



St Vincent de Paul Catholic Primary School

Tuesday 11 May 2021 (46)

7:00pm

FULL GOVERNING BODY MINUTES

Present:^(OBJ) John Sloan (JS) (Chair) **Foundation**, Jon White (JW) **Headteacher**, Michelle Ambrose (MA) **Staff**, Nathan Barry (NB) **Co-opted**, Bernie Bullock (BB) **Parent**, Damon Carr (DC) **Parent**, Geraldine Cartwright (GC) **Foundation**, Mary Hewitson (MH) **Foundation**, James Keogh (JK) **Local Authority**, Sajan Sebastien (SS) **Foundation**, Rosemary Sherry (RS) **Co-opted**, Theresa Taylor-Brooks (TTB) **Foundation**, Paul Volske (PV) **Foundation**, Nigel Woolen (NW) **Foundation**

In attendance: Lisa Chambers (LC) (Clerk)

Apologies:^(OBJ) Siobhan Morgan (SM) **Parent**

Absent: Robert Neve (RN) **Foundation**, Rakhee Shah (RS) **Co-opted**

	Agenda Item	Summary	Who/Actions
1.	Welcome from Chair	The Chair welcomed all governors to the meeting. <i>The meeting opened at 19:06pm</i>	-
2.	Governor's prayer	The Chair lead the reading of the Governor's prayer.	-
3.	Apologies and Absences	Apologies were received from Siobhan Morgan. Governors concented to her absence. The meeting was again held via Microsoft Teams.	-
4.	Declarations of conflict of interest	Governors were reminded of the need to declare any conflict of interest in any agenda item, pecuniary or other, and to withdraw from the meeting and take no part in discussions or decisions relating to that item should a conflict of interest arise. No declarations were made.	-
5.	Any Other Urgent Business	No items of business were submitted.	-

6.	Minutes of the meeting held on	<p><i>To be read in conjunction with 'DRAFT minutes 09 March 2021'</i></p> <p>The minutes of the meeting were agreed as a true and accurate reflection of the meeting. The chair confirmed that signed minutes would be handed to the school for inclusion in the minute book once governors were again permitted on site.</p> <p>ACTION: JS encouraged all governors to use the Full Governing Body meetings as an opportunity to ask questions.</p>	All
7.	Matters and actions arising from the meeting held on 9 March 21	<ul style="list-style-type: none"> a) NB confirmed that he had sent a letter of appreciation to staff b) BB reported that she is awaiting further information from the government. A social event could possibly be held after 21 June. ACTION: Governor social event to remain as an open action on FGB agendas. c) DC had volunteered to join the admissions committee. It was noted that the committee has sufficient attendees to conduct its business but that new volunteers would be welcomed. d) Some T&L policies are included on this agenda. A policy meeting will be re-scheduled if necessary, but it may be that outstanding policies can be included on committee agendas. e) The Schedule of Business is included on this agenda. f) MH reported that she believed that the compliance of the policy was being completed by LC and SL and that she would be willing to review the work once completed. The Safeguarding Committee confirmed that they have all the statutory policies plus more in place and that they comply with the DfE list g) GS/MH confirmed that Safeguarding training had been booked. 	<p>-</p> <p>BB/SL/Clerk</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
8.	Headteacher's Report	<p><i>To be read in conjunction with 'HT_update_notes_110521'</i></p> <p>JW highlighted key areas within his report and invited questions:</p> <p>Response to Coronavirus</p> <p>JW noted that pupils had returned to school with, at 97.6%, one of the highest attendance rates the school had ever seen. JW also noted that children who are asked to isolate but then produce a negative coronavirus test have to have the absence marked as illness, therefore sickness levels may increase. Current covid related absence account for 0.2% of absences.</p> <p>JW reported that 1 class isolated and switched to remote learning. The class were out of school for 1 week including a Bank Holiday. Learning was immediately moved to Google classrooms. JW described the ways in which remote learning had been delivered and that engagement from all children had been superb. JW/RS had attended online lessons and monitored safeguarding.</p> <p>Risk Assessment</p> <p>The risk assessment remained in place. JW noted that the school had been, and continued to be, cautious in their approach. JW noted that the updated guidance for schools had been published yesterday but little had changed. SLT had discussed the classroom furniture arrangements and announced to staff yesterday that they could change their seating as long as they maintained social distancing and wore masks. SLT took the decision based on local data regarding</p>	-

the virus, highly ventilated classrooms, class sized bubbles and advice regarding indoor transmission of the virus. SLT and the staff hope the change will make the learning experience more fruitful, particularly for year 2, and expect to see the impact of the decision across the school.

School Improvement Plan

JW noted that work on the plan had been disrupted and that it needed to be read alongside the recovery and catch-up premium plan http://stvincent.herts.sch.uk/documents/21_03_16_Catch-Up-Premium-Plan-March21.pdf

Catholic Life

JW reported significant work in this area and that the rewrite of the RE scheme was due to be completed by the end of the year.

