

Minutes of the Full Governing Board Meeting held at the School on Monday 11th September at 6:00pm

<https://cdn.realsmart.co.uk/hampsteadparochial/uploads/2024/06/03163454/Autumn-1-Minutes-11th-September-2023-HPS-FGB-Meeting.docx>

Governors:

Ammar Ahmed - Chair of Governors
 Laura Hall - EHT
 Ben Williams
 Rebecca Dodson
 Sarah Cheriton-Jones
 Anne Diack
 David Rue
 Rev Graham Dunn
 Alice Reynolds
 Jane Johnson

Attended:

Flossie Del Santo – Clerk to the Governing Board

| | Item |
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| 1 | <p>Welcome Apologies and opening prayer</p> <p>The meeting was opened with a prayer by DR</p> <p>a) Apologies for absences Apologies were received before the meeting from GD and AD due to being on holiday and LH due to illness. The governors accepted the apologies for absences. BW the Head of School would represent LH at the meeting.</p> <p>b) Declarations of Business Interests The governors reviewed the Declaration of Business Interests form. All governors to complete the declaration on Governor Hub. They were reminded to update the form during the year I there were any changes.</p> <p>Action: All governors to complete their annual Declaration of Business Interests Form on Governor Hub.</p> <p>There were no declarations of business interests declared on the agenda.</p> |
| 2 | <p>Election for the Vice Chair for 2023-24</p> <p>Nominations were received and accepted for Sarah Cheriton-Jones for the role of Vice Chair of Governors. She was unanimously elected to the role.</p> <p>Resolution: Sarah Cheriton-Jones was elected to the role of Vice Chair of Governors until the first meeting of the Autumn Term 2024.</p> |
| 3 | <p>Approval of the minutes from the meeting held on 17th July 2023</p> <p>The minutes of the previous meeting and Actions and matters arising were noted.</p> <p>Action Item 2: Ongoing The Chair to forward minutes of the 13th March FGB meeting to the Clerk.</p> |

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| | <p>Action item 6: Completed SC-J to recirculate the Capitation Letter, funding raised would be reported at the Resources meeting. .</p> <p>Action item 9: Ongoing LH to confirm progress to appoint LDBS candidates for Foundation Governor Mr and Mrs Greene to propose one joins HPS as a Foundation Governor and the other becomes a governor at HTNW3.</p> <p>Action Item 12: Completed The draft 2023-24 Meeting Dates were circulated on Governor Hub additional dates for the Governor Visits day and the Strategy meeting would be circulated. .</p> <p>The minutes of the meeting of 17th July 2023 were approved by the governors as an accurate reflection of the meeting. They would be signed by the Chair and stored at the School.</p> |
| 4 | <p>Annual Governance Requirements</p> <p>a) Instrument of Government 2018 The governors reviewed the Instrument of Government 2018 and agreed no changes were required to be made. Resolution: The governors approved the Instrument of Government.</p> <p>b) Governor Board Membership including Vacancies The governors noted the vacancies of 1 Foundation Diocesan Board of Education Appointed Governor and the Local Authority Governor.</p> <p>The governors noted the previous church attendance requirement for Diocese appointed governors had been relaxed and candidates now only had to be christened in the Church of England.</p> <p>Action: A candidate to be sought to fill the vacant Foundation Diocesan Governor vacancy. The LA to be contacted to put forward a candidate for the LA Governor role.</p> <p>The Chair confirmed the Camden Deanery Synod had agreed the reappointment of David Rue via email. A letter of reappointment though had yet to be received.</p> <p>Action: The Clerk to seek written confirmation of reappointment of DR to the Camden Deanery Synod Governor vacancy.</p> <p>Staff Governor The governors discussed BW had moved into the role of Head of School. full time until EI returned from Maternity Leave. EI requested to return part time and it had been agreed on her return BW would remain in the Head of School role part time.</p> <p>As a Head of School BW would no longer be the Staff Governor so another Staff Governor would be elected.</p> <p>Action: Staff Governor Elections would be held asap.</p> <p>The governors noted the part time Business Manager at Emmanuel had now been hired full time across all 3 Partnership schools. He would attend the 3 Resources Committee meetings at the 3 schools. This would improve Budget monitoring and reporting compared to the current use of part time external bursarial support.</p> |

