

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

**Minutes of the Full Governing Body Meeting held at the school
Thursday 6th December 2018 at 6.30pm**

Present:

Mrs. Rachel Gavin	(RG)	Staff Governor, Headteacher
Mr. Adam Smith	(AS)	Parent Governor
Mrs. Nicola Edwards	(NE)	Staff Governor
Mr. Miles Saunders	(MS)	Foundation Governor
Mrs. Karen Barker	(KB)	Foundation Governor
Mrs. Amy French	(AF)	Parent Governor

Apologies

Mrs. Rebecca Stimpson	(RS)	Foundation Governor
Mr. Patrick Fitzpatrick	(PF)	Foundation Governor (Chair)
Mr. Ken Ingram	(KI)	Foundation Governor
Mr. David Connolly	(DC)	Foundation Governor (Vice-Chair)

Absent

Mr. Luke Thompson	(LT)	Foundation Governor
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In attendance:

Mrs. Joanna Hackett	(JH)	Clerk
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The meeting was quorate and commenced at 6.31pm.

Opening Prayer

1. Welcome and Apologies

MS welcomed everyone to the meeting. Apologies were received and accepted from RS, PF, KI and DC.

2. Notification of urgent AOB:

- Parents dropping children off early at school

3. Declaration of interests for this meeting: none. The declaration of interest forms were completed and signed.

4. Governors' Code of Conduct. The NGA 2018-19 Code of Conduct was signed by all governors.

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

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

The attendance figure is in line with the government's expected level, but lower than it has been in recent years. The main reasons are illness and unauthorised holidays. A lot of children have family members in other countries, so these holidays are likely to continue.

Pupils on roll: another student joined the school this week (in addition to the figures stated in the report).

Health and Safety. The policies are being worked through ahead of the monitoring visit in January. EEF visited the school last year regarding the school potentially receiving funding to repair the buildings. They visited again recently but it is not yet known if any funding will be received. The state of the playground was pointed out to them also. It is possible that capital funding could be used to resurface the playground. A governor asked if there were any areas of concern in advance of the H&S monitoring visit. The headteacher explained that all the minor points from last year's visit have been actioned. A governor asked whether the H&S visit will include the pre-school. The HT explained that the pre-school is separate to the school, but the lease is not very clear (see item 8).

Safeguarding. A meeting has been arranged with the safeguarding governor in January, to go through the annual safeguarding report. A governor suggested adding in the word 'written' to the bullying paragraph, to include written as well as verbal bullying. Anti-bullying week has just taken place. In future years, it will be covered throughout the year in several sessions rather than all in one week. *A governor asked how any bullying at the school is monitored.* The HT explained that each class teacher logs any reports of bullying. *A governor asked how the school finds out about any bullying that is not reported.* The HT and NE explained that there are 'worry boxes' where children can post notes into, anonymously if wished. Issues are also talked about with the class in PHSE lessons. If an incident of a child being unkind at playtime occurs, staff complete an incident form.

Quality of Education. Lesson observations and at least four drop-in visits have been carried out on each teacher, by the Headteacher and SLT. All observations were good or better. Some drop-in visits were not as good. Teachers will also observe each other teaching.

Data. Covered at committee level.

RE. Governors reviewed a report from the RE coordinator. In order to be judged as 'outstanding' in a Section 48 inspection, children have to take the initiative in religious aspects of the school. Some children are already doing this.

School Council. KB and KI will attend a School Council meeting in the new year.

School Development Plan. This has been updated. There are no concerns currently.

6. Governance Action Plan. Governors agreed a date to review this at a separate meeting (Thursday 17th January at 7pm).

7. Governance

Governor Training: none since the last meeting

Governor Visits:

AF: Mass, Assembly and Values and Virtue assembly. Every term a new set of values is launched as a focus.

KI: EYFS visit and some personal coaching.

AS: Assembly and unexpected fire alarm. This occurred when a member of staff accidentally leant on the fire alarm. AS reported that the building was evacuated swiftly and in an orderly manner.

Planned visits for next term: KB: School Council; MS: Provision maps (interventions) Year 2; Safeguarding (DC); Pupil Premium (PF); H&S (PF); Wider curriculum (AF).

Governor recruitment: no change since the last meeting.

8. Pre-School – update on research.

AF and RG explained the current situation. They visited Shiplake Primary School recently, with Sue Riches, as Shiplake has recently amalgamated with their pre-school. They met the Head, Bursar and Vice-Chair of governors. Shiplake were very candid in sharing their processes, experiences etc. Their situation is slightly different as the school and pre-school are on different sites. They took over the pre-school when it was about to close. The due process is very complicated. Governors acknowledged that if the decision is made for Sacred Heart to take on the pre-school, it would be a lot of extra work for RG, who is currently only in her second year of headship. It is important that the extra work should not impact detrimentally on the school.

