

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

**Minutes of the Full Governing Body Meeting held at the school
Thursday 6th February 2020 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)
Mrs. Karen Barker	(KB)	Foundation Governor
Mrs. Rebecca Stimpson	(RS)	Foundation Governor
Mr. Ken Ingram	(KI)	Foundation Governor

Apologies

Mrs. Nicola Edwards	(NE)	Staff Governor
Mrs. Amy French	(AF)	Parent Governor
Mr. Miles Saunders	(MS)	Foundation Governor
Mr. Adam Smith	(AS)	Parent Governor
Mr. Mark Artherton	(MA)	LA Governor

In attendance:

Mrs. Joanna Hackett	(JH)	Clerk
---------------------	------	-------

The meeting was quorate and commenced at 6.33pm.

Opening Prayer

1. Welcome and Apologies

PF welcomed everyone to the meeting.
Apologies were received and accepted from NE, AF, MS, AS and MA.

2. Notification of urgent AOB: none.

3. Declaration of interests for this meeting: none.

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

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

Staffing. RG explained that NE has been off work since mid-November for health reasons. RG is covering her class. It is hoped that NE will be returning to work just before the February half-term. *Governors asked about the impact on RG's workload and whether this can be reduced at all.* RG explained she is working many extra hours, but acknowledged this is not sustainable. CG has taken on some of NE's other duties, such as timetabling. Governors suggested offering SR extra hours of work; RG will consider this. Governors

thanked RG for all her hard work and also acknowledged the extra work taken on by CG.

Numbers on roll. This is fairly consistent. One child in Year 2 left the school. The child had medical diagnoses and the parents have stated they will 'alternatively educate' their child; RG has tried to engage with them. Three children have joined the school from different families, one in Year 1, one in Year 3 and one in Year 4.

School exclusions. There has been a one-day exclusion for a child who hit a member of staff repeatedly.

Attendance rate. This is improving very slightly. The persistent absentees are mostly due to illness, and some are due to persistent lateness. The 'late gate' with a county officer is still an option. *A governor asked what the impact on a child being late is.* RG explained they miss registration. The impact on the child is negligible, but it does affect the school's figures. If a child arrives late but before 9am they are classed as 'late'; if they arrive after 9am they are classed as 'absent', which then affects the attendance figures. *Governors asked where the cut-off time of 9am has come from* and RG did not know. A governor stated that the cut-off time in another school is 9.30am. Governors asked what the reasons for lateness were; RG explained there were a lot of reasons, some less valid than others, and gave some examples. Governors were satisfied that RG had a good grasp of these individual reasons. Governors discussed the option of moving the cut-off to 9.30am, once checks with county etc are made to ensure this is allowed. If a child is not in school by 10am then a phone call is made. A governor asked whether the latecomers would then be captured as a data set, so that governors can continue to monitor the situation, but RG explained that she would still report on latecomers. Governors agreed that subject to the checks being made, the cut-off time would be changed to 9.30am, so that the level of attendance in the school can be more accurately recorded. **Action: RG to investigate the 9am cut off time with OCC and change to 9.30am if allowed.**

Quality of Education. The schemes of work have been re-written. The first set have been evaluated and teachers have provided feedback. The actions are mostly to observe and obtain some more monitoring evidence. The actions will be done by Easter.

Catholic Life. The new Relationship Education requirements will be considered by a working party after half-term. The Diocese has model policies. Consultation with parents is suggested by the Diocese. **Action: PF and KB to join the working party.**

The children have been surveyed on their views on Catholic Life. In some cases, although quite a large proportion of children answered 'no' to certain questions (e.g. whether they felt part of a Catholic community, 65% said yes and 35% said no), when they were asked more detailed questions about this it was clear that the reason they had answered 'no' to the main question was because they did not actually understand the question. The questions were from the Section 48 framework. Less than 50% of children in the school are

Catholics, so the results are quite positive. The supporting evidence of comments is positive.

Prayer bags. This was one of the major actions from the last Section 48 inspection. RG showed governors a prayer bag and its contents. The content is mostly the same for each year group, with a bible that is age-appropriate for their level of reading. There is one prayer bag per class, and children can take it home for one night if they wish.

There are three assessment points throughout the school year for RE. The standard is in line or better than the writing standards. *A governor asked for a summary of significant group data (SEND, boys, girls etc.)*, and RG explained that over the last three years there have been no patterns evident. The school is making sure that the RE ability of SEND children is not limited by their lack of ability to record, and is always looking at different ways of assessing RE knowledge with this in mind.

The Section 48 inspection will take place on 10th and 11th February.

Leadership and Management. A summary of the actions was given in the HT's report. David Burrowes (School Improvement Partner) is visiting the school on 25th February. PF will attend this also. The impact of the Pupil Premium provision will be evaluated. Pupil outcomes will be evaluated at the next data point. There will be a 'Watch us at work' day in March. A parent survey will be completed. *A governor asked what questions would be on this*, and RG explained it will be on the curriculum. In the last survey, 86% of parents said they have enough knowledge to know if their child is progressing. This survey will ask parents what information they would like regarding this. The SDP and SEF have been updated.

5. Governance issues

Governor Training. LT: Safeguarding (online training); KI, RS, MS: Safeguarding (in person, with RG)

Governor Visits.

KI and AF: reviewed assemblies and their content. Visited at least two assemblies per month.

PF: Health and Safety walk-around (17th January)

KI: Link meetings: Early Years, PE.

Future imminent visits: DC: safeguarding; RS: SEND.

