



Sir John Cass's Foundation Primary School

"Every member of our school community will develop a questioning approach to faith, grounded in the principles of Christian hope, which prompts everyone to seize every opportunity for growth, to look beyond themselves and lovingly serve their community and the wider world."

Draft Public Minutes Full Governing Body of Sir John Cass's Foundation Primary School Wednesday 10 July 2019, 4:00 pm at the school.

Membership			
NAME	APPOINTED BY	TERM OF OFFICE	ATTENDANCE
Mr M Piper (Chair)	Chair St Botolph Aldgate	8 years expiring 26 June 2023	Present
Ms A Allan (Headteacher)	Headteacher	Ex officio, during term of office as Head	Present
Mr M Ali (MA)	LA Governor	4 years expiring 22 January 2023	Present
Ms I Culpan (IC)	Parent Governor	4 years expiring March 2022	Present
Mr J Fletcher (JF)	LA Governor	4 years expiring 19 April 2020	Apologies
Ms A Frain (AF)	Teaching Staff Governor	4 years expiring 17 October 2021 or during term of employment at the School if this ends earlier.	Present
Mrs J Greenlees (JG)	Sir John Cass Foundation	4 years expiring 6 September 2021	Present
The Revd. L Jørgensen (LJ)	Ex Officio The Rector, St Botolph Aldgate	While Rector of St Botolph's Church	Apologies
Ms Z Lawley (ZL)	Parent Governor	4 years expiring March 2022	Present
Ms B Makin (BM)	Support Staff Governor	4 years expiring 1 December 2021 or during term of employment at the School if this ends earlier.	Present
Ms S Moore (SM)	London Diocesan Board for Schools	4 years expiring 30 September 2021	Present
Ms B Ryan (BR)	Deanery	4 years expiring June 2022	Present
Mr D Williams (DW)	Sir John Cass's Foundation	4 years expiring 7 September 2021	Present
Mr A Wright (AW)	London Diocesan Board for Schools	4 years expiring 4 October 2019	Present
In attendance / observing			
Ms L Webb (LW)	Business Manager		Not required
Ms H Khan (HK)	Deputy Head teacher		Present
Ms I Britten-Dennie (IBD)	City		Present
Ms M Brockmann (MB) (Clerk)	Hackney Learning Trust		Present
Ms L Miller (LM) (Observer)	Hackney Learning Trust		Present

Item					
ACTION LOG					
Item	Action Point	Responsible	Date by	Status	Meeting
5.2	Governors to let Graham Watson (GW) know if they wish to attend a Christmas event and to fill in a visit form. Follow up: GW to provide the visit forms submitted.	All		DONE	5-12-18 FGB
7.1	Governors' email addresses to be set up for GDPR purposes.	LB	Sep 2019 FGB	Pending	11-07-18 FGB
7.1	Next Finance Committee to consider the exit interview policy. Agenda item for next Finance Committee.	Headteacher	Finance and Staffing Committee Nov-19	Pending	11-07-18 FGB
7.1	Governors to review information on the school website and feedback any corrections to School .	All governors	Sep 2019 FGB	Pending	26-09-19 FGB
9.	The Curriculum Committee will review progress on French at its Summer term meeting. Agenda item for next Curriculum Committee.	Head	Curriculum Committee 22-05-19	DONE	5-12-18 FGB
10.	Headteacher to align the Pupil Premium desired outcomes with the success criteria.	Head		DONE	5-12-18 FGB
11.	Headteacher to prepare a report on swimming be prepared for the Curriculum Committee in the Summer term. Agenda item for next Curriculum Committee.	Head	Curriculum Committee 22-05-19	DONE	5-12-18 FGB
7	Feedback to Andrew Richardson about the strong assembly	School		DONE	27-03-19 FGB
8.1	Amend to correct figure for catering.	LW		DONE	27-03-19 FGB
9.5	All policies to be updated on the School website. Place link to Safeguarding on front page of the School website.	School		DONE	27-03-19 FGB
9.6	Report back on Deanery SEND discussions. (These were postponed due to Ofsted inspection)	Head	Curriculum Committee 22-05-19	Pending	27-03-19 FGB
9.9	School vision to appear on all agendas and new standing agenda items: "What have the governors done to uphold the vision of the school in this meeting".	All/Clerk		DONE	27-03-19 FGB
9.11	Send data on air quality to parents and provide information on avoiding worst air pollution on walk to school	School		DONE	27-03-19 FGB
10	In-depth Children Centre Review presentation at the following FGB. (Agenda item for 10.07.19 FGB) See item 9.3 of these minutes	TS/ School		Pending	27-03-19 FGB
11.4	Send visit report to Headteacher.	IC		DONE	27-03-19 FGB
13.7	The policy to be re-submitted for ratification at the following FGB (Agenda item for summer FGB)	School / All	10-07-19 FGB	DONE	27-03-19 FGB

