



St Vincent de Paul Catholic Primary School

Governing Body Meeting Minutes

Tuesday 3rd March 2020 (41) 6.30 pm

	Present: John Sloan (JS), Jon White (JW), Bernie Bullock (BB), Elizabeth Marshall (EM), Geraldine Cartwright (GC), Theresa Taylor-Brooks (TT), Rosemary Sherry (RS), Siobhan Morgan (SM), Nathan Barry (NB), Rob Neave (RN), Fr Nigel Woollen (NW), Mary Hewitson (MH), James Keogh (JK) Also Present: Melanie Farr (MF)		
	Agenda Item	Summary	Who/Actions
1.	Governors' Prayer	Was said	
2.	To receive apologies and approve absences	Apologies were received and accepted from Michelle Ambrose and Rakhee Shah. Sajan Sebastian was not in attendance.	
3.	Governor Update	Bernie Bullock was congratulated on her re-election The new governors present, Fr Nigel Woollen and James Keogh, were welcomed and all present were invited to introduce themselves. JS said that the new governors should feel able to ask questions if they did not understand anything and that the jargon could be difficult to understand at first.	
4.	To declare any conflict of interest that may arise during the meeting. <i>Govs are reminded of the need to declare any conflict of interest, pecuniary or other, relating to items on the agenda.</i>	None declared	
5.	To approve minutes of previous meeting (10 th December 2019). Minutes to be signed by Chair	The minutes of the meeting of 10 th December 2019 were agreed as to accuracy and were signed by the Chair	
6.	Matters arising from minutes of previous meeting. 1. (5.1) Governor Training Lead Post	JS and JW had met with SM. Training would be re-visited at item 16.	

	<p>2. (5.2) Governor Self-Evaluation</p> <p>3. (7) New OFSTED Framework</p> <p>4. (9) GovernorHub App</p> <p>5. (10) Parking info for Governors</p> <p>6. (11) Annual Report on Sports Premium Expenditure and Impact</p> <p>7. (12) Teaching and Learning Policy (Doc) (1) (2015), Marking Policy (3) (2015), Presentation Policy (2) (2015).</p> <p>8. (12) Accessibility and Inclusion</p>	<p>MH and GC said that they were working on a new induction pack for governors. MF had put a temporary version on GovernorHub but that was quite dry and GC and MH said that would be trying to make the pack more user friendly.</p> <p>This would be discussed at Item 10.</p> <p>This would be discussed at Item 11.</p> <p>Fr NW confirmed that there was no issue with parking at the church if governors needed to do so. JS said however that Sally Lorimer had created some passes to be placed on car windscreens for those that wanted them (these were distributed). Fr NW said that he could consider changing mass times if necessary.</p> <p>JW said that the sports premium report would be reviewed in July. JW had uploaded the current yearly expenditure. There was £3000 left in the pot which would be spent on transport and events. There had been a “fit-bit” initiative for Year 3 and parents had been involved in the last session. JW had also been making enquiries to establish if a session could be held for staff members also.</p> <p>BB asked about swimming and asked how the school assessed whether Y6 children could swim. JW said it was based upon whether they could swim one length and the children were simply asked that question.</p> <p>JW went on to report that this year a child from the school had been involved in sport at a national level and that the basketball team had done very well, with the Y6 team competing in the Hertfordshire games. SVP children had also come first in the cross country event and the girls netball team had finished as league runners up and had won the summer tournament.</p> <p>The report was approved.</p> <p>To be deferred to next meeting</p> <p>See agenda item 14</p>	
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	9. (7) Update on Pupil premium Funds and Interventions Space	See agenda item 9	
7.	To receive notification of any other business for item 19 to be agreed by the Chair	None received	
8.	<p>Headteacher's report (written) – To Include:</p> <p>Fixed term exclusion report for Autumn term</p> <p>Update on school plan</p>	<p>JW said that he would guide the governors through the report for the benefit of the new governors present.</p> <p>Children on roll – There were 6 vacancies in the school. 3 children had left recently from one family to be home schooled. JW said that he was keen to fill the 6 spaces and to that end notices were due to go out in the parish newsletters.</p> <p>Pupil premium – The percentage of children in receipt of the pupil premium had increased from 7% to 10%. Liz Neville would be at school on 18th March to conduct a Joint Annual Review visit and there would be a spotlight on the pupil premium. JW said that he would be able to report back on that at the next meeting. GC explained for the benefit of the new governors, who Liz Neville was, i.e one of the Hertfordshire improvement partners, who came into the school on a termly basis to meet the SLT. She was a good friend of the school and was very aware of where it was heading etc.</p> <p>Behaviour and Exclusions – JW reported that the learning pit was still being used. CPOMS had had a very positive impact in providing a whole picture of the child. In terms of exclusions, since the last report there had been one exclusion for three days, which lead to a permanent exclusion. JW outlined briefly the relevant process and what the governors on the panel would need to decide at the meeting of the governor's disciplinary committee. Training had been provided for the governors attending that. PV asked if the school would like to obtain copies of the certificates relating to that training and JW said yes and that they should be sent to the clerk, MF.</p> <p>Bullying and racist incidents – These were at a low level but it was important to include the data. Homophobic and transphobic language was also recorded and this behaviour was now easier to track with CPOMS. There were no prevent concerns, i.e concerns regarding radicalisation.</p>	<p>JW</p> <p>Action - MF to obtain training certificates.</p>

