



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."

FINAL Minutes Full Governing Body Wednesday 25 September 2019, 4:00 pm at the school.

Governors are reminded that there will be a meeting of Full Governing Body of the Governing Body of Sir John Cass's Foundation Primary School on **Wednesday 25 September, 2019 at 4.00pm** in the Board Room at the school. Please contact Madalina Brockmann [Madalina.Brockmann@learningtrust.co.uk] if you are unable to attend.

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 Culpán (IC)	Parent Governor	4 years expiring March 2022	Present
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.	Apologies
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 S Moore (SM)	London Diocesan Board for Schools	4 years expiring 30 September 2021	Apologies
Ms B Ryan (BR)	Deanery	4 years expiring June 2022	Apologies
Mr D Williams	Sir John Cass's Foundation	4 years expiring September 2021	Present
<i>Vacancy x 2</i>	<i>Sir John Cass's Foundation</i>		
<i>Vacancy</i>	<i>Co-opted governor</i>		

In attendance / observing

Ms L Webb (LW)	Business Manager	Observer	Apologies
Ms H Khan (HK)	Deputy Head teacher	Observer	Present
Theresa Shortland (TS)	City	Observer	Present
Ms M Brockmann (MB) (Clerk)	Hackney Learning Trust		Present

Part 1 Non-Confidential

Action Log

Item	Action Point	Responsible	Date by	Status	Meeting
7.1	Governors' email addresses to be set up for GDPR purposes. Update: governor email addresses are all set up, passwords need to be sent, then governors would start to use them in line with GDPR.	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 The updating is ongoing, Headteacher would check also that the documents are in accordance with DfE guidance.	All governors	Sep 2019 FGB	Pending	26-09-19 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
10	In-depth Children Centre Review presentation at the following FGB. (Agenda item for Dec 19 FGB)	TS/ School		Pending	27-03-19 FGB
5.1.2	Staffing, Finance and General Purposes Committee to elect a new Chair from October onwards (Agenda item for November 2019 Committee).	All	11-19	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). PARTLY DONE, Curriculum Cohesion link pending	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 to liaise with LW for Fundraising Group	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	Governors to review updated single year plan.	All	Dec-19 FGB	Pending	10-07-19 FGB
11.1	The governors to have training on assessment data and Ofsted framework – 27.11.19.	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 HUS Wellington – MA to forward details to Head (sponsored by Cass Foundation, MA liaising to take some of the children, via David Hogben, DW will mention it at the Cass Lecture).	MA		Pending	10-07-19 FGB
3	All governors to send their business interest declaration forms to the Clerk. The Clerk to update the Annual Business Register	All/clerk			25-09-19 FGB
5	To reschedule the Curriculum Committee meeting of 16 October 2019.	Chair/ IC			25-09-19 FGB
7.2	Chair (MP)'s term to be updated to reflect expiration in 2023	Clerk			25-09-19 FGB
7.2	To contact Aldgate Partnership to make enquiries regarding community governor interest and suitability.	Headteacher			25-09-19 FGB
7.2	To identify link governor for Children and Curriculum	Chair			25-09-19 FGB
7.3	To sign the list circulated agreeing to adhere to the Code of Conduct	All			25-09-19 FGB
7.7	To fill in the skills audit and return to Chair	All			25-09-19 FGB
7.7	To highlight finance and premises as key skills for foundation governor appointments to the Sir John Cass Foundation	Chair			25-09-19 FGB
8.6	Statutory Policy list to be completed by Christmas.	Head/SLT	25-12-19		25-09-19 FGB
8.7	To recirculate Keeping Children Safe in Education statutory guidance to all governors. All to confirm having read it.	Clerk			25-09-19 FGB
9	To review the updated plan then the plan to be submitted to the December 2019 FGB for review	Committees	4-12-19		25-09-19 FGB
Item no.	Item				
1.	Opening prayer The meeting was opened with a prayer.				

