT/Clerk
6.1	6 month budget review and extended service- next agenda	On agenda
6.2	Y6 garden classroom- lettings/usage- next agenda	On agenda
7.1	Clerk to contact AA to enquire about Co Vice Chair role	On agenda
7.3	School Partnerships- standing item on FGB agendas	Resolved
7.5	Governors' account and extended services account- gift aid implications of merging.	On agenda
9.3	Circle model Governance structure- Clerk to send briefing note to the Chair	Completed

Focus Items-

15. **Executive Headteacher written report.** The HT reported.
Governors reviewed the extensive and detailed written report shared prior to the meeting, and were pleased to note that the report had been aligned with Ofsted headings to aid clarity. Roles and responsibilities of staff had been included and RE would be added for the next report.

Number on roll- 205 (PAN 210)

	Number
Children on SEND Register	18
Children with Educational Health Care Plan (EHCP)	1
Pupil Premium (PP)	6%
Free School Meals (FSM)	6%
Looked-After Children (LAC)	1
Children with English as an Additional Language (EAL)	80%

- 15.1. School Development Plan- SDP and SEF. Governors noted the progress update since the last Ofsted report in 2019, against areas identified. Progress reported as on track, as follows-

Leaders and those responsible for governance should ensure that:

the curriculum continues to be developed and enriched so that pupils are given more opportunities to flourish in all that they do.

- All Subject leaders met with the school advisors: Mary Thorne from LDBS and Alison Martin from Camden, have completed their progression maps and curriculum maps for their subjects, and reported that they felt confident in discussing how their subject progresses year on year.
- A new scheme of work has been purchased for DT and Art and this is being taught across the school.
Next Steps- Actions to be completed next term.

To develop the Phonics and early reading scheme

- The Essential Letters and Sounds scheme purchased, the school has been given up to £3000 matched funding from the local English Hub to support.
- Keep up and catch-up programmes have been reviewed with a focus on Years 2 and 3.
- Reading across the school has also been reviewed and implemented.

Next Steps- Measure the impact of keep up and catch-up programmes in year 2 and 3

- 15.1.1. The Staff Governor added that reading and phonics were focus areas for all staff, developing challenge within the lessons, rather than interventions in small group settings, taking pupils out of the class setting, ideally.

Q A Governor ASKED about how cross curricular teaching was managed? The EHT noted that a driving force was resilience, this thread picked up throughout, and staff had threaded this through creative Curriculum links.

Q In response to a QUESTION it was explained that staff had reviewed their planning, to ensure links were strong, and pupils were aware of their progression and what was needed to improve.

Educating for life in all its fullness

Governors were pleased that a 3D concept of the curriculum was used rather than a 'siloed' subject teaching approach- the EHT added that she would spend time with staff to go through plans, a focus for this term. As a response the Intent statement would be tweaked and tightened.

15.1.2. Phonics- Q A Governor ASKED why the Essential letters and Sounds scheme was chosen?

The HoS explained that the DfE had advised schools to use a SSP ('systematic synthetic phonics scheme). These were designed with scaffolding included for staff, and clear progressions with linked decodable books for pupils. A recognised DfE scheme was therefore selected, at a cost of £5K with £3k supported by the Camden English hub.

Q Another Governor CHALLENGED the costs- did this bring added value? The HoS noted that under the scheme books were closely matched to reading books and included phonics phases. Interventions to match the scheme were supplied. Previously the approach had not been consistent across the school as the school had used a combination of Jolly Phonics, Letters and Sounds, and Twinkle workshops.

Ofsted now required fidelity of a single programme through the school, for letter formation. The change was working well.

Q A Governor CHALLENGED the school- educationally would children continue to make at least as good progress as previously? The HoS felt this would see an improvement, as research evidenced this approach should see better impact- with consistency key throughout.

15.1.3. Pupil Outcomes and Performance-

- EYFS GLD 86%/Exceeding 20%
- KS1-Attainment R/W/M combined 90% Expected, of those 27% reaching Greater Depth
- KS2- Attainment R/W/M combined 83% Expected, of those 25% reaching Higher Standard

15.1.4. Q A Governor ASKED how would the school measure the impact of catch-up strategies? The HoS noted that this was hard to measure, some pupils were further behind than others, with some back to starting points (remote learning had proved more difficult with Y1-2 and using Reception scores as a basis. It was pointed out that the school would use their usual methods to accelerate progress- monitoring to bring pupils back to expectations and above, by addressing bespoke gaps in learning.

