



# St Vincent de Paul Catholic Primary School

Tuesday 7 December 2021 (50)

6:30pm

## FULL GOVERNING BODY MINUTES Part I

Present: John Sloan (JS) (Chair) *Foundation*, Jon White (JW) *Headteacher*, Nathan Barry *Co-opted*, Bernadette Bullock (BB) *Parent*, Damon Carr (DC) *Parent*, Simon Crump *Staff*, Mary Hewitson (MH) *Foundation*, James Keogh (JK) *Local Authority*, Siobhan Morgan (SM) *Parent*, Robert Neave (RN) *Foundation*, 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: Geraldine Cartwright (GC) *Foundation*,

Absent: -

	Agenda Item	Summary	Who/Actions
1.	Welcome from Chair	The Chair welcomed all governors to the meeting. <i>The meeting opened at 6:33pm</i>	-
2.	Governor's prayer	The Chair lead the reading of the Governor's prayer.	
3.	Apologies and Absences	Apologies were received from Geraldine Cartwright. Governors consented to her absence. It was noted that the meeting was being held on Microsoft Teams due to Covid concerns.	
4.	Conflicts of Interest	Paul Volske noted that he was also a governor at St Ippolyts. Jon White noted a conflict of interest in the item staffing appointments.	
5.	Approval of minutes of the meeting held on 14 October 2021	<i>To be read in conjunction with 'Draft minutes 14 October 21 and Draft minutes 14 October 21 part 2'</i> The minutes of the meeting held on 14 October 2021 were agreed as a true and accurate reflection of the meeting.	

		<p><i>Father Nigel joined the meeting</i></p> <p>The chair confirmed that signed minutes would be handed to the school for inclusion in the minute book.</p>	
6.	Matters arising from the meeting held on 14 October 2021	<p>The Admissions Committee currently has no Chair. <b>ACTION : Governors were invited to consider chairing the Admissions committee.</b></p> <p>The Admissions Committee membership now consists of: Paul Volske, Siobhan Morgan, Damon Carr and Jon White with John Sloan attending where necessary. The committee met on 2<sup>nd</sup> December.</p> <p>The H&amp;S Committee has been joined by Simon Crump. <b>ACTION: Governors were invited to consider joining the H&amp;S committee</b></p>	<p>All</p> <p>All</p>
7.	Any other urgent business	No items of business were received.	
8.	Headteacher's Report	<p>To be read in conjunction with 'HT Report_FGB_Dec21', 'Pupil Post 5<sup>th</sup> December 2021' and 'RAG rated SDP 2021 Dec 21'</p> <p>The Headteacher noted his apologies for the delay in producing a written report and invited governors to read the report alongside the RAG rated School Development Plan and the Pupil Post which gives a weekly flavour of what is happening in school (archive linked in document).</p> <p><b>Pupil Numbers/School Roll</b></p> <p>There is 1 place available in the school, likely to be filled next week. There is a healthy continued interest list.</p> <p>Nursery applications have closed, 31 out of the 39 applications received were Catholic. Classes are likely to be made up of 90% Catholic pupils.</p> <p>Reception applications close on 15<sup>th</sup> January. A healthy number of applications were received.</p> <p><b>Attendance</b></p> <p>Attendance continues to be good at 94.3%. This figure is good when compared locally but lower than October. Families have needed to have time off due to covid. The government expects schools to increase their response to attendance and have spoken of punitive measures. Two families are currently stuck abroad which will have an effect on our persistent absence rate (lower than 90% or 63 pupils).</p> <p><b>Catholic Life</b></p> <p>We are still preparing for a Section 48 inspection. Patrick Murphy was able to visit the school. We have returned to St Joseph's on a Friday and reacclimatising the children to the etiquettes of being in church.</p> <p><b>Laudato Si</b></p> <p>We have been thinking about COP26 and caring for the planet.</p> <p>Fr Nigel joined a year 6 led Act of Remembrance.</p>	