		<p>Safeguarding – It had been a busy term. Marilyn Hawes from ‘Freedom from Abuse’ had delivered sessions for each KS2 class and for parents and staff in relation to personal safety on-line and in the real world. LM commented that her daughter’s feedback was that the talk had been really good. BB said that it had been good that the issues discussed had also been followed up in home learning. JW said it was interesting to hear directly from the children what was still bothering them following the talk. It was important for them to understand, what, if any actions of theirs were unsafe. JS said it had been an eye opener regarding places in the area which were unsafe and where vulnerable children were approached. JW said that he had been concerned by the issue of county lines and gangs trying to establish connections at the school gates. For that reason the school were trying to ensure a presence at the gates in the evening. MH commented that you could see that some parents thought that they were aware of the risks and had realised that they were not in fact aware.</p> <p>JW said that the children had engaged well with Marilyn Hawes and some children had asked her questions afterwards. PV stated that children do change their behaviour and it was interesting to hear the feedback from the children. JW said that he needed to consider where these issues could be fitted into the PHSE curriculum. TTB said that some parents had asked when the next talk would be. JW said that if held too frequently, the talk could lose impact and as such he thought it might be best to wait until the children had moved up a stage. BB added that all of the attachments from the evening were available on parentmail. JS asked if the slides from the talk could be placed on the website. JW responded that some of the information could be made public but also you needed to be able to put some of the information in context. RS said that the talk would be followed up by a talk from the NSPCC and that Year 5 & 6 would have input into a rolling project about recognising abuse. RS suggested that a governor attend a session.</p> <p>JW moved on to discuss page 6 of his report. This reported on staff briefings both this month and last month to highlight particular safeguarding and other relevant issues. There were concerns around the TIKTOK challenge “skull breaker”. This issue had been discussed in a recent briefing this month in addition to concerns regarding Coronavirus and families at the school returning from Italy.</p> <p>JS asked about the “Skull breaker” challenge. JW said that the school had responded to this by ensuring that staff on the playground were aware of it so that they could monitor the children. LM commented that children should not be using TIKTOK until they were 13. TTB said that it was being used lower down the school.</p> <p>JW said that the staff briefings were a really useful safeguarding tool as well as providing an</p>	
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		<p>opportunity to raise any H & S concerns. The Friday briefing began with an “inclusion” section which offered staff the opportunity to raise the names of pupils who might need a coordinated and consistent approach.</p> <p>JW moved on to discuss staffing. The school was fully staffed. Mid-term reviews for staff would be scheduled early in the summer term. JW said that the governors were aware from previous meetings that this year had seen a reduction in the number of TA’s across the school. One of the current stresses was that when a TA was off school, it was very difficult to organise cover. PV asked if JW could live with that situation. JW responded yes but that he had to obtain temporary cover. The impact on others always had to be borne in mind.</p> <p>GC asked about the budget for the following year. JW said that it was £100,000 up from the previous year. The school was now sitting at a £4,000 deficit within the year. Sally Lorimer, the School Business Manager was trying to make the budget as realistic as possible. The situation was better than JW had thought, but the school might be receiving funding now which it would not be getting next year. As such, the school would not be in a position to employ further TAs. However, there should be enough to facilitate the employment of one extra Midday Supervisor which would make a big difference.</p> <p>JW went on to discuss the School Development Plan. JW was pleased to say that a number of items had shifted and given it was half way through the school term, the school was in a good position. As regards RE, half the plan had not yet been covered because the school was still waiting for the curriculum directory from the Bishops.</p> <p>JS explained for the benefit of the new governors, that the school plan was a key document which set out what the school was trying to achieve in a 2-3 year period. JS said it would be useful if the new governors could look at that document. JS said he was really pleased with the amount of green in the plan.</p> <p>In terms of progress made against the Headteacher’s performance appraisal, writing remained high priority. Staff were due to engage with in-school moderation and then across-schools moderation from March 2020. A further target was to sustain and sharpen senior and middle leadership so that all leaders are able to embed an ambitious curriculum. Helen Jones (OFSTED Inspector) led a twilight for staff in relation to the expectations of subject leaders. That talk was pitched really well. RS said that she thought it had really helped the teachers. JS asked what in particular had opened eyes? JW responded that it was the approach as regards what the subject leaders should be aiming to achieve which had been really useful. The deep dives should not be considered to be a</p>	
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		<p>subject inspection, but helping to improve the overall quality of education in the school. This made the teachers feel less like the spotlight was on them.</p> <p>JW went on to discuss another target which concerned “The Year of the Word”. The school had really gone to town with that and the strategic focus on scripture had worked really well.</p> <p>JW then referred to partnerships. Of particular note was a gathering amongst headteachers in Hertfordshire. A meeting of this sort had not taken place for some time. Local Catholic Primary Schools not involved with DOWAT had committed to exploring the possibility of working more closely with each other. Given DOWAT were not currently allowed to admit any more schools, local A1 corridor schools felt it would be useful to build relationships. JW said the schools involved in this were going to undertake some moderation work together and the possibility of the school business managers working together had also been discussed. GC asked about the schools listed in the report and asked whether they had all agreed to work together. JW said that they had and that new people had joined those schools and had felt isolated.</p> <p>MH referred to an email she had received recently regarding whether catholic schools should become academies. JW said that this development with the A1 corridor schools was not about setting up an organisation with interests contrary to DOWAT but about how partnerships could look in the future. JW added that all the schools were part of the deanery in any event.</p> <p>JW moved on to discuss the Catholic Life of the School. One of the main events was that the teachers had engaged this term with the opportunity to practise articulating ‘age relatedness’ following an internal moderation of RE work. RS commented that the year had started with an inset day and it had been lovely after a term to see how hard people had been working on this area. The progress made was evident from the RE books, which when compared to the year before, evidenced an increase in standards. JW said that there was no model available and the school had been doing their own thing. There would be a Section 41 inspection next year and therefore the school needed to get things right with regards it’s teaching of RE. BB asked about the moderation of RE work and asked if she could attend. JW said that a key theme would be considered and this would then be explored though the 4 areas of scripture, worship, teaching and life. The children were beginning to connect with that and relate it to what they were learning in church also. JS said that it would also be good to make connections with JHN and Fr NW asked about the Section 41 inspection and when the school would be notified (2 days before)</p>	
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		<p>JW went on to discuss the CARITAS work. JS had attended the half term project. JW said that he had taken a step back from that this time. JS said that the numbers attending had been lower on this occasion and wondered if that had anything to do with the wording adopted in the parish newsletters, which suggested that the event was aimed at vulnerable families. JW said that it had been made clear on the last occasion that the event was about inclusivity. JS said that he thought it would be worth considering the wording used on the next occasion. GC asked if fewer families or volunteers had attended and JS said that there were fewer families.</p> <p>SM had also attended the CARITAS event. She thought that it would be better if the wording advertising the event in the parish newsletters was amended. SM said that her children had really enjoyed it and that the activities had been timetabled well with plenty of breaks. Stevenage Football Club had put on a session which was well received. JW said that another event was going to be held in the May half term. JW said that the event in February had been coordinated by someone in London but that in May a local coordinator would be involved, which would also help. Sharon Taylor had been invited to attend on the last occasion and it was hoped that she might attend in May.</p> <p>JW referred to CARITAS 'drop down days' which had been planned for the 10th and 17th March. These would involve workshops for all KS2 children in relation to 6 Love in Action themes.</p> <p>JW discussed the various events which were taking place throughout Lent. BB asked if governors could attend the Be Spirited event. RS explained that there would be different slots for different year groups and that once the times were known they would be circulated. BB also ask if help was required with the sponsored walk. JW responded that it was and that the event would take place straight after registration. JW also referred to the Ash Wednesday mass. This had been very popular and Fr NW remarked at how well the children had responded during the mass.</p> <p>MH recommended the Be Spirited event and MF was asked to add the dates to the calendar</p> <p>JW concluded his report and JS asked if there were any further questions. There were none.</p>	<p>Action - MF to add dates to calendar.</p>
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9.	Maintenance and Capital Building Strategy	<p>JW explained that this had originated with the resources committee. Resources had been considering the projects which the school was hoping to be able to fund over the next few years and there was an issue concerning space. At a recent meeting, it was agreed that the multi-purpose extension, which would cost in the region of £100,000, should not take place. TTB had been trying really hard to fundraise but there was limited momentum and it would take a long time to raise the funds required. The school was desperate for space so it was agreed that other options would be considered and the fundraising would be directed at those other smaller projects instead. One of the other projects concerns the conversion of the current chatterbox into a timber-based classroom or 'pod'. Sally Lorimer was currently tendering for the project and was waiting for information on pricing. Another possible project would involve changing the purpose of the kitchen in KS1 and reducing staff usage. More appropriate furniture could be stored there, turning it into a more useful space where work could be undertaken with children.</p> <p>JW said that he was hoping that the money for the chatterbox conversion could come from pupil premium over 2 years. Wilby and Burnett had checked the building specification and were satisfied that they met building regulations requirements. Sally Lorimer had already done most of the leg work for this project and as such Wilby and Burnett were happy to negotiate a more realistic fee for supervising the project.</p> <p>JW explained to those present that Wilby and Burnett had visited the school and met with JW and Sally Lorimer, the idea being to establish the needs of the school in the long term and the general condition of the building. While the building was not condemned, there were things that needed to be rectified. The overall cost of repairing/replacing all the current identified works would be approximately £1.4 million. If the repair bill increased to 3 million, the school would be in a better position with DfE to put forward a case for a re-build. Wilby and Burnett were now doing an up to date site survey so the school would have an accurate view of the repair bill after that.</p> <p>BB asked if the school had sustained any damage as a result of the storm. JW said that it had not. RN asked about climate issues and how these would feed into any repairs or a re-build. RN reflected on his experience within the NHS.</p> <p>JW explained that the idea of the site survey etc was to initiate a process. Ultimately, the school building needed to be replaced but that could take many years to achieve. However, work could be done now to make sure the school was in an optimum position to secure the funding it required. That needed to be balanced against maintaining the school. In terms of the 'pod', Sally Lorimer was currently preparing costings for that and a number would be</p>	JW
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		<p>available shortly. Once it was clear that the project was feasible, the chatterbox would be cleared and a crowd funding would be launched.</p> <p>TTB asked about the KS1 kitchen. JW said that he hoped to build that into capital spend. The school would have to tread carefully with staff who use that area.</p> <p>MH asked whether there was any way to lobby the Local Authority. Perhaps the governors could do that. MH commented that it was not very transparent as to how and why some schools got funding for rebuilds etc. Further discussion followed regarding connections between the LA and the Diocese. JS could see little connection but MH thought it would be worth looking into the relationship between the LA and the Diocese more closely.</p> <p>JK asked about building contractors and whether the school was constrained in terms of who it could use. JW responded yes and that this was a source of frustration.</p>	Action – JW and JS to make further enquiries
10.	New OFSTED framework	<p>JS explained that the notes from Helen Jones’ visit were available on GovernorHub and asked if there were any questions.</p> <p>JS said that it was likely that the school would have another OFSTED in two years and as such it would be useful to start to build up knowledge of the new framework now. NB asked if having subject leaders had helped. JW said that he thought that there was a realisation that all subjects were important but that it had to be appreciated that not everything could be done at once. RN asked about the dry run that had taken place and JW responded that Liz Neville would be coming in again.</p> <p>JS summarised regarding the new framework that JW was working with staff and outside agencies to build up knowledge of the new framework. Any other questions could be answered after the meeting.</p>	
11.	GovernorHub –Any issues arising	<p>JS asked if the GovernorHub App could be shown on the screen. JW attended to that. JS explained that the App was the same as the online tool but was just set out differently. JW added that the App was a live tool and had a facility for downloading documents. Declarations could not be done on the App.</p> <p>BB asked if declarations needed to be made more than once a year. JS said no but reminded those present that some governors still needed to update their declarations. JS also referred to adding personal details on GovernorHub but explained that it could be indicated that personal details were not to be shared. Not many people had added their</p>	Action - Governors to update

