

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

**Minutes of the Full Governing Body Meeting held at the school
Wednesday 17th July 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 |
| 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) |

Apologies

| | | |
|----------------|------|-----------------|
| Mr. Adam Smith | (AS) | Parent Governor |
|----------------|------|-----------------|

In attendance:

| | | |
|---------------------|------|----------------------|
| Mrs. Joanna Hackett | (JH) | Clerk |
| Mr. Mark Artherton | (MA) | Prospective governor |

The meeting was quorate and commenced at 6.31pm.

Opening Prayer

1. Welcome and Apologies

DC welcomed everyone to the meeting, especially MA, a prospective governor. MA introduced himself and explained he had been a governor at Trinity School for three years, where he was chair of the Resources committee. He was also on the headteacher's appraisal committee. He has a child at Sacred Heart and his wife is a teacher there.

Apologies were received and accepted from AS.

2. Notification of urgent AOB: none.

3. Declaration of interests for this meeting: none.

4. Receive and scrutinise Headteacher's Report. Review SATs results (KS1, KS2, Year 1 Phonics test). To include review of SDP also.

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

Staffing. Mr Steele and Mrs Ede are leaving at the end of the term. A new teacher was appointed, but the offer had to be retracted as the terms of employment could not be agreed. An advert was placed again, but no applications were received.

Existing staff have agreed to move year groups to accommodate the gap, and the two part-time members of staff have agreed to go full-time for the year ahead. *A governor asked whether this creates any financial strain, and RG responded it does not.* The school has signed up with OTSA (Oxfordshire Teaching Schools Alliance), Oxford Brookes and Reading universities with the aim of recruiting an NQT teacher next September. *A governor queried whether the staffing situation has been communicated to parents, and RG responded that it has.* Children have had their 'move-up' day. *A governor queried whether Year 3's needs would be fully met with three teachers.* RG explained that a similar situation worked fine in Year 2 last year. Next year's Year 3 has three children with complex needs, and this is why NE has been moved into that year, as an experienced teacher. See Part 2 confidential minutes.

School roll. Some children are leaving the school and returning to their home countries. There has been a lot of interest from families with children wishing to join the school. Year 4 will be full in September.

Catholic Life. RG updated governors on Catholic Life within the school, as detailed in her report. An inspection from the Diocese is expected soon. Following the interim visit in July 2018, all recommendations have been implemented. Father Paul has reviewed these. RE data can be compared with last year's data. Work has been done on how to differentiate more within RE teaching.

Data. The Performance and Standards committee looked at the data for vulnerable groups. The results are generally very good and are either meeting or exceeding targets.

Year 1. The percentage at age-related expectation for Reading are good (91%). Writing is also good but slightly lower (78%). Maths is good (86%). 96% passed the Phonics test.

Year 2. The results were very good and surpassed all the targets. Three children have complex special needs.

Year 3. The percentage at age-related expectation is fine, but the progress figures need improving. The target was for 90% to make expected progress, but this figure was not achieved. There are some reasons for individual cases, and action plans are in place for these children. These children are primarily either SEND or EAL children. Some of these children have higher absence rates. MS has discussed all the individual cases on an anonymous basis and is happy that plans are in place to address all their needs.

Year 4. Age-related expectations and progress figures are good.

Year 5. This is a more challenging cohort. There are slight issues with progress in Reading and Writing. A new Maths scheme is in place. There is a plan to address individuals' needs.

Year 6. The results are very good. The greater depth percentage in Reading (32%) was slightly below target. The SATs results overall were slightly better than last year's results.

MS will be doing a governor visit to review the specific action plans for SEND children in September. The SLT have closely reviewed the progress of the 12 children on the SEND register, and have an understanding on an individual basis of why children have not made expected progress. *A governor asked about the use of support staff.* RG explained that for the next year, Maths and English lessons will be

timetabled so that all classes have TA support for these lessons. This means that some lessons will take place in the afternoons.

Specific data for EAL children has been presented, following suggestion of this by the School Improvement Partner, as this is a significant-sized group in the school.

