



Hampstead Parochial Primary School
AGREED Minutes and Actions of Full Governing Board Meeting
on Tuesday 29th September 2022 at 6.00pm. (moved from 19.2.22)

Type of Governor (12)	Name	Start & End date	Attendance
Local Authority (1)	Vacancy		
Executive Headteacher (1)	Laura Hall	<i>Ex Officio</i>	✓
Parents (2)	Jane Johnson	1.9.22 – 16.1.26	✓ (from 6.15)
	Alice Reynolds	1.0.22 – 16.1.26	✓
Staff (1)	Ben Williams	20.10.21 – 19.10.25	✓
PCC Appointments (2)	Sarah Cheriton-Jones	22.2.21 - 21.2.25	✓
	Rebecca Dodson	21.2.22 – 20.2.26	✓ (on Zoom until 7.10)
Diocese Appointments (2)	Ammar Ahmed (Chair)	14.1.19 – 13.1.23	✓
	Nikola Novčić	1.7.19 – 30.6.23	✓ (until 7.30)
Foundation ex-officio (1)	Jeremy Fletcher	<i>Ex Officio</i>	✓
Foundation Appointments (2)	Anne Diack	13.6.20 – 12.6.24	✓ (on Zoom)
	David Rue	21.5.19 – 20.5.23	✓ (until 7.30)
Also present			
Head of School	Emma Inglis	N/A	✓
Clerk	Pete McGuigan	N/A	✓

Agenda item no.	Agenda	Action
1	Welcome and apologies for absence	
1.1	Ammar (AA) welcomed everyone and opened the meeting at 6.00 p.m. There were no apologies for absence.	
2	Opening Prayer	
2.1	Jeremy (JF) led Governors in prayer for the meeting, and Governors observed a minute's silence to mark the death of the Queen and the new reign of the King.	
3	Declarations of interest, reading KCSiE 2022, and AOB for later in the meeting	
3.1	There were no declarations of interest for the meeting and AA	



	<p>reminded Governors to</p> <ul style="list-style-type: none"> review and confirm their annual declarations of interest in their personal profiles on GHub read Keeping Children Safe in Education 2022, and confirm on GHub. 	<p>All</p> <p>All</p>
3.2	AA highlighted an Extreme Weather Plan for discussion under AOB.	
4	Election of the Vice Chair	
4.1	<p>AA noted that the Vice Chair would also be the Safeguarding Governor and asked for nominations. There were no nominations and AA agreed to</p> <ul style="list-style-type: none"> follow this up with individual Governors be the interim Safeguarding Governor (PM to update GHub) 	<p>AA</p> <p>PM</p>
5	Minutes from the previous FGB meeting (11.7.22)	
5.1	<p><u>Governors agreed the accuracy of the previous minutes from 11.7.22, with one change (Molly McGuirk, not Maisie McGuirk in 83.1).</u></p> <ul style="list-style-type: none"> PM to upload the agreed FGB minutes from 11.7.22 to GHub. AA to sign the agreed minutes from 11.7.22 on GHub. 	<p>PM</p> <p>AA</p>
5.2	<p>Governors agreed that all actions had been taken or were on the current agenda, including that:</p> <ul style="list-style-type: none"> reports had gone to parents. the complaints policy was on the school website. Emma had done Safer Recruitment training. LH had met with the PTA to agree appropriate PTA spending plans. the library had been painted. <p>noting that:</p> <ul style="list-style-type: none"> LH agreed to discuss budget link reports with Taffaswa (School Business Manager). Ben (BW) agreed to check on the publication of the autumn school newsletter, (which was commended by Governors) 	<p>LH</p> <p>EI</p> <p>LH</p> <p>LH</p> <p>BW</p>
6	Annual Governance requirements	
6.1	AA introduced the previously-circulated Governance papers and noted	



