

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

**Minutes of the Full Governing Body Meeting held at the school
Thursday 7th February 2019 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
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)

Apologies

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 6.35pm.

Opening Prayer

1. Welcome and Apologies

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

2. Notification of urgent AOB: none.

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.

Attendance was discussed in the P&S committee. There are 21 children who are persistent absentees. Half have a good reason (illness etc). The committee discussed the procedure the school follows and were satisfied that the school are doing everything they should be doing regarding this. There is some concern over a number of families who are taking their children out of school and are also persistently late.

There have been more expressions of interests from families for in-year admissions.

Health and Safety. The water leak issue is ongoing and will be investigated over half-term. A Stress Action Plan was discussed at committee level. The H&S monitoring inspection was very positive. The Food Standards rating recently increased from a 4 to a 5.

6.45pm PF and AF arrived.

A monitoring visit took place recently by Justine Loams (Diocese, School Improvement). The key actions are listed in the HT's report. At the last monitoring visit, it was raised that there was little evidence of differentiation within the RE books. This has been addressed through the 'Three heart challenge', where children can complete up to three tasks, of increasing difficulty.

A new Maths scheme (Abacus) has been started on a 30-day trial basis.

A governor queried where the progress notes were in the Science Action Plan as they were not in the specific column. RG advised that the updates were in bold.

6. Governance Action Plan.

A meeting was held on 17th January to update this.

Governors reviewed one part of the action plan, regarding whether they wanted to continue posting the FGB minutes on the school website or not. Governors agreed that this practice would continue, to demonstrate openness and transparency to stakeholders. A reminder will be included in the end-of-year governors' letter to parents that the minutes are available on the website.

Governors considered the impact of governance. If any challenges are raised from link visits, these are recorded at the bottom of the link visit form, and RG records her response there also. A governor reminded all governors that a key question needs to be 'what has been done in this meeting to improve the education for all pupils?'. Governors will keep an 'impact folder' with all challenges. Governors were reminded that all governor visit forms should be uploaded onto Governor Hub.

Governors discussed breaking down any possible barriers between staff and governors by having a joint training session at an Inset day.

A governor asked for RG to include an update on Continuous Professional Development on the head's report.

7. Governance

Governor Training:

KB: Safer Recruitment (January 2019)

Governor Visits:

PF: H&S walk-around January 2019

DC: Safeguarding visit January 2019

KI: EYFS November 2018. Reviewed the EYFS action plan and involved some coaching also.

MS: Data visit (Year 2 with NE and AS), with a focus on what is being done for the pupils who need more support (SEND, PP etc)

Planned governor visits for next term:

PF: RE; MS: Data; RS: SEND; DC: Safeguarding; KB: critical/emergency plan

Some governors will attend World Book Day on March 7th and participate in reading stories to children. NE advised that she will be launching a sponsored read-a-thon soon.

Governor recruitment. No developments.

Succession Planning. Governors gave an indication as to whether they would be likely to stay on beyond their current term of office. Most terms of office expire in 2021 and 2022. At least three governors will not renew their term of office beyond 2021. The governing body will look to start recruiting in the next academic year.

8. Pre-School – Further consideration (pros/cons from RG/AF); issue of tightening up of lease

Following RG and AF's recent meeting with Shiplake Primary School, they drew up a list of pros and cons for taking on the pre-school on the school site. Governors reviewed the list. Most of the benefits were around potentially boosting the number of children in the Reception year. Governors commented that if the pre-school does fold, the links with other pre-schools in the area can be strengthened. The cons were mainly around the amount of work that would be involved, especially for RG as a relatively new headteacher. This could mean that the school suffers as a consequence. Governors felt that the best marketing for the school is having a successful school, which requires RG's attention to be on the school and not elsewhere. If the pre-school closes, the school would have use of the building, which could be used for wrap-around care, which would make the school more appealing for some families. After considering all the pros and cons, governors agreed that the school would not be taking on the pre-school at this time. **Action: PF and AF to communicate this decision to the pre-school.**

The school will continue to have good links with the pre-school eg. with the choir singing there.

The lease agreement still needs working on, to be clear for all.

9. Consideration of Academy status

PF advised that he has contacted Adam Hardy at the Diocese and asked for a meeting to discuss this.

10. Review of Policies. Reviewed at committee level.

11. Ensure GDPR compliance of school (update)

GDPR policies have been reviewed at committee level (Parent Privacy, Data Protection, Pupil Privacy etc). RG advised that there have been no data protection issues. A governor queried what support the school is receiving from the GDPR company. RG advised that if a data request is made, the company deals with that.

