

**Sacred Heart Catholic Primary School
Archdiocese of Birmingham**

**Minutes of the Full Governing Body Meeting held at the school
Wednesday 21st September at 6.30pm**

Present:

Mrs. Rachel Gavin	(RG)	Staff Governor, Head teacher
Mrs. Kirsty Grant	(KG)	Local Authority Governor
Mr. David Connolly	(DC)	Foundation Governor (Vice-Chair)
Mr. Patrick Fitzpatrick	(PF)	Foundation Governor (Chair) 7pm onwards
Mr. Miles Saunders	(MS)	Foundation Governor
Mr. Ken Ingram	(KI)	Foundation Governor
Mrs. Karen Barker	(KB)	Foundation Governor
Mr. Luke Thompson	(LT)	Foundation Governor
Mrs. Rebecca Stimpson	(RS)	Foundation Governor
Mrs. Nicola Edwards	(NE)	Staff Governor

Apologies

Mr. Anthony Bowley	(AB)	Foundation Governor
--------------------	------	---------------------

In attendance:

Mrs. Joanna Hackett	(JH)	Clerk
---------------------	------	-------

The meeting was quorate and commenced at 6.38pm.

Opening Prayer

1. Welcome and Apologies

DC welcomed everyone to the meeting, especially RG as the new headteacher, NE as the new Staff Governor, and RS as a new Foundation Governor. Apologies were received and accepted from AB.

2. Notification of urgent AOB – none.

3. Declaration of Interests for this meeting and signing of declaration forms

No declarations of interest were made for this meeting. The declaration forms were all signed.

4. Election of Chair and Vice-Chair

The clerk led the election process for the position of Chair. The only nomination was PF. PF left the room and was elected by governors as Chair.

PF led the election process for the position of Vice-Chair. The only nomination was DC. DC left the room and was elected by governors as Vice-Chair.

5. Governors' Code of Conduct – review and sign

Governors reviewed the NGA Code of Conduct. All governors signed it and this was filed at the school.

6. Headteacher's Report

The headteacher's report had been circulated prior to the meeting.

RG advised that since the report was written, a further TA has resigned. She worked limited hours so her post will not be replaced.

Pupil profile. A child in Year 5 left to go to Trinity School, as they already have a sibling there. There are currently 168 on roll (171 last year). Three children from the same family are due to arrive in November. Three or four others have registered an interest in joining the school. One child in Reception left after one day as the family have decided to home-school the child, alongside her older siblings who are already being home-schooled.

Census Day is at the start of October. The school dinner will be changed on that day to a more popular option, to maximise the number of children choosing school dinners.

Pupil Premium: RG will be sending out letters reminding parents of the advantages of claiming Pupil Premium funding if they are eligible.

The EAL (English as an additional language) figure may not be accurate. This classification is given if a child's language they first learnt is anything other than English.

The SEND figure of 8.2% is relatively low.

Catholic Life of the school. RG explained that she held a meeting to review what works well regarding existing masses, their impact, and what the school wants to achieve. Her aim is for children to have a better understanding of their faith, and for them to be able to draw on it when needed. The existing structure was not necessarily achieving that. She has decided to reduce the whole-school assemblies from three to two per week. In place of the third assembly, teachers will have more reflective time in classrooms instead. Although there will be fewer whole-school masses, the children will be more involved in the planning of them. It is planned to have reflection time in class at the end of every day, so that children leave school calmer. This will involve a prayer candle, and every child will have the chance to speak. The impact of the new structure will be reviewed again in due course.

Energy Kidz. RG advised that there have been some problems with the new before/after school care provider. It was agreed on the inset day that they would use the lodge. Since then, RG has received emails from them demanding use of the school hall, asking for the gates to be padlocked, a front doorbell etc. There has been a detrimental effect on other more established After School Club providers, as they are no longer able to use the school hall. Energy Kidz are governed by different Ofsted rules to the school. Governors gave examples of incidents they have witnessed recently where the children in Energy Kidz were not being supervised properly, and the staff did not seem able to control them. Governors agreed that RG will conduct a parent questionnaire asking for feedback on Energy Kidz, in order to ascertain the extent of such issues and whether other issues have arisen. Governors also checked who is liable if an accident happens on school land within Energy Kidz,

and ascertained that Energy Kidz would be liable, unless there was a Health and Safety issue that the school had been negligent in dealing with.

Action: Conduct parent questionnaire re Energy Kidz (RG)

Quality of teaching. Two new teachers have joined the school. A governor asked whether they are subject to more focused monitoring. RG explained that one is an NQT, and as such is formally monitored every six weeks. The other is experienced, and will therefore have the same formal monitoring as other teachers. Informal monitoring will be carried out by NE as head of KS1.