	<p>that:</p> <ul style="list-style-type: none"> • there were no changes to the Instrument of Government. • there was an additional GB meeting date (12.12.22), so that committee meetings could take place before FGB meetings. FGB meetings and the February Resources meeting would be held in person rather than on Zoom – other meetings would be decided by each committee Chair, who would be elected by the committees. • AA agreed to discuss other Governor roles (SEND, Premises, & online Safety) with individual Governors. • AA encouraged all Governors to • access training from LDBS or Camden, noting that Safeguarding training was essential. • record any training on their personal profiles on GHub. <p><i>Jane (JJ) arrived during this item at 6.15.</i></p>	<p>AA</p> <p>All All</p>
7	Report from Executive Headteacher and Head of School	
7.1	<p>Governors considered the previously-circulated report and through questioning and challenging LH and EI, established that:</p> <ul style="list-style-type: none"> • there had been some changes to Y6 pupil destinations, including 3 pupils who had gone on to South Hampstead Girls' School. • Ofsted would scrutinise the school's self-evaluation (the SEF) and the School Development Plan (SDP). LH noted that <ul style="list-style-type: none"> ○ Ofsted would have access to a range of data on the school. ○ the narrative-style SEF helped identify areas for development and potential actions, which then informed the SDP. ○ it was important for Governors to know the key SDP priorities. • Hampstead Parochial (HPS) had the highest attainment in 2022 in Camden. There was also good progress, and although the EYFS results were slightly low, the children had settled well into Y1. • the SATs outcome for KS2 Writing had been lower than for Reading. LH <ul style="list-style-type: none"> ○ thought that Covid lockdowns could have affected it – parents could more easily support their children in reading, whilst Writing tended to be more teacher-led. ○ reported that there had also been some teaching issues in Y6, which had been resolved by deploying extra staff into Y6 from January. ○ noted that the Camden Professional Partner (CPP) had agreed not to include 'closing the gap' for disadvantaged 	



	<p>pupils, since it was no longer a school priority, and Writing was now stronger.</p> <ul style="list-style-type: none">○ observed that the current Y6 provision was very strong, led by 2 experienced teachers.● a security issue (parents and children knowing the code for a playground gate) had been resolved by changing the code, but LH noted that<ul style="list-style-type: none">○ it could create bottle-necks when children were leaving after-school clubs and only staff members knew the code. However, Governors agreed that for safety reasons, parents should not know the code – once through the gate, there was access to the whole site. LH noted that it had been reported to LDBS, but with no response. LH agreed to investigate a solution with Camden and report to the next Resources meeting.● LH agreed to check with LDBS on the safety of the school stage (following a recent accident where a pupil fell and broke her arm).● there appeared to be minimal impact from the Covid disruption, although the school had shortened the ‘soft start’ for Reception children to get them settled and started on structured learning as quickly as possible.● there was a higher than average level of need in Y4, which was evident in the progress and attainment data - 7 children had good progress but low attainment (which had been the case since Y2). LH reported that there was now extra support staff in place, and this would be reviewed termly.● the recent Standards review involved the school’s CPP and was done termly against the Ofsted inspection criteria.● The date of the next Ofsted visit was unknown. JH noted that<ul style="list-style-type: none">○ the current CPP was a trained Ofsted inspector, who was both supportive and challenging, helped to reinforce their good work and challenged them on other aspects of provision and outcome, including attendance, which was very good for school development.○ the Standards review reports would be available to Ofsted during an inspection, and focused on a range of information, including outcomes, children’s learning, attendance, staffing, and school vision.	<p>LH</p> <p>LH</p>
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	<ul style="list-style-type: none"> the school was nearly full, (with 207 out of a potential 210, with the 3 places likely to be filled), which would affect the 2023-24 budget. The school census was nearly due and the following year's funding was largely based on the number on roll (NOR) in the October census. LH reported that the reduced school population across Camden and other boroughs, was not yet affecting HPS. there was more work to be done in helping children to remember and describe their learning across the curriculum, when asked about it: Ofsted inspectors would use pupil conversations as a key indicator of effective teaching and learning, and staff used them to help identify gaps in learning and consequent next steps in teaching (i.e. formative assessment). 	
8	School contextual updates	
8.2	<p>Governors discussed the previously-circulated School Self Evaluation (SEF), and through questioning and discussion established that:</p> <ul style="list-style-type: none"> it was a descriptive document, (which was constantly updated), informed the SDP. Governors agreed for the CPO committee to scrutinise it in detail. a 'long-term' strategy was longer than a year, with the impact felt within 3 years, which would help Governors understand progress in the school. Governors discussed it being tactical, visionary, focused on a long-term partnership and site development, improving the reputation of the school, (e.g. for its music or sports provision), and being both reactive and proactive in the development of the school. LH asked for further guidance from Governors on the format for such a strategy. the visual presentation of the SEF was being developed, to highlight the core drivers for the SDP. 	<p>CPO agenda</p> <p>AA</p>
8.3	<p>The School Development Plan (SDP) was linked closely to the school budget and LH reported that the impact of interventions would be scrutinised during the year, and reported at FGB meetings including:</p> <ul style="list-style-type: none"> Teaching Assistants (TAs), with extra training planned to improve their impact, including teacher modelling expected 	FGB agenda



