



## Sir John Cass's Foundation Primary School

### Minutes of Autumn 1 Full Governing Board Meeting 26 September 2018, 4:05-5:30pm held at the School

<b>Membership:</b>	<b>Role</b>	<b>Attendance</b>
Mr Matthew Piper (Chair)	Chair, St Botolph's Parochial Church Council Governor	Present
Ms Alex Allan	Head teacher (Ex Officio)	Present
Ms Isabell Culpan	Parent Governor	Apologies
Mr John Fletcher	Local Authority (LA) Governor	Present
Ms Angela Frain	Teaching staff Governor	Present
Mrs Jacqueline Greenlees	Foundation Governor – Sir John Cass's Foundation	Apologies
Deputy Henry Jones	LA Governor	Present
Rev Laura Jørgensen	Foundation Governor – Sir John Cass's Foundation	Apologies
Mrs Hasina Khan	Staff Governor, Deputy Headteacher	Present
Ms Zarina Lawley	Parent Governor	Present
Ms Bonnie Makin	Support Staff Governor	Present
Ms Sally Moore	London Diocesan Board for Schools (LDBS) Governor	Apologies
Ms Beverly Ryan	Deanery Governor	Apologies
Mr David Williams	Foundation Governor – Sir John Cass's Foundation	Apologies
Mr Andy Wright	LDBS Governor	Present
<b>In attendance:</b>		
Ms Theresa Shortland	Head of Service – Education & Early Years City of London	Present
Ms Lizzie Webb	School Business Manager	Present
<b>Observing:</b>		
Ms Rachael Bailey	The Constant Group for HLT	Present
<b>Clerk to governors:</b>		
Madalina Brockmann	HLT Governance Services Manager	Present

<b>Agenda item</b>	<b>Action Point</b>	<b>Responsible</b>	<b>Date by</b>	<b>Status</b>	<b>Meeting</b>
5a. 3 and 4	Confirm actions relating to Finance Committee referred to in minutes of FGB 11 <sup>th</sup> July 2018 and take forward as required	Chair of Finance Committee		Pending	6.06.18 Finance Committee

<b>Agenda item</b>	<b>Action Point</b>	<b>Responsible</b>	<b>Date by</b>	<b>Status</b>	<b>Meeting</b>
5c. 5	Headteacher to collate figures regarding impact of bulge class on sibling numbers for consideration as part of a consultation on 2020-2021 admissions policy	Chair, Headteacher		Pending. Chair raised the matter of this consultation with Headteacher at the meeting but will follow up on it at one-on-one as the consultation needs to take place soon.	16.05.2018 FGB
5c. 8	Write to thank Sir John Cass's Foundation for contribution towards boiler replacement	Chair		Pending.	16.05.2018 FGB
5c. 8	The working committee on capital expenditure to meet termly and the Governor Work Plan to be amended accordingly			Pending. These meetings have yet to be arranged but are imminent. AW, HJ, and LW are the members.	16.05.2018 FGB
5c	Follow up on the well-being meeting	JG	After half term, date to be confirmed	Pending	11.07.2018 FGB
6a	Collate and distribute governor visit forms before the end of term.	GW		Pending. One or two forms received, about sports day, will be circulated	11.07.2018
12.a	Set up governors' email address, for GDPR purposes	LB		Actioned.	11.07.2018
6c	Letter to DfE to be written, consistent with the agreed wording	Chair		Actioned	16.07.2018
7a	Produce a policy overview list	Headteacher		Actioned	26.09.2018 FGB

<b>Agenda item</b>	<b>Action Point</b>	<b>Responsible</b>	<b>Date by</b>	<b>Status</b>	<b>Meeting</b>
8	Consider possible exit interview policy informed by research	Headteacher	26.09.2018 FGB	To be considered at finance and staffing committee, item for the agenda	11.07.2018
8	Consultation on changes to admissions policy	Headteacher	tbd	Pending. Consultation document approved.	
9.	Draft Priorities to be distributed to governors by next governors meeting 26th September 2018.	Head Teacher, Chair	26.09.2018	Pending. School Development Plan close to be complete, will be ready in the next few weeks for subcommittees meetings	11.07.2018
10a	Specification for the toilet improvements as a matter of priority for new expenditure	LW		Pending.*	11.07.2018
4.3	To ensure they have sent completed forms to the clerk	All governors	by 3 October 2018	Pending	26.09.2018 FGB
4.4	To send a reminder to governors to send completed declaration of interests forms	Clerk		Pending	26.09.2018 FGB
4.5	Once all declaration forms are received, to compile a record of the governors' declared interests, and send the record to the school for publication on the website. Forms also to be returned to the school for their records.	Clerk		Pending	26.09.2018 FGB
7.6	put forward a statement/ summary of position for the mediation	Chair, Headteacher and AW	by 21.10.2018	Pending	26.09.2018 FGB

