



St Vincent de Paul Catholic Primary School

Thursday 14 October 2021 (49)

6:30pm

FULL GOVERNING BODY MINUTES

- Present: John Sloan (JS) (Chair) **Foundation**, Jon White (JW) **Headteacher**, Geraldine Cartwright (GC) **Foundation**, Simon Crump **Staff**, James Keogh (JK) **Local Authority**,
Siobhan Morgan (SM) **Parent**, Sajan Sebastien (SS) **Foundation**, Rakhee Shah (RS) **Co-opted**, Rosemary Sherry (RS) **Co-opted**, Paul Volske (PV) **Foundation**,
Nigel Woollen (NW) **Foundation**, Vacancy **Foundation**
- In attendance: Lisa Chambers (LC) (Clerk)
- Apologies: Nathan Barry (NB) **Co-opted**, Bernie Bullock (BB) **Parent**, Mary Hewitson (MH) **Foundation**, Robert Neave (RN) **Foundation**
- Absent: Damon Carr (DC) **Parent**

	Agenda Item	Summary	Who/Actions
1.	Welcome from Chair	The Chair welcomed all governors to the meeting and presented Simon Crump, who had recently been elected as the Staff governor. <i>The meeting opened at 6:37pm</i>	-
2.	Governor's prayer	The Chair lead the reading of the Governor's prayer.	-
3.	Apologies and Absences	Apologies were received from Nathan Barry, Bernadette Bullock and Mary Hewitson. Governors consented to their absence. It was noted that the meeting was being held in a hybrid model with some governors attending in person and others via Microsoft Teams.	-
4.	a) Governor contacts b) Declarations of interest c) KCSiE 2021	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 of interest were made.	-

		The clerk updated on governors who had not yet completed their declarations on Governor Hub and requested that they be completed by Friday/over the weekend at the latest, including updates to contacts and the Keeping Children Safe in Education.	
5.	Approval of minutes of the meeting held on 6 July 2021	<i>To be read in conjunction with 'Draft minutes 6 July 21'</i> The minutes of the meeting of 6 July 2021 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.	-
6.	Matters arising from the meeting held on 6 July 2021	<i>To be read in conjunction with 'Draft minutes 6 July 21'</i> <ol style="list-style-type: none"> 1. Digital Strategy is now a standing item on the Resources Committee agenda. 2. The briefing notes password was circulated. 3. John White confirmed he had updated Paul Volske on the Fire Alarm. 4. ACTION: Pupil Premium to be included on the November agenda. 5. ACTION: Equality information and objectives to be included on the November agenda. 6. John White spoke to Karin Hutchinson who said that she cannot deliver bespoke Governor training but shared the materials that she used. ACTION: Mary Hewitson to update on governor equality training at next meeting. 7. All full governing body meetings and committee meeting dates have been added to the GovernorHub calendar and a print off list is in the FGB 2021/22 Governor Documents file 8. T&L meeting dates have been added to the Governor hub calendar 	Clerk Clerk MH
7.	Election of Chair and Vice Chair of Governors	The Clerk took over the Chair for this part of the meeting. John Sloan had confirmed that he would stand again for the position of Chair and no further nominations were submitted. DECISION: John Sloan was duly elected as Chair of governors for a period of one year. No volunteers or nominations were submitted for the role of Vice Chair. John Sloan encouraged governors to consider volunteering for the role of Vice-Chair either in the short term or with a view to taking on the role of Chair in a couple of years time. ACTION: Governors were asked to think of people within their circles who may wish to join the governing body as a Foundation governor.	All
8.	Review of committee and sub-committee membership & terms of reference	<i>To be read in conjunction with 'Admissions Terms of Reference 2021', 'H&S Terms of Reference Sept 2021', 'Resource Terms of Reference 2021, 'Terms of Reference Safeguarding September 2021' and 'Terms of Reference T&L Oct 2021'</i> DECISION: The terms of reference for Admissions, H&S, Resources, Safeguarding and T&L were agreed. Committee Membership Taking into account any submissions made in advance and during the meeting the following committee memberships were agreed: Admissions John Sloan, Paul Volske and Jon White ACTION: Governors were invited to join the Admissions Committee.	JS/All All