	<p>provision, which TAs would be expected to demonstrate. LH noted that TAs supported children’s specific needs, following careful assessment (recommended by the Education Endowment Foundation (EEF). Governors approved this strategy, noting that it was good to upskill TAs and promote effective staff.</p> <ul style="list-style-type: none"> • further embedding cross curricular learning, with subject leaders monitored and supported by Kate Roscoe (Assistant Headteacher). <p>LH was confident that the SDP would be achieved over the year.</p> <p>Governors questioned and discussed the effectiveness and impact of the relationship with Holy Trinity (HTPS) and highlighted that:</p> <ul style="list-style-type: none"> • AA agreed to meet with the Chair of Governors at HTPS (Stephen Rust) to discuss it and before any further federation could take place, the current impact needed to be understood. LH reported that increasing federation could provide more opportunity for staff promotion and greater role flexibility, including specialist teaching across several schools, thereby improving staff retention. • there was a Camden conference planned on potential academization and <ul style="list-style-type: none"> ○ Governors <ul style="list-style-type: none"> ○ wanted to have more information on the possibilities, practicalities, and politics of such a move, to inform school long-term strategy. ○ thought that LDBS should be leading on it. • LH wanted greater clarity on academization, before considering federation with more schools. <p><i>Rebecca left the meeting during this item at 7.10, and David and Nikola left after this item at 7.30.</i></p>	AA
9	Finance update	
9.1	<p>LH reported that the school budget was positive for the 22-23 financial year, with a forecast carryforward into 23-24 of £80k. Information on the projected in-year deficit or surplus was unavailable for the meeting. However, Governors were aware of the current rising costs, including</p> <ul style="list-style-type: none"> • teachers’ pay (with Union discussions being held and the possibility of strike action) – the pay settlement would be higher than the amount budgeted. • energy costs – Camden negotiated energy costs on behalf of all its schools, so achieved a good deal. However, soaring costs 	



	were widely reported and there was no information on how, and if, the Government would support schools.	
10	Policies	
10.1	<p>Governors approved the previously-circulated policies for:</p> <ul style="list-style-type: none"> • Admissions, noting that AA and LH would devise a panel system rather than one Governor having responsibility. • Behaviour and Anti Bullying, noting that this was separate to exclusion and had different categories (minus the red category) • Child Protection & Safeguarding, noting that Sarah (SCJ) would ensure that DBS checks for volunteers was added • Child on Child Abuse and Sexual Violence Guidance • Dealing with Allegations Against Staff • Safer Recruitment • Screening and Searching Guidance noting that it was a new policy. 	AA LH
11	Any other business	
11.1	Governors discussed the need for an 'Extreme Weather Plan', noting that parents would value such a plan, to have notice of changes or closures. LH reported that schools were directed by the DfE and Camden and had to wait for them to make decisions. EI and LH agreed to draft and publish a plan, including potential scenarios, to go in the Newsletter and on the school website.	JH EI
11	Remaining dates of 2022-23 meetings	
11.1	<p>Governors noted GB meeting dates for 22-23 (all meetings starting at 6.00 p.m.), and committees to decide on whether to meet online or in person (with the 27.2.23 Resources meeting in person).</p> <ul style="list-style-type: none"> • CPO - 17.10.22 • Resources – 14.11.22, followed by Pay Committee • FGB – 12.12.22 (in person) <ul style="list-style-type: none"> • CPO – 6.2.23 • Resources 27.2.23 (in person) • FGB 13.3.23 (in person) <ul style="list-style-type: none"> • CPO 24.4.23 • Resources 5.6.23 • FGB 17.7.22 (in person) 	

Ammar established that that all staff had completed Safeguarding training, thanked Governors for their work and support and closed the meeting at 7.50 p.m.

AGREED AT THE 12.12.22 FGB MEETING AND SIGNED ON GOVERNORHUB BY

Ammar Ahmed, Chair of Hampstead Parochial School Governing Body