

## Full Governing Board Minutes

Monday 11 July 2022 at 5.30pm, blended meeting held at the school and remote

Governors (*not present, R remote)		Term to
Tim Jervis <b>Chair of Governors</b>	Parent Governor (Elected)	30 April 2024
Evelina Hinovska-Barbier <b>Co Vice Chair</b>	Parent Governor (Elected)	30 April 2024
R Ammar Ahmed <b>Co Vice Chair</b>	Foundation Governor LDBS	13 Jan 2023
Laura Hall (EHT)	Executive Headteacher	Ex Officio
R Ben Williams	Staff Governor (elected)	30 June 2023
*Nikola Novčić	Foundation Governor LDBS	30 June 2023
Rebecca Dodson	Foundation Governor PCC St John At Hampstead Church	21 Feb 2026
Sarah Cheriton-Jones	Foundation Governor PCC St John At Hampstead Church	21 Feb 2025
*Anne Diack	Foundation Governor HDS	12 Jun 2024
David Rue	Foundation Governor HDS	20 May 2023
Rev Jeremy Fletcher	Incumbent of the St John At Hampstead Church	Ex Officio
<i>Vacancy</i>	<i>Local Authority Governor</i>	<i>[Resigned]</i>
<i>Alice Reynolds</i>	<i>Associate member pending Parent vacancy 1 Sept</i>	<i>From 18 Mar 22</i>
<i>Jane Johnson</i>	<i>Associate member pending Parent vacancy 1 Sept</i>	<i>From 18 Mar 22</i>
<b>In attendance</b>		
Maisie McGuirk	Staff teacher	
Emma Hulme	Staff teacher	
Lyn Stanton ('Clerk')	Clerk to the Governing Body	

### Actions list this meeting

63.2	<i>Safer recruitment- EI to check records for Governors EI not present. Carried over</i>	<i>EI</i>
83.2.2	<i>Parent reports- how much/what and when- CPO committee/Agenda item</i>	<i>Clerk/CPO</i>
84.1	<i>Budget link Governor report- postponed, report to follow.</i>	<i>NN</i>
87.2	<i>Complaints policy (delegated) school urgent action to update/upload to the website.</i>	<i>EHT/EI</i>
89.1	<i>Governors visit reports summary- Chair to collate and share</i>	<i>Chair</i>
89.2	<i>Donations-</i> <ul style="list-style-type: none"> <li>▪ <i>A 'wish list' ;the school required to consider items to request</i></li> <li>▪ <i>Amazon Smile reminder- on every newsletter?</i></li> <li>▪ <i>Library painting- Hugh T and Emily S- a gift presentation to be arranged</i></li> </ul>	<i>EHT</i>
90.5	<i>Committee members/link areas/HT PMR carried over tbc at September meeting</i>	<i>Clerk</i>

### FGB items

81. **Welcome - The Chair welcomed all and Rev J opened the meeting in prayer.**
- 81.1. Attendance and apologies for absence  
 Nickola N and Anne D (and Emma I) had sent apologies in advance, and these were ACCEPTED by those present.
- The meeting noted the last meeting for Tim and Evelina, appointments to conclude 31 August, the parent elect members to take up roles 1 Sept 22.
  - The meeting recorded thanks to Cllr Andrew Parkinson who had resigned 4 July 22, LA vacancy noted. The Clerk explained that this vacancy could be the Ward Cllr or a current Board member to be nominated, dependant on Board skills required.
- 81.2. Declarations of Interest or revisions to the register – There were no declarations made against items on this agenda.

*Educating for life in all its fullness*

82. **Approval of the minutes** from the previous Full Governing Body meeting held – **The minutes were AGREED to be a true and accurate record of accounts and were signed in the meeting by the Chair.**

82.1. Actions arising

<i>Action list this meeting</i>		
22.1	<i>End of year Governor get together (Covid permitting) Chair suggested Mon 11 July after the last meeting of the year.</i> RESOLVED, to be held following the meeting	Chair
22.4	<i>NGA skills audit outcome- The Clerk would invite the new members to add their skills</i> The Clerk had sent these, new Governors to complete and return over the summer.	Clerk/all
60.2	<i>Post meeting budget sub committee planned to discuss detail- post meeting agreed for 8.30am, at the school with remote access RESOLVED, noted in pack</i>	Clerk/ Chair
62	<i>Ofsted training- Owen Rees Chair to schedule RESOLVED</i> <i>EHT to talk to new parents on the Board regarding Ofsted</i> The EHT noted that she was currently looking at preparations for September.	Chair EHT
63.2	<i>Safer recruitment- EI to check records for Governors</i> <b>EI not present. Carried over.</b>	HoS
64.2	<i>School term and inset dates 2022-23 for approval- on agenda</i> The EHT noted that these had been shared with parents and confirmed that to be the same as Camden dates. RATIFIED	EHT/Clerk

83. **TLR reports.**

83.1. Literacy- Maisie McGuirk, Co-literacy lead reported.

83.1.1. Governors noted the heightened focus on early reading, with the curriculum based on the whole school curriculum drivers of Creativity, Growth, and Global Citizenship.

