

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

**Minutes of the Full Governing Body Meeting held at the school  
Monday 30<sup>th</sup> September 2019 at 6.30pm**

**Present:**

Mrs. Rachel Gavin	(RG)	Staff Governor, Headteacher
Mrs. Nicola Edwards	(NE)	Staff 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
Mr. Ken Ingram	(KI)	Foundation Governor
Mr. David Connolly	(DC)	Foundation Governor (Vice-Chair)

**Apologies**

Mr. Adam Smith	(AS)	Parent Governor
Mrs. Rebecca Stimpson	(RS)	Foundation Governor
Mrs. Karen Barker	(KB)	Foundation Governor
Mr. Mark Artherton	(MA)	Prospective governor

**In attendance:**

Mrs. Joanna Hackett (JH) Clerk  
The meeting was quorate and commenced at 6.32pm.

**Opening Prayer**

**1. Welcome and Apologies**

PF welcomed everyone to the meeting.  
Apologies were received and accepted from AS, KB, RS and MA.

**2. Notification of urgent AOB: pre-school lease.**

**3. Declaration of interests for this meeting and signing of declaration forms.**

Forms were signed. No interests were declared for this meeting.

**4. Election of Chair and Vice-Chair**

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

**5. Governors' Code of Conduct – review and sign.**

The NGA Code of Conduct was signed by all governors present.

**6. Headteacher's report – receive and scrutinise. To include review of SDP also.**

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

**School Roll.** Four children left the school last term (mostly leaving the country) and five additional children have joined this term.

**Staffing.** Mrs Batty is still very poorly. She is undergoing radiotherapy and chemotherapy. KI will organise a card from governors. A new TA has been appointed on a temporary contract to cover the position.

The HT outlined the staffing arrangements for each year group. A student teacher has also been taken on for a year, through the Oxford SCITT programme. The school receives £1700 for a student, although it takes up a lot of teacher time to support them. As two teachers have increased their hours to full-time for this year only, there will be a teacher vacancy next September. Early adverts will be placed with Teacher Training colleges.

The HT explained the TA programme of support. TAs are generally working with small groups of children or as one-to-one support. Year 4 have no full-time TA support, but are being supported for one hour of Maths and one hour of English, using TAs from other year groups.

**Health and Safety.** A date has been set for the next monitoring visit.

**Safeguarding.** Training has been completed for teachers. Forty-two children in the school have a Child Protection or safeguarding file. Most of these are very minor issues. Only four have in-depth files. There is a new format for the safeguarding audit; it will be finalised in time for the next FGB meeting  
**(Agenda item JH)**

**Catholic Life.** There are lots of actions following the full review at the end of last year. The number of masses was previously reduced, to try to increase the involvement of the children in the organisation of masses. Children are still not very involved; Father Paul is attending the inset day this week to try to rectify this. Sacred Heart children will lead the music at a monthly Sunday mass.

**Quality of Teaching.** Local and national comparison data is still not available. The data headlines are positive. A governor commented that in KS1, the Reading score is in line with the national average, while the Maths and Writing scores are much higher than the national average. The HT explained this is because of complex special needs within the cohort. There are a high amount of EAL children who do not yet have the depth of understanding required to excel at Reading.

63% of children at the start of EYFS were assessed as 'school-ready'. There is no comparison data for this.

The baseline scores for RE, a requirement of the Diocese, were shared with governors. This shows that the RE knowledge of children starting school is low.