		<p>ACTION: All to consider taking the role of Chair of the Admissions Committee.</p> <p>ACTION: John Sloan to contact governors to ask them to join the Admissions Committee. It was also noted that a Chair was needed for Admissions committee.</p> <p>Health and Safety James Keogh, John Sloan, Paul Volske, Jon White with Sally Lorimer in support. Simon Crump joined the committee. Paul Volske was elected as Chair of the Health & Safety Committee for a period of 1 year. ACTION: Governors were invited to join the Health & Safety Committee.</p> <p>Resources Siobhan Morgan, Rob Neave, Rosemary Sherry, John Sloan, Paul Volske, Jon White with Sally Lorimer in support. Rakhee Shah joined the committee. John Sloan was elected as Chair of the Resources Committee for a period of 1 year.</p> <p>Safeguarding Nathan Barry, Geraldine Cartwright, Mary Hewitson, James Keogh, Sajan Sebastian, Rosemary Sherry, John Sloan (will attend as required), Jon White. Geraldine Cartwright was elected as Chair of the Safeguarding Committee for a period of 1 year.</p> <p>Teaching & Learning Nathan Barry, Bernadette Bullock, Geraldine Cartwright, Valerie Hargrave, Mary Hewitson, Siobhan Morgan, John Sloan (will attend as required) and Jon White. Simon Crump joined the committee. Mary Hewitson was elected as Chair of the Teaching & Learning Committee for a period of 1 year.</p> <p>Sub-Committee memberships: The Chair, Clerk, Headteacher and Business Manager had recently met and discussed membership of discipline and grievance committees and concluded that it would be beneficial to have a number of governors available. Therefore, every governor will be a member of the following sub-committees: Staff discipline, Staff discipline appeal, Pupil discipline/exclusion, Pupil discipline/exclusion appeal and Grievance. Governors were asked to book themselves onto training sessions to assist them when sitting on these committees. ACTION: governors to book onto HfL training to ensure they have the skills to sit on the sub-committees.</p> <p>Headteacher's Performance Management: John Sloan, Bernie Bullock and Mary Hewitson.</p>	<p>All JS</p> <p>All</p> <p>All</p>
9.	Link Governor roles	<p>The following were appointed to link governor roles for a period of 1 year:</p> <p>CLA – Mary Hewitson EYFS – Mary Hewitson H&S – Simon Crump</p>	

		<p>IT – Rakhee Shah PSA – Siobhan Morgan Pupil Premium – Nathan Barry and Mary Hewitson RE – Mary Hewitson Safeguarding – Geraldine Cartwright School Parliament – Bernadette Bullock SEND – Geraldine Cartwright Social - Bernadette Bullock Staff Wellbeing – Simon Crump Training – Siobhan Morgan</p>	
10.	Any other urgent business	No items were submitted.	-
11.	Headteacher’s report	<p><i>To be read in conjunction with ‘HT report notes verbal Oct 21’</i></p> <p>The Headteacher expanded on his written notes and highlighted the following:</p> <p>The term had been very busy and it had been difficult to balance the high standards and expectations of the full curriculum whilst dealing with the impact of Coronavirus.</p> <p>a) Catholic Life</p> <p>The school remains vibrant and strong and Wednesday Word assemblies continue online. The children leave the assembly making links between RE learning and the Gospel. The children have been enjoying the two Marian shrines in the school grounds. Children have joined together to say the rosary. On the 18 October we will join with 1 million children across the world to pray the rosary as part of an Aid to the Church in Need project</p> <p>On 27 September the school community celebrated the St Vincent De Paul feast day in a special virtual assembly with Father Nigel. The children enjoyed the blessing of the classrooms which followed it. The children brought in donations, raising £700 for a local family in need by wearing non-uniform. Staff raised over £200 at a McMillan coffee morning. After half term focus will move towards Remembrance and then Advent.</p> <p>b) Section 48</p> <p>Our inspection is overdue but we have been informed that we will not be inspected until next September at the earliest. We will be inspected under the new national framework. We have worked hard on standards in RE. Our redesigned approach to standards in RE is having a significant impact and we are seeing pupils making strong links between scripture, teaching, worship and life. Pupils enjoy their RE learning.</p> <p>Work sampling has shown strong outcomes and how staff have realigned. Comparing last year’s books to the previous year showed the impact that had been made. Where the impact hasn’t been as we would like staff are being supported.</p> <p>The SEF 48 will be shared with the RE advisor in the Spring term as will our three years of data along with a narrative that explains the trajectory in relation to changes that have been made. Thanks were noted to the RE leadership team.</p> <p>Inspectors will see that RE as a prominent core subject leads Subject pedagogy in other subjects. There is a significant strand on RE in the School Development Plan.</p>	-

