



# St Vincent de Paul Catholic Primary School

Tuesday 6 July 2021 (47)

6:30pm

## FULL GOVERNING BODY MINUTES

Present: <sup>(OBJ)</sup> John Sloan (JS) (Chair) *Foundation*, Jon White (JW) *Headteacher*, Michelle Ambrose (MA) *Staff*, Nathan Barry (NB) *Co-opted*, Bernie Bullock (BB) *Parent*, Geraldine Cartwright (GC) *Foundation*, Mary Hewitson (MH) *Foundation*, James Keogh (JK) *Local Authority*, Siobhan Morgan (SM) *Parent*, Robert Neve (RN) *Foundation*, 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: <sup>(OBJ)</sup> Damon Carr (DC) *Parent*, Rakhee Shah (RS) *Co-opted*

Absent: -

	Agenda Item	Summary	Who/Actions
1.	Welcome from Chair	The Chair welcomed all governors to the meeting. <i>The meeting opened at 18:37</i>	-
2.	Governor's prayer	The Chair lead the reading of the Governor's prayer.	-
3.	Apologies and Absences	Apologies were received and agreed from Damon Carr and Rakhee Shah  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. NB and BB highlighted a potential conflict of interest in discussions regarding Academisation.	-
5.	Any Other Urgent Business	No items of business were submitted.	-

6.	Minutes of the meeting held on 11 May 21	The minutes of the meeting held on 11 May were signed and agreed as a true and accurate reflection.	
7.	Matters and actions arising from the meeting held on 11 May 21	<p>a) Governors were reminded to use questioning throughout the meeting and in their work as governors.</p> <p>b) The staff/governor social will take place on 14 July, weather permitting, as it will be an outdoor event. JS noted the opportunity the event gave to thank the staff for their commitment to the school.</p> <p>c) JW had confirmed with JS that the DOWAT meeting was for Headteachers.</p> <p>d) The Clerk advised that she would be putting the schedule together over the summer</p> <p>e) Governors will be invited to comment on the schedule of business. The schedule will be on the agenda to be approved at the first FGB meeting of the Autumn term.</p> <p>f) The annual SEND report is on this agenda but will be deferred to the Autumn term.</p> <p>g) RE training is noted in the training section of this agenda</p> <p>h) The setting of meeting dates, including the T&amp;L committee, is on this agenda.</p> <p>i) Governors were reminded to note the T&amp;L session on their training records.</p> <p>j) SL/JS/LC confirmed they are scheduled to meet on 9 July to discuss the governor section of the website.</p>	
8.	Headteacher's Report	<p><i>To be read in conjunction with 'HeadsReportJuly21V3'</i></p> <p>JW highlighted the following key areas within his report and invited questions:</p> <ul style="list-style-type: none"> <li>• Covid meant a fast-changing picture and there are currently 8 primary schools who have bubble closures.</li> <li>• The school has a healthy picture in terms of pupil numbers which has a positive financial impact on the school.</li> <li>• The school has 82% Catholic (practising and non) pupils.</li> <li>• The transition process for pupils has been adapted but events to familiarise new pupils with the school have been planned. Children who are unfamiliar with the school will be able to visit after school for a short visit with one parent. Virtual story times have been used to maintain familiarisation over the summer.</li> <li>• The contingency plan runs along the risk assessment</li> </ul> <p>Question: Will there be testing of pupils?</p> <p>Answer: That is not in the guidance for Primary schools. Schools will no longer be responsible for track and trace, which we believe will be rated on close contact. That will be different for adults, which could have an impact on staffing.</p> <ul style="list-style-type: none"> <li>• One year 6 class had a bubble closure. They returned pleased to be back and excited to pick up their learning. Their online school was 2 Google Meets of approx. 30 minutes per day and 3 hours of work, meeting the government expectation of 4 hours of education per day. Sessions were limited to half an hour as that length of screen time is exhausting. It also allows for time in the schedule should there be more bubble closures.</li> </ul>	-

- A supply teacher is teaching year 1 whilst the permanent post is advertised.
- A year 4 teacher will be appointed either for a term or a year. JW noted that supply teachers do not have the same responsibilities as classroom teachers.
- The Deputy Headteacher post has been advertised on TeachInHerts and online in the Catholic Teacher's gazette. An advert will also be placed in the TES. A potential applicant is due to view the school next week.
- The Assistant Headteacher post will be advertised next term.