**Personal Development.** The new House Captains, Sports Captains and Head Boy and Head Girl have been chosen. Community Action Projects have mostly been chosen. Activity passports, as suggested by the DfE, have been introduced. There will be opportunities in school for all children to achieve numerous activities. This has broadened the school's curriculum beyond the academic learning. *A governor suggested incorporating these into the PP*

*strategy, as a way of measuring opportunities for PP children.* **Action: RG to include Activity passport information in the PP strategy document.**

**Behaviour policy.** This has been changed to better suit the needs of the school. Staff have been involved in the change, and children understand why it has been changed. The traffic lights system previously used could be humiliating for children on red or amber, as their name was visible to other children, visitors to the school etc. Replacing this is a system which helps children to learn to be more reflecting of their negative behaviour. It has been shared with parents at 'meet the teacher' meetings. It is consistent across the whole school, including lunchtime assistants and TAs. All staff members have a suggested script on the back of their cards on their lanyards. It is simple and easy for children to understand. *A governor suggested documenting the areas it is designed to address, and the reasons for the change, so that there is a baseline to compare it with at the end of the year. A governor asked whether there were positive aspects of the previous system that would be lost.* The HT explained that pupils who have done well can still gain house points. Positive behaviour is reinforced by a sign in the classroom which says 'Today I am looking for....', an example being '....everyone to follow instructions'. Children who are not behaving well are spoken to in private and given the opportunity to try to correct their behaviour. At the start of the day, teachers stand at the door and greet the children in their class.

*A governor asked whether the school is still doing Skillforce.* RG explained that the Year 5 residential takes place this week, with the same experiences but not specifically Skillforce.

**School Development Plan.** Governors will review this and assess how the Governor Action Plan aligns with it. *A governor suggested that a further column is added for 'rationale' i.e. why the item has been included in the plan. A governor asked whether items the school are already doing and that are working well should be included,* as they are just as important as new things. It was agreed that such items would be suitable for the Self Evaluation Form. A governor asked whether RG is happy with the targets at the front, given that the Year 6 cohort is more challenging this year. RG explained that the targets are based on data and what the school believes the children can achieve. *A governor suggested that a line is added in the predicted data for KS2 next year, to explain why the targets are lower than in previous years. A governor queried whether tackling bullying should be part of the SDP or should be 'business as usual',* but RG felt that this should be included in the SDP. **Actions: RG to add a column with 'rationale' to the SDP; RG to add a line explaining the lower targets for KS2; Governors to meet to review the SDP in line with the Governors' Action Plan.**

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

Governors reviewed the current committee structure of two committees meeting six times per year. It was decided that the Performance and Standards committee would meet three times per year, in line with the data release points for the school. If policies need approving outside of these

times, governors will approve them offline. The Accounting for Resources committee will continue to meet six times per year. Governors reviewed the Oxfordshire Annual Schedule of Business and felt that the items within the 'Community' committee would be covered by link governors and/or the FGB.  
Performance and Standards: MS (Chair), KI (Vice-Chair)  
Accounting for Resources: KB (Chair), PF (Vice-Chair)  
MA to join the Accounting for Resources committee.

## 8. Governance issues

**Governor Training.** Governor training since last meeting: none.

**Governor Visits.** DC: Safeguarding visit (18<sup>th</sup> September). Another visit is planned for next week.

Planned visits: Pupil Premium (PF), Reading (poetry) (KI), Sports (KI), Early Years (KI). New behaviour policy (PF)

Curriculum planning: the school completed a 'deep dive' on history last week.

**Governor recruitment.** AF changes to Co-opted governor as she is now working at the school. MA will become a LA governor. **Action: DC to organise parent election.** There are currently two vacancies, one parent and one foundation.

Governance section on website: **Action: KB to update.**

## 9. Review Admissions policy (full consultation due)

A full consultation is due as this has not been done for seven years. PF and RG will meet to consider this and will report back at the next FGB. The consultation must start before 20<sup>th</sup> December 2019. No changes to the policy were proposed.

## 10. Consideration of Academy status

PF advised he is attending a Diocese Chair of Governors meeting and will report back any update on this subject at the next FGB meeting.

## 11. Review of policies. Done at committee level.

## 12. Emergency out-of-hours contact for school

PF advised he was happy to be a key holder for emergencies.

