

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

**Minutes of the Full Governing Body Meeting held at the school
Wednesday 10th October 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
Mrs. Karen Barker	(KB)	Foundation Governor
Mrs. Amy French	(AF)	Parent Governor
Mrs. Rebecca Stimpson	(RS)	Foundation Governor
Mr. Patrick Fitzpatrick	(PF)	Foundation Governor (Chair)
Mr. Luke Thompson	(LT)	Foundation Governor
Mr. Ken Ingram	(KI)	Foundation Governor

Apologies

Mr. Adam Smith	(AS)	Parent Governor
Mrs. Nicola Edwards	(NE)	Staff Governor

In attendance:

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

The meeting was quorate and commenced at 6.38pm.

Opening Prayer

1. Welcome and Apologies

PF welcomed everyone to the meeting. Apologies were received and accepted from AS and NE.

2. Notification of urgent AOB: none.

3. Declaration of interests for this meeting: none. The declaration of interest forms will be signed at the next FGB meeting.

4. Election of Chair and Vice-Chair

The election process was carried out. PF was elected as Chair and DC as Vice-Chair, both for a term of one year.

5. Governors' Code of Conduct. To be signed at the next FGB meeting.

6. Receive and scrutinise Headteacher's Report, including review of SDP

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

Number of children on roll. An additional Year 4 child has been accepted, bringing the total number to 31. The census took place on 4th October. Pupil Premium figures

will be updated at the next meeting as some applications are currently being processed.

Health and Safety. The floor has been completed. The final cost is unknown, but it will be paid for through insurance.

Safeguarding. Much of the safeguarding report has been drafted. DC, as safeguarding governor, will meet with RG soon. The 'Keeping Children Safe in Education' document has been updated. New recommendations (such as having two emergency contact numbers per child and risk assessing volunteers with regards to DBS checks) have all been checked and the school already complies with the recommendations.

Baseline data for RE in reception has been obtained. The children's understanding of RE is generally low currently.

Sports. At the Heads Partnership meeting, it was proposed that Sacred Heart would set up tournaments for younger children to partake in. There has been a mixed response following invites being sent out to other schools; therefore, with the exception of the upcoming tournament in October which has already been arranged, future events will be against one school at a time rather than tournaments involving more than one school.

Staffing. A governor asked about whether there is a longer-term plan regarding the Year 1 teacher who has unqualified teacher status. RG explained that there is no pressing urgency regarding this, but the member of staff may elect to undergo the assessment-only route to becoming qualified. RG has previously checked with HR regarding the current situation, and there are no problems with it.

School Development Plan. This has been drafted by the Senior Leadership Team, and all teachers have been consulted. RG summarised the different areas of the SDP:

RE/Catholic life. The monitoring visit in June has driven most of the goals. Mrs. Parks will oversee RE, and RG will oversee Catholic Life. Catholic Pupil Profiles are being introduced, as recommended by the Diocese since 2014. The school has adopted the virtues and values initially created by the Jesuits. RG is going through the values in school assemblies. Children are able to nominate a peer for behaviour which demonstrates a particular value. The nominations are received by the class teacher, and the nominated child may receive an award. A governor queried whether all Year 6 children have a responsibility. RG explained that they can apply to be buddies, prefects etc. In the past all Year 6 children had a particular responsibility, but this did not work so well. Community Action projects are continuing, which promote care and concern in the community.

Leadership and Management. RG has checked the Ofsted handbook for 'outstanding' criteria. Three staff members are on the SLT, and other teachers have a role above and beyond their classroom role, which is linked with their appraisal and targets. Ofsted has a large focus on the wider curriculum and evidence of this. This is difficult to do in Year 6 due to SATs English and Maths preparation; however, Year

6 are involved in the whole-school 'theme weeks'. 'Healthy me, healthy planet' is a key theme currently. Evidence of wider curriculum will be in the lesson planning and this theme will be examined through the book monitoring also.

Teaching, learning and assessment. A key focus is providing sufficient challenge for the most able pupils. The dip in performance in Years 3 and 4 will be monitored more closely.

Personal development, behaviour and welfare. This was judged to be outstanding in the latest Ofsted inspection. RG is investigating the school working towards a kitemark in mental health and well-being, with another school. *Governors questioned whether the school needs to spend more time on this area, given that what they are already doing is outstanding;* RG explained that she felt it was worth doing, as more children are coming through the school with mental health and wellbeing issues that staff are not trained in. Governors agreed, although felt it was important to also continue doing effective strategies that have worked well before.

