



Hampstead Parochial Primary School

DRAFT Minutes and Actions ([here](#)) of Full Governing Board Meeting ON ZOOM
on Monday 12th December 2022 at 6.00pm.

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	✓
	Alice Reynolds	1.0.22 – 16.1.26	✓
Staff (1)	Ben Williams	20.10.21 – 19.10.25	✓ (until 7.45)
PCC Appointments (2)	Sarah Cheriton-Jones	22.2.21 - 21.2.25	✓
	Rebecca Dodson	21.2.22 – 20.2.26	✓
Diocese Appointments (2)	Ammar Ahmed (Chair)	14.1.19 – 13.1.23	APOLOGIES
	Nikola Novčić	1.7.19 – 30.6.23	✓
Foundation ex-officio (1)	Jeremy Fletcher	<i>Ex Officio</i>	✓
Foundation Appointments (2)	Anne Diack	13.6.20 – 12.6.24	✓
	David Rue	21.5.19 – 20.5.23	✓
Also present			
Head of School	Emma Inglis	N/A	APOLOGIES
Clerk	Pete McGuigan	N/A	✓

Agenda item no.	Agenda	Action
1	Welcome and apologies for absence	
1.1	In the absence of Ammar, Sarah (SCJ) welcomed everyone and opened the meeting at 6.10 p.m. Apologies for absence had been received and were accepted from <ul style="list-style-type: none"> • Ammar Ahmed • Emma Inglis 	
2	Opening Prayer	
2.1	Jeremy (JF) led Governors in prayer for the meeting.	
3	Declarations of interest and AOB for later in the meeting	



3.1	There were no declarations of interest for the meeting.	
3.2	Laura (LH) noted that there were some AOB items for later in the meeting.	
4	Minutes from the previous FGB meeting (29.9.22)	
4.1	<p><u>Governors agreed the accuracy of the previous FGB minutes from 29.9.22.</u></p> <ul style="list-style-type: none"> • PM to upload 29.9.22 FGB agreed minutes to GHub • AA to sign agreed minutes on GHub. 	<p>PM AA</p>
4.2	<p><u>Governors agreed that all actions had been taken or were on the current agenda,</u> noting that:</p> <ul style="list-style-type: none"> • PM to check Governor declarations and confirmations on GHub for the next FGB • AA had agreed <ul style="list-style-type: none"> ○ <u>to recommend Sarah Cheriton Jones to be the Vice Chair of Governors for the 2022-23 school year.</u> ○ <u>for David Rue (DR) to be the Safeguarding Governor (PM to update GHub)</u> • Governor DBS checks were in hand, LH / EI to ensure that DR's photo was on the Safeguarding poster on display in the school. • 'Amazon Smile' would in place for January. • the school office would ensure that all Governors received newsletters. • All Governors were encouraged to update their Safeguarding training and record it on GHub. • LH had investigated the safety of the ingress and egress to the school and reported that: <ul style="list-style-type: none"> ○ having been agreed at the recent Resources meeting, the gate lock and wooden fence were to be replaced. ○ the semi-fixed gate was now closing properly (although Governors disputed that) and LH reported that it was still work in progress, with quotes obtained for upgrading the system (to be discussed fully at the next Resources Committee meeting). Governors questioned and challenged LH, and established that: <ul style="list-style-type: none"> ○ the gate system was not fully reliable and needed to be supervised between 8.00 a.m. and 8.45 a.m., although LH judged the risk of children walking off site to be very low. ○ there was a risk of people walking on to the site, mainly through tailgating as parents came in, or the gate being left open. 	<p>PM</p> <p>LH EI</p> <p>All</p> <p>LH</p> <p>Resources agenda</p>



	<ul style="list-style-type: none"> ○ it currently felt open and risky, and Governors considered replacing the gate (to be discussed at the next Resources Committee meeting), or by installing a secure mechanism to close the gate (LH agreed to have it in place by the end of the week), and/or CCTV ● having researched the safety of the school stage through the LDBS and DfE conditions surveys, and noting that only 1 accident had happened in its history, Governors agreed to retain it in its current state and for staff to teach children how to use it safely. ● Governors were yet to provide further guidance to LH on the format for a 'long term' strategy. ● AA was yet to meet with the Chair of Governors at HTPS (Stephen Rust) to discuss the impact of the current federation arrangement, noting that it was planned for the spring term and would be reported to the next FGB meeting ● LH had discussed the admissions system with staff and agreed with AA that the panel should be LH, AA and a parent Governor. LH to progress the establishment of a new Admissions panel. ● the draft extreme weather plan would be discussed at committee meetings. 	<p>Resources agenda LH</p> <p>AA</p> <p>AA</p> <p>LH</p> <p>Resources agenda</p>
5	Election of Vice Chair.	
5.1	<u>Governors unanimously elected Sarah Cheriton-Jones to be the Vice Chair of Governors for the 2022-23 school year.</u>	
5.2	Governors noted that although the school website was good, the Governor section needed to be updated. Ben (BW) agreed to check and update the website, and Governors agreed to supply photographs.	BW All
6	Chair's report	
6.1	<p>In the absence of AA, LH reported that</p> <ul style="list-style-type: none"> ● the recent LDBS conference for Headteachers and Governors had focused largely on partnering schools, across Camden and Westminster. ● it was unlikely that new Headteachers would be appointed when vacancies arose – employing Executive Headteachers / Heads of School was the most likely strategy to be used. ● although small schools tended to less successful nationally, in London they were successful and LDBS were keen to establish partnerships, including cross borough. ● local Chairs of Governors from Emmanuel, HPS, HTS, St Paul's 	