<b>Agenda item</b>	<b>Action Point</b>	<b>Responsible</b>	<b>Date by</b>	<b>Status</b>	<b>Meeting</b>
8.b.iii	to invite SM to take on the role of RE link governor, in addition to SEND. Chair to invite IC to take on the role of link governor for language and phonics.	Chair		Pending	26.09.2018 FGB
8.d.ii	Amend the Terms of Reference (ToR) to require nominations for Chairs/ Vice Chairs elections to be received 2 weeks in advance of the relevant FGB and included in the papers for the meeting.	Chair	for December full gov meeting	Pending	
8.d.iii	To enquire about models and guidance for Chair/Vice-Chair elections with Head of Governance Services (Hackney Learning Trust) and feedback to the Chair	Clerk	4.12.2018	Pending	26.09.2018 FGB
9.1	To review school information published on school Website and feedback to Graham Watson (GW) if incorrect	All governors			26.09.2018 FGB
9.1	To call a meeting of the Pay Sub-committee, LW to check with GW and report back on the exact date.	LW		Pending	26.09.2018 FGB

Agenda item	Action Point	Responsible	Date by	Status	Meeting
9.1	To add Lettings and Debt recovering policy to Non-statutory policies – these would be taken to the Finance Committee.	Headteacher		Pending	26.09.2018 FGB
9.2	To amend the dates in the SEND Information Report 2017/18	Headteacher		Pending	26.09.2018 FGB
10.2	would feedback to governors and LW dates for tours of C space	HF		Pending	26.09.2018 FGB
10.5	Discuss papers for the Curriculum Committee meeting	Chair, Headteacher		Pending	26.09.2018 FGB

<b>1.</b>	<b>Opening Prayer</b>
1.1	The meeting opened with a prayer.
<b>2.</b>	<b>Welcome to new Governors</b>
2.1	The Chair welcomed the new Headteacher (AA), who had taken up the role on 1 <sup>st</sup> September 2018. The Chair informed the governors that positive feedback had been received from parents and staff with regards to the smooth transition between Headteachers. The Chair also welcomed the School Business Manager (LW) to her first meeting of the governors. A welcome was also extended to the new Clerk (MB).
<b>3.</b>	<b>Apologies and governor attendance</b>
3.1	Apologies with reasons for absence had been received from Jaqueline Greenlees, Rev Laura Jørgensen, Isabell Culpan, Sally Moore, and David Williams. The apologies were noted but not consented to, as per school practice.
3.2	The “SJC Primary School Governor Attendance Overview” report for all meetings of 2017/18 including subcommittees had been circulated ahead of the meeting and taken as read. The report reflected good attendance.  Initials in the reports were clarified for governors whose terms had ended: DA stood for Dominic Alexander; AG for Anna Godas; EK for Edward Keene.
3.3	The quorum for the meeting was eight and it was confirmed that the meeting was quorate.
<b>4.</b>	<b>Declarations by governors</b>
4.1	Declaration of business/pecuniary and personal interests form had been circulated for completion ahead of the meeting.
4.2	Signed forms had been received from a number of governors.

