



St Vincent de Paul Catholic Primary School

Governing Body Meeting Minutes

Tuesday 6th December 2022 (56) 6:30pm

Present:

John Sloan (JS) (Chair), Mary Hewitson (MH) Foundation, Alex Whitty (AW) Deputy Headteacher, Simon Crump (SC) Staff, Siobhan Morgan (SM) Parent, Gloria Enock (GE) Foundation, Charli Lahiff (CL) Co-opted, Sajjan Sebastian (SS) Foundation, Damon Carr (DC) Co-opted, Fr Nigel Woollen (NW) Foundation

Via Teams: Rob Neave (RN) Foundation

Sally Lorimer: Temporary Clerk

Apologies were received from: Jon White (JW) Headteacher, Ryan Pearse (RP) Associate Governor, Nathan Barry (NB) Co-opted, Geraldine Cartwright (GC) Foundation, Rakhee Shah (RS) co-opted, Bernadette Bullock (BB) Parent

Absent:

	Agenda Item	Summary	Action
1	Welcome from Chair	All were welcomed	
2	Governor's Prayer	Was said Fr Woollen led in a prayer for the family of Lisa Naylor who suddenly passed away over the weekend. Teacher at JHN.	
3	To receive apologies and approve absences	Apologies were received from Jon White (JW) Headteacher, Ryan Pearse (RP) Associate Governor, Nathan Barry (NB) Co-opted, Geraldine Cartwright (GC) Foundation, Rob Neave (RN) Foundation, Rakhee Shah (RS) co-opted	
	Declarations of conflicts of interest that may arise during the meeting.	None	
4	Adoption of Code of Conduct for Governors (CES) and declarations of conflicts of interest that may arise during the meeting. a) Update governor contact details b) Update declarations on GovernorHub i) Declaration of Interest ii) KCSIE 2022	Governors were asked to up date their details on Gov Hub and read through policies and confirm each declaration. Governors were also asked to complete the skills audit and return to Sally Lorimer, either paper or electronic copy. Agreed to check at next FGB All complete	Clerk

	<ul style="list-style-type: none"> iii) Code of Conduct (CES) iv) Governor skills audit (CES) v) Child Protection Policy vi) Governors' Standing Orders 		
5	Approval of the minutes of the meeting held on 11 th October 2022	The minutes were agreed as a true and accurate record and signed by John Sloan. Rhian Richards added as attended.	
6	<p>To consider any matters arising from minutes of previous meeting not detailed elsewhere on the agenda.</p> <ul style="list-style-type: none"> a. Gov training: Need to have enough governors trained in discipline panels. Will discuss at the training meeting to see which training and governors are needed b. JW suggested the new governors may want to visit several committee meetings to see which they would like to join long-term. 	<p>Three Governors trained to be on discipline panels Will meet in new year and bring a plan to next FGB.</p> <p>Rhian not currently on a committee. JS explained that do need more governors on some of the committees, resource Gov hub (JS) to check Gov Hub Some during the day are difficult.</p>	
7	To receive notification of Any Other Urgent Business:	AOB accepted at the Chair's discretion None	All
8	<p>Headteacher's report (written)</p> <p>Catholic Life SEF School Improvement Plan update School development Plan update Review school prospectus Part 2: Staffing update Autumn term - Part II Safeguarding report Autumn term exclusion report - Part II Termly report of racist/bullying incidents Termly report on Pupil Progress and Attainment</p>	<p>Governors were asked if they had all read JW's report and did they have any questions? AW talked through the main points. Catholic life: application for nursery lots looking around. 31 applications received, slightly lower, all will get a place, 5 may go to St Margaret so slightly under on numbers but usually fill by September, Reception parents currently looking around - 25 actually applied. Attendance – JW now only granting exceptional circumstances. If not granted it will go on the child's record following county advice. Pre-covid holidays still being asked for but still unauthorised. Do still monitor pupils who are absent long-term or have unusual absences. Behaviour – STEPS firmly embedded across the school. Update training will soon need to be delivered Exclusion data: terminology now changed – exclusion is now permanent exclusion. It is low and a rare occurrence at this school. Did have a recent case. Governor fed back on the training. It was online and does need to be taken up by as many governors as possible. Feedback to LA on the system and lack of support. Bully and racist reports – again very rare occurrence – communication boxes in each room and</p>	