		<p>c) Register of pupils admission to the school From Monday there will be no places available in school. The school has a healthy waiting list for many of the classes, including Catholics. Question: Do you expect 100% of the reception intake to be Catholic? Answer: We expect to admit around 90% Catholic children. People moving out from London or into the country are also joining the school. The Deanery expects admissions to be down in Catholic schools in reception and nursery but that is not expected to be the case locally.</p> <p>d) Attendance update This week attendance is 96.7% which is 1% up on the final term for 2020/21. The year so far shows that Authorised absences are higher than normal at 4.14%, this is partly due to the lifting of travel restrictions. We have counted more absences as exceptional circumstances when families have requested absence to visit sick relatives abroad which was previously not possible Punctuality has been good. Parking has been an issue and the availability of the Church car park has been suspended due to a lack of sensitivity of other’s needs. Some families have chosen to use the Noah’s Ark car park which will hopefully relieve some pressures.</p> <p>e) Re-opening risk assessments The reopening risk assessments were in place for the start of term, we retained some additional elements above the government’s regulations. CO2 monitors have shown us that air circulation is not as good as we hoped it would be with levels fluctuating across the school. We invested in our own CO2 devices as we are still awaiting delivery of the devices from the government. Most parents are co-operating with our systems. We have had 22 positive cases of Covid since our return in September, one live outbreak which we had to declare and 8 current cases. 320+ pupils have taken PCR tests since September; they learn from home whilst awaiting results. This seems to have had an impact in reducing the number of cases in school. We hope to begin attending St Joseph’s for Mass on Fridays after half term as per our pre covid pattern.</p> <p>f) Coronavirus catch-up funding We have received £33,000 to implement catch-up plans, but have spent £46,842, this was supplemented by our main budget and donations. Staffing is the biggest expense as we made the commitment to have a full time TA in each class. We have spent at least £5,000 to encourage engagement in reading, ensuring that texts chosen are suitably inclusive and representative of the school’s rich diversity. We are awaiting a ring fenced £5,000 towards school led tutoring which will impact on 18 pupils; the school will have to match this funding. Finding time outside of the usual school timetable for this is difficult as catch up that involves missing English or maths lessons or which narrows the curriculum is counterproductive.</p> <p>g) Annual exclusion report Details held in part 2 of the minutes.</p> <p>h) Staffing update Further details are held in part 2 of the minutes.</p>	
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12.	2021/22 School Improvement Plan	<p><i>To be read in conjunction with 'SDP_Oct21_new'</i> Jon White highlighted that the key strands which had been set as priorities do not come direct from data but from real current needs. The Teaching & Learning Committee have reviewed the School Improvement Plan and their suggestions have been included within the draft presented to governors.</p>	

		<p>Rosemary Sherry informed governors that although the school was not required to submit end of key stage data to the DfE over the past two years, she had gathered the final Teacher Assessments and submitted them to the FFT (Fischer Family Trust) to enable comparison with other schools nationally, particularly in relation to the performance of groups. This is an additional service the school buys into and it produces a useful governors and leaders dashboard which can be shared at the next Teaching and Learning committee.</p> <p>We are looking forward to reintroducing areas such as pupil voice.</p> <p>Question: Has much of the plan been brought forward from previous years? Answer: Some items have been moved forward, but much of the plan is new.</p> <p>DECISION: The 2021 School Development Plan was agreed.</p> <p>The Headteacher will update governors on progress against the plan in his Headteacher's reports to governors.</p>	
13.	Academisation	<p>Academisation remains on the Resources Committee agenda. Jon White informed governors that he will meet with Patrick Murden from DOWAT on 19 October in order to further explore DOWATS vision. Within the Resource Committee's scheme of delegation they can consider the impact of becoming an academy and will begin to engage with some research and informal due diligence in order to inform the FGB of any decisions that will be needed in the future in relation to academy status.</p>	
14.	Safeguarding update and CLA SEF	<p><i>To be read in conjunction with 'virtual School progress report for governors the children looked after self evaluation form 2020_21'</i></p> <p>Geraldine Cartwright confirmed that all members of staff had been asked to sign to confirm they have read the KCSiE updates. Regular safeguarding updates are given to staff from Rosemary Sherry and Jon White.</p> <p>A report on Children Looked After (CLA) is submitted to the Authority each year regardless of whether we have any CLA or not.</p>	-
15.	Committee minutes and additional reports	<p><i>To be read in conjunction with 'Resource Committee Minutes 210921'</i></p> <p>a) Resources – 21/9/21 JS highlighted that digital strategy and academisation are now standing items. The committee reviewed staff absences and looked at financial trends which despite the pandemic was a positive picture.</p> <p>b) Safeguarding – 4/10/21 ACTION: Clerk to add draft Safeguarding Committee minutes to Governor Hub and add the 4/10/21 minutes to the next Full Governing Body meeting agenda.</p>	Clerk