4.3	<b>ACTION POINT:</b> all governors to ensure they have sent completed forms to the clerk by 3 October 2018.
4.4	<b>ACTION POINT:</b> Clerk to send a reminder to governors to send completed declaration forms back.
4.5	<b>ACTION POINT:</b> Once all forms are received, clerk to compile a record of the governors' declared interests, and send the record to the school for publication on the website. Forms also to be returned to the school for their records.
<b>5.</b>	<b>Dates of the forthcoming meetings and events</b>
5.1	The following dates were noted: <ul style="list-style-type: none"> <li>• Curriculum Committee Meeting – 10 October 2018</li> <li>• Annual Governors' Dinner – 7 November 2018 The dinner would be preceded by a training on Science, between 5 – 6pm and it was highly recommended that all governors attend. The Chair extended an invitation to the dinner to the Clerk.</li> <li>• Finance Committee – 14 November 2018</li> <li>• Full Governing Body Meeting – 5 December 2018</li> </ul>
<b>6.</b>	<b>Minutes of previous meeting</b>
6.1	The minutes of the meeting held on 11 July 2018 were reviewed and the following points were noted: <ul style="list-style-type: none"> <li>• On page 1: Alex Allan to be added as she had been in attendance</li> <li>• On page 2: "fundraising committee" to be amended to "fundraising working group"</li> <li>• On page 2: 5a. The company referred to is 'Miller'</li> <li>• Item 6c.: "meditations" to be amended to "mediations"</li> </ul>
6.2	With the amendments above, the minutes were <b>AGREED</b> as a correct record.
6.3	The following matters arising not covered by agenda items were discussed: <ul style="list-style-type: none"> <li>• Point 5a regarding possible income from hire of the school to film companies. It was noted that this had been taken forward. Some filming had already taken place and the School had registered with Tower Hamlets Films and conversations were being held with City Filming Office. Governors noted that the new square was being used by film crews which may open further possibilities.</li> <li>• Point 5c Chair would thank the Foundation for contribution towards boiler replacement in writing the following week. Chair verbally thanked their acting Treasurer and CEO when he met them the previous week and they were subsequently given a tour of the new boiler.</li> <li>• Point 10 regarding improvements to toilets. Proposed approaches to pupils' toilets on the second floor were explained. The toilets would be unisex with the possible removal of a wall or the placing of a glass screen to enable common areas to be monitored. In response to a number of questions, possible designs were explained as well as the reasons for unisex toilets, to reduce potential queue times and informed by research with regard to safeguarding and anti-bullying. The plans would be further developed, they would then be shared with governors and after that would be taken to parents for consultation.</li> </ul>

	<ul style="list-style-type: none"> <li>Point 12.a All governors will have a SJC email account in the next few weeks, in line with GDPR. Personal email use not recommended, especially in the case of an audit. JG and HF special cases as they have Local Authority email addresses and may keep using them. The emails will be Gmail, accessible via phone, and IT support would be available.</li> <li>Admissions Consultation for 20/2021. The consultation document had previously been approved by the FGB and the Headteacher would take forward the action regarding consultation.</li> </ul>
<b>7.</b>	<b>Reconstitution</b>
7.1	Correspondence from the Department for Education (Dfe) / Government Legal Department dated 7 September 2018 was circulated in advance and taken as read. This detailed the timetable for mediation for the reconstitution of the Governing Bodies of the Sir John Cass's Foundation Primary School, City of London and the Sir John Cass's Foundation and Red Coat Church of England Secondary School.
7.2	An update was provided following the discussion on this matter at the previous FGB meeting. Governors were reminded of the previous discussions. Following a further request from the DfE for the parties to engage in mediation, stating that there was nothing to lose by engaging in the process and mediators were trained to deal with parties situated on unequal levels, governors had been consulted and made a decision via email to participate in the mediation process.
7.3	The mediation date was now set for 29 October 2018. Charles Bourne QC would serve as mediator. All documents with regards to the mediation had been circulated to the governors. Except the letter of 7 September 2018.
7.4	<p>Prior to mediation, the school needed to provide some key documents:</p> <ul style="list-style-type: none"> <li>Instrument of Governance (IoG) by 5<sup>th</sup> October</li> <li>A statement on their position by 22<sup>nd</sup> October</li> <li>Any additional documents which will be used during the mediation by 11<sup>th</sup> October</li> </ul> <p>Extensive discussions had already taken place, and the summary of the school's position was that the IoG was in its best interests. New information regarding the 498 section direction supported this position.</p>
7.5	<p>The representation at the mediation was discussed.</p> <p>It was proposed by JF, seconded by HJ and unanimously agreed by governors that: the Chair, Headteacher, and AW develop the position statement for the mediation, reflecting the governors stated views, and then represent the governing board at the mediation meeting. They had no conflicts of interest despite their appointing body as governors as they were there to represent the school.</p>
7.6	<b>ACTION POINT</b> The Chair, Headteacher and AW would put forward a statement/summary of position for the mediation by 21 October.
7.7	The governors were informed that the Sir John Cass's Foundation appointed John Hall as a new acting Treasurer? The Chair had issued an open invitation for John Hall to attend one of the school's FGB meetings, which was met with interest, although other commitments prevented Mr Hall from attending the current meeting.

