

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

**Minutes of the Full Governing Body Meeting held at the school
Thursday 23rd November 2017 at 6.30pm**

Present:

Mrs. Rachel Gavin	(RG)	Staff Governor, Headteacher
Mr. David Connolly	(DC)	Foundation Governor (Vice-Chair)
Mr. Patrick Fitzpatrick	(PF)	Foundation Governor (Chair)
Mr. Miles Saunders	(MS)	Foundation Governor
Mr. Ken Ingram	(KI)	Foundation Governor
Mrs. Karen Barker	(KB)	Foundation Governor
Mrs. Nicola Edwards	(NE)	Staff Governor
Mr. Anthony Bowley	(AB)	Foundation Governor
Mr. Adam Smith	(AS)	Parent Governor

Apologies

Mr. Luke Thompson	(LT)	Foundation Governor
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Absent

Mrs. Rebecca Stimpson	(RS)	Foundation Governor
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In attendance:

Mrs. Joanna Hackett	(JH)	Clerk
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The meeting was quorate and commenced at 6.38pm.

Opening Prayer

1. Welcome and Apologies

DC welcomed everyone to the meeting, especially AS, a new Parent Governor. AS introduced himself and explained he has three children at the school, in Years 1, 2 and 4. Apologies were received and accepted from LT.

2. Notification of urgent AOB – end of term timings (RG)

3. Declaration of Interests for this meeting: none.

4. Headteacher's Report

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

Staffing. Ms Avery Penna, currently a Year 4 TA, has been appointed as a trainee teacher, to replace Mrs Jane Field in Year 1 from January onwards. This was following no applications being received in response to the advertised post. The Year 4 TA advert will close tomorrow. *Why is the Sports coordinator role not being replaced?* RG explained that this was due to financial limitations. Some of the money saved will be used to train current teachers who have become de-skilled in delivering PE lessons. There is a programme of sporting events the Henley Partnership

delivers. **Action: refresh the school sports programme and publicise on website/inform parents (RG with KI to assist)**

Pupil profile. One family left recently as they decided to home-school their children. A few children are due to join the school very soon, including one family with three children. A lot of tours for parents of prospective Reception children next year have been done recently.

Catholic Life of the School

A governor asked whether Year 3 children are able to take home the 'I belong' books that were given to them (mentioned recently by Father Paul). RG explained that this was tried a few years ago, but children often forgot to bring them back to school when they were needed. RG explained she is willing to try again, but if the books are not brought back to the school then they will be kept at school.

A governor asked how the new reflection time in classes is working. RG responded that she is seeing it take place during her learning walks in the afternoons. KS1 will also have a shared mass soon, where the classes will share what they have learnt.

Safeguarding. RG reported that all teachers and TAs have completed their Safeguarding training. DC and RG have completed the Safeguarding audit. All governors were trained in Safeguarding last September. **Action: RG to arrange a training session with governors who have joined the FGB since September 2016.**

Health and Safety

RG informed governors about the two small pieces of asbestos, which were dealt with appropriately by the school and are not a cause for concern (see Head's report)

Quality of teaching.

RG advised that all staff appraisals have now been completed. The Senior Leadership Team (SLT) have undertaken a book trawl. Two actions for all staff are: clearer differentiation by task; improved presentation. Another book trawl will be done in due course to check these points have been actioned. RG explained she has met with teachers and has been clear with them regarding the expectations for these actions. Excellent practitioners from within the school are also being asked to inspire teachers who need more support regarding this.

A governor asked whether RG feels the traffic light system for behaviour is working, and whether parents and children understand it? RG responded that while the system is understood throughout most of the school, the Reception Year parents have not been briefed on it. RG will include this in the forthcoming Phonics information session to this Year group's parents.

Data.

Governors reviewed the data results. RG explained that the Year 1 data may need checking for accuracy as it is very high.

RG clarified that the Year 4 Maths percentage change should say -2%, not +2%. There is a significant difference in the teacher assessments from July 2017 and September 2017.

