



Full Governing Board

Monday 20 September 2021 at 6.00pm

Blended meeting, on-site and remote attendance (R)

Governor (*Not present)			
	Tim Jervis Chair of Governors	Parent Governor (Elected)	30 April 2024
R	Evelina Hinovska-Barbier Co Vice Chair	Parent Governor (Elected)	30 April 2024
*	Ammar Ahmed Co Vice Chair	Foundation Governor LDBS	13 Jan 2023
	Laura Hall (EHT)	Executive Headteacher	Ex Officio
*	<i>Ben Williams, Y3 nominated</i>	Staff Governor	<i>Vacancy</i>
*	Nikola Novčić	Foundation Governor LDBS	30 June 2023
	Anna Sabapathy	Foundation Governor PCC St John At Hampstead Church	21 Feb 2025
	Sarah Cheriton-Jones	Foundation Governor PCC St John At Hampstead Church	21 Feb 2025
R	Anne Diack	Foundation Governor CDS	12 Jun 2024
R	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
In attendance			
	Monwara Sikder ('SBM')	School Business Manager	
	Emma Ingles (HoS)	Head of School	
	Lyn Stanton ('Clerk')	Clerk to the Governing Body	

Action list this meeting

1.1	Clerk to send welcome to new staff Gov	Clerk
1.2	All to update Pecuniary interests on Gov Hub and confirm-statutory requirement Confirmed to date- Tim J.	All Govs
3.1	Skills audit completed -Chair to review for skill gaps	Chair
34.3	AA asked to audit website, review and photos for Board membership. Carried over	AA
5.1.3	SDP to next meeting, Governors linked to key priority areas for monitoring	EHT/Clerk
6.1	6 month budget review and extended service- next agenda	SBM/Clerk
6.2	Y6 garden classroom- lettings/usage- next agenda	SBM/Clerk
7.1	Clerk to contact AA to enquire about Co Vice Chair role	Clerk/AA/Chair
7.3	School Partnerships- standing item on FGB agendas	Clerk to note
7.5	Governors account and extended services account- gift aid implications of merging	SBM
9.3	Circle model Governance structure- Clerk to send briefing note to the Chair	Clerk/Chair

FGB items

1. Welcome and opening prayer – the Clerk welcomed all and Rev J opened the meeting in prayer at 6.10pm
 - 1.1. Attendance and apologies for absence- The meeting was delayed at the start due to earlier concerns about quorate, however (Sarah C and Rev Jeremy had arrived on time but had been awaiting entry at the gate).

- Apologies had been received from Nikola N prior, and Ammar A (via zoom at the start of the meeting), and these were ACCEPTED by those present. EH-B had sent apologies that she was likely to arrive late but was expecting to join.
- It was noted that Anne S and Andrew P were not present at the start of the meeting.
- Following a nomination process for a staff Governor which had now closed, Ben Wallace was the sole nomination received and therefore automatically appointed by the Board.
Action Clerk to send welcome email and paperwork.

1.2. Annual Pecuniary Declarations - Governors were reminded to update their pecuniary interests on Governor Hub **Action all**

1.3. NGA Code of Conduct (September 21) Governors noted the New Code of conduct, and the Clerk explained that the Nolan principles had been written out in this version and the code of conduct was adopted, as a condition of being a member of this Board.
RESOLVED- NGA code of conduct adopted.

2. **Election of Chair and (Co) Vice Chair(s).**

2.1. Election of Chair- The need for succession planning for Chair was noted, with Tim J explaining that having been elected as a parent governor initially, his child had now left the school and he felt that ideally he would not wish to be Chair for no longer than the end of this academic year, but ideally leaving next term. Governors were sad to hear of the plans but understood that this would be the final year.
RESOLVED Tim J was elected unanimously and unopposed, final year of doing so noted.

TJ took the Chair

2.2. Election of Vice chair- Due to the absence of both the Co-Vice Chairs this item was **carried over** (resolved under item 7.1)

3. **Approval of the minutes from the previous Full Governing Body meeting held 19 July 21. The minutes were AGREED to be an accurate record and were signed in the meeting.**

3.1. Any matters arising not on this agenda

Action list this meeting

9.1	<i>Skills audit summary to add new members, follow up and collate.</i> The Chair would now review regarding skills gaps on the Board and would follow up an associate member opportunity. Acton Chair The Chair added that ideally moving towards Governors to take on link areas in the SDP and report back, which would streamline meetings and involve Governors more in school life. The Clerk explained the circle model of 6 FGBs and no committees- more efficient and effective. The SBM noted that this model had been tried in the past but meetings found to go on for too long. The Clerk noted that in her experience, this model could work well if the agendas were tight and focused, alternating between QoE/data and Resource focused, with Governors kept strategic- link visits would look in more detail if required and fed back. Actioned under item 9.3	<i>Completed</i>
34.3	<i>AA asked to audit website, review and photos for Board membership.</i> Carried over	<i>AA</i>
50.0	<i>IT- strategic spend to move to 1-1 devices at school SBM/EHT/Costs to Resources</i>	<i>SBM/EHT/ Clerk agenda</i>
51.0	<i>Admission 2021-22 and 2022-23 polices to include variation, Clerk to update</i>	<i>Completed</i>
52.0	<i>School dinners- review next agenda</i>	<i>Closed</i>