<p>2.</p>	<p>Welcome and Apologies</p> <p>2.1 It was noted AF, LJ, SM, BR, SM had sent their apologies. These were not consented to, as per school practice.</p> <p>2.2 It was noted that the quorum was 7, according to the new Instrument of Governance (IoG) approved in July 2019.</p> <p>2.3 The meeting started at 4:04 pm, and was inquorate for items 1-4. JG and MA arrived at 4:09 pm, resulting in a quorate meeting from item 5 onwards.</p> <p>2.4 The Chair reported that the attendance register was being uploaded on the website.</p>
<p>3.</p>	<p>Declaration by Governors of any personal and pecuniary interests</p> <p>a) Forms for the Annual Business Register</p> <p>ACTION: All governors to send their business interest declaration forms to the Clerk. The Clerk to update the Annual Business Register.</p> <p>b) In respect of items on the agenda None were noted.</p>
<p>4.</p>	<p>Reconstitution Update</p> <p>It was noted that the new IoG was approved in July 2019, and that the Department for Education rendered valid all decisions made by the Governing Body (GB) during the period that the GB was not properly constituted. On 9 August 2019, the paperwork was signed by the Local Authority. The approved IoG had been circulated to all governors. The governors warmly welcomed the resolution to the lengthy process of the IoG approval.</p> <p>The Chair, LJ and the Headteacher had had a meeting with the Chair of the Sir John Cass's Foundation Chair and the Chair confirmed the existing strong relationship between the School and the Foundation.</p> <p>It was noted that the new IoG numbers and governor types resulted in the loss of AW, JF and BK as governors.</p> <p>The governors AGREED the Chair would write to AW, JF and BK to thank them for their significant contributions during their terms on the GB and invite them to the 27 November 2019 governor dinner.</p> <p>It was noted the new IoG included a new community governor role.</p>
<p>5.</p>	<p>Dates of the forthcoming meetings</p> <p>The following dates were noted:</p> <ul style="list-style-type: none"> • Annual Governors' Meeting: Thursday 26 September at 9am. • Curriculum and Pupil Affairs Committee: Wednesday 16 October 2019 at 4pm. • Finance meeting: Wednesday 13th November. • Governor training and dinner: Wednesday 27th November. • FGB meeting: Wednesday 4 December. <p>It was noted both IC and the Chair could not attend the Curriculum Committee meeting on 16 October 2019.</p> <p>ACTION: Chair/ IC to reschedule the Curriculum Committee meeting of 16 October.</p>

<p>6.</p>	<p>Minutes of previous meetings</p> <p>The public minutes of the Full Governing Body Meeting held on 10 July 2019.</p> <p>6.1 Approval The following amendment was noted to the minutes: Action point 5.1.2 was not due for the FGB, but for the F&P committee. The minutes were, subject to this amendment, AGREED as a true and accurate record of the meeting.</p> <p>6.2 Action Points As per the Action Log at the beginning of these minutes.</p> <p>6.3 Any matters arising not covered elsewhere None were noted.</p> <p>6.4 Chair's actions None were noted.</p>
<p>7.</p>	<p>Governance</p> <p>7.1 <i>School Governance Work Plan</i> It was noted that the School Governance Work Plan's focus for 2019/20 was on Curriculum - Reading strategy; in terms of finance, the focus was on the budget.</p> <p>It was noted that on Monday, 4 November 2019 there was an all-day Learning walk – (Teaching and Learning) held with the School Improvement Partner who would give pointers to the School. The governors were warmly encouraged to attend the walk, for as little or long as they wished.</p> <p>7.2 <i>Membership of the Governing Body and link roles</i> ACTION: Chair (MP)'s term to be updated to reflect expiration in 2023.</p> <p>It was noted that following the approval of the new IoG, the Sir John Cass Foundation was looking to appoint governors to fill the two corresponding foundation vacancies shortly, and that this would be in conjunction with the gap in skills identified by the Governing Body (GB). See item 7.7.</p> <p>It was noted that there was a new co-opted community governor vacancy on the GB. It was discussed and agreed that approaching local business, such as Aldgate Partnership, in order to invite a community governor, would be beneficial, and improve the School's links to local business. ACTION: Headteacher to contact Aldgate Partnership to make enquiries regarding community governor interest and suitability.</p> <p>It was noted that there was one vacancy on the Performance Committee. Governors were invited to express interest in the vacancy and IC agreed to take on the role. It was noted that the Performance Committee would meet on 8 October 2019.</p> <p>It was noted that there were two vacancies on the Admissions Committee and JG and ZL agreed to take on the roles.</p> <p>The governor link roles were AGREED as per the previous FGB meeting discussion.</p>

It was AGREED that the GDPR link role had to be added as a statutory requirement. BR was reappointed *in absentia* as the GDPR link governor (Graham Watts as School link).