		<p>DBS numbers and JS said that Sally Lorimer could provide DBS numbers if required.</p> <p>PV asked about different DBS numbers and whether it had to be the DBS number which was relevant to St Vincents that was placed on GovernorHub. MH referred to a single central record and said that the diocese did sometimes accept other DBS numbers, so she did not think there was a requirement for institution based numbers. Correction – DBS numbers cannot be carried from one institution to another but there is an update service available which does allow a DBS check to become ‘portable’.</p> <p>JS reminded governors to complete the training section also.</p>	<p>declarations</p> <p>Action - Governors to update training section</p>
12.	<p>Sub-Committee Minutes</p> <p>Teaching and Learning – 7th January 2020</p> <p>Safeguarding – 13th January 2020</p> <p>Resources – 28th January 2020</p> <p>Health and Safety – 8th November</p>	<p>Approved. MH thanked RS for doing very detailed minutes as it was very useful for the committee when referring back. In terms of the policies considered, some had been delayed. There were no comments on the minutes from others present.</p> <p>Approved. GC said that the minutes from the meeting were brief as the meeting had been held early on in the term so the training provided by Marilym Hawes had not yet taken place. The committee had discussed the fact that CPOMS was working really well. JW had undertaken a demo and any fears had been allayed.</p> <p>Approved. JS said that main issue has already been discussed which related to the maintenance and capital building strategy. Several policies had been reviewed and there had also been a review of the SFVS matrix, which was the values statement. The budget had also been discussed. The figures available at the meeting reflected Sally Lorimer’s best estimate for the year-end outcome and the school was on target in terms of its year end position.</p> <p>JS went on to refer to a Risk Register which had been discussed and whether one should be introduced. This was currently a requirement in academies. Sally Lorimer was going to look into this further and would report back at the next meeting. There was no questions arising.</p> <p>Approved. LM explained that the main topic discussed was Epipens and the possibility of obtaining spare ones. Spare inhalers should also be supplied. This issue had arisen</p>	

