

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

**Minutes of the Full Governing Body Meeting held at the school
Thursday 4th April 2019 at 6.30pm**

Present:

Mrs. Rachel Gavin	(RG)	Staff Governor, Headteacher
Mrs. Nicola Edwards	(NE)	Staff Governor
Mrs. Karen Barker	(KB)	Foundation Governor
Mrs. Amy French	(AF)	Parent Governor
Mr. Patrick Fitzpatrick	(PF)	Foundation Governor (Chair)
Mr. Luke Thompson	(LT)	Foundation Governor

Apologies

Mr. Adam Smith	(AS)	Parent Governor
Mr. Miles Saunders	(MS)	Foundation Governor
Mrs. Rebecca Stimpson	(RS)	Foundation Governor
Mr. Ken Ingram	(KI)	Foundation Governor
Mr. David Connolly	(DC)	Foundation Governor (Vice-Chair)

In attendance:

Mrs. Joanna Hackett	(JH)	Clerk
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The meeting was quorate and commenced at 6.40pm.

Opening Prayer

1. Welcome and Apologies

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

2. Notification of urgent AOB: none.

3. Declaration of interests for this meeting: none.

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

Attendance. RG reported that the attendance rate has dropped slightly. RG has analysed whether sending letters to individuals regarding their attendance rate has been effective in improving their attendance; in most cases (86%) it was. There are still some children who are persistently late. RG has had a meeting with the county's Attendance Officer (at RG's request), who was very helpful regarding further suggestions on how to deal with the issue. The Attendance Officer has offered to come to the school once to do a 'late gate', where she will speak to any parents who are dropping off their children late. Governors agreed this was a useful strategy. RG is keen to foster good relationships with parents and have more of a supportive role. Governors discussed the suggestion of fining parents for lateness. They commented that there is some research that suggests this may be counter-productive and felt that this should not be implemented for now. The Attendance Officer also offered to

help put in place parent contracts for particular families. She also suggested that every child should get proof of illness from a doctor. Governors decided not to implement the latter suggestion for now. Governors discussed how the attendance issue should be communicated with parents, and felt that the Attendance Officer's visit should be mentioned within the school newsletter.

Safeguarding. Preparations are underway for a safeguarding audit. The lockdown procedure will soon be practised, first with staff and then with children. This will be explained to the children in a way that would not alarm them, such as a swarm of bees necessitating the lockdown procedure. Parents will be informed of the practice after it has taken place.

Data. This is currently unvalidated data.

The reception class data is low for this time of year. RG explained that she does not believe the data is accurate as the teacher has been over-cautious in the gradings. In Year 3, 36% of children are at the age-related expected level, which has decreased from 65%. Again, RG believes that the assessing has been over-cautious. In the book trawl, there may not have been enough opportunities for children to evidence their writing skills. This is being addressed. Updated data will be circulated to governors once moderation has been done.

Governors noted that the data for Year 2 was quite low; RG explained that there are three children with significant medical needs in Year 2.

Governors noted that the data for Pupil Premium children was good, and for EAL children too. In the recent visit from the School Improvement Partner, she stated that most schools do not scrutinise their EAL data; however, she stated that Sacred Heart School should continue looking at this data group as it is a significant one in terms of numbers for the school.

SEND data. While SEND children have made progress, often this is not enough to show up in the data, even though it can be significant progress for that particular child. RG will look closely at the interventions to see if they are effective. RG will also consider how the data could be broken down further so that it can show the progress made in this group.

RE survey. RG shared the results of the survey, from about 45 respondents. Overall, the results were very positive. There were more respondents from parents with children in KS2 than KS1. Question six is from the Section 48 RE Inspection framework. Governors suggested the results column should be changed from 'most attended' to 'means the most', to better reflect the question asked. The Catholic ethos was a strong reason for parents to choose the school. The school website emphasises the link between the Catholic ethos and British Values. This survey will be done annually, every spring.

Admissions 2019. The figures for the reception class have not yet been released. 18 listed Sacred Heart as their first choice, and 14 as their second.

SIP. The School Improvement Partner's report is on Governor Hub. It was a thorough visit, and she shared her expertise. She was very positive about the school, the Self Evaluation Form and the School Development Plan.

RG shared the SLT monitoring schedule. The RE scrutiny showed good evidence of differentiation. This will be rolled out in other subjects such as history and geography. Ofsted's inspections are changing to have more of an emphasis on the wider curriculum. There will be a year's lead-in time to allow schools to make the necessary adjustments. The renewed curriculum will be a focus at staff meetings. AF will be attending Governor Wider Curriculum training in June.