Parent Election. DC advised that key dates have been proposed, with the process starting on 7th February. DC is the returning officer. Governors agreed to the proposed timeline. There is one vacancy. There have been two or three expressions of interest. If there is more than one applicant, others could be considered for a Foundation governor role if they are Catholic. **Action: PF to ensure that the parents who expressed an interest are aware of the election process taking place.**

Governors' section on school website. This is in the process of being updated with governors' bios and the updated spreadsheet.

6. Governance Action Plan review.

This has been RAG-rated by KB.

'Implement and comply with GDPR' to be changed to 'Continue to monitor GDPR compliance'.

Governors considered the need for succession planning with regards to performance data, for when MS moves on.

Other minor updates were agreed. **Action: PF and KB to update this by 10th February, in time for the RE inspection.**

- 7. Admissions Policy review – update following consultation period**
The consultation period has ended. OCC have advised they are slightly changing the way in which distances from home and school are measured. No further changes are to be made to the policy.
- 8. Ensuring governing body is Ofsted-ready and external safeguarding review**
Action: DC and RG to discuss the possibility of an external safeguarding review at their next meeting.
Action: DC to re-circulate the information about being Ofsted-ready.
Action: JH to circulate KCSIE questions; set up 'Ofsted-ready' folder on Governor Hub.
- 9. Consideration of academy status**
PF advised there has been no further communication from the Diocese regarding this.
- 10. Review of policies: none.**
- 11. Pre-school lease: update**
There has been no update from the Diocese on this, since RG responded with the governing body's view on the pre-school. **Action: PF to ask Diocese for the current situation.**
- 12. Clerk's briefing**
 - Exclusions. DfE guidelines state that governors do not have to have training, but it is good practice to do so. There has been an increase in the number of exclusions in Oxfordshire for SEND children. OCC are trying to work with headteachers at an earlier stage so that there are other options than a permanent exclusion. Independent Review Panels can state that governors did not challenge enough in the Governors' Disciplinary Meeting and overturn the headteacher's decision. There is guidance in Schools News on exclusions. A child could be given provision off-site for a period of time, which may mean that a permanent exclusion is not necessary. There is a hotline for school leaders to call for help. A common theme is a child being dealt with for behavioural issues, when the cause is SEND needs not being met. Governors should be asking about the number of fixed-term exclusions, internal exclusions etc. The LA representative no longer attends Governor Disciplinary Panels as their aim is to work with schools at an earlier stage. It is important that governors do not just 'rubber stamp' the HT's decision.

- Relationships Education. This is a new policy, from September 2020. Headteachers should be engaging with parents on this. The policy needs to be on the school website. There may be a model policy coming from the DfE.
- School attendance. There is a DfE document (July 2019) which includes all the different codes for attendance.
- Inspiring Governance (recruitment website). Some large companies e.g. Barclays have signed up to this. There is an emphasis on how becoming a governor can benefit an individual in terms of skills/career progression.

13. Committee updates

Accounting for Resources. Not quorate. A £5k deficit is forecast. This is due to increased staffing sickness, resulting in increased expenditure. The Health and Safety monitoring visit went very well, with very positive comments from the inspector.

Governors discussed scenario planning regarding pupil numbers and the corresponding budgets. Governors agreed that while the number of children is currently more positive than in the recent past, this will be reconsidered in the summer term once the reception numbers for September are known. **Action:**

Agenda planning re scenario planning, summer term, JH

The school meals census day was widely publicised to parents, in an effort to maximise numbers on that day.

Performance and Standards. The minutes are on Governor Hub.

14. Safeguarding (Annual Safeguarding Report to be submitted online)

KB is due to conduct a school visit regarding the Single Central Record in April. DC will do a safeguarding visit before the submission of the online safeguarding audit, and this will be reported on at the next FGB. DC advised he has reviewed relevant safeguarding policies on the school website; a discrepancy on the anti-bullying policy was noted and promptly resolved. PF followed this up to check it had been promptly resolved.

15. Health and Safety

PF advised he completed a H&S walk-around with SR. Good progress had been made since the previous walk-around. The report following the H&S monitoring visit showed the school was outstanding in this area. Governors thanked SR for her hard work. A governor asked if there has been any progress with the school gates; RG responded that this is included in the bid to the Diocese and funding options are being considered.

16. Minutes of the FGB Meeting of 5th December 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 5th December 2019.

17.1 (Item 5) Governors to update written profiles on website via KB. Action in hand, closed.

17.2 (Item 5) Governor details spreadsheet to be updated on website. Done.

- 17.3 (Item 6) All governors to read and feed back any comments re PP spending. No comments received; PF and RG have reviewed it and it is on the website and Governor Hub. Action closed.
- 17.4 (Item 8) RG to arrange safeguarding review. To be considered in meeting with RG and DC. Timing will be after the Single Central Record visit by KB.**
- 17.5 (Item 18.3) Behaviour Visit (PF) – to be arranged.**
- 17.6 (Item 18.4) Parent election. In hand, action closed.
- 17.7 (Item 18.6) All governors to read KCSIE and CP and Safeguarding Policy 2019/20. Documents circulated; action closed.
- 18. Urgent AOB**
A governor suggested holding a 'staff appreciation' breakfast. RG responded that although the gesture was welcome, teachers would struggle to fit this in before the school day; an afternoon tea may be more appreciated. Governors will consider something like this before the end of the academic year.
- 19. Dates of next meetings**
Next FGB meetings: 2nd April 2020, 21st May 2020, 16th July 2020

Closing prayer

Meeting closed at 8.20pm

JH 10/02/20