<b>8.</b>	<b>Governance</b>
8.a	<i>School governance work plan</i>
8.a.i	<p>The “Governors Business plan 2018-19” was circulated ahead of the meeting and taken as read. The Chair noted his thanks for the production of the very helpful document.</p> <p>An exercise would be done to benchmark how the school’s budget was allocated in comparison with other geographically similar schools, looking at differences and ensuring that differences were justified appropriately. ZL would work with LW on this and report to the next Finance meeting.</p> <p>JG will be carrying out a governor visit looking at PSHE. This will take place soon after half term.</p>
8.a.ii	<p>Comparisons were already a requirement under the School’s Financial Value Standard. It was noted that the past reports showed high figures in absolute numbers due to the school being well funded, but data would be looked at in terms of percentages to try and provide useful comparisons. The benchmarking exercise would address this.</p>
8.a.iii	<p>The first learning walk would focus on Religious Education (RE) and would be held on 18 October 2018; governors were invited to attend. <b><u>In response to a question</u></b>, the reason for a further RE learning walk was explained. There had been significant work on RE during the previous year and this was being embedded. It was noted that a SIAMS inspection (Statutory Inspection of Anglican and Methodist Schools) was expected in summer 2019.</p> <p><b><u>In response to a question</u></b>, it was noted that the school would also look at Reading and English for other school improvement partner visits.</p>
8.b	<i>Membership of the governing body</i>
8.b.i	<p>The “Primary Membership and link roles 09.2018” document was circulated ahead of the meeting and taken as read. The governors discussed membership.</p> <p>It was noted that HJ’s term as a Local Authority Governor was due to end on 22 November 2018]. HJ reported that he had spoken to the Chair of Corporation’s Children Services Committee and confirmed he hoped to be reappointed for a further four-year term. Governors thanked HJ for his valuable input and continued contribution and for standing for a further term of office.</p>
8.b.ii	<p>The governors discussed the subcommittee membership. It was noted that membership was eight for each of the Curriculum and Pupil Affairs Committee and the Finances and General Purposes Committee. It was noted that the Curriculum and Pupil Affairs Committee’s Terms of Reference specified membership of up to 12 governors, so further governors were invited to consider joining that committee.</p>
8.b.iii	<p>The link roles as circulated in advance were noted. It was confirmed that current link roles would continue.</p> <p>It was noted that the following link governor roles were free: RE, Maths, language and phonics.</p>