DW agreed to take on the Vulnerable Children link role.

The following school staff were identified as links:

- Sports – Jack / Headteacher for Funding
- Reading and English - Ange
- Vulnerable children – Headteacher and HK
- Curriculum and Cohesion – Ange and David
- Children Centre – Zaida
- PSHE including RSE – Anna / Headteacher and HK for RSE
- Health and Safety – LW
- Safeguarding – Headteacher
- SEND – HK

It was clarified that the governors would come in to do a specific topic.

ACTION: Chair to identify link governor for Children and Curriculum.

7.3 *Code of conduct*

It was noted that the Code of Conduct was identical to the version approved in March 2019. The Code was duly APPROVED.

ACTION: All governors to sign the list circulated agreeing to adhere to the Code of Conduct.

7.4 *Terms of reference of the Governing Board*

It was noted that the Terms were nearly identical to the ones revised in March. The changes proposed reflected the new IoG numbers, and deleting the requirement to send Chair / Vice-Chair nominations via post, in line with the governors' electronic communication practice. The GB Term of Reference were duly APPROVED.

7.5 *Terms of reference of the two main sub-committees*

It was noted that the only changes proposed reflected the new IoG numbers the Curriculum Committee membership numbers were updated to 9 and the Finance Committee numbers were updated to 7. The Committee Term of Reference were duly APPROVED.

7.6 *Training update*

It was noted that there was a training on Safeguarding organised by the City Local Authority on 31 October 2019. There would be two levels; the "Standard Safeguarding" between 8:30-10:30 am, the "Advanced Safeguarding" between 10:30am – 12:30pm. For the governors to sign up, they should reply to Chris Alden as per the email circulated by the Chair.

7.7 *Skills audit*

It was noted that 7 out of 11 governors had replied and filled in the skills audit.

ACTION All governors to fill in the skills audit and return to Chair.

It was noted that the gaps in skills were in finance especially having lost the expertise of AW's accountancy skills. There were also gaps in HR skills and premises and estate management.

	<p>ACTION: Chair to highlight finance and premises as key skills for foundation governor appointments to the Sir John Cass Foundation.</p> <p>7.8 Skills forum / Culture forum appointments Skills forum: ZL as representative, IC would act as backup. Culture Forum: MA agreed to be the representative, together with James Roe (arts teacher); the Chair would act as backup.</p> <p>7.9 Visit Forms The visit forms were noted. The Chair reminded the governors to always record evidence of their visits.</p> <p>7.10 FGB Chair and Vice-Chair elections The governors noted the nominations for MP as Chair and LJ as Vice-Chair and the statements circulated ahead of the meeting. The Clerk ran the Chair elections and invited MP to leave the room. MP was unanimously re-elected as Chair (new term to start from January 2020). The governors warmly thanked MP for his hard work as Chair thus far.</p> <p>LJ was elected as Vice-Chair <i>in absentia</i> (6 votes in favour, one abstaining).</p>
<p>8.</p>	<p>Headteacher's Report</p> <p>8.1 Results The Headteacher read out the report circulated prior to the meeting. The Headteacher's report included Headline Data for the End of the Year 2018/19. Analyse School Performance (ASP) had published school data earlier than expected, and were showing healthy data.</p> <p>It was noted that the Progress End of Year 2 to Year 6, was +4.8 in Reading, +2.5 in Writing, +3.9 in Maths, all above national progress (Reading well above, Writing above, Maths well above). 50% of children were at highest standard (used to be known as greater depth).</p> <p>The Report included Key Stage 2 - Reading, Writing, Maths, and Combined Results; SPAG; Key Stage 1 - Reading, Writing, Maths and Combined Results; EYFS and Phonics.</p> <p>It was noted Year 6 Writing was moderated, as per School practise to undergo moderation every 4 years. Tower Hamlets Local Authority was extremely impressed by the School's moderation results, and they invited the School to speak at a Moderation event, about how marking is done to such rigorous standards. It was noted that a particular strength: non-fiction writing.</p> <p>When compared with Tower Hamlets KS1 data for combined results, the School is at the top. The benchmarking with Tower Hamlets was also beneficial in order to do work together, peer reviews, and CPDs to share strengths.</p> <p>QUESTION: How confident is the School that this goes across all curriculum? ANSWER: Very confident the quality is high across the board, the Curriculum cohesion is designed to look closely to keep it tight. This year evidence is being gathered from all areas.</p>