## 13. Head's appraisal – confirm final arrangements

PF and KI will do the appraisal, with support from David Burrowes.

## 14. Committee updates

### Performance and Standards

Policies were reviewed.

**Accounting for Resources** – yet to meet.

## 15. Safeguarding

DC reported that during his safeguarding visit he reviewed the TAF (Team around the family) position, current safeguarding issues, and the audit and self-assessment. For his next visit he will speak to staff about how they deal

with 'cause for concerns', conduct spot checks on the Single Central Record, and review the visitor badge system.

## 16. Health and Safety

The wooden buffers around the school grounds are rotting and were due to be repaired in the summer. The bolts have been replaced, but more repairs still need to be done.

## 17. Clerk's briefing

- Summary given following recent pilot Ofsted inspection of a local primary school. **Action: RG to change the Governor Visit form to record interaction with a middle leader at the school. Action: PF and DC to form sub-group to look at governors being Ofsted-ready against the new framework. To consider link governors producing a crib sheet on their link area.**
- Pupil Premium. There is updated guidance from the DfE and the Education Endowment Foundation. There is no expectation that the PP funding must only be spent on PP children; it can be spent on quality teaching to benefit everyone. From September 2019, PP strategy will be on a three-year plan with an annual 'light touch' review. Governors need to be clear on how any funds are spent and why e.g. PP, Sports Premium etc. The key principles from the EEF are:
  - Schools can make a difference
  - Evidence can help
  - Quality teaching helps every child
  - Implementation matters (interventions: focus on only a few)
  - Support middle and high attainers too
- Keeping Children Safe in Education 2019 includes new updates. **Action: all governors to read (to record this at next FGB)**
- Child Protection and Safeguarding policy 2019/20. All governors should have read this. **Action: all governors (record at next meeting)**
- Ofsted are likely to ask non-safeguarding governors about safeguarding matters. If a school falls short when inspected on safeguarding matters, they will receive 'requires improvement' regardless of how they perform in other areas. Andrew Hall is a safeguarding consultant and publishes weekly safeguarding newsletters.
- Prevent training: it is best practice for all governors to be trained on this.
- Inspection Data Summary Report (IDSR). This provides historical data on schools for inspectors to consider prior to inspections. The HT will have access and can give the Chair of Governors the password.
- Inspiring Governance: assists with recruiting governors. 4 or 5 new people register an interest in becoming a governor every month. One option for governing bodies is to only take on new governors as Associate governors for 12 months, before deciding whether or not to make them a full governor.
- Complaints procedures. Courses for governors are upcoming.

- School Financial Value Standard. There is a new 2019/20 checklist. The finance committee should meet six times per year.
- There is a new Ofsted School Inspection Handbook. The 'quality of education' judgment focuses on a school's curriculum intent, implementation and impact. Governors should be involved in the development of the curriculum and should have a good understanding of it.

**18. Minutes of the FGB Meeting of 17<sup>th</sup> July 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.

**19. Matters arising from Minutes of FGB Meeting 17<sup>th</sup> July.**

**19.1 (Item 6) DC/KB to organise parent election: ongoing**

19.2 (Item 6) Governors' newsletter to parents: done.

19.3 (item 12) RG update Governor Visit form: done.

19.4 (Item 12) JH check safeguarding training records: done.

19.5 (Item 17.4) Prospective parent governor. Action closed due to forthcoming parent election.

19.6 (Item 17.6) Staff election paperwork. Action closed.

**20. Urgent AOB**

Governors considered the issue of maintenance costs of the pre-school. The pre-school pays the school £125 per term in rent. The issue of who is responsible for maintenance costs is currently unclear. **Action: DC to review the current license; to be discussed at next FGB (agenda item)**

**21. Dates of next meetings**

Next FGB meetings: 2<sup>nd</sup> April 2020, 16<sup>th</sup> July 2020

**Closing prayer**

Meeting closed at 8.46pm

JH 4/10/19