Data. The data in Years 3, 4 and 5 is less impressive, and reasons for this have been given in the report. A governor questioned whether Year 4 only has a TA for half the time. RG explained that they do not have a full-time TA, but extra class support will still be given in the afternoons. This will be reviewed at the next data point, and may not be able to stay in place all year round.

A governor raised an issue regarding last year's Year 6 cohort, where there were a couple of children with behavior problems. The governor asked for reassurances that the school does everything they can to prevent the behaviour of a small minority of children adversely affecting the rest of the class. RG explained that the behaviour policy is adhered to, and wherever possible, external support is used to support the behavioural problems in individuals. Individual behaviour plans are drawn up with everyone with expertise involved with the child, and the parents are asked to sign this. The only other tool the school can use is to be firmer in issuing exclusions. The school reviews their procedures regarding behavioural problems every half-term. It was agreed that the Performance and Standards committee would consider this in more detail. **Action: P&S committee to further consider the school's effectiveness in dealing with behavioural issues.**

The current Year 5 cohort's results in the start of term assessments are better than the end of summer results, with the same tests being used. RG explained that she will be doing some more work on assessment procedures to make sure that they produce accurate results. Some more training on the Sheffield STAT system will be delivered to teachers. The data will be considered in more detail at the next P&S committee meeting.

Sports. RG explained that until now, all schools paid £1000 per year to Gillotts School for sports events. This year, most schools have decided to opt out, and organise their own events. The school will enter a cross country event hosted by another school, costing £60 per school. KI advised that he coaches with Henley AFC and may be able to offer some support in the future. Sports funding has doubled for this year, but some of it must be spent on promoting healthy living rather than just sports provision.

7. Governors' Action Plan

KG explained that this has not changed since the last meeting. **Action: KG to create a Googledoc so that it can be edited by all governors.**

Action: all governors to review their area of responsibility within the Action Plan, and provide an update on this at the next FGB meeting.

8. Review Committee structure

Governors agreed that having changed the committee structure recently, it was working well having two main committees. The new governors were assigned to committees according to their skills set: NE and RS will join the Performance and Standards Committee.

Governors agreed that if a complaint panel is needed, it will be convened at the time by available governors.

Headteacher Appraisal committee membership was confirmed as follows: KG, MS, and DC. David Burrowes will be invited to attend. **Action: KG to arrange.**

9. Governance issues:

9.1 Governor training since the last FGB meeting

KB advised that she has booked onto a Governor Induction course.

9.2 Governor visits

DC has completed a Safeguarding visit, to review the safeguarding audit. Most governors attended a safeguarding course last year. This can also be done via an e-learning course.

MS will be the SEND governor and KG will be the Early Years governor.

Governors agreed that they will continue to conduct at least two visits per term across the governing body. KG and LT will attend the 'Watch us at work' day on 9th October and will use this opportunity to engage with parents. DC will carry out a safeguarding follow-up visit in October. **Action: PF to review the Governor Visits form with RG.**

9.3 Governor recruitment

The parent governor election process will take place imminently. There are currently two parent governor vacancies and one co-opted governor vacancy. **Action: DC to start the process by including information in tomorrow's school newsletter**

10. Consideration of Academy status

As reported at the last FGB meeting, KG is exploring the idea of academisation with the Federation of St Anne's and St Martin's in Caversham. She met with Bill Quinton, their Chair of Governors. He has met with the Diocese, who have advised that they need to be 'academy ready'. KG explained this means conducting preparatory work regarding resourcing within an academy, who to join with etc. KG is researching the benefits of not joining an academy, and Bill is researching the benefits of joining one. Once this research has been done, they will report back to their respective FGBs. **Action: KG to continue with academy research and report back to the FGB**

RG advised governors that at the Partnership Henley Heads meeting recently, all the schools agreed that they would not be seeking to become an academy. Trinity had carried out more enquiries about the process, but decided not to continue as they would have had to join a MAT with Maidenhead schools.

Governors briefly discussed potential schools to join with. The nearest secondary Catholic school is some distance away. The Diocese seem concerned that some of the Catholic ethos will be lost unless schools convert to a Catholic academy, although there has not been much contact from the Diocese recently on this matter. Governors agreed that they are aiming to have a clear position on this by Christmas. There may be a need for a separate meeting to discuss it in more detail.

11. Review of Policies

DC explained he has reviewed the Complaints policy with RG.

Policy review schedule. **Action: Clerk to meet with RG to review this.**

KG explained that she had recently handed money into the school office for a club, and the money went missing. RG explained that receipts are now given for all cash that comes in to the office. They are trying to move away from cash being used in general, and will use an online company for school dinners. **Action: Accounting for Resources Committee to further consider how to ensure that robust systems are in place regarding money being handed to the school.**

Safeguarding policy. DC and RG have reviewed this and have made minor amendments to it. Governors agreed to the changes and approved the policy.