Q Another Governor CHALLENGED the school about outcomes and performance, what extent had Covid impacted? The EHT noted that staff had been adapting their teaching to address gaps, with Teaching Assistants supporting, using a phonics intervention if needed. Y2,3 were also getting interventions linked to Letters and Sounds.

Q The Governor CHALLENGED the school about how the TAs were managed for effectiveness? The HoS noted that interventions were measurable - a gap analysis of children's reading, gave precise gaps to be addressed.

The Chair noted that he was pleased that the strategy was to seek and fill any gaps (rather than Covid related) with measurable interventions. Some lockdown impact was to be expected.

16. **Safeguarding-** The HoS noted that a report would follow due to sickness.

- 2 Children in Need (CIN) noted

16.1. Attendance – 98% (2 unauthorised), one family noted to be abroad affecting the data.

16.2. Behaviour and attitudes-

16.2.1. No bullying issues reported, 2 friendship issues noted. 2 equalities issues were noted, Governors were pleased to hear that this had been immediately addressed, noting that the school had acted promptly.

16.2.2. Peer on peer-boy and girl group conversations about gender differences had taken place, the HT reporting that no issues were reported by pupils, with an equal outlook. The PSHE leader has met with a group of boys and girls from Year 5 and 6 to ask them what being a girl/boy is like at school. This includes questions around what playtime is like and if they are treated differently in lessons.

16.2.3. Online safety- Q A Governor ASKED if the school had seen any incidents with the recent 'squid game' situation? Staff reported that pupils had been asked not to play this and there had been no further reports. Q A Governor ASKED if there were any concerns about online safety? An online safety workshop for parents was planned with an advice leaflet to go out. An acceptable use policy would be shared for parents and Pupils, with a presentation, facts sheets for advice. The main message would be for parents to continue an open dialogue with their children.
Governors ASKED if mobile phone use was a problem in school? BW explained that any issues were mostly to do with situations that had occurred outside, but brought into school.

17. Finance- the SBM reported

17.1. CFR Budget monitoring- the report to the end September was shared and Governors noted the following;

Income- additional to budgeted

- Covid Recovery premium, based on PP % (£2,465)
- Tutoring, school led- would need to demonstrate impact, as can be clawed back, based on PP numbers (£2,025)

Expenditure

- EHT on staff payroll now but offset by reduction in the previous arrangement (by LDBS invoice)
- Underspend in salaries net £15k, changes in leadership salary
- Additional support staff supply for SEN support (TA) and admin due to vacancies
- Premises- overspent on refurbishment, boilers included from last year.
- Overspend on CCTV, due to the new signing in system-£3.5k, and £400/pa.
- Camden sports association- professional services, charged for 2 years rather than one year.
- Governor clerking- charged for academic year.
- Premises- windows, toilets refurbishment, final payments for premises, fitting and tiles, new water fountains all noted.
- A quote to box in the server was required to make the staff room quieter - (£3763) moving the server may be considered if proves to be a cheaper option. Agreed to be a priority for well-being.

Forecasted carry forward £17,478.34

Q A Governor had CHALLENGED the need to support the budget from extended services- could the school use the funding before the end of the budget year rather than support with a transfer? The SBM noted that it was advisable to carry forward 5-10% each year.

17.1.1. The Chair thanked the SBM for managing the budget well, and invited questions-

Q A Governor ASKED how stressed was the budget?

The SBM reported that the application for the Pay policy had a negative effect, however some staff were moving up the Payscale, and threshold, with some affordability issues expected in the future due to the experienced staff.

Q The Governor ASKED when this would be reviewed, when would be the best time to look ahead and plan?

The Clerk noted that the current schedule would be in March an early look at costs was taken, with the final budget not required to be approved until the May GB. The Governor agreed that this would be ideal- to work suggestions into the budget plan around March.

The SBM noted that Q3 would be available at the end of December, with a budget report to be supplied in January giving a more accurate forecast. Budgeting a 2% pay increase for next year and seeing the impact on the 3 year budget plan and progression, including staff moving over threshold- a potential significant impact, financially.