Leadership and Management

JW reported that work had been delayed on subject leadership and changes and adoptions to the curriculum but that the work remains a priority.

Teaching, Learning and Assessment

JW reported that:

There will be a focus on the impact of Coronavirus upon reception as they move into year 1. Practise in year 1 will be made ready for the children.

Deep dive visits will continue. A summer visit with Liz Neville is being planned.

St Joseph's Workshop is ready and being used. It will be timetabled for interventions.

JW noted that the school is recognising achievements and planning next steps.

JW also noted that whilst the government funding is named 'catch-up' they refer to all work as 'bridging a path to new learning'.

Personal Development and Wellbeing

JW noted that CPOMS had been an essential tracking tool enabling staff to pool resources and knowledge. It was also being used to include CP, SEND and Behaviour.

School Parliament will be re-established.

KS1 have a new shed and we are ready to spend on equipment for physical outdoor play.

Staff wellbeing

Listening so we can respond is something we will continue to develop and work on.

It is hoped that plans to refurbish the staff room and kitchen will take place over the Summer holidays.

Academisation

JW reported that he, SL, RS and JS had attended a Diocesan meeting this evening. JW and JS gave an update on the information they had received.

		<p>The Diocesan vision is for three academy trusts encompassing Hertfordshire schools, with Stevenage schools being included in DOWAT. The Diocesan plan is focussed on local geographical areas.</p> <p>We were informed that academisation is still a choice, but that we need to start preparing for going down that route. There are likely to be three Trusts, St Francis, Ascot and DOWAT. A Trust needs to be between 3k and 10k pupils. DOWAT has 8.5k pupils, if they have to stop at 10k not everyone may get in. DOWAT are ready to receive people but their structures are still changing so caution is required.</p> <p>We asked questions about finances. We have received mixed messages between the Diocesan and schools who have academised. HfL also provide services to the school. Hertfordshire Headteacher's concerns about the process were acknowledged.</p> <p>We have been told the direction and now need to do our due diligence. We will be invited to meet with the Cardinal next week to hear his directive.</p> <p>A new CEO has been appointed for DOWAT, there is an open meeting with him on 8 June for Headteachers and Chairs of Governors.</p> <p>ACTION: JW to send link to meeting to JS. (It was later confirmed that the meeting with DOWAT was for Headteachers only).</p>	JW
9.	Spring term update on Safeguarding	<p><i>To be read in conjunction with 'Safeguarding gov report April 2021', 'SVDP annual-safeguarding practice audit (checklist) 2020-2021' and 'SVP termly report_governing_body_spring 2021 meeting'.</i></p> <p>The Safeguarding Committee had discussed Operation Encompass, a partnership between the Police, HCC and schools. The system's aim is that alerts should come to school the next day after a significant event.</p> <p>JS noted that he would be visiting the school in person next week.</p> <p>Thanks were noted to GC for the Safeguarding overview report.</p>	-
10.	Sub-Committee Minutes and additional reports	<p><i>To be read in conjunction with 'Resources minutes 230321', 'Resources minutes 040521', 'Minutes of Safeguarding meeting 26th April 2021' and 'Teaching and Learning minutes 6th May 2021'</i></p> <p>Resources minutes 23/03/21 The meeting looked at draft budget, staff absence, digital strategy and HR.</p> <p>Resources 4/5/21 SL reported on the year end position and the final budget has been submitted to the FGB today. We looked at GDPR</p>	

		<p>We talked about forming a working party for the digital strategy and looked at some best practice samples. JS/RS/JW will bring that to FGB.</p> <p>Safeguarding 26/4/21 No further comments.</p> <p>T&L 6/5/21 Acknowledgement was given to the work done in RE. The responses of parents to the SRE programme were considered. Liz Neville's report was discussed in detail. The SRE policy was approved for FGB ratification. JW took the committee through the curriculum changes. There was a detailed discussion about the marking and feedback approach. Committee members noted that a significant amount of information had been shared with them during the meeting.</p> <p>JS reported that he had shared Curriculum Committee minutes for January with Liz Neville who had been very impressed with the work of committee and the detail of the minutes. MH reported that she felt the meetings had been informative and very productive. Governors noted that staff presence in the meeting was very useful for gathering information.</p>	
11.	Receive and approve year-end financial figures	<p><i>To be read in conjunction with 'Final Figures 2020-21' and 'Financial Review Gov. May 21'.</i></p> <p>JS highlighted that there had been a number of variances both positive and adverse resulting from the Covid crisis but which, overall, had resulted in a stronger, surplus carry forward position. It was also noted that the budget held the LA's required reserve of 5%.</p> <p>Question: Does the 2021/22 balance budget take into account all the large items of expenditure which are already committed? Answer: Yes.</p> <p>JW stated that the budget picture looked positive for the next 3 years and noted his belief that the National Funding Formula had given the school a stronger financial position.</p> <p>JS noted the need to consider the budget position when reviewing academisation options.</p> <p>RS noted thanks to SL for her work on the budget.</p> <p>DECISION: The 2020-21 Year End figures were approved.</p>	
12.	Approve 2021/22 budget	<p><i>To be read in conjunction with 'Budget Draft 2021-22'</i></p>	