A governor asked if the school tracks whether PP and SEND children attend the after-school clubs. RG explained that the PP children are offered a free club, and this is tracked.

A governor asked how the SDP is reviewed. RG explained that the SLT review it most weeks, and the rest of the staff review it once a half-term. *Governors asked whether RG felt staff were engaged in the SDP,* and RG stated she felt that they were, as they have all helped shape it in the initial consultation process.

7. Review Committee structure and agree terms of reference; agree committee membership

Governors agreed there were no changes to the committee structure. The committee membership remained the same. The Chairs were re-elected (Performance and Standards MS; Accounting for Resources DC).

The Pay committee remained with LT as Chair.

8. Governance issues:

Governor training since last FGB meeting

No training since the last FGB meeting. RS will undergo SEND training. RG will look at involving governors in a teachers' twilight training session. PF advised that there was a 'reframing' programme in church recently, with one session on Catholic education. PF will see if this session could be repeated. **Action: PF**

Governor Visits

PF to do a visit on 29th October on Pupil Premium. RS to do a SEND visit, AF to do a 'wider curriculum' visit and DC to do a safeguarding visit. New EYFS link governor: KI.

Governor recruitment

DC is renewing his term of office through the Diocese. A parent has recently stated to RG they are interested in becoming a governor. This parent could join as a co-opted governor if their skills set is appropriate. **Action: PF to consider prospective governor.**

Governance Action Plan

To become a standing agenda item. **Action: All governors to review their area of the plan.**

9. Review Admissions Policy for 2020 admission – see item 11.

10. Consideration of Academy status – no new information.

11. Review of Policies

The committees reviewed and approved the following policies:

Admissions policy (no changes made)

Child protection

Safeguarding.

Allegations of abuse against staff and volunteers

Code of conduct

Staff induction

Whistleblowing (amendments being made to clarify the process once a report is received)

GDPR policies. (For subject access requests, the response may be longer than a month if the request is received in the school holidays).

12. Review Pupil Premium report

RG explained that all PP children made expected progress and a high percentage made better than expected progress. Although all children have progressed, some are still not meeting the required standard. The total number of PP children last year was 10/11 (mid-year leavers/arrivals). Governors asked if one particular subject stood out where they were not meeting the required standard, but RG explained that it did not. Governors asked how the school counsellor is funded, and RG explained that it is funded through the Henley Educational Trust. A high proportion of the PP children see the school counsellor. Overall attendance of PP children is 91%. This is slightly below the target, but is mostly due to one pupil. Specific action has been taken with that child, and their attendance rate has improved slightly. Four children had an attendance rate of below 95%. The lowest individual rate is 87%. The approach of metacognition and self-regulation skills is being adopted in the school, and this will be a CPD session for staff. This gives children the skills to be more independent. *Governors noted the success criteria for working more closely with families (parents becoming more confident and meeting more regularly with the teacher), and discussed how this could be measured.* RG explained that in terms of engagement, the parents of SEND and PP children are contacted by the school to arrange an appointment at the start of the school year; this is in addition to the standard parent meetings that are held later in the term. *Governors suggested the school keeps a log of engagement with PP parents, so that further measures can be put in place if the PP parents are choosing not to engage.* Governors approved the PP report for publication on the school website.

13. Ensure GDPR compliance of school (update)

RG is contacting the GDPR company to request a health check of the school's data protection processes.

14. Pre-school working party – arrange initial meeting and membership of working party

RG advised that the Pre-school have approached the school and asked whether the school would consider taking in the pre-school as part of the school. RG has had a

preliminary meeting regarding this and explained that it may benefit the school in terms of boosting the number of children, as the reception numbers are currently low. The pre-school's accounts are not good. Shiplake Primary School have recently taken on their pre-school; RG will speak to their head. RG will conduct some initial investigations on the feasibility and will report back at the next FGB meeting. If taking on the pre-school seems preferable, a working party of governors will be set up to consider the issue in more detail. It is likely that the earliest position to open the new pre-school would be September 2019. It may be that the current pre-school closes, and pre-school staff could be invited to apply for a position in the new pre-school. AF volunteered to be part of the working party.

15. Head's appraisal – confirm final arrangements

To be done on 18th October at 9.30am. PF and KI to carry out appraisal with David Burrowes.

