

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

**Minutes of the Full Governing Body Meeting held at the school
Thursday 5th December 2019 at 6.30pm**

Present:

Mrs. Rachel Gavin	(RG)	Staff Governor, Headteacher
Mr. Patrick Fitzpatrick	(PF)	Foundation Governor (Chair)
Mr. Luke Thompson	(LT)	Foundation Governor
Mr. David Connolly	(DC)	Foundation Governor (Vice-Chair)
Mr. Adam Smith	(AS)	Parent Governor
Mr. Mark Artherton	(MA)	LA Governor
Mrs. Karen Barker	(KB)	Foundation Governor

Apologies

Mrs. Nicola Edwards	(NE)	Staff Governor
Mrs. Amy French	(AF)	Parent Governor
Mr. Miles Saunders	(MS)	Foundation Governor

Absent

Mrs. Rebecca Stimpson	(RS)	Foundation Governor
Mr. Ken Ingram	(KI)	Foundation Governor

In attendance:

Mrs. Joanna Hackett	(JH)	Clerk
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The meeting was quorate and commenced at 6.34pm.

Opening Prayer

1. Welcome and Apologies

PF welcomed everyone to the meeting.

Apologies were received and accepted from NE, AF and MS.

2. Notification of urgent AOB: none.

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

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

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

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

Pupil numbers have remained stable. One child who left to live in Spain is returning, and one child in Reception has been offered a place at their first-choice school so has left.

Health and Safety. ‘Sportsafe’ conducted an inspection and condemned part of the KS1 playground. There was also a wobbly post, and a rope on a tower that has been removed. Sportsafe have quoted for replacement/repairs (several thousand pounds). Governors discussed the potential conflict of interest with them. Another company will be used for the repairs. PF will do a walk-around. The gate project is ongoing.

Safeguarding. There were some significant incidents this term. One child has received a fixed-term exclusion of one day. Their poor behaviour was tolerated for some time and then there was no choice than to give the FTE. There is outside agency involvement and the child’s behaviour has recently improved. Following this, the Exclusions policy has been reviewed and updated. This week, the emergency services were called out as a mother did not collect her children. RG will update DC regarding this. DC completed a safeguarding visit in October (notes on Governor Hub) and looked at four key areas: individual files, single central record, retention of Child Protection files, and visitor badges. A further visit was also done, and another one will be done in January. DC will check that staff fully understand how to use the ‘cause for concern’ forms.

Persistent absence numbers. The attendance officer has suggested that the school insists all children visit a doctor when ill and obtain proof of the illness; the school has not implemented this currently as there is no suspicious pattern to the absences and it seems to be just due to illness. RG clarified that persistent absentees are flagged on the system automatically when their attendance rate drops to a certain percentage. The overall attendance rate remains constant. Governors remain of the view that fines should not be imposed for absences currently.

Quality of education. RG attended a briefing on this, which highlighted that the school is ahead of progress regarding the curriculum review. RG will show governors the work done on this when they carry out governor visits. The curriculum review is complete for most areas. RG is considering buying a new scheme of learning for PSHE and is waiting to see if the Diocese recommends one. Inspectors will not look at the school’s internal data. David Burrowes has suggested shortening the school’s vision statement to one which is three words long. RG will look at this with staff and bring suggestions to governors early next year.

The mapping of the curriculum offer is due to be completed by February/March. Gaps will be identified and addressed by January. Plans will be evaluated in July. New curriculum leaders have been appointed; for many of them they are taking on new areas of responsibility. The teachers’ union has stated that their members should refuse to speak to Ofsted unless they have a TLR payment; however, a school of this size could not operate if all teachers had a TLR payment for their areas of responsibility. They are given some time to complete their extra work. RG does not think this will be an issue in this school. PF advised that if any teachers do have a concern regarding speaking to Ofsted, he would be happy to discuss their concerns and intended actions.

Some 'deep dives' have been conducted (History and PE). At the Henley Heads' Partnership meeting there was a discussion regarding the lack of support from the local authority, and how schools can ensure the sharing of best practice. Sacred Heart School will be hosting a session on a deep dive on reading. RG also runs the SENDCo panels.

