

Full Governing Board

Monday 19 July 2021, Blended meeting, held **on site** with
Remote attendance [R]- from 5.30pm

Governors (*not present)			
	Tim Jervis ('TJ') Chair of Governors	Parent Governor (Elected)	30 April 2024
	Evelina Hinovska-Barbier Co Vice Chair	Parent Governor (Elected)	30 April 2024
R	Ammar Ahmed ('AA') Co Vice Chair	Foundation Governor LDBS	13 Jan 2023
	Allan McLean (‘Headteacher’)	Headteacher	Ex Officio
*	Monica Marcou ('MM')	Staff Governor (elected)	30 June 2023
	Nikola Novčić ('NN')	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 ('AD')	Foundation Governor HDS	12 Jun 2024
R	David Rue ('DR')	Foundation Governor HDS	20 May 2023
*	Rev Jeremy Fletcher (‘RJF’)	Incumbent of the St John At Hampstead Church	Ex Officio
*	Andrew Parkinson ('AP')	Local Authority Governor	19 June 2025
In attendance			
	Laura Hall	Incoming EHT	
	Monwara Sikder ('SBM')	School Business Manager	
R	Emma Ingles (DHT)	Deputy Headteacher	
	Lyn Stanton ('Clerk')	Clerk to the Governing Body	

Action list this meeting

9.1	Skills audit summary to add new members, follow up and collate	AA/Clerk
34.3	AA asked to audit website, review and photos for Board membership.	AA
50.0	IT- strategic spend to move to 1-1 devices at school SBM/EHT/Costs to Resources	SBM/EHT/Clerk agenda
51.0	Admission 2021-22 and 2022-23 polices to include variation, Clerk to update	Clerk
52.0	School dinners- review next agenda	SBM/Clerk

FGB items

42. Welcome- the Chair welcomed all to the meeting, which was opened in prayer by the EHT.

This was the first time the meeting had met in a remote, blended fashion and ways to manage this effectively would be developed over time.

42.1. Attendance and apologies for absence-

Apologies were received from Rev J, Anna S and Monica M and these were ACCEPTED by those present. It was noted at the start of the meeting that Cllr Andrew P was not present but expected to join.

The meeting welcomed Laura H who gave a brief background and update that all schools were seeing similar issues currently, affecting Covid bubbles. Focus for next year would be getting back those things lost over the last 18 months. Both Holy Trinity and Hampstead Parochial were in a good place, and she looked forward to the exciting partnership from September.

42.2. Declarations of Interest There were no declarations made against items on this agenda.

43. **Approval of the minutes from the previous Full Governing Body meeting held 10 May 21 and any matters arising not on this agenda**

43.1. Actions arising

<i>Action list last meeting</i>		
9.1	Skills audit summary to add new members Add new Governors and collate	AA/Clerk
32.0	Safeguarding audit- could this be enhanced to cover the panel recommendation? Clarified to have been a self-audit, therefore this was not suitable	EHT/Chair
33.0	Clerk next agenda- Financial audit to be received	On agenda
33.3	3 year plan- approval in principle to use reserves to balance budget, detail delegated	Resolved
34.3	Website updates- Clerk to update details (resolved 18/5/21) AA asked to audit website, review and photos for Board membership. Carried over	Completed AA
34.4	Proposed- EHT social 19 July following the final FGB ,	Action closed
37.2	Partnership Monitoring committee delegation- Clerk next FGB agenda item for formal delegation. An initial meeting had taken place with the next planned for Autumn 2- RESOLVED Partnership sub-committee delegated as Chair, Vice Chair and Committee Co-Chairs.	Resolved

44. **Committee minutes to be received- for information**

44.1. Resources Budget 10 May 21 – Supplied to meeting for information. Any points to be raised offline.

45. **Executive Headteacher’s Report to the Governors- the EHT gave his final report. (taken out of order as item 2 on the agenda)**

45.1. Data documents had been uploaded earlier in the day prior to the meeting by the DHT. It was noted that the assessments had only just been completed, Governors to review outside the meeting.