	<p>The governors recognised that SM’s experience regarding RE and SIAMS inspections may be valuable for the RE link role, and she would be approached to consider this. ZL offered to take on the Maths link role and this was agreed by governors. It was suggested that Isabell Culpan might like to take on the language and phonics link role.</p> <p><b>ACTION POINT:</b> Chair to invite SM to take on the role of RE link governor, in addition to SEND. Chair to invite IC to take on the role of link governor for language and phonics.</p>
8.b.iv	<p>It was noted that:</p> <ul style="list-style-type: none"> <li>• the new PE lead was Jack Pogson</li> <li>• For PSHE, Izzy Harris was replaced by Emma Letts;</li> <li>• AW was Able, Gifted and Talented link governor, working with David Bello as the lead staff member.</li> </ul>
8.b.v	<p>The governors noted the possible need to discuss succession plans for Chair of the governing body. MP confirmed he was happy to continue as a governor and he would liaise with the PCC on possible reappointment.</p>
8.c	<p><i>Code of Conduct</i></p> <p>The “Proposed code of conduct” for governors was circulated ahead of the meeting and taken as read. It was based on the National Governance Association (NGA) model of code of conduct. There were no comments. The code of conduct was <b>APPROVED</b> unanimously.</p>
8.d	<p><i>Terms of Reference of the Governing Board</i></p>
8.d.i	<p>The proposed and current Terms of Reference of the Governing Board had been circulated ahead of the meeting and taken as read.</p>
8.d.ii	<p>It was suggested that the process to election the Chair were reviewed in the Terms of Reference. It was noted that, for historic reasons, the process involved the clerk asking for nominations 4 weeks before the relevant FGB. The governors were all in agreement that the period of time is too lengthy.</p> <p><b>ACTION POINT</b> The governors <b>AGREED</b> that the Terms of Reference (ToR) be amended to require nominations for Chairs/ Vice Chairs elections to be received 2 weeks in advance of the relevant FGB and included in the papers for the meeting.</p>
8.d.iii	<p>The governors possible approaches to the Chair appointment. They discussed the possible benefits of holding elections for the Chairs and Vice-Chairs in alternate years with appointments for two year terms. There was discussion on the possibility of restricting the number of terms. It The possible advantages of elections in the Summer term or Autumn 1 FGB meetings were discussed.</p> <p><b>ACTION POINT:</b> Clerk to enquire about models and guidance for Chair/Vice-Chair elections with Head of Governance Services (Hackney Learning Trust) and feedback to the Chair before December FGB.</p>
8.e	<p><i>Terms of reference of the two main sub-committees</i></p>
8.e.i	<p>The ToR for the Curriculum and Pupil Affairs Committee and the Finances and General Purposes Committee were circulated ahead of the meeting and taken as read. They had been drafted in accordance with the NGA model.</p> <p>It was noted that the quorum for the Curriculum Committee quorum was five, but it was three for the Finance Committee. These quorums had not proven a problem in the past for either committees.</p>

8.e.ii	The governors <b>AGREED</b> to change the membership of each committees to be up to 10 members.						
8.e.iii	The committees ToR were <b>APPROVED</b> unanimously.						
8.f	<p><i>Governor Training</i></p> <p>A verbal update on governor training was received:</p> <ul style="list-style-type: none"> <li>• LW attended the City of London School Finance for Governors training on 19 September 2018. The training had been very useful and had included benchmarking, the importance of matching spend to the School Development Plan, and also comparisons with other schools and academies</li> <li>• The governors were encouraged to look into LDBS, Corporation of London training opportunities;</li> <li>• The governors noted that the PREVENT Training was mandatory, and it could be done online;</li> </ul> <p>If the governors were interested in attending training, they should inform GW who also kept records of all training undertaken.</p> <p>In response to a question, it was noted that if governors undertook any other training relevant to their role with the school, they should inform GW so he could ensure the training log remained up to date.</p>						
8.g	<i>Skills audit</i>						
8.g.i	An anonymised governors “Skills audit 2018-19” was circulated ahead of the meeting and taken as read. The Chair took the meeting through the information shared highlighting the red, amber, green (RAG) colour coding.						
8.g.ii	It was noted that SEND had been identified as a target area the previous year, but now training had been done and the levels of skills reported for this area had increased.						
8.g.iii	While the RAG rating suggested some were weaknesses in training in Purchase, Estate Management and Human Resources (HR) Policy it was recognised that some individuals brought relevant skills to these areas. In addition, weaknesses could be addressed by further governor training such as the course offered by Tower Hamlets onHR for Governors on 17 October which was recommended.						
8.g.iv	The governors were satisfied that no training was urgently needed.						
<b>9.</b>	<b>Approve Policies and Statements</b>						
9.1	<p>The Policy Overview was a new document put together by the Headteacher. The Chair noted that it was a very useful document highlighting the required frequency for policy reviews as well as who held agreed responsibility.</p> <p>The governors discussed and agreed the following ownership and frequency of reviews of the policies:</p> <table border="1" data-bbox="311 1886 1471 1995"> <thead> <tr> <th>Policy</th> <th>Responsible</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>Accessibility Plan</td> <td>Finance</td> <td>Every 3 years, due 2020 summer term</td> </tr> </tbody> </table>	Policy	Responsible	Frequency	Accessibility Plan	Finance	Every 3 years, due 2020 summer term
Policy	Responsible	Frequency					
Accessibility Plan	Finance	Every 3 years, due 2020 summer term					