		DECISION: The 2021-22 budget was approved.	
13.	Reports and documents	<p><i>To be read in conjunction with '210323-LN-140-Spring Visit v2'</i></p> <p>HIP visit JW stated that a rigorous meeting was held between JS/Liz Neville and the SLT. Leadership and Management, response to the pandemic and planning for the future were looked at. It was noted that Liz had not been in school to witness work herself. Liz is due to visit on 9th June which will be her last visit before she retires. The school and governors noted that she had been very understanding of the school's ethos and commitment to excellence and that she had been a champion for outcomes of Stevenage pupils.</p> <p>Question: Are we able to influence who our next advisor will be? Answer: We will be able to enter into discussions but will be allocated an advisor. JS noted the need for an advisor to have an understanding and empathy for Christian schools.</p> <p>GS asked that Liz's contribution be marked by governors.</p> <p><i>To be read in conjunction with 'St Vincent Governors Annual Plan'</i></p> <p>Schedule of Business LC/JS welcomed comments on the proposed schedule of business.</p> <p>ACTION: Schedule of Business to be on next agenda. ACTION: Governors to send any comments on the Schedule of Business or items for inclusion to LC. ACTION: GC requested that the annual SEND report be included in the July Full Governing Body meeting agenda.</p> <p>DECISION: Each Policy will have only one committee responsible for its review.</p> <p>Critical Incident Plan ACTION: Critical Incident Plan deferred to Autumn agenda.</p> <p>Prospectus It was noted that the prospectus was unchanged other than information relating to curriculum changes. DECISION: The 2021-22 prospectus was approved.</p> <p>RSE There is a statutory obligation to launch the RSE curriculum this year. Responses from parents were considered. It was noted that few parents made comments. Should restrictions allow, parents will be invited again to comment on the RSE curriculum in the Autumn.</p>	<p>Clerk All Clerk/GC</p> <p>Clerk/T&L</p>

		<p>SEND ACTION: SEND deferred to July FGB agenda.</p> <p>Accessibility Plan The Teaching and Learning Committee will review the impact of the Accessibility Plan.</p> <p>Question: Is the plan fit for purpose? Answer: Yes.</p> <p>ACTION: Teaching and Learning Committee to inform the Clerk when the Accessibility Plan review needs to be brought back to the Full Governing Body.</p>	<p>Clerk/T&L</p> <p>T&L</p>
14.	Policy Approval	<p>Teaching & Learning Policy ACTION: Teaching & Learning Policy approval deferred to July FGB agenda.</p> <p>Marking & Feedback Policy ACTION: Marking & Feedback Policy approval deferred to July FGB agenda.</p> <p>Presentation Policy ACTION: Presentation Policy approval deferred to July FGB agenda.</p> <p>Curriculum Statement <i>To be read in conjunction with 'Curriculum Statement_StVdeP_May21'</i> DECISION: The Curriculum Statement was approved</p> <p>Home school Agreement ACTION: Home school Agreement approval deferred to July FGB agenda.</p> <p>Relationships and Sex Education Policy <i>To be read in conjunction with 'RSE Consultation Feedback & Response May 2021', 'Curriculum Statement_StVdeP_May21' and 'RSE Policy Apr21'.</i> DECISION: The Relationships and Sex Education Policy was approved.</p> <p>Educational Visits and Outdoor Learning <i>To be read in conjunction with 'Education Visits and outdoor learning 2021'</i> It was noted that the policy had been reviewed only to clarify requirements around health cards. DECISION: The Educational Visits and Outdoor Learning Policy was approved.</p>	<p>Clerk/T&L</p> <p>Clerk/T&L</p> <p>Clerk/T&L</p> <p>Clerk/T&L</p>