	<p>The SBM noted that the quality of the school dinners was much improved, issues with sandwiches had been raised in the past, however pupils much happier now with provision. Action closed.</p>	
<p>4.</p> <p>5. Executive Headteacher’s Report to the Governors – The EHT noted that the first few weeks had been going well.</p>	<p>5.1. <u>School Development Plan and Self Evaluation Form</u> (SDP and SEF) for approval. The EHT Explained that the last Ofsted (July 2019) noted as a development point that; <i>the curriculum continues to be developed and enriched so that pupils are given more opportunities to flourish in all that they do.</i></p> <p>5.1.1. <u>Priorities for the SDP</u> linked to the next steps required with a focus on developing the Early Years Foundation Stage (EYFS) in line with the new Early Year framework, around the 12 subject areas. Progression maps for subjects were being enhanced. The EHT had been meeting with subject leaders to review knowledge, and to ensure skills progression was tight across the phases. Staff had adapting for context making the curriculum unique to the school.</p> <p>Q A Governor ASKED about cross curriculum links? The EHT explained for Governors that the basic <u>purpose</u> behind the need for teaching subjects was being addressed; <i>what is the local context and what do the children need?</i></p> <p>5.1.2. <u>Vision and Curriculum Intent</u>- The Chair noted that the Schools Christian ethos and culture was about progress for all children- a sensible focus on good SATs, but also that they were resilient- Covid lockdowns had made other areas clear- hierarchy and socialisation were a key part of school learning, not just academic achievement but ‘flourishing’.</p> <p>The EHT noted three core drivers (rationale) identified by staff for their pupils;</p> <ul style="list-style-type: none"> ▪ To be inspired, self-led learners, equipped for learning, inspired by all subjects taught in the school, how to challenge the more able- the chance to manipulate numbers. ▪ Building resilience- failure a chance to try again. Sharing success through group work, ▪ To flourish and excel as learners. <p>The Chair remarked that there were few barriers to learning for pupils at the school compared to many disadvantaged areas, therefore flourishing was a very good way to view how children were developing and growing in their skills and knowledge. Subject intent would link to the vision.</p> <p>5.1.3. Q Another Governor ASKED how could Governors effectively monitor improvements and impact? It was felt that linking Governors to school development priorities/subject areas and reporting back would be an effective way to report/feedback to the next GB in the cycle, priorities based on the SDP and SEF, impact triangulated by outcomes, external validation and pupil and parent voice.</p> <p>Action SDP/SEF to next meeting Link areas- Governor to be allocated to key priorities with smart targets.</p>	
<p>6. Finance and Premises update – the SBM reported</p>	<p>6.1. <u>Finance items</u>- The Budget six-month review and the Extended services report would be shared at the next meeting. Action Finance agenda items</p> <p>6.2. <u>Premises</u> -It was noted that the remaining toilets now completed over the summer, 3 staff toilets (positive for staff well-being) and remaining girls’ toilets had now been upgraded using funding from the extended services account as the bid funding applications had not been successful in the past.</p> <p>6.2.1. Y6 class-Use of extra room for resource/letting etc to be discussed at next finance meeting. Tbc.</p> <p><i>EH-B joined the meeting remotely at 18.40</i></p>	

7. Chair's report

7.1. Election of Vice Chair-

Due to the late arrival of EH-B, at this point the Chair held the election for vice chair.

EH-B was proposed and elected as vice chair, noting that she wished to share the role due to time pressures.

Action The Clerk noted that she would approach AA regarding if he intended to re-stand as co vice chair.

RESOLVED- Governors agreed to the election of EH-B as Vice Chair for one year

The Chair reiterated his intention to step down as explained earlier in the meeting. EH-B noted this intention and asked other Governors to consider their involvement to support. DR, SCJ and AD indicated they would consider options.

7.2. The Chair noted that he continued to attend Borough events as Chair of Governors representing the Board

7.3. Partnerships- The EHT confirmed she had made no connection with St Luke's School as yet, however this was a busy time for all schools at the start of term and would do so shortly. It was noted that the SENDCO, SBM and Clerk continued to work across both HPS and St Luke's and it was hoped that all three sites and the partnerships would continue to develop.

The HoS noted that Holy T staff and HPS had been sharing best practices across subjects.