2021 Teacher Assessment Summary Tables

Key Stage 1

EYFS		Phonics		KS1 Reading		KS1 Writing		KS1 Maths		R/W/M combined	
%GL D	%Exc	% Y1	% Y2	% Exp	% GD	% Exp	% GD	% Exp	% GD	% Exp	% GD
86	20	97	100	90	37	90	23	90	40	90	27

Key Stage 2

Progress			KS2 Reading		KS2 Writing		KS2 Maths		R/W/M combined	
R	W	M	% Exp	% GD	% Exp	% GD	% Exp	% GD	% Exp	% GD
			87	56	83	36	89	40	83	25

45.1.1. The detailed data was reviewed. Despite the disruption due to Covid lockdowns this year, Governors noted that overall the picture was strong, the outlook for Greater Depth (GD) in Y5 was very positive for next year.

Q A Governor ASKED if Target Tracker could be used to produce trends? It was explained that there were limitations to the tool to do so, however all pupils knew their targets and what to do to improve, and Governors had the strategic overview information available.

Q Another Governor ASKED if data had been shared with parents for feedback? It was understood that this year the data had come in a little later than would usually be the case. Feedback from parents was agreed to be important and data could be shared next year. All families had all received a report with clear 'working at' levels for their children.

Teachers had completed pupil profiles to pass on to their new class teacher and would work together with parents to close gaps due to the pandemic.

Q A Governor CHALLENGED the school regarding those of higher ability; were these pupils being sufficiently stretched? It was noted that the outcomes reflected that all pupils were making progress and being tracked individually.

Q A Governor ASKED how could progress could be compared across pupils? The DHT suggested that due to the time learning from home this year it was problematic as different home situations would impact, intervention groups were used should there be any concerns.

45.2. Staffing-

- The Governors recorded thanks to Monica M for her time as a Staff Governor and also to other staff who were leaving this year.
- A late resignation in the office would require recruitment, the SBM confirming that this would be an agency cover in the first place to allow time to scope the right skills.
- A new appointment for Y2 was noted, with the incoming EHT involved in interviewing.

45.3. New Early Years benchmark – the new EYFS framework from September 2021 required an assessment within the first 6 weeks in reception, this would be used as a key marker to track against.

Concerns were raised about the very early stage at which to assess, whilst children were still settling and potential issues would depend on how the DfE intended to use the baseline for measurement.

45.4. Curriculum-

- Visits had been limited, however the Y6 Isle of Wight trip (PGL) had taken place- 53 pupils, reported to have gone well with good weather. Parents present in the meeting confirmed that this had been 'an outstanding success and thanked everyone involved. It was confirmed that the following Y6 trip would take place as usual in November.
- Y6 Performance- Thanks to Kate Steele, a huge team effort to move the performance outdoors following guidance due to the new Covid variant concerns.
- A Y6 leavers service was planned a few days following this meeting. It was noted however that families had been increasingly taking their children out of school due to concerns with Covid risks for self-isolation, and therefore only 26 out of 60 Y6 currently remained attending. Links would be shared with families and parents invited to the service.

45.5. PTA- The EHT thanked the PTA for their work to support the school. A successful 'running around the world in a month' event had resulted in several thousand raised, giving a total of £14k-15k this year, and Governors expressed how grateful they were to the work of the PTA.

45.6. September planning- The Chair asked the incoming EHT for her key priorities, these likely to be

- To map progression
- Reading and spelling priority, after school activities- wider curriculum,
- Develop Early Career Teachers which would now require different mentoring arrangements
- the school website
- focusing on the lowest 20% achievement.
- IT development
- Art room (use of space)

The Chair thanked the EHT staff and Governors for work and remarked 'what a year it had been!' with all looking forward to a break before the Autumn term.