13.8	Headteacher to check with Business Manager if the policy was sent to the Sir John Cass's Foundation, and if not, Business Manager to send it. Policy to be amended considering the comments	Head / LW		DONE	27-03-19 FGB
14	Discuss the possibility of starting meetings at 4.30pm at the next FGB	All	10-07-19 FGB	DONE	27-03-19 FGB
5.1.2	Staffing, Finance and General Purposes Committee to elect a new Chair from October onwards (Agenda item for 25 September 2019 FGB).	All	25-09-19 FGB	Pending	10-07-19 FGB
5.2	JG to ensure her DBS is correct for September; the following DBS check will be performed on 14 September 2019.	JG		Pending	10-07-19 FGB
5.3	The governors to express interest in link roles and discuss with the Chair prior to autumn FGB. Assignment of governor link roles to take place at the 25.09.19 FGB (Agenda item).	All	25-09-19 FGB	Pending	10-07-19 FGB
5.4	To circulate the personal and pecuniary interest forms to the governors as part of the first autumn FGB papers, for the governors to return and complete to clerk, ensuring annual compliance.	Clerk/ all	25-09-19 FGB	Pending	10-07-19 FGB
7.2	Copy of budget monitoring report 2019-20 (up to P2) to be circulated to governors for the 13 Finance committee	Business Manager	13-11-19 Finance Committee	Pending	10-07-19 FGB
8.1	The governors AGREED it would be the responsibility of the Finance committee to scrutinise by the risk register (Agenda item for Finance Committee). It was noted the numbering in the risk register table was not calculating properly; this needed to be fixed.	Clerk	13-11-19 Finance Committee	Pending	10-07-19 FGB
8.2	Join the Fundraising Group in the next academic year and to update on fundraising progress.	DW		Pending	10-07-19 FGB
8.2	Rank projects in sense of priority, separate the weeks in three, and circulate the list to parents in the September newsletter.	Fundraising Committee / Headteacher	September newsletter	Pending	10-07-19 FGB
9.3	Mark version of documents in the Box to let governors know if a new document is updated beyond circulation date. Email governors to notify them new documents were updated.	Clerk / Headteacher		Pending	10-07-19 FGB
9.3	Governors to review updated single year plan.	All	25-09-19 FGB	Pending	10-07-19 FGB
11.1	The governors to have training on assessment data and Ofsted framework.	All	Autumn term	Pending	10-07-19 FGB
11.1	If governors attend any training courses to send the information to Graham Watson.	All		Ongoing	10-07-19 FGB
11.2	Governors to fill in visit forms and send to Graham Watson as appropriate	All		Ongoing	10-07-19 FGB
12.1	Forward information on trip opportunities to Headteacher	MA		Pending	10-07-19 FGB