A governor asked why the Maths figure of 57% of PP children making expected or better progress was lower than the Reading and Writing figures. RG explained that there are different reasons for different children; for some it is an attendance issue, and for other PP children they have SEND needs also.

A complete review of the curriculum has taken place within the school. This is in light of the changes to the Ofsted framework. Further details on this are contained within the head's report.

Safeguarding. RG advised that all staff members have undergone safeguarding training.

Policies. All the policies on the website are up-to-date.

Attendance. The attendance rate is 95% which is the same as it was in April. This is slightly below the target of 96%. There are now only 17 pupils who are persistently absent, which has fallen from 38. Attendance issues are mostly due to illness and holidays.

There was one recorded case of bullying, which has been dealt with.

Sports. The report contained a summary of sporting events. Shiplake College have agreed that the school can use their minibuses next year, which will significantly reduce the travel costs for sporting events. A lot of the friendly matches are held at Sacred Heart. Sports coaches are using 'passports', where sports can be ticked off on the passports for individual children.

Monitoring/lesson observations. RG shared the monitoring schedule with governors. It would be useful to add governor visits to this too. These will be agreed at the next FGB meeting.

The Henley Partnership Development Plan was shared. *A governor asked whether the Educational Psychologist provides good value for money.* RG responded that it provides a necessary service, but reports can take up to four months to come through. The counselling service is fully utilised.

School Development Plan. This had been RAG rated. It has mostly been achieved. Teaching and Learning could not be graded as good or better as the progress rates are not good enough. 26 children are expected to be joining reception in September. For 22 children this was their first choice school. *A governor asked whether other local schools were oversubscribed.* RG responded that some were oversubscribed and others undersubscribed.

5. Governance Action Plan.

The areas in red have been addressed. A governor/staff social event has been done. The amber areas have mostly been progressed. A separate meeting will be held in September to review the action plan.

6. Governance issues.

Governor Training: AF: new Ofsted framework.

Governors and staff had an offsite retreat with Father Paul. This involved British Values and Catholic Pupil Profile training.

Governor Visits:

MS, AF: data review.

KB: Maths differentiation (April). Differentiation was clearly seen. Another visit will be done a year on to review the new Abacus Maths scheme being used.

RS: SEND policies reviewed (March). A questionnaire for parents of SEND children will be done and a parents forum will be considered also.

DC: Safeguarding (16th May). School lockdown procedures reviewed. Single central record checked.

MS: school mass.

KI: Year 2 mass and assembly.

PF: Delivered a training session to staff on time management. RG advised this was well received.

PF: data/records reviewed.

KI: site visit re security of site (see item 14).

Governor recruitment. There are currently three vacancies: a Foundation governor, a Co-opted governor and a LA governor. AF will be starting as a TA at the school from September and therefore will not be able to remain as a parent governor. Governors agreed that she could become a co-opted governor instead. **Action: DC/KB to organise a parent governor process/election.** MA is interested in joining the governing body; this could be either as a parent governor or a LA governor, depending on the outcome of the parent governor process.

Governance self-review.

Action: PF/AF to complete newsletter to parents on the work of the governing body over the last year, by the end of term.

7. Budget 2019-20 (following budget approval meeting)

The budget was approved. The budget is balanced; there is some concern over future years based on lower pupil numbers, as full cohorts leave and cohorts lower down the school have fewer pupils. The Resources committee will look at scenario planning for 160 and 180 pupils. Governors discussed schemes where parents are asked to donate to the school. They felt that this would be acceptable if approached in the right way. Sponsored events can raise significant funds; a half-marathon recently raised £10k for the school. MA advised about a cycling event at his previous school which raised £30k. Financial planning needs to be considered by the FGB as a whole in addition to the Resources committee.

8. Appoint governors to conduct head's appraisal in autumn

PF and KI will do this.

9. Review and approve SEND information report

Done at committee level.