Action Clerk-Partnerships- Standing item, future FGB agendas

7.4. Bulge class space- It was noted that an extra classroom was now repurposed as an art room, staff happier with the new shared space, and children enjoying the experience of having a dedicated area.

Q A Governor CHALLENGED the aims and felt a more ambitious approach could be to include Design & Technology in the room- as a 'creative space'? The EHT noted that this was currently under discussion with staff.

Q Another Governor CHALLENGED the school if the gained space could be used for nursery provision as there was a marked lack of Nursery space in Hampstead? The SBM noted that the falling rolls locally may not indicate that. A strategic watching brief on numbers and needs would be kept.

7.5. Capitation letter An annual request for donations to parents would be written by the Chair.

The SBM noted that she had contacted the bank to change the mandate to add EH-B. Q Governors CHALLENGED the need to hold the Governors' Capitation account as well as the extended services fund? the SBM explaining that money had been moved to the extended services account?

The Clerk suggested this may be to do with Gift Aid claims.

Action SBM to look at gift aid options and account consolidation

7.6. Camden scorecard- this was a useful summary of the school situation, ragged against benchmarking. Financially the ragging did not include funds in the Extended services (public funds) account and therefore was not wholly accurate, the SBM being prudent with management of the school income which was not part of the Delegated budget.

The Chair noted that the Accounts were in a healthy situation.

8. **Safeguarding-** The Chair noted the appointment of EI to HoS, the HoS reported;

Governors noted the changes to Keeping Children safe in education 2021 and their responsibilities under Part 2, which had been shared in the pack to the meeting.

8.1. Attendance was currently good at 97% - one family abroad due to health need, the school were keeping in constant contact, with the pupil still accessing resources.

8.2. Training- An INSET day had upskilled all staff who confirmed they had read Part 1, including the Safeguarding Governor and KCSIE 21 updates for this year.

8.3. Safeguarding team Membership had been updated- The EHT and Ben W had been added, the impact of CPOMS continued to be a good strategic investment, enabling good communication of child protection concerns and any issues as they arose.

9. Governance

- 9.1. Updated Risk Assessment. The HoS noted the updated risk assessment included separate entrances and assemblies, and detailed hand washing etc. It was noted that parents had been asking about restarting of breakfast and afterschool clubs- however currently the school was being careful about mixing.
- 9.2. Terms of reference (for annual review and agreement) **Approved for the interim.**
- 9.3. Link areas and committee structure and delegation. Governors considered a change in the delegations and structure- the current committee structure could be changed to flat circle model of 6 FGBs and a pay panel, enabling all to be involved in the link of finance to provision and assess impact of spending seen in the Quality of Education.
Link areas would be linked to the new priorities in the School Development Plan (SDP).
Action Clerk to send a briefing note to the Chair

10. Policies for FGB level approval

- 10.1. Safeguarding Policy (to include KCSIE 2021 update) – Borough model policy, with the Borough for review.
- 10.2. Admissions (2023-24) to go for consultation, the Clerk noted the changes to the new Admissions Code- polices had been updated over the summer to align with the changes in the Code. Governors were reminded that the admissions policy required consultation every 7 years and recently a change to make amendments in the Church attendance (due to Covid) and adoption of the new Code would make consultation this year prudent- the Clerk requested a review to see if any criteria changes would be required.
Action Chair/EHT/HoS/Clerk before end Nov
- 10.3. SEND Information report 2021- **AGREED**

11. Any other urgent business (to be agreed at the start of the meeting with the Chair)

- 11.1. Changes to the local Deanery synod was noted- Foundation Governors' information would be updated to the Camden Deanery synod.
Action Clerk/change on website.
- 11.2. The Chair noted that Catch-up plans were crucial following the pandemic and CHALLENGED the school about how this and skills for the future were being addressed. Skills such as research, resilience, handwriting Vs keyboard skills, Interacting, socialising, team work and sport would all be key.
The EHT agreed- encouraging the love of learning and SEND improvements, self-directing and self-learning skills would need to be developed. Looms or Remote videos for access to teaching would be an area to be developed as a resource.

12. To decide if any item from Part 1 is to be recorded under Part 2 minutes – None noted

There being no further business the meeting closed at 19.00

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

Monday 18 October 2021 5pm PAY Committee Followed by 5:30pm RESOURCES COMMITTEE	Review of point scale progression recommendation (staff)
	Elect Chair / Vice Chair Budget Monitoring Report Premises Report
Half Term:	
Monday, 22 November 2021 5:30pm C.P.O. COMMITTEE	Elect Chair / Vice Chair Summer Term – Pupil Progress Attendance and Exclusions Data Teaching and Learning Review

Monday, 10 Jan 2022 6:00pm FULL GOVERNING BODY	SIP/SEF approval Quality of Education School Journeys (Educational trips policy review) HT Report Finance Report Insets/Term dates
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