Q Another Governor ASKED about expenditure for staffing to budget? The SBM confirmed this to be at 82%. Q At what point would this become of concern? The SBM reported to be 85-88% with Governors noting that there was likely to be a considerable overspend in the next years.

The Chair added that consideration about pay would become increasingly crucial. Other costs would also increase.

DR left the meeting at 18.40

17.2. Extended Services- Q A Governor CHALLENGED the school about the need to transfer of £45k to budget? The SBM explained that this was budgeted to cover salaries, income money that came in to pay towards coaches, towards to end of the year will be balanced back.

Covid impact was reviewed, income Vs expenditure -almost £40K more had been used than income over the last year, however includes £18k for works on The School House (replacement of Windows previous summer, and pointing on the brickwork).

Currently a £267k balance; a comfortable buffer if access was needed to funds.

<u>Extended Services Account</u>		
	Income	Expenditure
Schools Trips	£2,351.70	£1,747.00
School Clubs	£4,608.00	£26,602.63
School Meals	£16,288.03	£17,277.62
School Journey	£34,373.00	£39,513.91
Capitation	£10,478.78	£6,264.00
Miscellaneous	£3,407.26	£19,588.73
TOTAL	£71,506.77	£110,993.89
Difference	-£39,487.12	

Governors considered the size of the reserves and all agreed that retaining a buffer of at least £100k would be ideal.

17.2.1. Q A Governor CHALLENGED the school about the extended services account, how to get it back to an annual surplus? The SBM agreed a move to get back to the income stream with increased lettings, and looking at what other options could be made available. Things were starting to get back to normal, after-school and breakfast clubs were full, with the school starting to refuse pupils due to space limitations. Q A Governor ASKED about salaries? The SBM confirmed that some staff were paid directly, regardless if the club had been running.

The SBM noted that the last time costs were raised was about 3-4 years ago.

- Benchmarking reflected that the school was not the cheapest-£6 per session for breakfast club, and the school mindful of family situations.
- The after-school club was more popular (after school fun and leisure if attending a club £6, then an additional top up of £6 for after school to close, a total of £12 each evening.

17.2.2. Q Another Governor ASKED about the local food market letting? This had restarted in March, however had to shut down again due to lockdown at that time. Another Governor suggested the site be used for a fireworks event, charging locally- perhaps this could be a PTA project.

17.3. School journey costs- (Y6 Residential trip) In the past the trip to the IOW had taken place in October (£395) however moving the trip to the summer had escalated costs to £495, possibly could ask parents for £410. The EHT added that those vulnerable would be identified to support. Q A Governor ASKED if the church could support the trip, as the PTA funds should benefit all Pupils.

Direct donations could be used as a 'hardship fund', but would not be able to attract gift aid.

17.4. Capitation account- SCJ reported that a NatWest community account was being set up

- Another signatory was required. **RESOLVED E H-B agreed**
- Gift aid claim to be completed, forms would need to be updated. **Action SCJ and SBM**

Rev J and SCJ left the meeting 19.07

18. Premises

18.1. Buildings- Y1 Windows have been replaced, a shower door in The School House.

18.2. Garden classroom usage -it was noted that parent volunteers had been tiding the garden area.

18.3. Outside learning environment- not discussed

18.4. Health and safety-

- Risk assessments (Covid, PGFL)
 - Fire drill confirmed to have taken place
 - Staff trained in Asthma and Anaphylactic shock
 - Foxes in school- pest control measures to reduce the Health and Safety risk were noted. The EHT would be in contact with companies to secure a contract to address the problem.
 - School house let through the Church by Holly Bush Vale at a reduced rent for staff, reviewed each year
- Action the EHT would meet with Rev J for information**
- Main gate, works to improve the system noted

19. External Evaluation and stakeholders

19.1. External Evaluation

- Camden Learning standards review- report expected
- LDBS- Mary Thorne had visited during October, looking at Reading across school. Curriculum maps and data feedback.