10. Consideration of Academy status

An article on this had been circulated to governors. Some schools have had positive experiences of becoming an academy and others negative. MA advised he was previously on a committee looking at academisation options. Schools that went into academies in the early stages benefitted financially; now such financial benefits do not seem to be there. The overall benefits do not seem to fit Sacred Heart School. The Diocese are still keen for schools to become academies. PF is still trying to arrange a meeting on this with Adam Hardy from the Diocese.

11. Review of policies

Done at committee level.

12. Clerk's briefing

- The Governance handbook was re-issued in March 2019. There is a stronger emphasis on parental engagement. There are references to teacher workload and current expectations, with a focus on what has the most impact on children.
- Education Endowment Foundation (EEF). This is an independent charity dedicated to breaking the link between family income and educational achievement. Online resources are free.
- Safeguarding. This should be a standing agenda item on all agendas (FGB meetings, committee meetings, staff meetings etc). Section 128 checks should be reflected in the single central record. Ofsted may do spot checks, asking for two staff records, one who joined in the last 12 months and one more longstanding member of staff. Governors should do such spot checks also. Has the FGB invited the Designated Safeguarding Lead to present to the Governing Board? Is the governing body satisfied with the safeguarding records? Have they talked to other schools about how they keep records? Consider the use of the software CPOMs. Governors should be trained in safeguarding at least once per term of office. Is there a safeguarding section in all governing monitoring? **Action: RG to update Governor Visits form with space for Safeguarding comments. Action: JH to check training records re safeguarding training for governors.**
- Exclusions. The Edward Timpson review has just been conducted.
- Ofsted changes. The new framework will start in September 2019. It will look at intent, implementation and impact. It will be heavily weighted on the quality of education. Inspectors will only be looking at external rather than internal data. They will look at the quality of education as experienced by pupils and will want to know how well leaders know what it is like to be a pupil at the school. The Data committee should look at the curriculum overall. RG advised that the new Ofsted inspection will start with a 90-minute phone call to the headteacher/SLT. The visit will then past two days.

- Schools Complaints procedure. There is a new model policy from the DfE.
- The Governor Services website has been updated. There are links to external information.
- Oxfordshire Pupil Premium Strategy is due to be launched. This is because PP children are underperforming in many areas in OCC compared to nationally. Absence rates and exclusion rates are higher for PP children in Oxfordshire. Consider having this as a standing agenda item. Ensure there is a PP governor.

13. Safeguarding. No issues (see items 4 and 12).

14. Health and Safety.

Remedial work to the outside area will take place during the school holidays. The wooden kerbstones which have rotted will be replaced.

New security cameras will be installed on the gates. The Diocese have said that if the cost is over £2k then they will pay 90%. There will be a buzzer and camera for the pre-school and the school. This means that anyone wanting to access the pre-school during school hours will need to be buzzed in by staff. This will be reviewed at the next Resources meeting.

15. Committee updates

Accounting for Resources. The budget was reviewed and approved.

Performance and Standards. Policies were reviewed. A Data meeting was also held.

16. Minutes of the FGB Meeting of 4th April 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.

17. Matters arising from Minutes of FGB Meeting 4th April.

17.1 (Item 14) KB to ensure quoracy at the budget meeting – done.

17.2 (Item 16.2) RG to seek clarification re Admissions policy stating that in-year admissions need to go to governors. This was clarified as only being for cases where the class size would surpass 31 if a child was admitted. Action closed.

17.3 (Item 16.3) Church session on Catholic Education to be repeated. No longer needed as this was covered at the retreat. Action closed.

17.4 (Item 16.4) Governor recruitment – PF to consider a prospective governor (parent at the school) – action ongoing

17.5 (Item 16.5) Skills profile LT – done.

17.6 (Item 16.6) Staff election paperwork to go onto Governor Hub (DC) – action ongoing.

18. Urgent AOB

LT reported that he met up with the Badgemore governor and exchanged ideas.

KB reported that there is a consultation ongoing regarding a possible zebra crossing opposite Takhars Stores shop on Greys Road.

19. Dates of next meetings

Next FGB meeting: Monday 30th September at 6.30pm. Further dates to be advised.

Closing prayer

Meeting closed at 8.10pm

JH 19/07/19