*James Keogh joined the meeting*

*Robert Neave joined the meeting*

Question:

Would applicants be prepared to re-locate at Deputy level?

Answer:

There may not be the incentive to do that. Our Deputy role would be a good step for an ambitious candidate who wants to dig deep into what learning is like in a school.

- Reception pupils will have an assessment within the first few weeks of joining the school. Pupils at the end of KS2 will eventually be measured against this baseline. This is a statutory requirement and does not replace the end of Early Years profile. Phonics screening, KS1 teacher assessment and KS2 tests will return.

Question:

Is there any funding for assessing each child individually?

Answer:

No. We will have to provide cover for these activities to take place and to collect the data.

Question:

Is there a new approach for EYFS as well?

Answer:

Yes. This does not fit with the new assessments they require. Our Early Years staff will need to attend training. The new approach makes sense, it is about engaging with the children at their level. That is what moves learning on.

- It is unclear when we may receive our Section 48 inspection. The Diocese hope to give us an update as they receive it.
- We are keen that Year 6's last week is marked as important and we nice things, including Mass with Father Nigel, are planned.

BB noted thanks to the staff on behalf of the Year 6 parents for the work they had done to provide activities for the children. JW noted that the activities would be fully funded and had been sourced locally.

		<ul style="list-style-type: none"> <li>• Catch-up premium. We are expecting some additional tuition funding and will look to use a reputable company to provide value for money.</li> <li>• No parents requested to withdraw pupils from the RSE lessons. Feedback from staff was that the resources were developmentally appropriate. Next year SRE will be distributed to fit in with the RE curriculum. Pupil voice information will be collected next year and we plan to hold a meeting with parents in the Autumn term.</li> <li>• MH reported positively on her visit with Nicole. Her work has been noted by the Diocese.</li> <li>• Pupil voice, book-look and feedback from the staff on standards in RE and how they had been able to deliver RE are all taking place.</li> <li>• The woodland wellbeing walk will promote the 5 ways to well-being and accompaniment walks when children feel the need for something different. This is a great partnership with the Red Shed and powerful inter-generational work.</li> <li>• Liz Neville has commented very positively on behaviour.</li> <li>• There have been 3 racist incidents this term. This feels a bigger number than previously. This is partially due to the way we are recording on CPOMS. It is important to note that these 3 incidents have had learning consequences.</li> <li>• There has been 1 incident of homophobic language.</li> <li>• These racist and homophobic language incidents all involved younger children.</li> <li>• We didn't have our usual May procession. What we did included parents more than usual. Father Nigel visited. The children enjoyed his video. Approximately 122 children celebrated their first Holy Communion this year which is an increased number. Thank you to RS who attended every one of the 122 First Holy Communions. We are putting videos together to share with the children in assembly and each child will receive a small gift.</li> </ul> <p>JW thanked governors for their commitment over the year and noted that he looked forward to governors being able to physically re-engage with the school.</p> <p>JS thanked JW and all the staff for their commitment throughout the year.</p>	
9.	Academisation	<p><i>To be read in conjunction with 'Academies Herts Heads Meet DoWAT CEO'</i></p> <p>JW reported that meetings have been held to encourage schools to re-engage with the Academisation process. The second meeting was with the Cardinal, who told Headteachers that the expectation was that schools will join an academy trust. We have been directed towards DoWAT as our local trust We met with the newly appointed CEO. He presented his vision for DoWAT which was reassuring. We live the Catholic faith in a particular way and want to protect the St Vincent de Paul way and our uniqueness as a school. We and St Margaret's are different which gives parents choice. Many questions remain before we are in a position to make a decision about whether this is right for us.</p> <p>JS reported that he had attended the Cardinal's meeting and a meeting with local schools who are not part of an academy.</p>	-