The EHT noted his sincere thanks to the community and children who had been fantastic, and to Governors for their support over the last six years. The Chair thanked the EHT for report.

46. **Quality of education report-** The DHT reported the data in further detail.

46.1. Standards-

- EYFS -Good Level of Development (GLD) 86%- usually a bit higher but given the whole year of disruption, not bad. Reflected engagement from Reception parents. Book assessments at home could be used as a clear model and links to reading, writing and spelling that parents could work with.
- Phonics- Y2 100% with Y1 97% had reached Phonics in the Autumn term, this was already at 100% (National average 82%). An investment in books meant that texts matched phonics.
- KS1 RWM Combined- 90% with 3 pupils not meeting Expected. These 3 pupils were not EHCP, but background as to reasons pupil had not met was available.
- KS2- RWM combined at 85%, however this had been historically a lower attaining cohort (with a full analysis planned, which would look at KS1 data). Greater Depth for Writing 36%/Maths 45%, both lower than usual.

Q A Governor CHALLENGED the school about the number of pupils achieving at Greater Depth? This was understood to be lower than normal at Hampstead Parochial, however continued to be way above both National and Camden Averages, but also could be cohort dependant. Q The Governor ASKED if those reaching GD were the same pupils across the range of subjects? Not all were the same, however the opportunities for extended Writing required had been more difficult to produce from pupils learning at home.

Q A Governor CHALLENGED the school about Writing due to home learning- was this due to difficulties with physical composition, or spelling?

- Laura H noted that Writing was built up over time, more difficult to develop with videos, whereas working with videos for Phonics was easier.
- The DHT agreed, feeling that this was more about composition, as many avid readers continued during lockdown, however the teaching skills for extended writing at home were more limited.

Q Another Governor ASKED if the school could offer a loom library to support parents? It was noted that there was a bank of loom videos and a review of what is available would be helpful.

46.2. Groups SEND/PP/EAL [note-now referred to as 'Bilingual'], The data highlighted that those joining with limited English caught up very quickly. 5 pupils (some trilingual or summer born) had not met early Learning Goals.

The Chair thanked the DHT for putting all the assessments in place, the very foundation of strategic discussion for improvement.

Laura H agreed to draft a letter to parents and planned to be at the gate the day following the meeting, Governors thanked her for taking the time to attend and LH left the meeting at 18.00

46.3. Transitions-

- Secondary- destinations confirmed, no one school dominant, however St Johns St Mary's in Barnet [SMSJ] had seen the most pupils moving on and was reported by parents to hold a similar ethos to HPS. One pupil without a placement, family remained abroad, and was on a waiting list.
- Reception- 30 pupils were expected for Reception, with the school heavily oversubscribed, the catchment was now 0.1mile. One appeal for distance had been made, the EHT had attended and given advice to the family to approach Camden. Video and PowerPoints sent out to families in preparation, it was hoped that in-person home visits could take place.

47. **Safeguarding report**

47.1. Behaviour and Attitudes-

Attendance (230 pupils) 96.29%. Punctuality issues- low, the school were aware of all reasons behind lateness.

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One family had not yet returned, and the school continue to work to support.

	15 Sept-30 Nov	1 Dec-18 Dec	8 Mar-7 May	10 May- 9 July
Persistent Absence (<90%)	15	20	9	31
Unauthorised	3	2	0	3
Punctuality (>10 lates)	3	0	1	7

Covid absences were discussed. In the last two weeks some bubbles had needed to be closed due to positive tests, staff had stepped in to cover across groups.

47.2. Personal Development

- One CP referral was noted, the school was supporting and meeting with agencies.
- No exclusions reported during this period.
- One Racist incident [Y6] was noted, the EHT had spoken with the children involved, Governors were assured that the incident was dealt with, parents had been supportive of the schools' approach.

The Risk assessment was continually being reviewed and on-going training in CPOMS was planned for staff.