QUESTION: For KS2 the results are impressive, especially as Reading was a focus last year. It appears that girls do better at Reading and Writing, boys do better at Maths, less at Writing?

ANSWER: The boys were the vulnerable and SEN children, skewing the results, but they were doing well. The progress in Writing is lower than Reading and Maths but the School is addressing that this year.

QUESTION: In KS1 there seems to be a discrepancy between boys and girls?

ANSWER: The focus this year is on KS1 Reading, the School is focusing to make the transition robust from KS1 to KS2, implementing a new system exposing boys to over 80 different texts.

QUESTION: The one particular boy not doing well, is he being supported?

ANSWER: Yes, and the School will look at the curriculum.

Foundation

The children are exceeding across the board in all areas. The School acquired the Jigsaw programme to use this year in Early Years to support gaps (PSED historically). The School was extremely pleased there was no dip in Phonics, managing to maintain previous year's results. It was noted the improvement happened with the bulge-class and year following.

8.2 Curriculum update

In, Maths there is a need to maximise all opportunities. KS2 curriculum is tweaked to maximise all gains made the previous year.

Times Tables Rockstars correlated with the outcomes in multiplication checks.

In terms of cohesion, the objectives for this year were for the children and staff being able to talk about links to other subjects.

Reading: embedding was all done last year.

Writing – AF has taken over as English lead; some work was done on vocabulary, especially with EAL children, extending, doing over-teaching and pre-teaching. In the end of year review teachers asked for support with planning. The literacy tree now helps teachers with course work, and the full day Inset is on the English programme.

Phonics – focus to maintain KS1 high proficiency. Babcock no nonsense spelling is used. The School uses sounds even from the baby room to get it right from the start.

Science – assessment data is lower than in other subjects but School does not feel this is accurate so looking at how assessment is done.

Music – the School is a music mark school member having been nominated by Tower Hamlets, who know and have evidence (via social media etc) that the School engages in development right from the very start.

History and Geography – last year the teachers had 2 days of training.

French – the children can use Duo Lingo.

MPE – the School is looking at health and wellness and obesity. The School has a bronze healthy schools mark, and is aspiring at silver.

It was noted the Art curriculum is fluid which a benefit, but it does not suit Ofsted; there is a need to make sure documentation and evidence shows the opportunities on the School's doorstep benefit the children progressing; Ofsted will do deep dives at Reading and four other subjects, and the School needs to make sure it has the evidence for the session.

The CPD priority for staff was noted.

City ran a girls robotics club last year and there were negotiations having it again.

Trips visits remained a focus.

Guy Fawkes project was a term project for Year 5 – How the world works (Geography and History, doing research, creating artwork).

QUESTION: What is the average number of trips?

ANSWER: Last year there were 100 trips, each child did one a term.

The class teachers organise them, supervised by Ms Quonta, who is checking health and safety

QUESTION: Are most in London?

ANSWER: Yes, as doable in a day but Y3-6 go on journeys outside of London. The visits are always linked to the curriculum.

It was noted that the choir was singing for the lady mayor.

8.3 Premises

It was noted that the top floor toilets had been completely refurbished, their number increased; the dining hall was also refurbished, further green screening was added in main playground, access within the School was improved to increase security, including CCTV.