1	<p>Opening prayer</p> <p>The meeting was opened with a prayer.</p>
2.	<p>Welcome and introductions</p> <p>The Chair welcomed all and a round of introductions was performed. Lizzie Millar was introduced as an observing clerk from Hackney Learning Clerk</p>
3.	<p>Apologies and governor attendance</p> <p>The Register of attendance was circulated and noted. There were no further comments.</p> <p>The quorum for this meeting is 7. The meeting was quorate.</p>
4.	<p>Declaration by Governors of any personal and pecuniary interests in respect of items on the agenda not included in the Annual Business Register</p> <p>None were declared.</p>
5.	<p>Governing Body Organisation</p>
5.1	<p><i>(Re)-appointments</i></p>
5.1.1	<p>It was noted that the Chair's term of office as governor was extended by four further years up to June 2023, following confirmation of a successful reappointment by PCC.</p>
5.1.2	<p>It was noted AW's term of office would expire on 9 October 2019, and that as a result the Staffing, Finance and General Purposes Committee would need to elect a new Chair from October onwards.</p> <p>ACTION: Staffing, Finance and General Purposes Committee to elect a new Chair from October onwards (Agenda item for 25 September 2019 FGB).</p>
5.2	<p><i>Governor SCR Information</i></p> <p>ACTION: JG to ensure her DBS is correct for September; the following DBS check will be performed on 14 September 2019.</p> <p>It was noted the Ofsted inspection resulted in no findings with regards to DBS records.</p>
5.3	<p><i>Link governor roles</i></p> <p>The governors considered the need to review link governor roles and appointments including the Mental Health link governor role to start in Autumn 2019. The governors noted the Governors Visits Guidance from LDBS, issued in August 2018, as circulated. It was agreed that the LDBS guidance would enable more clarity for the governors on the frequency of their visits and their remit.</p> <p>The governors considered Appendix 1, proposing the school-specific governor link roles.</p> <p>The proposal was drafted in order to ensure governors roles were fewer but more impactful. The list would be reviewed and renewed annually depending on school priorities. The Chair</p>

	<p>highlighted the importance of streamlining and alignment to school priorities. The proposal was met favourably, and the governors agreed that this would ensure Ofsted would have evidence of the school’s excellent leadership and the governors’ understanding of the school.</p> <p>The governors were encouraged to read the Dos and Don’ts in the guidance and the sections on page 6 regarding governors exercising judgement of strategy rather than of operations.</p> <p>The governors were reminded that school visits were important and part of their governor roles, and they should take place twice a year or at least annually. If governors had queries they were invited to speak to the Chair or the Headteacher.</p> <p>It was noted that the mental health link governor role was consolidated with the SEND one.</p> <p>The following roles were agreed for 2019/20:</p> <ul style="list-style-type: none"> ○ Safeguarding ○ SEN and disability including Mental Health & Looked After Children ○ Vulnerable pupils including Pupil Premium ○ Sports including Sports Premium (mindful of rising obesity) ○ Curriculum cohesion (1 year role, 2019/20 priority due to Ofsted) ○ PSHE including RSE (agreed due to upcoming parental consultation, noted more guidance will be issued by LDBS in the 2019/20 autumn term) ○ Health and Safety ○ Children’s Centre ○ English – including reading <p>It was agreed that for Maths, Assessment and Science and Computing no link role was necessary but governors would receive reports. It was agreed no link governors were needed for extended provision (breakfast and tea clubs) and curriculum enhancements including trips and clubs.</p> <p>It was agreed that RE and Religious Practise was appropriate as an ongoing link role in the light of the ethos of the school, however this would be suspended for one year to allow capacity for other one year roles. The governors would receive reports on this.</p> <p>It was noted there were 9 agreed link roles and 14 governors, so the roles could be easily distributed. The intention was to assign one role to one governor, with the exception of SEN and Mental Health. Governors who were not assigned roles would have other opportunities to get involved.</p> <p>ACTION: The governors to express interest in link roles and discuss with the Chair prior to autumn FGB. Assignment of governor link roles to take place at the autumn FGB in September (Agenda item).</p>
<p>5.4</p>	<p><i>Update register of interests</i></p> <p>The Declaration Register was circulated and noted. There were no further comments.</p>