		<p>Advent preparations are well underway</p> <p>Jon White reported that he had attended the Diocese RE training in relation to a new national inspection framework for RE which our inspection will be carried out under next year. He reported no concerns with respect to the new framework and felt that the work that we have undertaken as an RE team recently aligns with the new inspection focus well.</p> <p>The curriculum directory is now ready to be published and Jon White has attended some early Diocesan training in relation to it. , There will be some work to do in re-aligning our re-written curriculum with some of the areas but we have a 4-year transition period for this. We are further ahead than many in this respect. The Diocese have indicated that they are likely to impose a published scheme across the Diocese – timings for this are unclear.</p> <p>The year 2 nativity has been recorded and will be shown in assembly next week. Christmas in Song recordings start this week. These will be sent out to all parents.</p> <p><b>Covid Catch-up funding</b> The Covid Catch-up fund has been spent. Details of the use of the funding are on the school website.</p> <p><b>Sports Premium Funding</b> Premier Sports have returned to school. We are looking at CPD for staff and will come to conclusions about the best use of the money. Some funding remaining from last year has been retained for year 1 outdoor learning. The Sports Premium Report is published on the website detailing this.</p> <p><b>Pupil Progress</b> The Fisher Family Trust data is the only large set of published data that we can currently follow. Attainment in KS1 remains strong and has increased significantly at the higher standard. In KS2 there has been a reduced level of attainment from a high-level starting point. Reading, writing and maths combined progress levels remain the same but have increased at the higher level. Maths shows a reduction in progress and is a target for getting it back on track. Staff analysis has taken place and we believe that key concepts have been missed and we are plugging those gaps to increase confidence levels. The data for disadvantaged pupils shows that the gap in attainment and progress is closing which we hope shows the value of our spending and the quality of our teaching.</p> <p>John Sloan noted that Patrick Murphy, RE advisor and Linda (SIP) both visited the school for the first time.</p> <p>Question</p>	
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		<p>Is St Thomas Moore part of DOWAT?  Answer:  Yes</p> <p>Jon White thanked Rosemary Sherry for her extensive commitment to the school, Stevenage and Education.</p>	
9.	Academisation	<p><i>To be read in conjunction with 'Resource Minutes 301121'</i></p> <p>Jon White reported that he had met with Patrick Murden in October who shared his vision for DOWAT. Their vision fits with where we are heading and what we want. It is clear we need to do our due diligence to work out the right next steps for us. We have been given the contacts of schools who have been on similar journeys recently. Finance governors have agreed to set up a separate meeting to focus on academies to give it the time it needs. The Diocese have given us forms regarding due diligence on us from DOWAT. We will put together questions and answers to reassure governors that we are on the right path</p>	
10.	Safeguarding and SEND	<p><i>To be read in conjunction with 'SEND Governor report November 2021'</i></p> <p>Geraldine Cartwright has ensured her visits have continued and produced detailed reports. Thanks were noted to those involved in providing the information required. SEND processes and finances become more complex each year. Geraldine's' challenge has been welcomed by the school.</p> <p>Question:  Should we dedicate time to looking at our safeguarding procedures given the tragedy in Solihull? We need to support the school in ensuring that we do everything we can to make sure something like this does not happen to one of our pupils. We should also note and reflect on what the school did during lockdowns to safeguard our children.</p> <p>Answer:  SLT had a short discussion on the same topic. To be asked questions inspired by the awful events would be a positive thing.</p> <p><b>ACTION: SLT to consider how governors could best support a review of Safeguarding in this context.</b></p> <p>Question:  Is it worthwhile to share views and ask questions from governors who are not part of the safeguarding committee. It will be a long while before the government do a full case review?</p> <p>Answer: Yes</p>	JW
11.	<p>Committee Minutes and additional reports</p> <p>a. Resources Committee – 30/11/21</p>	<p><i>To be read in conjunction with 'Resource minutes 301121', 'Safeguarding meeting 12 November 2021', 'Safeguarding minutes 4<sup>th</sup> October 2021', 'T&amp;L 051021', 'T&amp;L 112621', 'H&amp;S minutes 16 Nov 21' and 'Minutes Admissions Committee 02.12.21'</i></p>	