Pergolas were added on the roof to offer shade; the rest of the flat roof has been replaced. The governors noted the generous sponsoring which made this possible.

It was noted that all of the original pipe work needed replacing; silting was preventing leaks but caused low water pressure, the School was in talks with the Foundation about how to finance the works. Currently water checks need to be performed every few weeks. The Business Manager had talked to the Foundation and matters were in progress.

It was noted that the Foundation asked for the Main Hall to be redecorated in advance of Founders day, and the work was in progress.

The canopy redesign was in the pre-planning stage, now looking at making it a permanent feature. The Foundation was fully aware of the project, have seen the plans, and productive discussions had been held about financial contributions.

8.4 Admissions

It was noted the Y6 leavers went to around 15 different secondary schools which was fairly typical.

There were vacancies but no concerns as four were held for children who would move up, the remaining due to last minute changes will be filled from waiting lists.

QUESTION: Any particular reason for the changes?

ANSWER: No, there are always last minute changes due to parents' mobility and other reasons.

The Headteacher updated the governors that in the cases of the families appealing for places in summer, the School's *Admissions* policy was upheld over summer by Islington Local Authority and the contestations were rejected.

	<p><i>8.5 Staffing</i></p> <p>It was noted that in term of staffing, the school patrol left and the position was not filled but there were no concerns. The Children Services Manager had started.</p> <p>8.6 ACTION: Statutory Policy list to be completed by Christmas.</p> <p>8.7 ACTION: Clerk to recirculate Keeping Children Safe in Education statutory guidance to all governors.</p>
<p>9.</p>	<p>Single Year Plan</p> <p>It was noted that the key objectives were outlined in summer 2019, and now the School was in the progress of changing the order and headings to fit with Ofsted.</p> <p>ACTION: The Committees to review the updated plan then the plan to be submitted to the December 2019 FGB for review.</p> <p>The governors commended the School for a very successful year.</p> <p>QUESTION: Is there a way to promote the School's successful year?</p> <p>ANSWER: The parents are informed via the newsletter, the results are on the website, and the Chair shared the results with the Sir John Cass Foundation. The popularity of the School speaks for itself.</p> <p>The governors agreed that it is important to reflect the School's diversity and continue discussions about how to sustain the School's outstanding rating, in the light of the above-average proportion of SEN pupils.</p> <p>It was noted Ofsted rated the Cass Child and Family Centre good on 1 July 2019. The Head inspector was very impressed with some of the practises, despite the environment being in need of refurbishment. The governors agreed refurbishment would be beneficial for the Centre.</p> <p>Key findings were shared and link observations made and put into learning journals.</p>
<p>10.</p>	<p>Admissions</p> <p>It was noted the <i>Admissions</i> policy criteria had been amended the previous year. It was proposed to remove Item 3b which was a transitional protective measure the previous year.</p> <p>QUESTION: How many children do we get via the church?</p> <p>ANSWER: It has constantly been 4-5 per year, the majority come through the catchment area.</p> <p>The governors AGREED for the amended Admissions policy to go to consultation.</p>
<p>11.</p>	<p>Policies</p> <p>It was noted the <i>Safeguarding</i> policy was amended to reflect the DfE's update to "Keeping Children Safe in Education" (September 2019). The <i>Safeguarding</i> policy was APPROVED.</p>
<p>12.</p>	<p>Reflection: how have the governors upheld the vision of the School in this meeting?</p>

	The governors challenged trip provisions, looked at outcomes, and reflected on the School's inclusion of every member of the community.
13.	<p>Any other business</p> <p>13.1 ACTION: DW would ask Sir Andrew Palmley for music funding the following week.</p> <p>13.2 TS drew the governors' attention to the need to consider Brexit. She mentioned DfE guidance and policy on Brexit and that schools were asked whether they required anything else.</p> <p>TS mentioned a survey which drew attention to Brexit's implications to:</p> <ul style="list-style-type: none"> - GDPR - Food shortages - Medicine shortages - Petrol shortages (commuting) - European staff <p>ACTION: TS to circulate survey to Chair / clerk for dissemination to governors.</p>

Please see Part 2 for the Confidential section of the meeting.