

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

**Minutes of the Full Governing Body Meeting held at the school
Wednesday 18th April 2018 at 6.30pm**

Present:

Mrs. Rachel Gavin	(RG)	Staff Governor, Headteacher
Mr. David Connolly	(DC)	Foundation Governor (Vice-Chair)
Mr. Miles Saunders	(MS)	Foundation Governor
Mr. Ken Ingram	(KI)	Foundation Governor
Mrs. Karen Barker	(KB)	Foundation Governor
Mrs. Amy French	(AF)	Parent Governor
Mrs. Nicola Edwards	(NE)	Staff Governor
Mrs. Rebecca Stimpson	(RS)	Foundation Governor (6.58 pm onwards)

Apologies

Mr. Patrick Fitzpatrick	(PF)	Foundation Governor (Chair)
Mr. Adam Smith	(AS)	Parent Governor
Mr. Luke Thompson	(LT)	Foundation Governor

In attendance:

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

The meeting was quorate and commenced at 6.40pm.

Opening Prayer

1. Welcome and Apologies

DC welcomed everyone to the meeting. Apologies were received and accepted from PF, AS and LT.

2. Notification of urgent AOB: Facebook site (RG)

3. Declaration of Interests for this meeting: none.

4. Headteacher's Report, including review of SDP

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

Numbers on roll and attendance.

RG explained that the figure should state 29 children in Year 3.

Overall attendance is slightly lower than the school's aim of 97%. Letters have been sent home for about six to eight children. Two low attendance rates were for medical needs, so letters were not sent for these. In a couple of cases children had unauthorised absences for holidays visiting family abroad.

One child left the school and a few children have joined.

Catholic Life. Most of the focus is on preparing for the forthcoming RE inspection, which is likely to be in September. Governors agreed it would be useful for Mrs Park (RE coordinator) to present to governors on this subject in the next academic year.

(Clerk: agenda setting). PF is due to have a Catholic Life meeting with RG and Mrs Park soon, as stated within the SDP. Children in Year 3 have made their first confession, together with two children from other year groups who previously missed this.

Safeguarding. DC and RG met recently and the notes from this are on Governor Hub. The meeting reviewed the action points identified in the Safeguarding Evaluation Form. The key issues were the anti-bullying self-assessment, which generated an anti-bullying action plan. DC will attend school on 25th May to speak to pupils to gain an understanding of their sense of awareness regarding anti-bullying. There were some follow-up action points regarding the single central record. Tina Newman is taking on more of a safeguarding role as the Deputy Safeguarding lead.

Health and Safety. The Health and Safety OCC inspection was conducted recently, with no major issues. RG is awaiting a space on a H&S training course.

Quality of teaching. NE and CG recently completed learning walks. Some very good practice was identified, and some less so. The senior leadership team have had training from David Burrows regarding current research on best teaching. There is now a plan in place to offer CPD (Continuous Professional Development) to teaching staff, with a focus on what good teaching looks like. Further inset days and a series of staff meetings will continue to focus on this.

Data analysis. RG will do another summary and put this on Governor Hub. The SLT are due to meet soon regarding Gifted and Talented provision at the school.

Henley Partnership. RG shared the Henley Partnership Annual Development Plan Review. See GDPR update.

6.58pm RS arrived.

School Development Plan. The SLT have updated this.

Prayer bags will be done in May.

Teaching and Learning. A governor asked for RE data and RG explained that this will be looked at separately at the meeting with PF and Mrs Parks. PF will report back to governors.

Personal development and welfare. Each class is doing a community action project. A lot are linked with Henley Town Council. This is an effective way of promoting the school within the local community.

A governor asked how often the SDP is shared with staff. RG responded that it was shared at least once every six weeks.

5. Review and approve budget for new financial year

This was reviewed by the Accounting for Resources committee. There is currently a surplus of £26k. The budget forecasts a surplus of £44k next year, then £53k, then £28k. Governors discussed this and felt it was necessary to build up a surplus over the next three years, due to projected falling pupil numbers.

There may be a need to employ a TA for 20 hours a week in Year 2. This cohort is being closely monitored and this will be considered in due course.

Governors approved the budget.

6. Approve SEND information report.

No changes were made to the report which is on the website. Approved.

7. Governors' Action Plan – review and update

DC reported that governors met on 26th March to review the Governors' Action Plan. It is currently being updated by PF. The results of the parent survey were discussed. A response to the comments was included in the school newsletter. Communication arose as an area for potential improvement (although a lot of parents were satisfied with the current levels of communication). It was agreed that it would be useful to repeat the parent survey every year. A Staff survey will also be done. Governors thanked AF for her work on the parent survey.

Governors discussed the comments from some parents regarding the location of the end of term awards. RG explained that some children on the Autistic Spectrum find the change of location from the school to Christ Church very challenging, and this has emanated in difficult situations where staff members have had to try to calm a distressed child down in front of all the parents. Due to this, RG made the decision to only have the Summer term awards at Christ Church, rather than to use this location every term. Governors agreed that it would be helpful for them to understand RG's rationale in cases like this, in order that they can support her decision and try to explain it to parents. Governors also discussed potential other solutions to the issue.

8. Governance issues

Member profiles on website. This is almost completed, with KB arranging.