	<p>Admissions – 12th December 2019 and 13th February 2020</p>	<p>following guidance from paramedics.</p> <p>MH asked whether GPs would provide the spares. LM explained that the school would have to purchase the spare pens and inhalers. A spare epipen costs £50. Guidance would be obtained regarding which pens to buy as there were several different pens on the market. The pens would be used following advice from a paramedic.</p> <p>GC asked about the advice from paramedics and how quickly that advice could be obtained. JW said that advice did tend to be provided quite quickly. JW explained that the idea was that there were currently 2 pens. One in the classroom and one in the dining room. The spare pen would be kept in the medical room. The school would need to purchase 4 pens in total to have enough spares. JW further explained that the campaign for spare pens arose from a case where a child who did not have a pen, needed to be treated with one following a reaction. The guidance however related to those children who did already have pens.</p> <p>PV asked how parents permission was obtained, and whether permission to use the pens could be obtained over the phone. JW said that if permission could not be obtained, the school had to exercise its discretion. NB asked, if there were only 4 children in the school who needed a pen, whether the school could purchase different pens and JW explained that the issue was whether the child who needed to be treated with the pen was not one of those 4 children.</p> <p>GC asked whether parents permission could be obtained at the start of the year via completion of a form. That could be a possibility</p> <p>Approved. TTB summarised the minutes from the December meeting. The meeting had involved the ranking for the nursery. There were 41 applicants with only one child wanting a PM only session. There had been a discussion as to whether to change the options available but it had been decided to wait until next year to consider that.</p> <p>LM summarised the minutes from the February meeting. That meeting had involved the ranking for reception. There had been 108 applications and 2 received after the deadline. There had been a query regarding one of the applications but it had transpired that the child was not resident in the country.</p> <p>The vacancies in other year groups were also discussed and the new process for nursery admissions.</p>	
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	<p>Pupil Parliament</p>	<p>JW made reference to the fact that the new parent nursery meeting had already taken place.</p> <p>It was noted that Sue did a very good job of dealing with the ranking and was open to governor comments. If unsure she would speak to governors. TTB mentioned that the admissions committee could do with another governor.</p> <p>BB reported that there were no minutes from the meeting. The headlines from the meeting included:</p> <p>Waste reduction - The children were looking at how they could reduce the amount of waste in their lunchboxes. To that end, they had collected all the rubbish and considered what was non-recyclable.</p> <p>Terracycle – The school had joined the organisation. Unfortunately a large quantity of recyclable material was required but efforts were going to be made to collect as much as possible.</p> <p>Easter challenge – This was to be set for each class.</p> <p>Hand washing/sanitiser – Classes were checking that this was being done.</p> <p>Fundraising – The children were looking at holding an Easter raffle with the money raised being donated to different charities.</p>	
13.	<p>Sub-Committee Reports and Documents <i>– Those items in italics are taken from Schedule of Business</i></p> <p>Annual Report on Sports Premium Expenditure and Impact</p> <p>SFVS Matrix</p>	<p>This had been dealt with above.</p> <p>This was the School’s Financial Value Statement. JS said that it comprised of the questions the school was required to ask itself and the response provided to the Local Authority. This was completed every year. There were two or more additional questions this year. The</p>	