Continuous Professional Development. RG shared the CPD of the staff. A 'retreat' has been planned for 8th July after school, involving staff and governors. Father Paul will lead the retreat at the church, which will be centred around values and virtues; a social gathering can be planned for afterwards.

Personal development. About 40 children from Years 4,5 and 6 were surveyed. The lower years will be surveyed after Easter. The questions were based on what Ofsted usually ask the children. The results were given and explained within the Head's report. When the children who said they do not feel safe were asked why, they stated the fire alarm scared them. The fire alarm was sounded accidentally by a visitor to the school soon before the survey was done. Governors noted that most children felt that any bullying was dealt with effectively by teachers.

5. Governance Action Plan. Deferred to a meeting when more governors are available.

6. Governance

Governor Training: LT; Pupil Premium training. This was about improving outcomes through high quality teaching, good attendance, general behaviour and the ethos of attainment for all. There are 11 PP children in the school. RG explained they look at all the individual needs and cluster up from that. LT explained that strategies should be reviewed regularly, and should not just be used because they have been used for years. It was suggested that children could be asked 'What do teachers do that they think is helpful but you do not find helpful?' Stretch and challenge was also a focus, with extra-curricular opportunities that PP children would not normally have at home. RG explained that PP children at the school are offered one set of school uniform and are offered school clubs also. RG explained that staff constantly evaluate whether the interventions are working. Each PP child has an individual plan, which includes attendance, any barriers to learning, how they are supported, academic attainment etc and this is reviewed every term. A PP governor visit will take place soon.

RS: SEND course

Governor Visits: RS: SEND (form to go onto Governor Hub); AF: Data meeting (form to go on Governor Hub). KI: looked at security of site (security gates). The school is considering having two buzzers, one for the school and one for the pre-school. The pre-school are happy with this. PF: RE visit and Admissions.

Governor recruitment. PF advised governors of a potential governor who will be invited to the next meeting.

7. Pre-School – update re communicating decision to pre-school.

RG advised that she communicated the decision regarding the pre-school to the chair of the committee in person. They understood the reasons for the decision.

8. Consideration of Academy status

PF advised that he has re-contacted Adam Hardy at the Diocese and asked for a meeting to discuss this. The school is still in a neutral position. The determining factor will be if it is in the long-term interests of the school.

9. Review of Policies. None.

10. Review and approve PE/Sports premium report

Governors reviewed RG's report. The school has taken part in many more tournaments this year. All but £40 of the premium has been spent. A significant part of the premium was spent on transporting children to and from the sporting events, as this had been identified previously as a barrier to being able to attend such events. The sports events have been communicated to parents via Facebook and newsletters. Previously, sporting events were generally only for KS2 children, but this year children from KS1 have been involved also. All children have been involved. Only on one occasion was the same team sent, and this is because they qualified for the next round of the tournament. The First Sports coaches have been excellent. The increased sports participation will be included within the governors' end of year newsletter. Sacred Heart have hosted their own sporting events with other partnership schools.

11. Safeguarding. See Head's report

12. Health and Safety. The water leak has been fixed.

13. SHIPS update. Nothing of note.

14. Committee updates

Accounting for Resources. No meeting since the last FGB meeting. A committee meeting will be held on Thursday 25th April at 9am to review the budget. The pay recommendations for support staff and whether to subscribe to the full governor training package will also be reviewed. **Action: KB to invite enough governors to ensure FGB quoracy so that the budget can be approved.**

Performance and Standards. No meeting other than the Data meeting by AF.

15. Minutes of the FGB Meeting of 7th February 2019 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.

16. Matters arising from Minutes of FGB Meeting 7th February 2019

16.1 (Item 8) Communicate decision to pre-school – done.

16.2 (Item 12) Admissions policy stated that in-year admissions must go to governors for clarification. RG to seek clarification on this. Action ongoing (RG)

- 16.3 (Item 19.4) PF to see if the church session on Catholic Education could be repeated – action ongoing**
- 16.4 (Item 19.5) Governor recruitment – PF to consider a prospective co-opted governor (parent at the school) – action ongoing**
- 16.5 (Item 19.6) Skills profile LT – action ongoing**
- 16.6 (Item 19.8) Staff election paperwork to go onto Governor Hub (DC) – action ongoing.**

17. Urgent AOB. LT: At the recent governor training event, a governor from Badgemore Primary School asked whether their governors could meet with SH governors so they could learn from them. Governors were happy for this to happen and for a governor to be invited to the next FGB meeting.

18. Dates of next meetings

FGB dates: Thursday 25th April 9am (Accounting for Resources committee meeting but with enough governors to ensure FGB quoracy); FGB Thursday 16th May 6.30pm; FGB Wednesday 17th July 6.30pm (changed from 11th July)

Closing prayer

Meeting closed at 8.11pm

JH 04/04/19