	<p>and Christ Church would meet in the new year to discuss a potential 'soft' partnership and Governors noted that being in the current established partnership with Holy Trinity, and perhaps one other school, would help HPS have more agency in future negotiations with LDBS.</p> <ul style="list-style-type: none"> • partnerships encouraged greater sharing of resources, and developing staff expertise and staff retention, through potential roles within the partnership. • potential partnerships with other local schools had not yet been shared with staff, and AA would update Governors on any developments. 	AA
7	Committee reports	
7.1	<p>Governors noted the circulated committee minutes and that any gaps in committee Governance would be considered at the next round of meetings.</p> <p>From the Curriculum Progress and Outcomes (CPO) committee, LH updated Governors on assessment data and highlighted that:</p> <ul style="list-style-type: none"> • pupil progress was now in line with pre-Covid progress. • Reception data projected achievement in line with the previous 3 years. • there was extra support in Y4, for pupils who were below age-related expectation (ARE), which was effective in closing any gaps. Although the class was now achieving ARE, it still needed the support. • Y5 was looking strong and in line with the previous year. • Y6 data was predicting good results and plans were on track to improve 'Greater Depth' results in Writing, and other results were forecast to be in line with 2022 results, with extra support in Y6 to achieve this. • Ben (BW) reported that mock SATs had been done and the full curriculum would be assessed by Easter, noting that currently, Foundation Curriculum achievement was in line with the core subjects. Gap analysis of the assessments helped teachers to identify next steps in teaching and learning, helping to focus some targeted support for individual pupils. • new interventions were going well, with pupils making good progress and these were provided within the school day, rather than out of school time. • the focus on Pupil Premium children was reducing the gap between PP and non-PP attainment. <p>Governors commended LH and the team for their good work and noted</p>	Committee agendas



	that the use of TA intervention support was successful.	
7.2	<p>From the Resources Committee, Nikola (NN) highlighted that:</p> <ul style="list-style-type: none"> • an in-year deficit would be partly offset by the accumulated carry-forward. • the committee had considered strategies for improving the budget and focused on ways of raising income, rather than reducing provision. These included: <ul style="list-style-type: none"> ○ increasing lettings (with a wide range of suggestions, and an improved Lettings Policy). NN noted that letting charges would have to rise to make it worthwhile and NN, LH and Taffaswa (TB) would draft a 3 year budget and lettings plan). ○ improving the system for generating donations <p>Governors discussed raising income, including using the school site, and established that:</p> <ul style="list-style-type: none"> • a planned meeting has been arranged to discuss the lettings policy (including pricing) and a marketing strategy. • LH had sent some policies to NN. • the previous letting for Hampstead market, had been discontinued because of lack of footfall. • the school lettings policy should link with the church, and the Chair of the PTA was a good link. • LH and SCJ agreed to meet to discuss a strategy for increasing 'capitation' (i.e. money raised directly from parents to support the school) and arrange the accounting of it with TB. 	<p>LH NN TB</p> <p>NN LH</p> <p>LH SCJ</p> <p>TB</p>
8	Executive Headteacher and Head of School report	
8.2	<p>LH updated Governors on school development and highlighted that:</p> <ul style="list-style-type: none"> • subject leaders had been working with the Reception teacher to ensure there was good provision across the curriculum in EYFS. • attendance was in line with Camden (95%), but lower than previous years, partly due to a high level of Persistent Absence (PA) - i.e. children with attendance below 90%. LH noted that there were many requests for term-time leave (e.g. to extend school holidays to visit relatives abroad) and although they could be granted in 'exceptional circumstances', it was hard to define these circumstances and refuse parents. Governors noted that attending school was statutory for parents, and 	



	<p>although the judgement was for the Headteacher to make, Governors supported LH in her decisions and highlighted the need to be as consistent as possible.</p> <ul style="list-style-type: none"> • there had been no staff resignations. • with Safeguarding: <ul style="list-style-type: none"> ○ there were no children in reportable categories (Child Protection (CP), Child in Need (CIN) (although 1 was pending), Looked After (LAC) or previously Looked After (pLAC). ○ David (DR) had visited twice as Safeguarding Governor. • there had been no suspensions or exclusions • there had been three recent external reviews of the school (GDPR, the Conditions survey and a Fire Risk assessment), with reports yet to come. LH noted that the Fire risk assessment had advised moving the information panel into the main office. • there had been no guidance to schools on managing the current national increase in dangerous Step A infections, and staff monitored it carefully, noting that some parents were keeping their children off school as a precaution. LH agreed to check DfE and Camden advice on Step A entering the bloodstream through open wounds before advising parents or changing the current policy and practice in the school. • when EI went on maternity leave (from Christmas, with the date yet to be agreed), Ben (BW- part time in Y6) and Kate(0.8) would cover the Head of School role, which would also be good for their professional development. 	<p style="text-align: center;">LH</p> <p style="text-align: center;">LH</p>
9	Policies	
9.1	<p>LH noted that guidance on online scrutiny of potential job candidates would be considered at the next CPO committee meeting</p> <p><i>BW left the meeting after this item at 7.45.</i></p>	CPO agenda



11	Remaining dates of 2022-23 meetings	
11.1	<p>Governors noted the remaining GB meeting dates for 22-23 (all meetings starting at 6.00 p.m.). Committees were 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 – 6.2.23• Resources 27.2.23 (in person)• FGB 13.3.23 (in person) • CPO 24.4.23• Resources 5.6.23• FGB 17.7.22 (in person)	

Sarah thanked Governors for their work and support and closed the meeting at 7.55 p.m.

***TO BE AGREED AT THE 13.3.22 FGB MEETING AND SIGNED ON GOVERNORHUB BY
Sarah Cheriton-Jones, Vice Chair of Hampstead Parochial School Governing Body***



HAMPSTEAD PAROCHIAL
Church of England Primary School