Plans had been mapped out for the whole year, broad and rich content, celebrating the diversity of the school.

83.1.2. Q A Governor ASKED how had the provision changed?

- The Lead explained that the school had always worked within the guidance, but the new planning was more precise – focused around the ‘Intent’, and what will Pupils be achieving at the end, explicit about their progression.
- Pupils were increasingly able to articulate their learning journey- creativity and how that is celebrated.

A Reading Progression map was tabled as an example, detailing 6-7 skills, colour coded (useful for SEN and others) and clearly displayed in classrooms.

*Jane J joined the meeting at 17.55*

83.1.3. Q A Governor ASKED about expected impact of these changes? Staff explained that all teachers had a clear plan, with one skill per lesson detailed- children understanding each skill better with more progression seen.

Q Another Governor ASKED where the bar was set, how aspirational is it? Set on the basis of the National Curriculum requirements- teachers able to move children on by teaching in Greater Depth (Mastery);

- giving rich understanding ensuring a good grasp of the subject
- tracking critical thinking and investigational learning.
- Building resilience and problem solving.

Impact was discussed- Target Tracker reviewed and how leaders would use this data to fill gaps and interventions.

83.1.4. Q A Governor ASKED about those pupils starting school at significantly above, how were these addressed? The school leadership planned to introduce more formal reading at an earlier stage, looking at texts by the Y1 summer term following phonics foundations.

### ***Educating for life in all its fullness***

Q A Governor CHALLENGED the school about the aspirations for those significantly above? Leaders noted that pupils would not have access to the later curriculum areas- therefore rather than moving on, pupils would develop within the subject to 'mastery' in that area.

Q Another Governor CHALLENGED the school about the bottom 20%, how to close the gaps?

Staff explained that this would be by using TAs effectively, how to give the most impact for that extra time. A personal curriculum, and targets, bespoke to each student.

83.1.5. Q A Governor noted that next year's year 5 cohort looked to be high achievers? This cohort was likely to be working at Expected at the start of Y6, targeting any under to address gaps.

Q Another Governor ASKED how that was facilitated?

- Inclusive view of the child was required- to see if there were other areas, teachers very aware that SEN approaches benefits all pupils.
- Intervention TA in Y1-Y2 focused on phonics to give pupils the best chance of understanding by Y3.
- Q A Governor CHALLENGED the school about how they stretch those at the higher abilities? The EHT noted that staff were constantly addressing all abilities, giving challenging tasks.

The Chair noted the difficulties of the job, complex additionality (differentiation) was required for all learners, whilst teaching 10 subject areas!

83.2. Humanities - Emma Hulme- History, Geography lead reporting

83.2.1. It was noted that previously the school had used topic work for geography and history. Topic work was still based around half termly topics, however these had now moved over to becoming chronological-a 3 year process requiring creativity to ensure all pupils had coverage.

- KS2- history now chronological, starting in stone age and moving on, planning had been broken down, with clear planning progression of skills used for teachers.
- skills maps allowed for pupils to excel in different areas.

83.2.2. A bespoke assessment scheme had been developed based on Target Tracker. Q A Governor ASKED if this information about progress had been shared with parents? The EHT explained that this was under consideration- how much information to share with parents, and when school reports were best to go out, Easter was being discussed, rather than at the end of the school year.

**Action Discussion in CPO committee/Agenda item**

83.2.3. Q A Governor added that the Curriculum drivers were not referenced in reports, so governors could understand how it all fits together, and suggested that improved communication about the processes would be useful? Staff explained that this had been offered in the past, however was of interest to a more limited number of parents who were interested and engage.

*Staff were thanked and left the meeting 18.33*

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

84.1. Resources Budget working group (recorded under confidential), NN not present, **postponed, report to follow.**

85. **Executive Headteacher's Report to the Governors-** no end of year written report supplied, data reported under the next agenda item.