Data. This was presented to the Data committee on 27th November (notes on Governor Hub). The overall picture is very positive. Progress measures are very good. *A governor asked about Year 6 where a large proportion of the cohort are below age-related expectations currently.* RG explained that this was a low-achieving cohort in the KS1 assessments, and therefore progress is key. Aspirational targets of 70-80% of the cohort reaching age-related expectations in reading have been set (currently 56% are meeting this), and the school is confident that these targets can be met. 100% have made the right amount of progress for reading, 96% for writing, and 100% for maths this term. *A governor queried whether it is acceptable for potentially 30% of the cohort not to reach age-related expectations, as per the target set.* RG explained that within the Year 6 cohort, there are 11 children with English as an additional language, 3 SEND children and 3 PP children. One SEND child is also an EAL child, meaning that out of a cohort of 25, 15 are SEND/PP/EAL children.

Progress in writing in Year 5 is lower than other years. Year 4 maths is slightly lower than other year groups so this is being monitored.

SEND. There has been a significant surge in results. There used to be more of a focus on PP and EAL children, but not the profile of SEND children has been raised recently.

Religious Education. The three areas of improvement identified in the previous Section 48 inspection have all been achieved.

Surveys. There were 48 responses. The overall picture is positive. No parents of SEND parents responded (or they may have not ticked the SEND box on the form). RG will send out another survey to parents of SEND children. A summary of the results will go in the December newsletter. *A governor suggested having room on the form for comments regarding what the school does well, what it could do to improve etc.*

5. **Governance issues** **Governor Training.**

DC: Preparing for an Ofsted inspection. The new framework is in place. Achieving an outstanding grading is much harder than previously. It is vital for governors to know about PP spend (how much, what it was spent on, what was the impact). Governor details on the website should be up to date. Ofsted do not just talk to the chair; however, it is not advised to send lots of governors in 'to make up the numbers'. Governors need to be very clear on what the actions were from the last Ofsted inspection. Governors should be more concerned about the policies that relate to values rather than

compliance. Three key areas are teaching and learning, budgets, and safeguarding. RG advised that the previous Ofsted actions are on the SDP. Safeguarding training: MS, RS, KI. RG will add the dates of safeguarding training of governors onto the single central record. It is recommended that governors complete online Prevent training also.

PF attended the Chair of Governors briefing session from the Diocese (5th November). The S.48 RE inspection is now called Catholic Services Inspection (CSI). In order to achieve an outstanding rating, the school must have achieved all the recommendations from the previous report and not have any failings. Also, 10% of the school timetable must be formally assigned to teaching RE (outside of assemblies). Sacred Heart is complying with this and has met all the recommendations from the last visit and from the 'light inspection' visit.

Governor Visits.

PF: Pupil Premium visit (reviewed strategy and budget).

KI: Early Years and PE. Following safeguarding training, a walk around was conducted to see the safeguarding policy in practice.

Planned visits next term: Maths (KB); Safeguarding (DC); H&S (PF)

Governors' Action Plan. The SDP and action plan were reviewed on 16th October by governors. All governors need to monitor this and complete their actions. This will be an agenda item at the next FGB meeting. **(Agenda planning: Clerk)**

Governors' section on school website. Action: all governors to update their written profiles (via KB). Governors' details spreadsheet to be updated with MA's details (Clerk).

Governor recruitment.

The parent election is to be conducted at the start of January (DC/KB). PF will speak to parents at the Christmas Nativity play on 18th December to encourage parents to apply.

MA will join the Accounting for Resources committee.

6. Evaluate Pupil Premium spending for 2018/19 and review PP strategy for 2019/20

A red/amber/green version is on Governor Hub. Most strategies were successful. The only one that is not green is the progress rates, where the targets were ambitious. *A governor asked about the specific costs incurred rather than the budgeted costs.* RG explained that this year's plan is much more detailed with costs. **Action: all governors to read and feed comments back to RG by 12th December.**

7. Review Admissions Policy (full consultation due)

This has been reviewed by RG and PF and has gone out to consultation. County have replied and are changing the way measurements from home to school are done. The consultation period ends on 10th January and then any amendments can be considered.

8. Formation of governor sub-group to ensure governing body is Ofsted-ready (using new Ofsted framework)

PF and DC met regarding this. DC had circulated key documents to all governors. **Action: All governors to read and contribute to the one-page documents.** The slides from the training session are on Governor Hub. DC reviewed the new Ofsted framework with RG. As link governor, DC has completed a file on this which can be shown to the Ofsted team. PF advised governors that they need to understand their role, have a clear vision and strategy, ensure that resources are managed well and ensure that leaders are held to account on the quality of education. Governors need to show they know whether the school is good or outstanding in terms of quality of education. Governors need to ensure the school carries out its statutory duties, and need to know that children are safe. Governors suggested having an external safeguarding review. **Action: RG to arrange.** A governor suggested carrying out a survey on children regarding safeguarding; RG explained this is already on the monitoring schedule.