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| | <p>c) Governor Code of Conduct The NGA Governor Code of Conduct 2023 was circulated and reviewed by the Governors.</p> <p>Action: All governors to agree to adhere to the Code of Conduct on their Governor Hub profile</p> <p>d) Committee Terms of Reference The governors noted the draft Governing Board Register including the Committee Terms of References and Key Roles. The Committee Terms of References would be approved at the first Committee meeting.</p> <p>d) Governor Training and Development</p> <p>All governors were reminded the KCSIE guidance was that all governors should complete Safeguarding & Child Protection Training annually.</p> <p>A detailed list of training sessions offered by the LA was available through Camden Learning on GovernorHub. Camden Learning 2023-24 Governor Training Courses</p> <p>A list of training sessions offered by the LDBS Governor Training Courses</p> <p>Please advise the Chair / Executive Headteacher if you plan to attend any courses.</p> |
| 5 | <p>Executive Headteacher's and Head of School's Report The Report was circulated and reviewed before the meeting.</p> <p>The highlights were noted.</p> <p>The numbers on roll was 199. There were 11 vacancies across the classes.</p> <p>Q In answer to governor's question the number of vacancies was low compared to many other schools in Camden. There would be implications of any vacancies on the 2024-25 Budget.</p> <p>The governors discussed how to fill the vacancies before the 5th October Census. It was suggested to advertise the vacancies in the Hampstead Mums What's App group. It was agreed before this LH was to be contacted.</p> <p>Action: LH to confirm how vacancies at the school could be filled and could the vacancies be advertised in community social media sites.</p> <p>Attendance in 2022-23 was confirmed at 94.1%, an increase from 2021-22 which had been at 92.1%. The number of Persistent Absentees had dropped to 6% down from 22% in 2021-22. The school was continuing to work with families to improve attendance to reach pre Covid levels.</p> <p>Q A governor asked what the national average was for Persistent Absentees, and it was confirmed overall it was 23% including secondary schools.</p> <p>The governors noted the recent Safeguarding Review and Ofsted Inspection agreed that all actions had been taken to improve persistent absence by the School.</p> <p>School Self-Evaluation 2023-24 was circulated and noted by the Governors.</p> |

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| | <p>The School Improvement Plan 2023-24 was circulated and reviewed.</p> <p>The 3 Priorities included :</p> <p>Pedagogy – review our approach to teaching and Learning</p> <p>Maximising the Impact of Support Staff – area of improvement in Ofsted report</p> <ul style="list-style-type: none"> • Implement recommendations from EEF • HLTAs re-deployed to deliver high quality evidenced based Interventions • Focus on developing TAs’ skills • Increased monitoring of in-class support for children receiving SEND Support and for children aiming for GD <p>SIAMS How does the Curriculum reflect the school's theologically rooted Christian Vision?</p> <p>The governors approved the SIP. They agreed the termly FGB meetings would each include a focus on one of the SIP priorities. The meetings would begin at 5pm to review progress made and actions completed.</p> |
| 6 | <p>Safeguarding</p> <p>Keeping Children Safe in Education September 2023 All governors are reminded to ensure they confirmed they have read the Keeping Children Safe in Education September 2023 (Part 1 / or Annex A).</p> <p>Action: All Governors to confirm on Governor Hub, they have read and understood the KCSIE Guidance.</p> |
| 7 | <p>Any other business</p> <p>The governors reviewed the 2024-25 Term Dates. They noted it was good to have these well in advance, so families could avoid booking term time holidays</p> <p>Resolution: The governors approved the 2024-25 Term Dates.</p> |
| 8 | <p>Meeting Dates for 2023-24</p> <p>The 2023-24 FGB and Committee Meeting Dates were uploaded on Governor Hub and reviewed by the governors. Further dates would be confirmed for the Governor Visit Day in the Autumn Term and a Governor Strategy Meeting in the Spring Term.</p> <p>FGB Meetings would be held in person at the School with the 2 Committees meeting held by Teams.</p> |
| 9 | <p>Confidential Items</p> |

Signed by the Chair _____ Date _____