		<p>JS noted the need to start exploring due diligence without committing ourselves to anything, to discover what academisation will mean for us and what we want to say in discussions. We need to do everything we can to protect the character of the school. The scheme of delegation will state the responsibilities of Governors and Headteachers.</p> <p>Question: What is DOWAT's vision? What could the implications for our staff be? Larger trusts seem to result in schools losing their identity. Could we explore becoming an academy in our own right?</p> <p>Answer: We have asked the Diocese is there is another route. They are not allowing individual schools to become academies. They want at least 5000 pupils in each academy.</p> <p>JW reported that he has asked for clarification on what the central roles in DOWAT will be. We have been asking what is the long-term plan for DOWAT. The information we are given is about potential and promise, not hard facts. If academisation is inevitable we need to move positively, not reluctantly and be as ready as we can be.</p> <p>Question: Has the Cardinal outlined what he believes are the benefits to us?</p> <p>Answer: Protecting Catholic Education, they feel working together in a group protects schools. The Diocese are London centric and schools in London are experiencing lower pupil numbers in Catholic Schools. The situation in Hertfordshire is different. Economies of Scale are mentioned but these can be achieved in other ways. There are some strategic documents on the RCDOW website.</p> <p>JW noted that Hertfordshire had been lucky to retain a Local Authority unlike London Boroughs.</p> <p><b>DECISION:</b> Agreed that Resources committee start the due diligence process.</p>	
10.	Digital Strategy	<p><i>To be read in conjunction with 'Digital strategy 2021'</i></p> <p>The document has been reviewed in detail at the resources committee.</p> <p>JW suggested that the Digital Strategy be included in the School Development Plan so that milestones can be reviewed.</p> <p>Question: How will we help parents who are not digitally literate?</p> <p>Answer: We plan to have parent groups. We may need to add in parent digital ambassadors.</p> <p><b>DECISION:</b> The Digital Strategy was agreed.</p>	

		<b>ACTION: Digital Strategy to be a standing FGB agenda item.</b>	LC
11.	Safeguarding	<p>GC reported that JW had kept her informed of any Safeguarding concerns. GC had reviewed training for Safeguarding for different job titles within the school. GC reviewed use of CPOMS in school and noted its success.</p> <p>Question: Should governors know the password to the briefing notes? Answer: They are shared with governors, you should be able to access them so you can see what happens over the course of a week. The briefing notes cross reference with the Safeguarding updates which governors receive.</p> <p><b>ACTION: RS to circulate briefing notes password to governors.</b></p> <p>JS highlighted that the school does share a lot more information with governors than many schools do and noted the need for confidentiality to retain the trust placed in governors.</p>	RS
12.	Sub-Committee Minutes and additional reports	<p><i>To be read in conjunction with 'Resources minutes 290621', 'Resources Summer projects', 'H&amp;S Fire Assessment_2021 summary', H&amp;S minutes 080621', 'H&amp;S summary check list' and 'Admissions update July 21'</i></p> <p><b>a) Resources minutes 29 June 2021</b> The paper on projects over the summer shows the planned investment in school.</p> <p><b>b) Safeguarding</b> Not met</p> <p><b>c) T&amp;L</b> Not met</p> <p><b>d) Health and Safety 8/6/21</b> PV reported that the Health and Safety checklist missed an item regarding fixed wiring. That had been coded red. The works were completed over the Easter holidays. The item will be marked as complete when the completion certificate has been received. The fire alarm system in the KS2 building will be replaced over the summer. JW noted that the infant building was currently working on a manual fire alarm and that the system in that building may need to take priority if it cannot be fixed. JW confirmed that he had taken advice from James Ottery.</p> <p><b>ACTION: JW/SL to update PV on the fire alarm.</b></p>	JW/SL