	Safeguarding Report to Governors from Autumn Term	<p>report was available to read on GovernorHub. There were no questions arising.</p> <p>The report was approved.</p> <p>This report is confidential and is reported in Part 2 Minutes</p>	
14.	<p>Policies – <i>Those items in italics are taken from the schedule of business.</i></p> <p>(12) Teaching and Learning Policy (Doc) (1) (2015), Marking Policy (3) (2015), Presentation Policy (2) (2015).</p> <p>Charging Policy (STAT) (2) (2020)</p> <p>Debt Recovery (2020) (2)</p> <p>Governor Allowance (Doc) (1)</p> <p>Asset Disposal (2020) (2)</p> <p>Leave of Absence Policy</p> <p>Health and Safety Policy Reviewed (1) (2020)</p> <p>Health and Safety Annual Report to Governors</p> <p>Safer Recruitment Policy (1) (2020)</p> <p>Administration of Medicine and First Aid</p>	<p>JS explained to the new governors present that the sub-committees looked at these in detail and therefore at a FGB meeting the policies were not usually looked at in detail.</p> <p>To be deferred to next meeting</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed. PV asked if the test for the fire alarm system had taken place. JW said that was expected.</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed. BB asked if the policy was shared with the PSA and whether the issue with epipens</p>	<p>T & L</p> <p>Resources</p> <p>Resources</p> <p>Resources</p> <p>Resources</p> <p>Resources</p> <p>H & S</p> <p>H & S</p> <p>Safeguarding</p>