		<p>Data Protection <i>To be read in conjunction with 'Data Protection Policy 2021'</i> DECISION: The Data Protection Policy was approved.</p> <p>Freedom of Information <i>To be read in conjunction with 'Freedom of Information Procedures 2021'</i> DECISION: The Freedom of Information Procedures were approved.</p> <p>Lettings Policy <i>To be read in conjunction with 'Lettings Policy 2021'</i> DECISION: The Lettings Policy was approved.</p> <p>Staff Code of Conduct <i>To be read in conjunction with 'Staff Code of Conduct 2021'</i></p> <p>Question: Our conduct says you are not to accept a friend request for 5 years after a pupil leaves the school. Do we need to add in a number of years after they have left education rather than leaving St Vincent de Paul School? Answer: That is a good suggestion.</p> <p>Question: Could we make a reference to the John Henry policy to say that we support their approach and do not expect anyone to make contact with ex-pupils? ACTION: JW to discuss with SLT and report back to the Resources Committee. ACTION: Resources Committee to look at wording to add to policy. ACTION: Staff Code of Conduct on July FGB agenda.</p> <p>DECISION: The Staff Code of Conduct was approved subject to the requested amendment.</p> <p>Child Protection Policy <i>To be read in conjunction with Child Protection policy SVDP_March 2021 Governors'</i> HCC had updated one of the appendices regarding return to school in March and September. The DfE guidance had changed in August and February. ACTION: Safeguarding Committee to take ownership of the Child Protection Policy. DECISION: The Child Protection policy was agreed.</p>	<p>JW Resources Clerk/Resources</p> <p>Safeguarding</p>
15.	Governor Visits	No visits had taken place since the last meeting.	

		ACTION: JS to sign final copies of the minutes of Full Governing Body meetings which had taken place since lock down during his visit to the school next week.	JS
16.	Training	<p>Saturday morning RE training MH reported that will be an opportunity to meet with the RE lead later in the term. Following on from that a meeting could be held with all staff.</p> <p>ACTION: Saturday morning RE training deferred to next July FGB agenda. ACTION: MH to review T&L Committee meeting dates.</p> <p>ACTION: Governors to look at GovernorHub and sign up for training sessions.</p> <p>ACTION: Governors to note the T&L meeting as a training session. ACTION: MH to advise governors of the date the T&L training session took place.</p>	- Clerk/MH MH All T&L MH
17.	Governor Vacancies	There are no vacancies at present.	-
18.	Any Other Business	<p>It was noted that the 'Meet the Governors' section on the website required updating.</p> <p>ACTION: JS/LC to meet to review the Governor section of the website.</p>	- JS/LC
19.	Meeting Close	<p>RS read the School Mission Statement Prayer in Makaton.</p> <p>The meeting closed at 8:44pm.</p>	-

Part I minutes signed as a true and correct record of the meeting on the 11th May 2021.

Signed

Date

(Chair of the Governing Body)

Action	To be completed by
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Use the Full Governing Body meetings as an opportunity to ask questions.	All
Governor social event to remain as an open action on FGB agendas.	BB/SL/Clerk
JW to send link to meeting regarding Academisation to JS.	JW
Schedule of Business to be on next agenda.	Clerk
Governors to send any comments on the Schedule of Business or items for inclusion to LC.	All
GC requested that the annual SEND report be included in the July Full Governing Body meeting agenda.	Clerk/GC
Critical Incident Plan deferred to Autumn agenda.	Clerk/T&L
SEND deferred to July FGB agenda.	Clerk/T&L
Teaching and Learning Committee to inform the Clerk when the Accessibility Plan review needs to be brought back to the Full Governing Body.	T&L
Teaching & Learning Policy approval deferred to July FGB agenda.	Clerk/T&L
Marking & Feedback Policy approval deferred to July FGB agenda.	Clerk/T&L
Presentation Policy approval deferred to July FGB agenda.	Clerk/T&L
Home school Agreement approval deferred to July FGB agenda.	Clerk/T&L
JW to discuss (Staff Code of Conduct amendment) with SLT and report back to the Resources Committee.	JW
Resources Committee to look at (Staff Code of Conduct Policy) wording to add to policy.	Resources
Staff Code of Conduct on July FGB agenda.	Clerk/Resources
Safeguarding Committee to take ownership of the Child Protection Policy.	Safeguarding
JS to sign final copies of the minutes of Full Governing Body meetings which had taken place since lock down during his visit to the school next week.	JS
Saturday morning RE training deferred to next July FGB agenda.	Clerk/MH
MH to review T&L Committee meeting dates.	MH
Governors to look at GovernorHub and sign up for training sessions.	All
Governors to note the T&L meeting as a training session.	T&L
MH to advise governors of the date the T&L training session took place.	MH
JS/LC to meet to review the Governor section of the website.	JS/LC

Future Agenda Items	
Governor Social event	
Schedule of Business	
SEND report	
Critical Incident Plan	
Teaching & Learning Policy	
Marking Policy	
Presentation Policy	
Home School Agreement	
Staff Code of Conduct	
Saturday morning RE training session	

Notable Dates

Admissions Committee meeting 14 June 2021
Resource Committee meeting 29 June 2021 (provisional)
Full Governing Body meeting 6 July 2021
Teaching & Learning Committee 13th July 2021

Governor's Prayer

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.

Mission Statement

We are called to be the hands and face of Jesus as we learn, love and grow together.