RG explained that the Year 5 July 2017 assessments are not very accurate; as a result, there is now a moderating process in place. There are new statements (objectives) for Year 6. MS summarised that the targets are for 80-90% of children to achieve an age-related expectation. Governors queried whether the current Year 6 cohort's KS1 data was strong. RG responded that the results were fine, although not many of the cohort were at 'greater depth'. RG explained that she wants to investigate whether there is a better way to track, and added that she/SLT will write an assessment system.

EYFS. Data is obtained from pre-schools, which verifies the baseline assessment. *A governor asked whether there is a paper audit trail of this*, and RG responded that there is for a small minority of children who come from one particular pre-school. For the vast majority of pupils however no files are passed on to school. The Early Years action plan details what is being done for each subject matter.

Curriculum. RG explained she discovered that some teachers were choosing not to teach French due to a lack of confidence. RG has addressed this. A French teacher from Gillotts School will come to the school once a week to assist in the delivery of French teaching. Miss Stafferton is fluent in French and will support other teachers who are less confident in delivering lessons.

RG reported that several enrichment days are planned.

5. Governors' Action Plan – review and update. Appoint Link Governors.

To be reviewed at the next FGB meeting.

6. Governance issues:

There is one more Parent Governor vacancy. DC is running the process.

KG has resigned from the governing body. Governors passed on their thanks for her significant work over the last few years. The Local Authority governor role is now vacant.

Staff election: NE has been elected. **Action: DC to pass relevant documentation to RG. RG to ensure the documentation for this is accessible.**

6.1 Governor training since the last FGB meeting

KB: New Governor induction, November 2017

DC will be a mentor to AS.

6.2 Governor visits

Two visits are scheduled for December (PF and DC). January visits: AS and MS.

A governors/staff meet was arranged for Monday 18th December, 6.30 to 8.30pm at PF's house.

7. School Development Plan – report back from extra Governors' meeting

Governors met on 2nd November to review the SDP. A few minor amendments were made and incorporated. The Governor Visits policy and form have both been updated to reflect the SDP. All the targets were reviewed thoroughly.

8. Review of Pupil Premium strategy (approve 2016/17 statement)

RG circulated the statement. *A governor queried the figure of 95% on page 1. A governor asked for more detail about the Pupil Profiles.* RG explained that the Pupil

Profile system has been improved. Governors approved the statement to go on the website.

9. Review of Policies: Agree schedule for update of statutory policies

Governors agreed that all policies would be reviewed every three years, unless it was a statutory policy that specifically states it must be reviewed annually. Committee chairs will review the outstanding policies.

10. Headteacher appraisal committee update

Arranged for 6th December. PF, LT, KI will form the committee, together with David Burrows.

11. Pre-school: governors to consider their viewpoint on the pre-school

PF explained that the pre-school is keen to integrate with the school. Governors considered the different options, and acknowledged that the Diocese's view on this will be important. Governors acknowledged that the pre-school is the main feeder pre-school, and if the current pre-school management decided to close for any reason, it may affect the number of children joining the Reception Year at Sacred Heart. By integrating together, the school would have more control over this. If an amalgamation did take place, it would be a lot of work for the school as the pre-school would then fall under the School Business Manager's remit. There are contacts at OCC and the Diocese who would come and speak to governors about this. Governors agreed to set up a working party to consider this, plus the issue of after-school care options. **Action: KI, KB and AS to form a working party with RG and report back at the next FGB meeting.**

12. Safeguarding (including Annual Safeguarding report and recruitment records)

RG explained that it has previously been identified that some recruitment records for staff were missing references. This only applies to administrative staff, not teaching staff. It is difficult to rectify this as it involves appointments that were made a number of years ago. The correct procedures are now being followed for all appointments. All DBS checks have been done. A governor asked whether the school clubs have been checked for DBS checks, and RG responded that they have been spot-checked.