	(1) (2020) Supporting Children with Medical Conditions	was discussed. BB asked if everyone from the PSA was trained as to how to use an epipen. Agreed	Safeguarding
	Restrictive Physical Intervention Policy (1) (2020)	Agreed. JW said that this policy would change again in the near future.	Safeguarding
	Accessibility and Inclusion	Agreed. This would go to T & L before being approved.	Safeguarding
15.	Safeguarding Termly safeguarding Report	Confidential – See Part 2 Minutes GC said that the safeguarding committee required additional members and that the time of the meetings could be changed if that helped.	RS GC
16.	Training Update from Training Link Governor – SM	JS explained that SM had taken over with the training role. A number of objectives regarding training had been agreed to include: Establish and agree in house governing body training; Identify and communicate training pathways, e.e HfL, Modern Governor Online, Diocese of Westminster training; Make best use of National Governor’s Association subscription. SM reported that in terms of the HfL in house training, HfL did do these and would provide one free session. JS said that he had uploaded a document into the FGB meeting folder on GovernorHub that listed all the possible courses. SM said that one of the most useful would be the “OFSTED, Knowing Your School” course. In terms of training in general, SM said that there was no statutory requirement to train, but that it would be best practice to have a minimal amount of training. JS said that it had been agreed previously that governors would commit to 2 training sessions per year. It was suggested that be reflected in the code of conduct. It was stated that for new governors, the induction and safeguarding courses were the most important. The Westminster induction course was 19 th May. Fr NW said that date was not on the diocese website.	SM Action - MF to amend Code of Conduct