		<p><b>e) Admissions</b> Not met</p> <p><b>f) School Parliament</b> Not met</p>	
13.	Reports and documents	<p><i>To be read in conjunction with '210609-LN-140-Summer Visit and, 'SEND governor report May 2021'</i></p> <p><b>a) HIP visit report</b> Liz Neville made her first in person visit. Subject leaders were exposed to external scrutiny. English had to lead Liz through a deep dive. The meeting was very positive, and Liz confirmed our Ofsted style judgements in key areas. We have been asked to work on making our Reading Corners more attractive. Liz Neville's replacement has not yet been announced.</p> <p><b>b) Schedule of Business</b> Discussed in Matters Arising.</p> <p><b>c) Critical Incident Plan</b> <b>ACTION: Include Critical Incident Plan on Autumn agenda</b></p> <p><b>d) Annual SEND report</b> GC invited governors to look at the inclusion tab on the school website. GC reported that she had met 3 times this year with Michelle. GC is able to see the year groups and the gender of the SEND pupils but this is not published more widely. There are a number of pupils with EHCPs, funding is not sufficient but the school work hard to support these pupils. The transition from year 6 to secondary school has been managed by the school this year. The children feel confident in moving to their secondary schools. Thanks were noted to the Teaching Assistants. GC noted concern that the Speech and Language service was not meeting the needs of pupils and that TAs were not getting the training they need. Thanks were noted to all staff in meeting the children's needs despite the year's challenges.</p> <p><b>e) Pupil Premium</b> <b>ACTION: item deferred to Autumn agenda.</b> The Fisher Family Trust benchmarks our data against other schools. The number of Pupil Premium pupils has risen. We will continue to publicise the need for parents to apply for Free School Meals if they are eligible. We have had different types of interactions with families which we believe has helped some parents to engage with the school and develop strong relationships which families who may not previously have engaged with school. MH/NB met with RS to look at the support received by children, scrutinising the pupil premium expenditure.</p>	<p>LC</p> <p>LC</p>

		<p>MH noted that TAs had used their skills with singles classes which meant they had to develop their own skills.</p> <p>Question: How will TAs achievements for the year be acknowledged?</p> <p>Answer: We are completing appraisals and achievements are being acknowledged. We have been able to speak to individuals about their impact and what they have learnt.</p>	
14.	Approve Policies	<p><i>To be read in conjunction with 'Staff Code of Conduct', 'Working at Height 2021', '2021-22 Main School Policy Update 170621', '2022-2023 Main School Policy update 0721' and '20222-2023 Nursery admissions policy updates 0721'</i></p> <p>a) Teaching &amp; Learning Policy <b>ACTION: Teaching &amp; Learning Policy deferred to Autumn agenda.</b></p> <p>b) Marking and Feedback Policy <b>ACTION: Marking and Feedback Policy deferred to Autumn agenda.</b></p> <p>c) Presentation Policy <b>ACTION: Presentation Policy deferred to Autumn agenda.</b></p> <p>d) Home School Agreement <b>ACTION: Home School Agreement deferred to Autumn agenda.</b></p> <p>e) British Values <b>ACTION: British Values deferred to Autumn agenda.</b></p> <p>f) Governor visits Policy <b>ACTION: Governor Visits Policy deferred to Autumn agenda.</b></p> <p>g) EYFS <b>ACTION: EYFS deferred to Autumn agenda.</b></p> <p>h) Staff Code of Conduct The Resources committee had looked into potential issues, where there might be a need for contact. The appendix now includes 'you have to declare any connections to past pupils'. <b>DECISION: The Staff Code of Conduct was approved.</b></p> <p>i) Working at Height policy</p>	<p>LC</p> <p>LC</p> <p>LC</p> <p>LC</p> <p>LC</p> <p>LC</p> <p>LC</p>