9. Consideration of academy status

PF advised that the Diocese expects all schools to be academised. This is likely to be within an Oxfordshire MAC (Multi-Academy Company). Schools should be clear on their groupings by September 2019 and ready to convert by September 2020 (or at least have a plan on the implementation). *A governor asked what the rationale and motives of the Diocese are for this.* PF explained it is so that they have more direct control, as they can work with 15-17 MAC directors to roll out strategy, funding, training, career progression etc more easily than working with 237 individual schools across 13 LAs. So far, 114 schools within the Diocese have converted into 14 MACs. An Oxfordshire MAC would contain all the Catholic schools in Oxfordshire and would have c20k students within it. As Sacred Heart School is part-funded by the Diocese, it will have to academise. Governors felt it would be more beneficial to join later rather than sooner, as this school does not have any major issues where it needs help. PF will keep in dialogue with the lead of the Diocese regarding this.

19.49 DC left the meeting. The meeting remained quorate.

10. Review of policies: none.

11. Receive Looked After Children (LAC) report, if applicable

No LACs in the school.

12. Head's appraisal

The HT appraisal was conducted on 5th November by PF and KI, with David Burrowes in attendance (who will become the school's School Improvement Partner). It was a positive appraisal and a recommendation for a pay proposal was ratified by the Pay committee.

13. Pre-school lease

PF reported he met with the Pre-School Chair. Investment is needed in the premises (£20k for repairs only; £50k for replacement costs). The school leases the premises to the Pre-School for £125 per term. Repair/replacement costs would mostly be met by the Diocese, with the school paying 10% of the costs. The Diocese have asked for a view from the school regarding the Pre-School. Governors discussed this and noted that 14 children in the current Reception year came from the Pre-School. This subject was considered a few months ago and it was decided that the school did not want to take over the running of the Pre-School as RG is a relatively new head and it was felt it would detract from the running of the school. The Pre-School just supports its own budget rather than generating extra income. Governors considered the public relations impact if it was closed down, and the potential effect on numbers to the school. If the facilities are upgraded, this could attract more children. The chair of the Pre-School is being proactive in trying to find grants to help fund the costs. The lease is currently with Diocese solicitors for review, as there needs to be clarity over who is responsible for wear and tear costs. Overall, governors AGREED that they would state to the Diocese that they wish the Pre-School to remain on the school site. RG will communicate this to the Diocese.

14. Committee updates

Performance and Standards

Minutes have been completed and are on Governor Hub.

Accounting for Resources

There is a projected budget deficit of £5k due to having to cover sickness of staff. A governor recommended use of a benchmarking tool when completing the SFVS (Schools Financial Value Standard), which shows how much other similar-sized schools are spending on teaching costs etc; this is helpful for scenario planning. KB can help the Business Manager with this.

15. Safeguarding (Annual Safeguarding Report to be submitted online; online platform not yet available)

The Annual Safeguarding report will be approved at the next FGB meeting as the deadline is now the end of February.

16. Health and Safety. No incidents of note.

17. Minutes of the FGB Meeting of 30th September 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.

18. Matters arising from Minutes of FGB Meeting 30th September 2019.

18.1 (Item 6) RG to include Activity passport information in the PP strategy document: done.

18.2 (Item 6) RG to add a 'rationale' column on SDP: done. RG to add a line explaining the lower targets for KS2: done. Governors to meet to review SDP/Governors Action Plan: done.

18.3 (Item 8) PF to do Behaviour Visit: next term, action ongoing. Parent election (DC/KB), ongoing

- 18.4 (Item 17) RG to edit Governor Visit form to record interaction with a middle leader: done.
- 18.5 (Item 17) PF and DC to review being Ofsted-ready. Done.
- 18.6 (Item 17) All governors to read KCSIE 2019 and CP and Safeguarding Policy 2019/20: ongoing.**
- 18.7 (Item 20) Pre-school licence to be reviewed. See item 13. Ongoing agenda item, action closed.

19. Urgent AOB

Governors expressed their sympathy for the loss of Sue Batty, Teaching Assistant at the school for 21 years. They acknowledged the great contribution she has made to the school.

20. Dates of next meetings

Next FGB meetings: 6th February 2020, 2nd April 2020, 21st May 2020, 16th July 2020

Closing prayer

Meeting closed at 8.26pm

JH 15/12/19