	<p>Induction and Safeguarding Training</p> <p>Equality Policy</p> <p>Permanent Exclusions Training</p>	<p>PV had been on both the HfL and Diocese induction courses. PV said that he had gained more from the HfL course as there was a more diverse group of people there. The benefit of the Diocese course was being able to put names to faces.</p> <p>In terms of other training, the governors who had completed the exclusion hearings training were to add that to their training records.</p> <p>SM went on to discuss the National Governor’s Association. SM explained that being a member enabled governors to have access to the website and advice. However, governors had to pay extra to access that service. JS commented that the NGA did provide a booklet for new governors which would be a useful additional to the induction pack.</p> <p>MH referred to Educare. Some of the governors had used this for the exclusions training and found it to be good.</p> <p>JS referred again to the in house session and asked if the “OFSTED, knowing your school” course would be acceptable to everyone. SM said she would obtain dates. All present confirmed that they were content with that choice.</p> <p>JS thanked SM.</p> <p>NB asked about his DSP training. He had just finished this in connection with his role at JHN and wondered whether he would also be required to do the safeguarding training. JS said to put the training on his training record.</p> <p>Reminder to governors to familiarise themselves with the Equality Policy.</p> <p>This had been discussed above. The next HfL training would take place in the Autumn term.</p>	<p>Action - Exclusion training to be added to training records</p> <p>Action - SM to obtain dates for training</p>
17.	Governor visits since last meeting	<p>MH – Had met with RS to look at the pupil premium and had also gone to the Marilyn Hawes training.</p> <p>GC had also gone to the Marilyn Hawes training. GC had also met with SL to discuss the central record.</p>	

		<p>PV said that he had also been to the Marilyn Hawes training. He had also gone to the parent consultation evening. PV said that had been a really interesting evening. PV said that he had not appreciated how diverse the school was, given its size. While there were lots of mums and dads there, there were also other family members attending, presumably because a lot of parents were at work. PV said that he felt that he still had a lot to learn about the school. GC asked PV whether he had approached parents to speak to them or whether they had approached him. PV said that they had approached him. PV further stated that the only comments made to him about the school had been positive, JS said that had also been his experience. PV was asked whether he had stood at a stall and he said that he had but that most parents were not that interested in the stall. JS commented that the purpose of the stall was to give governors a focus more than anything else.</p> <p>BB said that she had attended the Y6 assembly on happiness. She had also gone to the Marilyn Hawes talk. BB had also supported the SVP girls football team and had gone to the Y3 swimming and could report that they had really improved.</p> <p>SM had been to stay and play in reception and had also gone to the Mariyn Hawes training. SM had also attended a session for Y2 parents and had been surprised at what was expected of the children at that age which far exceeded expectations when she herself had been at school. SM had also been to a PSA meeting and the Y2 cake sale which had gone really well.</p> <p>JS commented that there had been changes to the PSA committee and the numbers had increased. It was noted that the PSA did a great job. BB asked whether in the school newsletter, the name of the new committee chairs should be announced. It was suggested that a piece was done in the newsletter. It was further discussed whether PSA members and/or committee members should wear a badge in school.</p> <p>It was further noted that the PSA page on the school website had been updated and that could be cut and pasted onto a parentmail. JS asked if it was possible to send out a parentmail thanking the old committee and welcoming the new one.</p> <p>JS said that he had also gone to the Marilyn Hawes talk as well as attending the CARITAS club and the PSA AGM.</p>	<p>Action - JW to include PSA update in the newsletter/parentmail.</p>
18.	Proposal to change date of FGB meeting on 8 th July	<p>MF explained that she had a difficulty now with the date and following discussion, the date was changed to 9th July 2020.</p>	<p>Action - MF to update calendar to reflect the</p>

			change of date
19.	Any Other Business <i>Items only as put forward and agreed by Chair in Agenda item 8</i>	Nothing had been declared	
20.	Close of meeting – School Prayer	The meeting closed at 9.20pm with the school prayer.	

Meeting Dates for the rest of the academic year:

19th May 2020

9th July 2020

All meetings will start at 6.30pm.

<p><u>Governor's Prayer</u></p> <p>Spirit of God, who was with Jesus at the Jordan before his Ministry, at Mount Tabor before his passion and death and who was sent by Him at Pentecost, be with us now in our special ministry. Guide us with your wisdom as we seek to take responsibility for the education of our young people. May each of us give generously of our talents, growing to know one another. Show us how to build a community, sharing a deep concern and common purpose. May we find together the inspiration which is, and always will be Jesus Christ, Our Lord. Amen.</p>	<p><u>Mission Statement</u></p> <p>We are called to be the hands and face of Jesus as we learn, love and grow together.</p>
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