47.3. Internal safeguarding audit- this had been submitted to Camden, a thorough audit using the Camden self-audit tool, No issues raised.

An external consultant was planned to review safeguarding in the Autumn term to validate provision.

The Chair thanked the DHT for the format and detail in the report.

48. **Finance and Premises items**

48.1. Monitoring update- Q1 had just closed, the SBM reported that finance were on target and the 6 months situation would be reported at the September meeting.

48.2. Financial audit to be received. Not available at this meeting, the internal audit from Camden had recent taken place, and looked at a selection of documentation- Invoices, procedures in place. This had gone well, with the report to be shared at the next Resources committee for review.

48.3. Summer works – toilet Refurbishment, started contractors. 3.5 weeks.

49. **Chair's report**

49.1. In addition to the usual keep in touch meetings with the EHT, the Chair had attended the Camden chairs meeting.

50. **Governance**

50.1. Partnership update- 3 schools (Holy Trinity, Hampstead Parochial and St Lukes would all be working together under their partnership agreements, and the 'Trio Schools' was suggested.

The Chair had met with Laura H and the Chair at Holy Trinity (Stephen Rust) to talk about early considerations and ways to develop working together.

Laura H had suggested early thoughts around IT options for pupils Governors could consider the strategic investment to give improved 1-1 computer resources to better support development of coding skills. Extra space was available without the bulge class.

Action IT costs- estimate to move to 1-1 devices SBM/EHT/Costs to Resources

50.2. Delegations- The Chair noted that an aim to move to a more efficient Governance model- the Circle model worked without committees, link Governors visiting and reporting back. This was a medium term aim, however needed a full and active membership to be effective.

- Co ordinating committee/HT PMR, Tim J, Stephen R, external advisor- Mary Thorne.
It was noted that the Camden Improvement partner would now be Alison Martin.

	<ul style="list-style-type: none"> ▪ Committee memberships to be carried over AGREED ▪ Link areas to be confirmed at next meeting aligned with strategic Priority areas. Next agenda
50.3.	Meeting cycle/dates for 2021-22 AGREED
51.	Policies <i>To record prior virtual ratification-</i>
51.1.	<p><u>New Admissions Code</u>- Variations for previously agreed policies 2021/22 and 2022/23 to include International LAC and PLAC in criteria before Sept 1-</p> <p>RESOLVED Governors DETERMINED a variation to the previously agreed criteria to change the definition for LAC and PLAC in line with the change in the law.</p> <p>Action 2021-22 and 2022-23 polices to include variation, Clerk to update</p>
52.	Any other urgent business (to be agreed at the start of the meeting with the Chair)
52.1.	<p>Q A Governor ASKED about the approach to School dinners, and provision? This would be included on the next agenda. The Clerk noted that personal Bento style boxes had proved popular elsewhere.</p> <p>Action School dinners- review next agenda</p>
53.	To decide if any item from Part 1 is to be recorded under Part 2 minutes- none noted
Part 2–	
13.	Confidential items – Confidential minutes from the last FGB Part 2 were AGREED to be an accurate record of accounts and were signed in the meeting by the Chair
53.1.	Any matters arising- none
54.	Any other Confidential matters
54.1.	A potential further last resignation (TA) might occur, with some budget implications.
Part 3 – (EHT recruitment -meeting records)	
14.	<p>EHT recruitment meeting minutes for AGREEMENT as accurate (carried over from last meeting) were AGREED to be an accurate record of accounts. The Clerk would note as APPROVED and store securely.</p> <ul style="list-style-type: none"> ▪ EFGB 15 March 21, ▪ EFGB 23 April 21 ▪ Joint school working parties 26 April 21, ▪ EFGB 30 April 21
<p>Governors spent some time thanking the EHT for his work over the years, and all joined in a toast to wish him well, the Chair remarking how the EHT had made the school into a wonderful place, had acted with dignity and grace throughout his time at the school, which was full of happy children.</p>	

There being no further business the meeting closed at 19.40

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