16. Safeguarding - no issues

17. Health and Safety

No issues. The annual check will be on 31st January. PF will carry out a walk-around before this date.

18. Clerk's Briefing

- There is new guidance called 'A guide for school governors and academy trustees', written by ESFA (Education and Skills Funding Agency), June 2018. It sets out what is reasonable to expect to see from your headteacher when looking at the performance of your school. The key messages for governors are: Plan ahead; Know your school; Ask the right questions; Collaborate with others; Consider your impact.
- Exceptions report template. This can be used to record any issues such as where gaps are, red flags against national benchmarks etc. It records what governors have done about the issue and can build a portfolio of what governors have done over time.
- Primary school accountability. This document is produced at this time every year. The guidance is for school leaders, staff and governing bodies. It gives the KS2 headline measures. It gives the floor standards and what constitutes a 'coasting' school (where insufficient progress is being made).
- OCC is offering a checking service for £125 to check that the school has everything they need on their website. KB has already carried out this check on the website.
- GIAS (Get Information About Schools) must be notified by the school of changes in governors, vacancies etc.
- School News – all governors can subscribe to this weekly newsletter from OCC.
- Governors need to report on the safeguarding audit by the end of December. Governors should ask the headteacher for evidence to support the audit.
- Across Oxfordshire, the proportion of children reaching a good level of development in EYFS is above the national average. The gap between

FSM and non-FSM attainment is getting bigger. There is new training available for EYFS link governors. The Year 1 Phonics test results across Oxfordshire are slightly below the national average. The end of KS1 results are above the national average for Reading and Maths, and below for writing. In order to be in line with the national average, a further 80 children across the county need to meet the standard in writing. The FSM gap is 30% (20% nationally). For end of KS2 results, the combined Reading/Writing/Maths score is in line with the national average. 10% of pupils are working at the higher combined standard (Reading, Writing and Maths), which is in line with the national figure. Governors should be looking at prior attainment groups (how Low Achievers, Middle Achievers and High Achievers at KS1 performed at KS2).

- The governor services training brochure is now available. Unlimited training for all governors is £750, while one governor induction course without the unlimited package costs £550.
- 'Starter for ten' is a one-page document to assist governing bodies in self-reflection.
- Skills audits should be used to identify skills gaps in governing bodies, which should then be used when filling vacancies.
- OCC is offering external governance reviews (information in the training brochure)

A summary of the clerk's briefing, together with links, has been placed on Governor Hub.

19. Minutes of the FGB Meeting of 16th July 2018 to be approved and signed

The minutes were checked page by page for correctness, approved by the governing body and signed by the chair, and passed to the school for filing.

20. Matters arising from Minutes of FGB Meeting 16th July 2018

20.1 (Item 4) Governor visit forms to be amended to state 'evidence of differentiation' – completed.

20.2 (Item 6) RG to circulate info on age-appropriateness of different apps. RG reported that two internet safety sessions were held for parents: nine parents attended the first session and one parent attended the second session. **Action: RG to check with the PCSO regarding whether this information was included in the session.**

20.3 (Item 6) **Skills profile from LT, RG, NE – action ongoing**

20.4 (Item 10) **Safeguarding report by DC – for next FGB meeting.**

20.5 (Item 12) Analyse School Performance password to MS – completed.

20.6 (Item 14) Minutes on school website – completed.

20.7 (Item 15.1) Staff governor election paperwork to go onto Governor Hub – **action ongoing, DC**

20.8 (Item 16) Head's appraisal. See item 15. Action closed.

20.9 (Item 17) Clerk to circulate further FGB dates. Completed.

21. Urgent AOB

LT reported that the Pay Committee (AF, LT and MS) met and ratified the recommendations made by RG.

Parentview survey. There were 46 respondents to the recent Parentview survey. *Governors suggested that the positive comments are displayed on the school website.* RG and AF will go through the responses and consider what comments should go on the website (**Action: RG/AF**). RG advised that the results of the survey will be given to prospective parents in their information pack.

School PTA. Collaboration meetings involving PTA members, school staff members and governors have worked well in the past. Governors agreed another meeting would be beneficial.

PF offered thanks to AF for the governors' newsletter which was circulated at the end of the summer term.

22. Dates of next meetings

FGB dates: 6th December, 7th February, 4th April, 16th May, 11th July

Next P&S meeting: Tuesday 20th November, 6.30pm

Next Resources meeting to be advised.

Closing prayer

Meeting closed at 8.27pm

JH 15/10/18