85.1. Governors were pleased to note the return of the usual Y6 end of school celebrations, after Covid

85.2. Staff and parent surveys planned for 3 weeks into the new term.

85.3. Staffing for next year secured-

- new teachers had visited, pupils to meet their new teachers.
- Ben W appointed as AHT and congratulated, one senior leader coming over from Holy T to add capacity.

86. **Quality of education report- the EHT continued;**

Standards (SATS data)-

- 86.1. KS2- the EHT reported that the curriculum was very rich;
- focus had not been exclusively on the SATs, and other subjects had been developed at the same time. No Easter school had taken place this year- staff were pleased with the results. No re-marks this year
  - Progress- Reading 6 pupils in Reading moved from Expected (Exp) to Greater Depth (GD), a huge achievement.
  - 9 pupils in Math and 6 in Writing, from Expected to GD, not just maintained progress, but accelerated progress.

The EHT noted that Camden would issue an (anonymised) data booklet and the information was still being collated, however at this stage the school ranked as second for results, from 39 Primary schools all of which had results about GD.

Q A Governor ASKED if this included the Greater Depth information? This was not known- they may not have the data to do so.

### Year 6

Subject	'Expected standard and above' at National	'Expected standard and above' at HPS	Greater Depth at HPS
Reading	74%	100%	65%
Writing	69%	96%	35%
Maths	71%	96%	77%
Grammar, punctuation and spelling	72%	96%	77%

- Outstanding data for reading, maths and grammar
- Writing below previous years but is historically always lower than reading, maths and grammar

- 86.1.1. Q In response to a CHALLENGE it was understood that for Writing one pupil with SEN didn't reach Expected, however the school was pleased they did achieve this in their Reading.

Governors noted the dip in writing at GD- wondering if moderation was too harsh, but not enough evidence in the books.

Q A Governor ASKED if this dip was due to Covid? The EHT noted that Writing was lower everywhere, but further analysis would inform.

- 86.2. Phonics – 28/29 children passed. 97%
- Excellent phonics results. 1 child who did not pass was only a couple of marks off and only joined the school at the end of Spring term.
  - Data in line with previous years
  - No children eligible for Pupil Premium

- 86.3. Reception
- Data in line with previous years
  - First year where baseline assessment will be used to measure progress in year 6. The children will be the first year group not to sit Key Stage 1 SATS
  - 5 Children who did not achieve ELG
  - 1 child eligible for Pupil Premium in the class and achieved ELGs

- 86.4. Key groups (SEND/PP/L [note-now referred to as 'Bilingual'])  
Transitions -Reception intake going well, staff had made home visits, and Y6 pupils invited in to meet the schools.

87. **Safeguarding report-**  
87.1. The report had been shared in the pack; safer recruitment signposted by the Chair and Governors encouraged to take this course, minimum of 2 Governors required on the Board in case of leadership appointments.

- 2 EHCPs, no LAC

Behaviour-

- No exclusions, no referrals, no incidents reported.

Attendance-

- Persistent absences noted
- Zero unauthorized absences
- Punctuality-issues, a reducing trend seen

The Clerk noted the new attendance guidance from September, with a new category of 'severely absent'

87.2. Complaints policy, the Clerk noted this was compliant- it had been updated at the time with a short approval date as it had been a new policy at the time aligning with the Best Practice toolkit, however having used the policy, no changes felt to be required.

**Action Policy was delegated/school urgent action to update/upload to the website. [post-meeting, expiry date found to be an error, not due until 2023]**

88. **Finance and Premises items-** The EHT noted there would be a Holy Trinity employee joining the school to cover the SBM role from September, the financial meeting scheduled prior to this GB postponed, therefore a report would go to the next meeting.

89. **Chair's report**

89.1. Governors' week- reports coming in, the Chair looking to do a round up and collate the reports before the end of his term of office.

There had been two purposes- for staff to have visits and report on their areas, and for Governor information. A review was planned for September. EI struggling with availability.

**Action Chair- visit reports summary**

89.2. Donations-

- **A 'wish list' for the summer fair worked well, the school required to consider items to request.** The Chair thanked SC-J for facilitating the capitation account, and SC-J noted that there was about £8k in the account with a further £4k gathered over this year, the Account was with Nat West, same as the school.
- Amazon smile- donated £1200 since started. A reminder to parents required- **on every newsletter?**
- Library- Hugh Tuffly. Emily Scar had painted the library, and **a gift presentation to be arranged**

89.3. IT update-

- New remote conferencing was now set up in the Garden Y6 classroom was found to be working well, and Ben W was thanked for facilitating. The Chair suggested that this could be used for additional remote opportunities for pupils-a language lesson with a foreign school or face time call for pupils. Ben W agreed that this could open a lot of options.
- The school currently held 60 iPads, however a further 50 Chromebooks would be purchased to enable pupils to upskill with keypads and for MS Windows, building life skills with both platforms, this agreed.