12. Publish proposed admission arrangements 2020 intake.

No change to the arrangements. One paragraph states that in-year admissions have to go to governors for clarification; **Action: RG to seek clarification on this.**

13. Safeguarding and Annual Safeguarding Report

DC advised that he met with RG on 14th December. At the meeting, RG gave an overview of the work with Child Protection Plans. She explained about some bullying

issues that have been dealt with. Policies have been shared with staff. Some spot checks were carried out on the Single Central Record. More detail of all safeguarding checks/issues are detailed in the report. Two actions from the report will be followed up on: practice the 'lockdown' procedure, and RG to attend the OCC Designated Safeguarding Forum (already booked on).

14. Health and Safety

There are a few minor issues: rotten wooden edges on pathways; old astroturf to be removed; roof panel KS1; water leak in playground; metal corroding in boiler room. The handrail to the ramp for the garden room has been done. The leaves on the pavement outside the school are slippery, but these are outside the school boundary. RG raised a concern about the security aspect of the front gates; this will be further discussed at the next Resources committee.

15. SHIPS update

KB advised that she attended the recent SHIPS meeting. Purchases for the school were approved. KB will continue to attend the meetings, as support for RG and to promote liaison between SHIPS and the governing body.

16. Committee updates

Accounting for Resources

The Schools Financial Value Standard was reviewed and approved, subject to minor amendments.

The overall budget is in a good position. An additional £7.5k has been received from the Diocese for capital spends.

8.07pm AF and PF left the meeting. The meeting remained quorate.

Performance and Standards

All actions were cleared and policies were reviewed.

17. Clerk's briefing

- New NGA guidance on succession planning is available. It is recommended to have training/development/succession planning on the FGB agenda. It is recommended that governors do not serve for more than two terms of office (8 years), although they could serve in another governing body and then come back. No Chair should do more than six years.
- Inspiring governance. There are Youtube videos available regarding the service offered by Inspiring Governance. OCC work with them to recruit governors.
- Safeguarding. Governors should sign to say they have read 'Keeping Children Safe in Education September 2018'. This will be done in the 'declarations' on Governor Hub.
- Governor recruitment processes should include a Section 128 check (to check if a governor has been barred before).
- Exclusions. A review is being done by Edward Timpson. It is possible that exclusions reviews will no longer be done by governors, as overturning a headteacher's decision can strain the relationship between the head and governors.

- Ofsted changes – from September 2019. There is currently consultation underway regarding whether to have a judgement on outcomes or not. There will be a more rounded approach, with a focus on a quality curriculum. Currently, there is curriculum narrowing and teaching to the test in advance of the SATs. Youtube videos are available on the key topics. KS1 SATs are going; KS2 SATs will stay but there will be less of an emphasis on the results. It is harder for governors to see evidence of quality teaching and a broad curriculum. Governors should see the School Improvement Leader reports. Reports will be less numerically-based.
- Health and Safety – updated by DfE November 2018
- Sports Premium. Updated regarding funding amounts.
- Complaints policy and advice has just been relaunched by DfE. There is a new model policy. OCC will send out advice on this.
- Book looks. Names of children should be covered.

18. Minutes of the FGB Meeting of 6th December 2018 to be approved and signed

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

19. Matters arising from Minutes of FGB Meeting 6th December 2018

- 19.1** (Item 8) Pre-school list of pros and cons (RG/AF) – done
- 19.2** (Item 15) KB to attend SHIPS meeting – done
- 19.3** (Item 15) RG to include governor CPD within CPD policy – done.
- 19.4 (Item 17.1) PF to see if the church session on Catholic Education could be repeated – action ongoing**
- 19.5 (Item 17.2) Governor recruitment – PF to consider a prospective co-opted governor (parent at the school) – action ongoing**
- 19.6 (Item 17.5) Skills profile LT**
- 19.7 (Item 17.6) Safeguarding report (DC) – done
- 19.8 (Item 17.7) Staff election paperwork to go onto Governor Hub (DC) – action ongoing.**
- 19.9 (Item 17.8) AF to put Parentview comments on website. Done, in a slightly different format. Action closed.
- 19.10 (Item 18) AF to draft a communication to parents re not dropping children off at school too early. Done by RG, action closed.

20. Urgent AOB – none

21. Dates of next meetings

FGB dates: 4th April, 16th May, 11th July

Next P&S meeting: Thursday 4th April, 5.30pm (pre-FGB)

Next Resources meeting: Thursday 21st March.

Closing prayer

Meeting closed at 8.25pm

JH 09/02/19