	<p>ACTION: Clerk to circulate the personal and pecuniary interest forms to the governors as part of the first autumn FGB papers, for the governors to return and complete to clerk, ensuring annual compliance.</p>
<p>5.5</p>	<p><i>Updated annual business plan for 2019/20</i></p> <p>It was noted the annual business plan was updated and circulated.</p>
<p>5.6</p>	<p><i>Dates for meetings in 2019/20</i></p> <p>The new dates for meetings for 2019/20 were noted and agreed as follows:</p> <p>Full Governing Board Meetings</p> <p>Wednesday 25th September 2019, 4pm.</p> <p>Wednesday 4th December 2019, 4pm.</p> <p>Wednesday 25th March 2020, 4 pm.</p> <p>Wednesday 8th July 2020, 4pm.</p> <p>Curriculum, Pupil Achievement and Pupil Affairs Committee Meetings</p> <p>Wednesday October 16th 2019, 4pm.</p> <p>Wednesday 29th January 2020, 4 pm.</p> <p>Wednesday 24th June 2020, 4 pm.</p> <p>Staffing, Finance and General Purposes Committee Meetings</p> <p>Wednesday 13th November 2019, 4pm.</p> <p>Wednesday 11th March 2020, 4pm.</p> <p>Wednesday 10th June 2020, 4pm.</p> <p>It was noted finance meetings were scheduled for later in the term than previously, taking into consideration the timings of when the budget information became available.</p> <p>The proposal to start FGB meetings at 4:30 pm was discussed.</p> <p>Arguments in favour of starting later included considerations in terms of recruiting further governors in order to promote diversity and respecting work commitments. It was also noted JG's work commitments prevented her from arriving before 4:30 pm. The governors gave due consideration to the arrangements to enable JG's full participation, especially considering her role as Sir John Cass's Foundation appointed governor.</p>

	<p>Arguments against starting at 4:30 pm included struggling to be quorate after 6 pm due to governors' child minding responsibilities, which would affect 3-4 parent governors, and the fact that school closed at 6:30 pm.</p> <p>Due to the considerations above, all agreed formally that JG's expected arrival time was around 4:30pm and that Chairs would make efforts to discuss the agenda with JG prior to the meetings, in order to ensure that if there were items JG identified as requiring her presence and specific input, these would be discussed after 4:30pm.</p>
5.7	<p>The following dates of the forthcoming meetings and events were noted:</p> <ul style="list-style-type: none"> • Friday 12th July, Sport's Day (Victoria Park, all day) • Monday 15th July, Y6 Leavers' Evening (school, 5pm) • Thursday 18th July, End of Year Church Service (St Botolph's 2.30pm) <p>QUESTION: Will the governors be issued invitations?</p> <p>ANSWER: Governors should inform Graham Watson (school administrator) if they intend to attend, and fill in the current school visit form.</p>
6.	Minutes of the previous Full Governing Body Meeting of 27 March 2019
6.1	<p><i>Approval</i></p> <p>The non-confidential minutes of the 27 March 2019 Full Governing Body meeting were AGREED as a true and accurate record of the meeting without any further amendments.</p>
6.2	<p><i>Actions</i></p> <p>See action log.</p>
6.3	<p><i>Matters arising</i></p> <p>There were no matters arising.</p>
6.4	<p><i>Chair's actions</i></p> <p>There were no chair's actions.</p>
7.	Minutes of committees and updates
7.1	<p><i>Non-Confidential Draft Minutes of the Curriculum, Pupil Achievement and Pupil Affairs Committee Meeting of 5 June 2019</i></p> <p>The minutes were noted.</p>
7.2	<p><i>Non-Confidential Draft Minutes of the Staffing, Finance and General Purposes Committee of 19 June 2019</i></p> <p>The minutes were noted.</p>