Governor training. Exclusions training on 16th May: RS and AF to attend.

Governor visits. KB has completed two visits where she assessed children's understanding of internet safety. The children had a good understanding of the issues. DC has done a safeguarding visit. A number of governors attended during World Book Week and read to children. MS has completed a data visit.

Skills profiles – ongoing.

Governors' newsletter – AF and PF are working on this. To go out with school reports (13th July).

Committee updates

8.1 Accounting for Resources

The committee met on 18th April. They reviewed next year's budget.

Governors considered capital expenditure. The floor in the hall needs fixing; this may be covered by insurance. The floor in Year 2 also needs work on, especially as a couple of children with mobility limitations will be moving into that class in September. A plan is in place to mend the floor.

Use of Parentpay for school dinner payments is working well and has significantly reduced the levels of non-payment. Parents who owe money from the previous system will be approached in an effort to clear the balances.

8.2 Performance and Standards

The committee met on 18th April. They reviewed the latest data for pupil outcomes. Although targets are not currently met, RG has met with teachers to ascertain the likelihood of targets being met. All staff have confirmed that they believe these will be reached by the end of the academic year. A new data tool is being used, to produce more robust data. RG and the SLT will work with staff to ensure they understand the new data tool fully. RG will do a report for governors on this. She will also list the action points on data generated from the committee meeting.

Governors discussed the fact that while the school is trying to achieve a broad and balanced curriculum, the assessment data that governors review only relates to Maths, Reading and Writing. Governors considered this and felt it would be worthwhile having inputs from staff members about the wider curriculum eg Science, PE etc. This will be done at committee level. The P&S committee will draw up a schedule for this.

9. GDPR update

RG reported that the Partnership Heads will meet on 1st May to review the three quotes from different companies for providing a Data Protection Officer, and will make an external appointment. *A governor asked how the quality of the work of the DPO will be ensured;* RG will raise this at the Partnership Heads meeting.

10. Review of policies

Drug and Misuse policy to be reviewed by P&S committee. Managing Allegations policy was approved by P&S committee. RG will include a list of the policies to be reviewed, and whether they are new or have significant changes or not, in her Head's report.

11. Admission arrangements for 2019 entry

The Admissions Policy for 2019 entry was approved, with no changes.

12. Safeguarding. Covered in Head's report.

13. Health and Safety. Covered in Head's report.

14. Review PE and Sports Premium funding

RG went through the summary document, which had been circulated prior to the meeting. The summary sheet accounted for all the funding except £5k. Cycling proficiency for the older year groups will take place, facilitated by the OCC Fire & Rescue Service. The Sports Premium funding will be used for this. A governor queried the number of tournaments throughout the year and RG explained she felt the number of tournaments was quite high and was the maximum that the school could manage.

RG explained about the employment of sports coaches. Their effectiveness is being monitored.

Governors approved the report.

15. Consideration of Academy status (standing agenda item)

No developments.

16. Pre-school working party update

Sacred Heart FGB Minutes 18/04/18 Page 4 of 5

Date.....

Signed.....

RG has met with the Diocese Director of Education regarding what steps need to be taken. The working party will be deferred until the next academic year.

17. Minutes of the FGB meeting of 18th January 2018 to be approved and signed

The previous minutes were checked page by page for correctness, were approved, signed by DC and passed to the school for filing.

18. Matters arising from Minutes of 18th January 2018

- 18.1 (Item 6.2) Governor profiles on school website – completed.
- 18.2 (Item 6.3) Two governors to attend exclusions training 16th May. In hand.
- 18.3 (Item 6.5) Governors to complete skills audit. Completed.
- 18.4 (Item 6.6) Governors' Newsletter. To be done in July. **(Clerk: agenda setting)**
- 18.5 (Item 9) Review Admissions policy. Completed.
- 18.6 (Item 15.1) Refresh school sports programme. Completed.
- 18.7 (Item 15.2) Safeguarding training for new governors. Arranged.
- 18.8 (Item 15.3) Staff governor election paperwork to go on Governor Hub – **ongoing (DC)**
- 18.9 (Item 15.4) Working party meeting re the Pre-school. Deferred until the next academic year. **(Clerk: agenda setting)**
- 18.10 (Item 15.7) Review payments owed to office by parents and review system. Done.
- 18.11 (Item 15.11) Revise Home School Agreement re homework stance. AF will include it in the welcome pack for new parents. Action closed.

19. Urgent AOB

Facebook site. RG explained that there have been a lot of problems with this. The site is becoming unwieldy and is being used for parents to air their grievances, not always in a constructive manner. Governors discussed options regarding this, such as monitoring the site and making it a requirement for posts to be approved by an administrator of the site. However, this places an expectation on those administrators that they will monitor posts over weekends, holidays etc and does not promote a healthy work/life balance. KB will speak to the PTA about the site, with a view to the two-way communication being changed to a one-way forum, for the school to message out rather than to allow messages in. **Action: KB**

20. Dates of next meetings

Next FGB meeting: Monday 16th July, 6.30pm at the school. Committee dates to be arranged by Committee Chairs.

Governors thanked DC for chairing the meeting.

Closing prayer

Meeting closed at 8.33pm

JH 20/04/18