		<p>The policy had been re-written and follows the Herts suggested policy with the slight difference that it has been personalised, staff are identified by their role. The policy has been through Resources and H&amp;S.  <b>DECISION: The Working at Height policy was approved.</b></p> <p>j) Health and Safety information for visitors  The policy includes and addition to state that visitors may have to adhere by Public Health directions  <b>DECISION: Health and Safety information for visitors policy was approved.</b></p> <p>k) Equality information and objectives  <b>ACTION: Equality information and objectives on Autumn agenda.</b></p> <p>l) Bereavement Policy</p> <p>m) Admissions  Changes in legislation mean that we needed to add in the statement highlighted in yellow. The 21/22 policy is included for in-year admissions. Further information will follow from HCC.  We understand that as long as the policies are agreed by the FGB the policies will be lawful as the change has been requested due to a legislation change.  <b>DECISION: The admissions policies were agreed</b></p>	LC
15.	Governor Visits	<p>JS attended the Hip review  MH had an RE visit  GC had a SEND visit  NW attended the induction meeting for new parents  Siobhan attended the induction meeting for new parents  MH/NB attended a pupil premium visit with RS</p>	-
16.	Governor Training	<p>Saturday morning RE session – It was agreed that the developments in RE were important and it would be a worthwhile piece of training.  Racial Differences in School would also be an interesting topic to explore  <b>ACTION: MH to check availability of RE and Racial Inequality training courses for governors and advise of potential dates.</b>  <b>ACTION: JW to contact Caireen to enquire about governor training on race equality</b></p> <p>GC asked if NW could start the year with a governor Mass.  <b>ACTION: Aim for Training session in late September, JW to circulate potential dates</b>  NW proposed a Thurs eve or Sat late morning for a Governor Mass.</p> <p>GC and MH reported that they had attended Safeguarding training  PV/MH/RN reported that they had attended the Educare Exclusion training</p>	<p>MH  JW</p> <p>JW</p>

		MH & PV highlighted the need to attend exclusion training in advance and refresher training if they are called to form a panel. <b>ACTION: All Governors to attend HfL Exclusion and Complaints training</b>	All
17.	Governor Induction	<b>ACTION: Governor Induction deferred to Autumn agenda.</b>	LC
18.	Governor vacancies	TTB noted that she would not be extending her term as a governor. TTB noted her thanks or the opportunity to support the school and that she would remain available to the school. JS thanked TTB for her contribution.  JK reported that he will be relocating over the summer but would continue as a governor for as long as possible, possibly until December. JS thanked JK for his contribution and wished him well with his move to Liverpool.  BB advised that she will not be putting herself forward as Vice-Chair in Autumn. She encouraged other governors to speak to her or JS should they wish to take on the role. JS thanked BB for her contribution and support.  JS noted his plan to step down as Chair after the next Ofsted inspection and encouraged those who may wish to become a Chair in the future to consider the Vice Chair role. <b>ACTION: Governors interested in the position of vice Chair were encouraged to contact JS in advance of the next meeting.</b>  JS noted that his term of office ends on 31 August, and that he would be seeking to renew his term of office.	-
19.	Meeting Dates	<i>To be read in conjunction with 'governor meeting dates 2021-22'</i>  Question: Safeguarding and Resources meet in the same week, is that ok? Answer: Yes, so long as they are not in the same week.  <b>Dates</b> MH noted that she would set dates for T&L once the FGB dates had been agreed, the new advisor is in place and the school calendar is completed. The first T&L meeting will take place in September.  <b>ACTION: LC to re-issue proposed dates with JS's amendments</b> <b>ACTION: MH/JW to meet to confirm T&amp;L meeting dates</b>  Question: Will meetings be face to face? Answer:	LC MH/JW

		There is no prescription on how meetings will be held. <b>ACTION: Plan for October meeting to be face to face</b>	All
20.	Any Other Business	No items were submitted.	-
21.	Meeting Close	JS closed the meeting and RS signed the Governor Mission statement  The meeting closed at 21:19	-

**Part I minutes signed as a true and correct record of the meeting on the 6 July 2021.**

**Signed** ..... **Date** .....

**(Chair of the Governing Body)**

<p><b><u>Governor's Prayer</u></b></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><b><u>Mission Statement</u></b></p> <p>We are called to be the hands and face of Jesus as we learn, love and grow together.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------