	<p>ACTION: Copy of budget monitoring report 2019-20 (up to P2) to be circulated to governors for the autumn Finance committee.</p>
7.3	<p><i>School Council</i></p> <p>No update was available.</p>
8.	<p>Finance</p>
8.1	<p><i>Risk Register</i></p> <p>The Headteacher advised the governors that the risk register was a new list, developed by SLT, and that included the main areas identified. It was noted value 1 represented low; 3 represented high.</p> <p>It was clarified that an element with a low likelihood of happening may still have a high impact if it did happen, so the crucial column was the impact one.</p> <p>The governors queried the rationale for numbering and mitigation proposed.</p> <p>It was noted this was a live document and the scoring would change accordingly.</p> <p>ACTION: The governors AGREED it would be the responsibility of the Finance committee to scrutinise by the risk register (Agenda item for Finance Committee).</p> <p>ACTION It was noted the numbering in the table was not calculating properly; this needed to be fixed.</p>
8.2	<p><i>Fundraising</i></p> <p>The governors noted the paper circulated by IC. The governors were asked to review the list and reflect if they knew any organisations which could lend assistance. The committee members had already identified some. The parents were also followed up via the parent survey, asking for their agreement to be contacted. DW has already pursued some avenues for funding.</p> <p>ACTION: DW to join the Fundraising Group in the next academic year and to update on fundraising progress.</p> <p>ACTION: Rank projects in sense of priority, separate the weeks in three, and circulate the list to parents in the September newsletter.</p> <p>The governors discussed sponsored sports kits.</p> <p>QUESTION: Is the school against having logos on sponsored sports kits?</p> <p>ANSWER: This has not been discussed but can be explored.</p> <p>QUESTION: What are the practises among other schools?</p> <p>ANSWER: There is increasing visibility in other primary schools.</p>

The governors also discussed potential links with Livery Companies and noted there had been a problem in the past due to the school not being a registered charity. However, the Sir John Cass's Foundation link presented possibilities.

9. Head teacher's Report

The report was noted as circulated. Updated data was available in the Box.

The FFT 2019 Key Stage 1 Early Results were:

	School Attainment	FFT 'National Comparison'	School Value Added
% Expected standard + RWM (TA)	84%	66%	+13%
% Higher standard RWM (TA)	11%	11%	-2%
Scaled Score Re/Ma (test)	108.8	103	+5.2
% Expected standard + Reading (TA)	91%	76%	+9%
% Higher standard Reading (TA)	40%	25%	+12%
Scaled Score Reading (test)	108%	103	+4.8
% Expected standard + Writing (TA)	86%	70%	+10%
% Higher standard Writing (TA)	19%	15%	+3%
% Expected standard + Maths (TA)	95%	77%	+12%
% Higher standard Maths (TA)	51%	22%	+26%
Scaled Score Maths (test)	109.6%	104	+5.6

End of key stage headlines were:

KS1	RWM combined	R	W	M
Expected+	75%	91%	86%	95%
GD	10%	43%	19%	51%

Phonics	Working at expected standard
Y1	93%
Y2	83%

	Expected +	Exceeding
GLD	83%	0%
Expected + in all 17 areas	83%	0%

QUESTION: How does the number of safeguarding concerns raised compare to previous year?

ANSWER: This was slightly higher due to the push on safeguarding.

QUESTION: Was a comparison to previous year and national figures available?

ANSWER: Some national data was not yet available.

It was noted that the Headteacher issued a fixed term exclusion last week, first of the year, for 1 day.

The governors expressed their sincere congratulations and offered their thanks to the Headteacher, HK, and all staff for an excellent inspection resulting in a positive report.

The governors were given an update of the Ofsted inspection of Childcare. The feedback was positive. The school had been inspected by 2, rather than the usual number of 1, inspectors. The children behaved well, the management knew strengths and weaknesses and the children, parents wished to speak to the inspectors staff knew safeguarding policy well, and had good understanding of British values.

Feedback included the need to work on clearly articulating to parents Characteristics of Effective Learning and making sure communication is of consistent quality throughout the day by all staff members.

IDB commended staff on their positive attitude during the inspection.

ACTION: Mark version of documents in the Box to let governors know if a new document is updated beyond circulation date. Email governors to notify them new documents were updated.

It was noted that the FFT early results were very good.

It was noted that in Phonics the school had expected a dip but children outperformed themselves, only two children did not get the grade in Year 1.

Year 4: it was noted this was only the trial; the children did the tests on books and still did very well, and media reported iPads were not as successful as predicted; there is no passmark or national result but there were no surprises. The results were similar to those the children achieved using Times Table Rock Stars which therefore represented a good new investment.