19.2. Feedback and stakeholder voice planning for 2021-22 cycle. Not discussed

20. Policies

20.1. Safeguarding (to include KCSIE21 updates)- **carried over**

20.2. Admissions Policy 2023-24 (if no changes other than Admissions code) **DETERMINED**

20.3. Financial regulation policy- GB Meeting structures may change, and this would be reviewed to reflect the circle model. **APPROVED subject to update/ Action NN.**

20.4. Health and safety- **APPROVED**

20.5. Equality policy- **APPROVED**

20.6. School pay policy- **APPROVED**

20.7. SEND (Special Educational Needs) **Policy Information report!**- **APPROVED**

20.8. Supporting pupils with medical conditions- **APPROVED**

21. Chairs report/actions

21.1. Maths link visit The Chair had made a Maths link visit with the staff Governor, and reported that the school was in a great place, with good learning evidenced, a focus group conversation with pupils was fantastic. Maths was not seen to be taught as a separate, siloed subject and clear links to other areas and future careers. Pupils had expressed a wish for even more challenges! The Chair noted that he had been pleased to see how resilient the pupils were, following lockdown experiences.

Action, Maths visit report supplied, part of the next meeting (QoE focus).

21.2. Camden 2030 vision- the Chair asked that Governors review the vision which was open for consultation, and some concerns were expressed about the lack of high ambition in the focus and direction, whilst at the same time as addressing the bottom 20% of pupils- both needed for a complete and inspiring vision!

22. Governance-

22.1. Governance structure, circle model. NN presented the 'Board on a page' annual planner, moving to a circle model of 6 GB meetings with focused link Governors reporting back- the Chair thanked NN for facilitating, and explained the purpose was to have Governors to own their links and reporting areas which would engender more engagement- a way to bring Governors closer to the workings of the school.

Governors to be aligned to subject areas, for visits (virtual or otherwise)

NN would follow up with Governors regarding their links 1-1 and report back as the Chair.

Reporting to meetings would be tight and focused, reporting 'by exception' to keep meetings manageable.

Q A Governor ASKED if a separate 'link areas' meeting was required to understand the requirements? The Chair noted that it would be helpful for succession planning, and co-chairing would work well under this system. It was hoped plans would be in place prior to the end of term.

The staff Governor added that staff would be mindful of Governors visiting, but it was explained that this was a part of the Governors' accountability remit- an open dialogue, not to observe, but to listen and understand how the school was working and feeding back.

Action Governor get together (Covid permitting)

22.2. Pay committee- confirmed to have met and completed the process.

22.3. Capitation request letter This was planned for Feb/March, with information about how the previous years funds were used.

22.4. Governor skills audit- the previous audit for soft skills was useful but limiting, and membership changes since had led to the need to refresh- it was suggested that Governors use the NGA model to inform vacancies.

Action Clerk/NGA skills audit model

22.5. PTA

- Quiz night event reported to have gone well, a very successful event.
- Christmas fair, Saturday 4 Dec, Governors usually be managing the door and a doodle poll for volunteers would be circulated (2 at a time). The Chair sent apologies as he would be away. Support for PP (Pupil Premium) families- subsidising fair access to tokens- EHT to discuss with PTA Chair.

22.6. Partnerships update- the HT reported

22.6.1. HPS was working both with St Luke's and with Holy Trinity. Staff meeting frequently and subject leaders were in touch.

22.6.2. Reception admissions could be signposted, when one school did not have a place and closer working was planned, the SENDC and SBM working across all three schools in the Triad.

Q A Governor ASKED about Computers/IT at the school? The EHT explained that it was planned to become more integrated, and the aim was to get to each Pupil having a screen 1:1 in school, starting with iMacs for the computer suite. Investment was required for the equipment needed, and the school would work with the PTA.

The SBM noted funds could not be used from the Capitation account.

22.7. Governor training opportunities- Camden and LDBS options were available-regularly signposted on Governor Hub. The Chair encouraged Governors to complete the KCSIE21 training due to the changes this year.

22.8. Vice Chair- AA had not been present at the previous meeting and an action to see if he wished to remain as Co Vice Chair was taken- AA confirmed and this was AGREED

RESOLVED AA confirmed as Co Vice Chair to first meeting of the next school year

23. **Any other business – none noted**

24. **CONFIDENTIAL- To decide if any items from Part 1 should be recorded under Part 2**

There being no further business the meeting closed at 19.45

Signed by the Chair.....Dated.....

Date and focus of next meetings-

Quality of education Vision and strategy Budget Data

Mon 10 Jan 2022	Mon 28 Feb 2022 (change)	Mon 9 May 2022	Mon 11 July 2022

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