89.4. Website- audit compliant. The EHT had met with the new website supplier, and wished to wait for the DHT, to review before launching.

89.5. Board Structure-

89.5.1. The Chair noted that Cllr Andrew P had stepped down, leaving an LA vacancy. There was a potential new Governor candidate, Ammar SA – the Chair explained that this potential Governor candidate had written 12 months previously to request to get involved, and had more recently written again, now a Governor at La Sainte Union. ASA had been invited to the meeting, however was unable to attend.

The EHT noted that this would depend on the skills required for the Board- felt to be HR and Law

89.6. Committee format- The Chair noted that following the 6 meeting cycle model this year, which had not worked as well as hoped, the Board would move back to a two committee structure of CPO, and Resources committees, this was AGREED.

The Governors noted the Clerk was stepping down and the planned Holy Trinity Clerk (via Camden Learning, Peter McG) had proposed some dates for next year, included on this agenda, new Clerk to be formally appointed at the first meeting in the new term.

90. **Governance**- the Chair reported a number of updates

90.1. Partnership update-

- Currently there was a loose association with St Luke's, however Holy Trinity would now be sharing a clerk, business manager, caretaker and EHT with the school. Links becoming closer.

90.2. Camden updates-

- Health and safety audit
- Diversity audit signposted

90.3. Schools' governance update- from the DfE, Strong teachers

90.4. Ofsted- EHT to prepare an Ofsted note for Governors, staff and parents over the summer.

The Chair read a parent thank you to the Governors, it had been a long year!

90.5. Delegations- **Carried over**

90.6. Meeting cycle/dates for 2022-23- **AGREED**

Proposed meeting dates for next year [onsite 5.30pm, remote- 6pm] start times:

- 19.9.22 (FGB)
- 17.10.22 (Resources)
- 14.11.22 (Outcomes)
- 9.1.23 (FGB)
- 6.2.23 (Resources)
- 27.2.23 (Outcomes)
- 24.4.23 (FGB)
- 5.6.23 (Resources)
- 17.7.23 (Outcomes)

90.7. Clerking arrangements from September- discussed earlier

91. **Election of the Chair of Governors** (appointment to start 1 September), The Chair introduced the election. 12 months appointment was AGREED.

Nominations had been received from AA and SC-J, who had shared statements in advance of the meeting. A Q&A was requested, detailed as follows-Governors asked of each candidate;

What would you do in the first 90 days?

- SC-J-find out what key things needed to get done, look at support post Covid, to help staff to achieve objectives
- AA- look at the new governance framework, schedule everything that must get done.

The Chair noted the time commitment?

- AA noted that he had found the last year challenging, a lot of changes but now in a place whereby he had the flexibility and time. Had worked with and seen a lot of Chairs, going in with his eyes open. Confident he could help the school.
- SC-J said that she had a lot of board background, Chairs experience, all were needed to 'sail the ship' she would have a hand on the tiller- a lot to be done, but not all to be on the Chair themselves. She had 3 kids, skilled in matrix management to deliver!

Candidates were asked why they wanted to be Chair?

- SC-J noted that she had been a PCC governor, will have 3 pupils in the school, and so had a long term vested interest in how the school was doing, to produce good people. A background in Chairing and so can contribute.
- AA explained that he had always enjoyed Hampstead Parochial, previously as their clerk and wished to see the school flourish

The Clerk had issued slips, votes retrieved (2 by email) and physical votes counted in the meeting (subsequently verified by email)

**Resolved AA elected as Chair of Governors for one year to the first meeting of the Autumn term 2023 by a close, but majority vote**

92. **Policies** *To record prior virtual ratification- none*

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

93.1. The Chair was thanked for his time by Rev J- as Chair, vice chair and as a Governor, a formal presentation was to be held at the school.

The Vice Chair Evelina H-B, and Clerk were presented with flowers and chocolates by the Chair.

*Associate members and staff left the meeting 19.40*

94. **To decide if any item from Part 1 is to be recorded under Part 2 minutes- none noted**

There being no further Part 1 business the meeting moved to Part 2 at 19.30

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

Post meeting social at The Flask, Flask Walk:

<https://www.theflaskhampstead.co.uk>