		<p>The meeting reviewed the Child Protection Policy, looked at the KCSIe updates and the Safeguarding updates. The committee noted that was significant information for new members of staff to take in. The termly safeguarding report was reviewed.</p> <p>c) Teaching & Learning – 5/10/21 ACTION: Clerk to add draft T&L Committee minutes to Governor Hub and add the 5/10/21 minutes to the next Full Governing Body meeting agenda.</p> <p>The committee looked at the School Development plan, RE, update to British Values statements, making the Ethos statement more explicit, proposals about policies; Teaching and Learning Policy becoming part of the Curriculum statement and removing the Presentation policy. Governor visits and a strategy for visits were discussed. RE will be the focus next half term, there will be a lunch time wellbeing focus in January, early years focus in the Spring term and Digital strategy in the late Spring term. Governor visits will be fed back at Full Governing Body meetings with a short, written report.</p> <p>d) Health & Safety – not met e) Admissions – not met f) School Parliament – not met</p>	Clerk
16.	Others reports and documents for consideration and approval	<p><i>To be read in conjunction with ‘SVP Governors Annual Schedule of Business 2021-22’, ‘Amended dates_2021_2022’ and ‘Proposed dates 2022_2023’</i></p> <p>a) Schedule of business ACTION: Committee Chairs to feedback to the clerk on amended review cycles for policies. DECISION: The Schedule of Business 2021-22 was approved.</p> <p>b) 2021/22 and 2022/23 term dates The additional platinum jubilee bank holiday falls within the half term holiday. All schools have been instructed by Herts County Council to add in an additional holiday . Jon White suggested to governors that the school close on 20 December. DECISION: Governors approved the amended dates for 2021/22.</p> <p>DECISION: The school dates for 2022/23 were approved. Governors noted that the school had followed John Henry’s term dates and made full weeks wherever possible in order to maximise attendance</p>	Cttee Chairs
17.	Policy Approval	<p><i>To be read in conjunction with ‘Feedback Policy sept 2021’, Resources: Alcohol_drugs_and_gambling_work_policy_Aut 2021’, ‘British Values Sept 2021’, ‘Governor Visits Policy 21’, ‘EYFS policy 21’, ‘Gov Code of Conduct and Standing Orders 2021’, Resources: Appraisal support staff 2021 DRAFT, ‘Resources: Appraisal support staff 2021 DRAFT’, ‘Resources: Appraisal teachers 2021 DRAFT’, ‘Resources Complaints Procedure 2021 DRAFT’, ‘Sickness Absence Policy and Procedure</i></p>	

		<p><i>Sept 2021', 'SEND policy September 2021', St Vincent de Paul Catholic info report Sep 21', 'Child Protection policy September 2021' and 'Ethos Statement'</i></p> <p>John Sloan confirmed that work to amend and adapt policies is completed by Committees and brought to the Governing Body for further comment and approval. It was noted that the School adopts policies and procedures from the Catholic Education Service (CES) for Complaints, Grievance and Discipline.</p> <p>DECISION: The governors confirm that they are adopting the Catholic Education Service (CES) policies for Complaints, Grievance and Discipline.</p> <p>a) Teaching & learning policy (T&L) DECISION: The Teaching & Learning Policy was removed as necessary aspects of this will be worked into the statutory Curriculum Statement</p> <p>b) Marking & feedback policy (T&L) The Marking and feedback policy was renamed the Feedback Policy as marking is only one element of feedback. Staff have looked at what they do to feedback, research and what has the biggest impact on pupils. DECISION: The Feedback Policy was approved.</p> <p>c) Presentation policy (T&L) DECISION: The Presentation Policy was removed.</p> <p>d) Home School Agreement (T&L) ACTION: Home School Agreement deferred to next FGB agenda</p> <p>e) Alcohol, drugs and gambling at work policy (Res) It was noted that the policy had been updated by HfL. DECISION: The Alcohol, drugs and gambling at work policy was approved.</p> <p>a) British values (T&L) The policy had been amended to include core Christian values. The policy will next be reviewed in 2023. DECISION: The British Values policy was approved.</p> <p>b) Governor visits (T&L) There had been no changes to the policy. DECISION: The Governors visits policy was approved.</p> <p>c) EYFS (T&L) It was noted that the policy sits with the T&L Committee. The policy will next be reviewed in 2024 having been moved to a 3 year review cycle.</p>	T&L/Clerk
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		<p>DECISION: The EYFS policy was approved.</p> <p>d) Governor Code of Conduct and Standing Orders (Clerk) ACTION: Clerk to amend Code of Conduct to say that there are 5 meeting per year, no longer including a business meeting. DECISION: The Governor Code of Conduct and Standing Orders policy was approved.</p> <p>e) Support staff appraisal (Res) DECISION: The Support staff appraisal policy was approved.</p> <p>f) Teaching staff appraisal (Res) DECISION: The Teaching staff appraisal policy was approved.</p> <p>g) Complaints procedure (Res) DECISION: The Complaints policy was approved.</p> <p>h) Sickness absence (Res) DECISION: The Sickness absence policy was approved.</p> <p>i) SEND & Disability (T&L) DECISION: The SEND and Disability policy was approved.</p> <p>j) Child Protection (Saf) It was noted that most changes related to the KCSiE changes and that it was a template policy from the Local Authority to which individual school information is added. DECISION: The Child Protection policy was approved.</p> <p>k) Ethos Statement (T&L) DECISION: The Ethos Statement was approved.</p>	Clerk
18.	Governor visits	<p><i>To be read in conjunction with 'Opportunities for Governor Visits 2021_22'</i></p> <p>It was noted that Jon White would email governors to remind them of the visit schedule. Governors will be asked to write a brief report following their visit and submit to the FGB.</p>	-
19.	Governor training	<p>The RE training session will take place in house</p> <p>ACTION: JW to circulate a link to the Diocese Racial Bias training.</p> <p>ACTION: All governors to sign up for Exclusions and Grievance training to assist them in sitting on these committees.</p>	JW All
20.	Governor induction	<p><i>To be read in conjunction with 'Induction Pack for New Governors Oct 2020'</i></p> <p>Mary Hewitson and Geraldine Cartwright wrote the Governor Induction document 2 years ago. The document shows the history and charisma of the school.</p>	