It was agreed that RG and AF will produce a document giving the advantages and disadvantages of taking on the pre-school, for governors to consider at the next FGB meeting. **Action: RG and AF**

If a decision is made to take on the pre-school, it would have to dissolve as a charity. The existing members of staff would have to be taken on.

Regardless of the outcome of the decision, the lease needs tightening up, so that it is clear regarding who is responsible for the upkeep of the building, fire alarm arrangements etc.

9. Consideration of Academy status – no new information.

10. Review of Policies. Reviewed at committee level.

11. Ensure GDPR compliance of school (update)

The Headteacher has met with the 'Turn it on' Data Protection Officer. Once they have done the initial work, the school will take on responsibility for this. This will need to be reflected in the staff member's pay (SH).

12. Head's Appraisal. MS confirmed that this has been completed.

13. Safeguarding. Covered in item 5.

14. Health and Safety. Covered in item 5.

15. Committee updates

Accounting for Resources

KB updated governors. There is a projected carry forward of £43k. The committee agreed a process to resolve the historic parent debts. The new cashless system at the school is working well. Governors discussed spending money raised by SHIPS. KB to arrange a meeting with SHIPS, with RG and AS attending also. **Action: KB**

Performance and Standards

MS updated governors. The following policies were approved: CCTV, Social Media, Continuous Professional Development. A governor suggested including a reference to governor CPD within the CPD policy. **Action: RG to add this in.**

The school data to November 2018 was scrutinised. There are no concerns. In some years the data is lower, but a number of new pupils have entered the school. The committee are satisfied with the actions the school is taking. Data moderation was discussed, and consistency throughout the school for teaching spellings. Maths schemes are being considered also. RG is looking at the costs involved. NE, as English coordinator, has taught some writing lessons across the whole school. The committee also discussed how the more able children can achieve the 'greater depth' level, and how this is being monitored.

16. Minutes of the FGB Meeting of 10th October 2018 to be approved and signed

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

17. Matters arising from Minutes of FGB Meeting 10th October 2018

17.1 (Item 8) PF to see if the church session on Catholic Education could be repeated – action ongoing

17.2 (Item 8) Governor recruitment – PF to consider a prospective co-opted governor (parent at the school) – action ongoing

17.3 (Item 8) Governor Action Plan – all governors to review – action closed as this will be reviewed at a separate meeting in January

17.4 (Item 20.2) RG to check with the PCSO regarding whether information on the age-appropriateness of apps was included in the Internet Safety sessions. It was included – action closed.

17.5 (Item 20.3) Skills profile. RG and NE completed, LT ongoing.

17.6 (Item 20.4) Safeguarding report (DC), action ongoing.

17.7 (Item 20.7) Staff election paperwork to go onto Governor Hub (DC) – action ongoing.

17.8 (Item 21) AF to put Parentview comments on school website – ongoing.

18. Urgent AOB

Unaccompanied children at school before school opens.

DC had previously asked RG to send a reminder to parents regarding the policy that no child should be left at the school unaccompanied in the mornings before school starts. Some Year 6 parents asked the school to reconsider this policy, as their children walk themselves to school. RG explained that Year 6 children have always been allowed to walk to school by themselves, with parental permission. The issue is that children should only arrive at school at 8.40am, ready to line up at 8.45am. Governors expressed concern that if a serious accident on the school site took place earlier than 8.40am, although the school is adhering to the policy, there could be some blame attributed to the school for having unaccompanied children on site at that time. Governors discussed the situation and potential solutions. RG had researched other primary schools. The vast majority do not allow children on the school site unaccompanied. One local school employs a member of staff to be on the playground at 8.40am, to cover the time from 8.40am to 8.45am. Governors agreed that no pupil should be left unaccompanied on school property before the

start of school (8.45am). Governors suggested that parents could be reminded that no child should be at the school earlier than 8.30am, and if it is found that children are still coming to the school before 8.30am, further measures will be considered, such as locking the school gate until this time. **Action: AF to draft a communication to parents regarding this.**

19. Dates of next meetings

FGB dates: 7th February, 4th April, 16th May, 11th July
Governors' Action Plan review meeting: Thursday 17th January at 7pm.
Next P&S meeting: Thursday 4th April, 5.30pm (pre-FGB)
Next Resources meeting to be advised.

Closing prayer

Meeting closed at 7.55pm

JH 13/12/18