		<p>they are helpful and defuses issues quickly. Hand networks refreshed regularly and children know who to go to for advice or support.</p> <p>Prevent – none to report</p> <p>School devel plan. – rag rated and now available on gov hub. – good progress and EY have had two visits. There have been some big changes and the area is well resourced with learning reflected in both inside and outside areas. Two maths projects currently running with Maths Centre for Excellence. Number fluency is taking place with R, Y1 and Y2 every day. Children really enjoying it. Working across school with a Maths advisor for Readiness for Mastery. At their last visit she was very impressed with what she saw and will come in and do a staff meeting in January. Small team now developed, AW, VH (AHT) and SC (Yr3 teacher). They are working together. Also now have the Little Wandle phonics scheme in KS1 and some of KS2. Currently working on the assessment and more training will be taking place. Reading materials have been renewed and the school now has a very diverse range of books, covering lots of genres -high quality resource. Governor asked if they are being used? Yes definitely being used. Children also have access to Ebooks – they can access online if the resources are being used. Some children prefer to learn online. Some physical books being sent home.</p> <p>Sports Premium: Mr Jennings is teaching alongside the teachers. This used to be run by external agency. Having internal teacher means the school can also take part in more competitive external sports events. Good impact on the pupils , the basket ball team came first in Stevenage and 4th in Herts. Lots of children now accessing different sports and competing more.</p> <p>STAFFING: PART II</p> <p>Academy : Continuing to be in contact with DOWAT. Due diligence now submitted and awaiting confirmation that the standards and finance areas are approved. This information has been shared with staff and parents will be informed of the progress in January.</p> <p>Last Working Party Meeting cancelled as too soon and nothing to report. Will arrange the next meeting for January. Visit booked for January with CFO, Micon and Ciara, Director of Primary Improvement.</p> <p>Catholic life:</p> <p>Fr Nigel wanted to start by thanking the school and in particular JW for all the work and organising that went into the Relics visit. It was highly successful and lots of positive feedback from the parish and other schools who attended the workshop and church events. Huge thank you to everyone involved.</p> <p>SEF – MH reviewed the report. NW is the RE lead teacher in the school – all staff are aware an RE inspection is imminent and could possibly be before Christmas or early in the new year. The relevant documents are now on the website and there are now 3 areas; Catholic Life, Curriculum Statement and Collective Worship. The report is in depth and is an incredibly good reflection of what is taking place across the school. Catholic Life gives examples of the pupil voice and what is being currently being taught. There are weekly topics as well as half and full term resources and</p>	
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		<p>plans. Guidance on change of focus on RE table and what is changing, all very clear throughout the report. Similar to the SEF. The Curriculum Directory takes you through the advice given to the school through the scripture. It has been taken apart and planned meticulously. But the teacher can also adapt on a daily basis if something needs to be adjusted. Recommended that all Governors read through the documents and look at the website which is now updated. School Parliament meet with JW. They have the ability to recognise pupils who are displaying the values of common good and JW will present those pupils with a Common Good badge. CSED – school has evaluated itself and presented fair judgements across each section. JS explained that the CSED is presented to the Ofsted inspectors and they will then drill down through the report.</p> <p>Pupil Premium: AW has updated this information, gone over the budgeting for next year and the expenditure from this year as well as the data analysed. The document has to be on the school website by end of the year. MH and AW will meet beforehand and go through and update before publishing it</p>	JW
9	<p>Committee Minutes and additional reports</p> <ul style="list-style-type: none"> a. Resources Committee Minutes – 29/11/22 b. Safeguarding Minutes – 11/11/22 c. Teaching & Learning Minutes – 25/11/22 d. Academy Working Party – Oct/Nov e. Health & Safety minutes– 15/11/22 	<p>Agreed as true record – SL presented a financial review and forecast for year. Some increase for pay awards but also some additional income. Contingency as expected. Main highlight is the discussion about the possible roof replacement. The school was awarded £620k grant for whole school roof replacement but the project was then revalued and a new price of 1.5m was then reported. This would be an additional £90k for the school to find.</p> <p>The Resource committee felt the school had 3 options: find the additional money – stop and lose the grant or ask for a re-quote for only the key areas of the roof to be replaced. Awaiting a reprice.</p> <p>SVFS was presented in draft form and agreed by Resource Committee.</p> <p>Teacher performance and HT performance – all gone ahead</p> <p>Policy review – no minutes. Thanked Charli for attending the meeting.</p> <p>Postponed</p> <p>Cancelled (HT report Sec.10 update)</p> <p>Agreed as true record</p> <p>Reviewed the RA and policies for H&S and all agreed. SLT will carry on a discussion regarding the new Emergency Plan.</p> <p>Talked about the roof and awaiting further information.</p> <p>School parliament will be inspecting the site and have a tour.</p>	

	<p>f. Admissions minutes (Ranking) – 01/12/22</p> <p>g. Annual Pupil Premium Update</p>	<p>Also reported the new blue gates. All adds to the safety and help staff to ensure the pupils are all safe.</p> <p>Agreed as true record – SM will chair the committee and talked about the applications and reported nursery all accepted. Two things, parish boundary as Stevenage has expanded and villages etc, so the parish need more clarity. The committee also received a baptismal certificate that they were not sure of. Confirmed that this was a valid certificate.</p> <p>Applications for main school are still open and close in February.</p> <p>Governor asked about in-year applications. Why do Catholic families choose not to attend a Catholic School? Discussion took place.</p> <p>AW talked through the report. Recently updated. Budget for the next year and expenditure from last year. Data also added but needs to be analysed. Needs to be on the website by end of December.</p>	
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11	To receive verbal feedback on governor visits.	Remembrance service – very respectful and nice to visit. One Governor went to school assembly – lovely to be a part of it. Relic visit – the work in the school for the other schools – in particular the JHN pupils and there was a real sense of community and seeing the schools all together. Visit to go through the PP documents. Governors came in when HIP was visiting the school – fed back very positive and school is very pro-active and wellbeing was a big focus for both pupils and staff. No visits have taken place since last FGB	
12	To update on Governor Training	Several Governors have completed the Disciplinary training. Safeguarding training for RR and induction training tomorrow. All new governors have completed their safeguarding training. RAMAS training – allegations against staff – GC and MH – importance about preventing the allegation at start of the appointments process for staff. RE inspection training for two governors. Governors – must update personal information on Gov Hub when any training takes place. Will set up a meeting with SM (training Governor) and JW	JW/SM/JS
13	To update on Governor vacancies	SM will apply for Foundation Governor following the departure of PV. There will now be a parent governor vacancy so an elections will need to take place. Talked about diversity and encouraging more varied backgrounds and experience from parents.	
14	To discuss Any Other Business <i>Items only as put forward and agreed by Chair in Agenda item 7</i>		
15	Close of meeting – Mission Statement		

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.

Part I minutes signed as a true and correct record of the meeting on the 6th December 2022

Signed (Chair of the Governing Body) Date