		<p>GC noted the need for new governors to have a mentor. The clerk will now be able to point new governors in the direction of the documents they need and an experienced governor mentor will be appointed for all new governors John Sloan asked that a member of the Safeguarding Committee mentor Sajan Sebastian and a member of the H&S committee mentor Simon Crump. GC volunteered to mentor SS. ACTION: Simon Crump to feedback on the process of becoming a new governor throughout the year. Paul Volske volunteered to mentor SC.</p> <p>ACTION: Clerk to write to governors to advise where to find induction documents on governor hub.</p>	<p>SC</p> <p>Clerk</p>
21.	Governor vacancies	<p>Simon Crump was again welcomed as the new Staff governor. Father Nigel has recommended someone for the Foundation governor vacancy, John Sloan and Jon White will meet them.</p>	-
22.	Any other business	No items of business were submitted.	-
23.	Governor biogs	ACTION: The Clerk reminded those governors who hadn't submitted their biogs to send them to her.	All
24.	Close of meeting – Mission Statement	<p>RS closed the meeting with the school mission statement.</p> <p><i>The meeting closed at 8:50pm.</i></p>	-

Part I minutes signed as a true and correct record of the meeting on the 14th October 2021.

Signed

Date

(Chair of the Governing Body)

Action	To be completed by
Update on Governor equality training	MH
Consider who may wish to join the governing body as a Foundation governor.	All
John Sloan to contact governors to ask them to join the Admissions Committee.	JS
Governors were invited to join the Admissions Committee.	All
All to consider taking the role of Chair of the Admissions Committee	All
John Sloan to contact governors to ask them to join the Admissions Committee. It was also noted that a Chair was needed for Admissions committee.	JS
Governors were invited to join the Health & Safety Committee.	All
Governors to book onto HfL training to ensure they have the skills to sit on the sub-committees.	All

Clerk to add draft Safeguarding Committee minutes to Governor Hub and add the 4/10/21 minutes to the next Full Governing Body meeting agenda.	Clerk
Clerk to add draft T&L Committee minutes to Governor Hub and add the 5/10/21 minutes to the next Full Governing Body meeting agenda.	Clerk
Committee Chairs to feedback to the clerk on amended review cycles for policies.	Cttee Chairs
Clerk to amend Code of Conduct to say that there are 5 meeting per year, no longer including a business meeting.	Clerk
JW to circulate a link to the Diocese Racial Bias training.	JW
All governors to sign up for Exclusions and Grievance training to assist them in sitting on these committees.	All
Simon Crump to feedback on the process of becoming a new governor throughout the year.	SC
Clerk to write to governors to advise where to find induction documents on governor hub.	Clerk
The Clerk reminded those governors who hadn't already submitted their biogs to send then to her.	All

Future Agenda Items
Pupil Premium (November)
Equality information and objectives (November)
Governor equality training update (November)
Home School Agreement (November)

Notable Dates
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<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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