	<p>b. Safeguarding - 4/10/21 &amp; 12/11/21  c. Teaching &amp; Learning – 5/10/21 &amp; 26/11/21  d. Health &amp; Safety – 16/11/21  e. Admissions – 2/12/21  f. School Parliament – 30/11/21</p>	<p><b>Resources</b>  We should be able to maintain the £70,000 contingency but pay awards need to be considered. Sally Lorimer will provide the committee with further information.  Jon White presented the anonymous performance appraisals report. It was noted that teachers have been given subject leader targets.  Staffing changes were noted, there will be a new dynamic of staff.  We are on the Diocesan priority list to be awarded money for a new roof, we will have to find 10% of the £650,000 cost.</p> <p><b>Safeguarding</b>  No comments or questions</p> <p><b>Teaching &amp; Learning</b>  No further comments or questions.  The 26 November meeting was a policy review meeting.</p> <p><b>Health and Safety</b>  The H&amp;S inspection list had two outstanding matters relating to First Aid and medication which have been completed. An additional defibrillator has been purchased for the school using PSA funds so that there is one in each building. Two outstanding actions points relating to the use of Evolve and an Asbestos log remain. There is a full working fire alarm system and all certificates are in place. We are hopeful that the leaking roof will be fixed during the summer term.</p> <p><b>Admissions</b>  The Committee met on 2 December, the minutes of the meeting were added to GovernorHub today. The schedule of business has been re-vamped. We looked at the Diocese’s admission guidance and will ensure we follow the guidance. We spoke about the 23/24 admission consultation, there are some legal changes for children looked after overseas, wording was provided by the LA. LA measures regarding distance and time at home were also changes. We are supposed to consult every 6-7 years but we resolved to consult every 3-4 years. We are awaiting feedback from the consultation which ends in January.  The main activity in the meeting was the clarification of ranking for the nursery applications. All of the 39 applications were looked at.</p> <p>Question:  Did you speak to the Anglican pastor?  Answer:  We check in great detail any evidence and do need to clarify some evidence. We are awaiting a response from the pastor.  Thanks were noted to the governors serving the admissions committee.</p>	
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12.	<p>Other Reports and Documents for consideration and approval</p> <ol style="list-style-type: none"> <li>Schedule of Financial delegation</li> <li>Annual report on 2020/21 expenditure &amp; impact of Pupil Premium/PE &amp; Sports Premium</li> <li>Termly funding allocation report for PE &amp; Sports Premium and Coronavirus catch-up premium</li> <li>Headteacher's Pay and Appraisal (Part 2)</li> <li>2023/24 formal consultation on admissions</li> </ol>	<p><b>a. Schedule of Financial delegation.</b>  There are no changes from the previous year  <b>DECISION: The Schedule of Financial delegation was approved.</b></p> <p><b>b. Annual report on 2020/21 expenditure &amp; impact of Pupil Premium/PE &amp; Sports Premium</b>  We are committed to using a template from the government to report on pupil premium. There are different sections to the ones we are used to. The Intent section makes it clear that we are looking at eligible individual children and looking wider at other vulnerable pupils e.g. with caring responsibilities. The image was included to help people to understand that we want to provide an inclusive and equitable environment to give children a fair chance to achieve.  We had to include a section regarding our challenges and resources, which is predominantly about good use of manpower. We hope to resolve the issues regarding tuition. The Nuffield intervention is well respected and runs from January. At the end we have a review on how the spending went; we helped to fund the St Joseph's building as it is there to support different pupils in different ways. There are certain clubs for particular children which we provide funding for.  First News is popular amongst the Juniors, the children are interested in exploring the news at a level appropriate to them. Our children's achievement can be varied and they have multiple barriers. It is great that the gap in progress for Pupil Premium children has narrowed, there were huge achievements but statistically some may not have achieved, but for them, overcoming barriers was a huge success.</p> <p><b>c. Sports Premium</b>  The report talks about last year. It was published on the website before the end of the summer term. We spent £13,000 allocation and carried the surplus over as our work was restricted by Covid. This year we will develop the year 1 outdoor area. We must recognise that this premium funding could be withdrawn at anytime which is why we are focussing on CPD for our staff.</p> <p>Question:  In the Sports report there are percentages marked on year 6 swimming abilities, are those percentages good or bad, is there a context?  Answer:</p>	