12. Safeguarding

DC and RG advised that they have started the safeguarding audit process and RG has taken some actions regarding this. Overall, records are good, although there are some gaps in the recruitment records regarding proof of qualifications, references etc. Governors asked RG to investigate this further and find out the extent of the gaps. **Action: RG to find out the extent of the gaps in the recruitment records.**

Regarding the new CCTV system in the lodge, RG will check it is working well and that the tapes are being stored correctly etc. **Action: RG**

13. Health and Safety

No incidents of note. It is hoped to have a 'TLC' day with parents close to the BBQ day, where small jobs around the school site can be done. There was a parking issue in the first week, with cars parked on the zig zags, buggies having to go on the road etc. This was mentioned in the school newsletter, the PCSO has been asked to patrol, and it will continue to be monitored. Some trees were trimmed in the summer holidays. PF will carry out a H&S walk-around. KI to accompany. **Action: H&S walk-around (PF/KI)**

14. Clerk's Briefing

Updates were given as follows:

- 'Edubase' is being replaced by 'GIAS' (Get Information About Schools).
- There is new guidance which gives governing bodies the power to remove elected parent and staff governors.
- There is new guidance called 'What governing bodies should expect from school leaders and what school leaders should expect from governing bodies.' This was circulated prior to the meeting.
- There is new Exclusions guidance, which includes guidance on offering timely and proactive support when dealing with a pupil at risk of being excluded.
- Raise Online is now called 'Analyse School Performance (ASP)'
- Minimum funding per pupil for primary schools will be £3300 per pupil, plus a £110k lump sum for fixed costs.
- Sports premium funding will double this academic year. How this is spent, and the impact of it, should be on the school website. <https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools>
- OCC Pay Policy is currently being reviewed by headteachers and unions. Once this has been done, schools will be informed.
- Benchmarking. This website allows financial benchmarking to take place. It includes how much schools spend on administration, training, whether they

have a surplus or deficit budget etc. Governors should use such information sources rather than just relying on the headteacher for all the information. <https://www.gov.uk/guidance/schools-financial-efficiency-financial-benchmarking>

- Ofsted. There are grade indicators, which state what schools need to be doing to be outstanding, good etc. There is a possible change to one-day inspections. Previously, if Ofsted decided they needed to come back for a second day, it was done the next day. This is likely to change to a delay between the first and second day. Vulnerable children data is very important, and can tip schools from being graded 'outstanding' to 'requires improvement'. Previously, there has been a core focus on attainment in Maths and Writing. This will change to a focus on a broader curriculum, and how that broad curriculum can support vulnerable children. The 'Leadership and Management' section cannot score well unless there is evidence of the governing body providing challenge.
- Primary assessment consultations. There is likely to be a more flexible approach in assessing English writing from 2018 onwards. There will be a change in the starting point for primary school progress. There will be a Year 4 online times table test from 2019 onwards.
- Safeguarding Annual Report. Governors should be part of this, and should challenge the information in it, e.g. ask to see Central Records to identify any potential gaps.
- Governors would benefit from visiting another governing body.
- Governor visits. Use a range of strategies e.g. talk to staff and children, look at books, buildings, displays etc. Focus on school improvement.
- Do governors self-assess? Do they have an action plan? How do they capture their impact? Have they had an external review of governance?

8.35pm KI left the meeting. The meeting remained quorate.

15. Minutes of the FGB meeting of 12th July 2017 to be approved and signed

The minutes from the last meeting were checked for matters of correctness, signed by PF and passed to the school for filing.

16. Matters arising from minutes of FGB meeting 12th July 2017

16.1 (Item 4) Conduct internet usage survey. **Action ongoing.**

16.2 (Item 4) Circulate combined KS2 score for Reading, Writing and Maths – **action ongoing (RG)**

16.3 (Item 15) New competency framework for governors – circulated, action closed.

16.4 (Item 17.4) Review Governor Visits form – **action ongoing (PF)**

16.5 (Item 17.5) Produce Governors newsletter. **Action ongoing, to be done by Christmas. (PF/KG)**

16.6 (Item 17.6) Circulate academy paperwork – done.

16.7 (Item 17.11) Revise 'Home School Agreement' with homework stance. **Action ongoing (GD); KG to circulate Gillotts' HSA. Action ongoing.**

16.8 (Item 17.12) Accounting for Resources to decide on revised figure and update table 2 within Financial Control policy. **Action ongoing (DC)**

17. Urgent AOB – none. Agenda item for next FGB: governors to take a view regarding the pre-school. **Action: Clerk.**

18. Dates of next meetings

The proposed FGB dates that had been circulated were agreed, except the last one which was changed to Monday 16th July 2018.

A separate meeting to review the SDP will take place on 2nd November at 6.30pm at PF's house.

Closing prayer

Meeting closed at 8.44pm

JH 25/09/17