13. Health and Safety (including walk-around update)

Arranged for 12th December.

14. Update re Energy Kidz

RG reported that EnergyKidz have decided the club is not viable, and will therefore close at the end of this term. Although there was a lot of interest initially, there have not been enough children using the club. EnergyKidz needed 32 children to be viable, and the maximum number booked in was 16. EnergyKidz also felt that the site was unsuitable. *A governor asked what current after school clubs there are.* RG responded that there are clubs on most days, although these are not for Reception class children as they are too young. Governors considered options such as the PTA running a Breakfast Club. *A governor expressed concern that some children are being dropped off and left in the playground before 8.30am.* RG will monitor this.

15. Ensure whistle-blowing procedures are in place

RG advised that the staff have reviewed this policy. *A governor asked if the policy is on display in the staff room.* RG responded that all staff have sight of the policy at least annually.

16. Consideration of Academy status (standing agenda item)

PF will meet with the Diocese regarding this. He will also review KG's handover list regarding whether further work needs doing with St Martin's and St Anne's Schools in Caversham.

17. Minutes of the FGB meeting of 21st September 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.

18. Matters arising from minutes of FGB meeting 21st September 2017

18.1 (Item 6) Conduct parent questionnaire re EnergyKidz. No longer relevant. Action closed.

18.2 (Item 6) P&S committee to further consider the school's effectiveness in dealing with behavioural issues. **Action ongoing.**

18.3 (Item 7) **Create a googledoc for Governors' Action Plan. PF to review.**

18.4 (Item 8) Arrange Headteacher appraisal committee. Arranged, action closed.

18.5 (Item 9.2) Review Governor Visits form. Completed, action closed.

18.6 (Item 9.3) Parent Governor election process. Completed, action closed.

18.7 (Item 10) Academy research. To be taken over by PF. Action closed as this is a standing agenda item.

18.8 (Item 11) Policy review schedule – Clerk meet with RG. Completed.

18.9 (Item 11) Accounting for Resources Committee to further consider how to ensure that robust systems are in place regarding money being handed to the school. Completed, action closed. In September 2018, school meals will be paid for online. The office issues receipts for all cash payments. Governors discussed this further and RG explained that some parents owe money for school dinners, and some parents have now left the school. **Action: Accounting for Resources committee to review the procedures for payments owed and ensure they are robust.**

18.10 (Item 12) Identify gaps in recruitment records. Completed, action closed.

18.11 (Item 12) Check the new CCTV system in the Lodge is working well and that the tapes are being stored correctly etc. **Action ongoing (RG)**

18.12 (Item 13) Health and Safety walk-around. Arranged. Action closed.

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

18.14 (Item 16.2) Circulate combined KS2 score for Reading, Writing and Maths. RG advised it was 81%. Action closed.

18.15 (Item 16.4) Review Governor Visits form. Completed, action closed.

18.16 (Item 16.5) Produce Governors' Newsletter. **Ongoing (PF, to be done by Xmas)**

18.17 (Item 16.7) Revise 'Home School Agreement' with homework stance. **Action ongoing (RG);**

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

18.19 (Item 17) Agenda item (pre-school). Action closed.

19. Urgent AOB

Time of school closure at term end. Governors discussed this and acknowledged that Sacred Heart School is the only Henley school not to close early. They also acknowledged that an early finish is disruptive to working parents. They took into consideration that many parents have asked for an earlier finish. Following the discussion, governors voted, and decided that the school will close at 1pm at the end of every full term.

All governors thanked AB for all his hard work as a governor. AB has been involved with the school for ten years, and has been a governor for eight years.

20. Dates of next meetings

Next FGB: Thursday 18th January 2018 at 6.30pm

Performance and Standards: Wednesday 17th January 2018, 6.30pm

Accounting for Resources: Thursday 18th January 2018 at 5.30pm

Data meeting (MS and RG): Thursday 11th January at 9am

Closing prayer

Meeting closed at 8.40pm

JH 28/11/17