		<p>The target is that they swim 25m by the end of KS2. Some children only have the school input. We used to be able to put children forward who hadn't met the 25m target but funding is no longer available for this.</p> <p>Question: Could we answer a question about whether the 81.5% is good?</p> <p>Answer: There may not be a National Figure. <b>ACTION: Jon White to speak with Sporting Futures.</b> A 2012 PE subject inspection raised no concern with similar figures. Whilst acknowledging that swimming is a life skill, we do ask why they put in that measure for swimming when it is not included in other areas e.g for running.</p> <p><b>d. HT Pay and Appraisal (part 2)</b></p> <p><b>f. 2023/24 formal consultation on admissions</b> This item was covered in agenda item 11.</p>	JW
13.	<p>To approve the following policies:</p> <ul style="list-style-type: none"> <li>a) Educational Visits and Outdoor Learning Policy (H&amp;S)</li> <li>b) Health &amp; Safety Policy (H&amp;S)</li> <li>c) Fire Risk Assessment (H&amp;S)</li> <li>d) Pay Policy (Res)</li> <li>e) Capability (CES) (Res)</li> <li>f) Whistle Blowing (Res)</li> <li>g) Disciplinary Policy and Procedure (Res)</li> <li>h) Grievance Resolution (Res)</li> <li>i) Behaviour policy (Saf)</li> <li>j) Children Looked After policy (Saf)</li> <li>k) Online Safety Policy (Saf)</li> <li>l) Restraint and restrictive intervention policy (Saf)</li> <li>m) Volunteer helper policy (Saf)</li> <li>n) Safer Recruitment policy (Saf)</li> <li>o) Equality Policy and scheme (Saf)</li> </ul>	<p>The following policies were scrutinised by the named committee and are presented to the Full Governing Body for additional questions and approval.</p> <ul style="list-style-type: none"> <li>a. <b>ACTION: Educational Visits and Outdoor Learning Policy (H&amp;S) to be on the March FGB agenda.</b></li> <li>b. <b>DECISION: The Health &amp; Safety Policy (H&amp;S) was approved.</b></li> <li>c. <b>DECISION: The Fire Risk Assessment (H&amp;S) was approved.</b></li> <li>d. <b>DECISION: The Pay Policy (Res) was approved.</b></li> <li>e. <b>DECISION: The Capability Policy (Res) was approved.</b> Policies marked with CES are mandated by the Catholic Education Service Approved</li> <li>f. <b>DECISION: The Whistle Blowing Policy (Res) was approved.</b></li> <li>g. <b>DECISION: The Disciplinary Policy and Procedure (Res) was approved.</b></li> <li>h. <b>DECISION: The Grievance Resolution (Res) was approved</b></li> <li>i. <b>DECISION: The Behaviour Policy (Saf) was approved</b></li> <li>j. <b>DECISION: The Children Looked After Policy (Saf) was approved</b></li> <li>k. <b>DECISION: The Online Safety Policy (Saf) was approved</b></li> <li>l. <b>DECISION: The Restraint and Restrictive Intervention Policy (Saf) was approved</b></li> <li>m. <b>DECISION: The Volunteer helper Policy (Saf) was approved</b></li> <li>n. <b>DECISION: The Safer Recruitment Policy (Saf) was approved</b></li> <li>o. <b>DECISION: The Equality Policy and scheme (Saf) was approved</b></li> <li>p. <b>DECISION: The Bereavement Policy (Saf) was approved</b></li> <li>q. <b>DECISION: The Home School Agreement (T&amp;L) was approved</b> The Committee noted that they would like to look at Homework tasks again.</li> <li>r. <b>DECISION: The Staff Handbook (T&amp;L) was approved</b></li> </ul>	PV/Clerk

	<p>p) Bereavement (Saf)</p> <p>q) Home School Agreement (T&amp;L)</p> <p>r) Staff Handbook (T&amp;L)</p> <p>s) Sports Premium (T&amp;L)</p> <p>t) Pupil Premium (T&amp;L)</p>	Sports Premium and Pupil Premium were discussed as part of agenda item 12.	
14.	Governor Visits	<p>Father Nigel noted the courteousness of pupils and staff and the warm welcome during his visit. Siobhan Morgan completed a learning walk during the Deputy HT interviews. The classrooms appeared to be calm learning environments with focussed, engaged pupils. The children seemed settled, polite and happy to be there.</p> <p>The RE governor day was cancelled due to SLT interviews and Covid and will be rescheduled.</p>	
15.	Governor Training	<p>Paul Volske hopes to attend exclusions training on 14/12 and completed Premises Management training on 2/12.</p> <p>Siobhan Morgan has booked Exclusions training in February and will look to book appeals training.</p> <p>Mary Hewitson shared a 2021 statement from HfL on Black Lives Matter and encouraged governors to read it. Google their project Great Representations. There will be opportunities for schools to become involved in projects around equality. Jon White noted that the HfL statement had been followed up by a blog and had prompted the school to purchase a number of materials.</p> <p>HfL are unable to deliver bespoke racial awareness training, the Diocese have a list of CPD sessions available which governors can access.</p> <p>Nathan Barry has completed DSL refresher training.</p> <p><b>ACTION: Governors to focus on attending HfL or Diocesan training sessions for Equalities, Racial Bias, Exclusions and Grievance training</b></p>	All
16.	To update on governor vacancies	<p>John Sloan and Jon White have met with two potential governors. Both would be good additions to the governing body and would bring a variety of skills.</p> <p>Thanks were noted to Father Nigel for recommending them.</p>	
17.	To discuss Any Other Business <i>Items only as put forward and agreed by Chair in Agenda item 7</i>	No items of business	
18.	Close of meeting & farewell to Rosemary Sherry – Mission Statement	<p>John Sloan thanked Rosemary Sherry for her committed, loyal service to the school through good and bad times. Rosemary was thanked by governors on behalf of the entire school community for her contribution to the school and wider school community.</p> <p>Father Nigel led prayers for Geraldine and her family.</p>	



		The meeting closed at 20:03pm	
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**Part I minutes signed as a true and correct record of the meeting on the 7 December 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>
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