Behaviour principles	Curriculum	Every 3 years
Behaviour policy	Curriculum – Committee sees, Headteacher approves	Annually
Central record of recruitment	Curriculum	Termly
Charging and remissions	Finance (but this year FGB 5 December)	Annually
Child protection policy	FGB	Annually
Complaints procedure	FGB	Every 3 years
Data protection	Finance	Every 2 years
Early Years Foundation Stage (EYFS) policies and procedures	FGB	Every 3 years, Due summer 2019
Equality information	Finance	Equality information updated and published at least every year- Single Year Plan Equality objectives at least every 4 years Date Due: Spring 2022
FOI	Finance	Every 2 years
Governors' allowances (schemes for paying)	Finance	Every 3 years
Governors' code of conduct	FGB	Annually
Health and safety	Finance	Every 3 years
Premises management documents	Finance	Every 3 years
Register of business interests of headteachers and governors	FGB	Annually
Register of pupils' admissions to school	Admissions committee	Annually
Register of pupils' attendance	Curriculum	Termly
School information published on school website*		annual compliance update autumn term, live document
Sex Education	Curriculum	Every 3 years
Special educational needs (SEN) information report and SEN policy	FGB	Annual
Staff capability	Finance	Every 3 years
Staff discipline, conduct and grievance	Finance	Every 3 years

(procedures for addressing)		
Statement of procedures for dealing with allegations of abuse against staff	Finance	Every 3 years
Supporting pupils with medical conditions (Health, Safety and Welfare)	Finance	Every 3 years
Teacher appraisal	FGB	Annually
Teacher's pay	Finance	Summer
Whistleblowing procedures	FGB	Every 3 years, next spring 2019

**ACTION POINT:** Governors to review school information published on school Website and feedback to (GW) if incorrect.

Governors also discussed further on some specific policies notably teachers' pay. It was noted that the pay must be reviewed by 31 October and governors approval of pay increases for teachers must be brought forward in order for staff to get their pay increases before Christmas. It was **AGREED** that this review should be done in summer 2019 for the following year, and that this year the work would be delegated to a sub-committee of the Finance Committee.

**ACTION POINT:** LW to call a meeting of the Pay Sub-committee, LW to check with GW and report back on the exact date.

**ACTION POINT:** Add Lettings and Debt recovering policy to Non-statutory policies – these would be taken to the Finance Committee.

9.2	<p>The "SEND Information Report 2017-18" was circulated ahead of the meeting and taken as read. The governors received the report, noting it was a statutory document, retrospective for 2017.</p> <p>It was noted that some of the dates needed amending to reflect 2017 and 2018/19 where applicable.</p> <p><b>ACTION POINT:</b> The Headteacher to amend the dates accordingly.</p>
<b>10.</b>	<b>Any Other Business</b>
10.1	<p>JT informed the governors that the Chair of Epping Forest, as well as Hampstead Heath, had extended invitations to host visits by the school.</p> <p><b>ACTION POINT:</b> This would be discussed by the Curriculum Committee.</p>
10.2	<p>Governors were informed about the 4C Space the next day (37-45 City Road?), a new development that created a space for the community. The building project would be finished in around 18 months. Governors were invited to attend one of the tours to look at the space and to give views on how it could be fitted out.</p> <p><b>ACTION POINT</b> HJ would feedback to governors and LW dates for tours of C space.</p>

10.3	The governors noted that the Sir John Cass's Foundation was holding the lecture entitled: "Fashioning Futures: How fashion education can impact social mobility" on Wednesday 10 October 2018 at 18:00 at Cass Business School, 106 Bunhill Row. All governors were invited.
10.4	The governors discussed the agreement from the last meeting to publish the policies on the school website. It was <b>AGREED</b> that the policy schedule as shared at the meeting contained more detail than was required for the website.
10.5	<b>ACTION POINT:</b> The Chair would talk to the Headteacher regarding papers for the Curriculum Committee meeting.
<b>11</b>	<b>Confidential items</b>
11.1	No confidential items were discussed.

The meeting was closed at 5:30 pm

Signed

Date

Matt Piper

Chair of Governors