QUESTION: There was still no guidance on pass marks?

ANSWER: No. There was still a lot of uncertainty and lack of clarity around it; however, the children whose results showed they needed support were receiving it.

QUESTION: What caused the improvements in results?

ANSWER: Staff dedication, the focus on support, scrutiny of areas.

QUESTION: Is the new library a factor in the improvement in Reading?

ANSWER: Yes, the new library facility brings the library to the children; the librarian worked hard with the cohort, making titles accessible, eliminating barriers, instilling an expectation of

	<p>reading certain books, linked to tests online. All this raised the profile of Reading, children had to do the accelerated reading test, and now say they prefer reading. More embedding of Reading will be done the following year.</p> <p>Maths 96 % - increase to 90% last year, 79% nationally.</p> <p>It was noted that the inspectors from Tower Hamlets were very impressed with the quality of the results.</p> <p>The governors expressed their thanks and congratulations to the staff for their work resulting in excellent results.</p>
9.2	<p><i>Safeguarding report</i></p> <p>No comments.</p>
9.3	<p><i>Improvement objectives</i></p> <p>The governors received the single year plan for information, noting it was work in progress, and a more developed version would be circulated in autumn. The governors commended the draft.</p> <p>ACTION: Governors to review updated single year plan at autumn FGB.</p>
9.4	<p><i>Children's Centre (CC) Review Presentation</i></p> <p>It was noted that GDPR difficulties resulted in the City's legal department delaying to provide the deed.</p> <p>The governors were updated on CC manager interviews. A manager was appointed, effective September, DBS check was in progress.</p> <p>The new IT system should be ready in September; it was noted this was a very positive development as this item had been on the school improvement plan for the last few years.</p>
10.	<p>Policies</p> <p>The following policies were duly APPROVED:</p> <p>10.1 Lettings Policy</p> <p>10.2 Safeguarding Policy (<i>to be reviewed in 2019/20</i>)</p> <p>10.3 The Spirituality policy</p>
11	<p>Governance</p>
11.1	<p><i>Training update</i></p> <p>The Chair attended an Assessment Data and Ofsted Framework training (City).</p> <p>AW attended a Schools Forum (City).</p> <p>ACTION: The governors to have training on assessment data and Ofsted framework in autumn term 2019.</p>

	ACTION: If the governors attend any training courses to send the information to Graham Watson for the record.
11.2	Governors visits ACTION: Governors to fill in visit forms and send to Graham Watson as appropriate.
11.3	<i>Reconstitution update</i> The Chair apprised the governors that the GB was waiting for the DfE response. It was noted that the DfE had issued some communications about Rev. LJ's governor appointment type but that this was clarified. QUESTION: How does the pending reconstitution affect the governors? ANSWER: The advice from Hackney Learning Trust was for governors to make all efforts to engage with the process of reconstitution and keep the DfE informed of the situation. It was noted the DfE had the ability to validate everything ratified by the GB during the period that the GB was not properly constituted.
12.	Any other business
12.1	QUESTION: What is the process for deciding on trips for students? ANSWER: Teachers identify trips that enhance curriculum, but if things are raised, the school can consider the suitability. ACTION: MA to forward information on trip opportunities to Headteacher.
12.2	The governors congratulated the Headteacher on her successful first year in post.
12.3	It was noted that the School participated in an Open Garden event, this was tweeted, and it came to the attention of Kensington Palace. A film documentary producer got in touch about the opportunity to film a conservation documentary, and prince William paid an unofficial visit to the school the previous week, and visited an Assembly. QUESTION: Is there an extra consent required for filming children? ANSWER: Yes, parents were approached in advance to sign waivers and give consent but keeping confidentiality of the prince's visit.
12.4	The governors reflected on their work, in light of the school's ethos. They recognised that the fundraisers made efforts to reach out to a wider community to support school projects. They were committed to use every opportunity to enhance growth for the children. The governors reflected on the fact that the amazing results presented to them in the statistics referred to individual children, which the school was preparing for the wider world. It was noted children often came back and remembered the school well. The governors hoped the school felt supported by them as critical friends.

