



# St Vincent de Paul Catholic Primary School

## Governing Body Meeting Minutes

Tuesday 14<sup>th</sup> March 2023 (57) 6:30pm

### Present:

**John Sloan (JS) (Chair), Jon White (Headteacher), Mary Hewitson (MH) Foundation, Alex Whitty (AW) Deputy Headteacher, Simon Crump (SC) Staff, Siobhan Morgan (SM) Parent, Gloria Enock (GE) Foundation, Sajan Sebastian (SS) Foundation, Fr Nigel Woollen (NW) Foundation, Nathan Barry (NB) Co-opted, Bernadette Bullock (BB) Parent, Rhian Richards (RR)**

**Via Teams: Damon Carr (DC) Co-opted, Rob Neave (RN) Foundation**

**Sally Lorimer: Temporary Clerk**

**Apologies were received from: Charli Lahiff (CL), Ryan Pearse (RP) Associate Governor, Geraldine Cartwright (GC) Foundation, Rakhee Shah (RS) co-opted, Rob Neave (RN) Foundation**

### Absent:

	Agenda Item	Summary	Action
1	Welcome from Chair	All were welcomed Kunle was welcomed and introduced himself. Governors also introduced themselves.	
2	Governor's Prayer		
3	To receive apologies and approve absences  Declarations of conflicts of interest that may arise during the meeting.	Apologies were received from Charli Lahiff (CL), Ryan Pearse (RP) Associate Governor, Geraldine Cartwright (GC) Foundation, Rakhee Shah (RS) co-opted, Rob Neave (RN) Foundation  None	
4	Adoption of Code of Conduct for Governors (CES) and declarations of conflicts of interest that may arise during the meeting	Governors were asked to up date their details on Gov Hub and read through policies and confirm	Clerk
5	Approval of the minutes of the meeting held on 6 <sup>th</sup> December 2022	Minutes agreed	

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"> <li>a. JW to write to parents explaining the current situation regarding Academy status</li> <li>b. Gov training: JW/JS/SM agreed to arrange a meeting to discuss training</li> </ul>	<p>JW confirmed that a newsletter was sent to all parents</p> <p>Will be discussed later in the meeting.</p>	
7	To receive notification of Any Other Urgent Business:	AOB accepted at the Chair's discretion None	All
8	<p>Headteacher's report (verbal)</p> <p>Monitor School Improvement Plan 2021/22</p> <p>Part II: Staffing update Autumn term</p> <p>Safeguarding report Autumn term exclusion report</p> <p>Termly report of racist/bullying incidents</p> <p>Termly report on Pupil Progress and Attainment</p> <p>Recent Sec.48 Ofsted Inspection (2/3<sup>rd</sup> March)</p> <p>Academisation update</p>	<p>JW's verbal report:</p> <p>There has been a continued focus on EYFS with advice from advisory visits. Essential maths now fully embedded with maths networks in progress.</p> <p>NEU strike action impacted on the school, majority of teachers are in the NEU, on the day of strikes 3 classes opened. The school will also close on 15th and 16th March with the same classes remaining open. All support staff are in on those days with planned training and CPD taking place. Another key action was the re-distribution of subject Leader roles with a new plan to raise their profile throughout the school, particularly with preparations for an Ofsted inspection, probably next 6-12 months.</p> <p>Sec 48 Ofsted Inspection – JW fed back on the inspection which took place on Thursday 2nd and Friday 3rd March. There were three inspectors and 1 shadowing. SLT were present for their visits to classes, assemblies and collective worship, to ensure SLT saw what they saw and were able to ensure they had the right information to feed back where necessary. Beforehand the relevant paperwork was sent off and the inspector was directed to look at our website. JW ensured they had all documents needed and were directed to certain items. JW thanked the support team for preparations beforehand to ensure all was ready. JW thanked all teachers who were very supportive and flexible with the timetable. SLT were also very helpful and ensured that the inspectors were informed throughout their visit and directed them towards any relevant information. JW also thanked Mrs White, RE lead, who put a huge amount of work into the preparation and her energy over the two days. JW also thanked the governors who visited throughout the inspection, MH, JS, Fr Michael and Fr Nigel for their support.</p> <p>New framework had its challenges and there were times when the school had to defend their corner in a number of areas.</p> <p>Governors thanked SLT and all staff for their hard work.</p> <p>PART II</p> <p>Monitoring school improvement plan.</p> <p>JW wanted to highlight some areas. Talked about HFL &amp; Diocese input and collaboration.</p>	

		<p>JW wanted to mention the Diversity Project – parents are invited to a meeting on Friday. The project will be explained, along with parents being asked how they feel about belonging in our school and how do they feel about the school’s approach. How can we make it better? We are diverse but what could be better, do people really feel a sense of belonging? AW has been involved and also one of the Governors. The Governor will then be able to feedback.</p> <p>Digital Strategy is now well established, the PSA are funding a further 15 Chromebooks. This will give more opportunity to use them outside of the timetabled schedule.</p> <p>PE – sports teams doing very well – RJ engaging the school with outside events and working alongside teachers for training and CPD.</p> <p>JW asked if any Questions regarding the School Development Plan?</p> <p>Governors asked about the few red areas? Are they achievable? JW explained that some of the reds could be amber as already started. Nothing unduly concerning.</p> <p>Governor asked about the vulnerable pupils during the strike action. JW explained that the school is in contact with them and they are all catered for.</p> <p>PART II: Staffing</p> <p>Pupil progress and attainment:</p> <p>AW reported her meeting with MH . Just two classes that are outstanding, complete by end of week. Across the board looking good. Teachers are understanding their pupils and there is a rise in attainment in maths.</p> <p>Academy – Due diligence has been presented to Diocese Academy Project Board and we are now awaiting outcome from Education Commission meeting this week. Governor asked when could we move? Possibly April but no clear idea at the moment? Will be co-ordinating with Adrian Leggett regarding next steps once we hear back.</p> <p>Safeguarding: document shared in the autumn term. GC has visited school and carried out Single Central Records checks. JW asked if any questions?</p> <p>Governor asked about advice on reference for teacher – how do you judge it? JW explained the levels involved: Low level concern would not meet the threshold for a referral, there are strict criterion – low level could be a reference. Schools must make sure they pass on the right information. If LADO are involved then they can give advice on what needs to happen and they will decide if it has to be referred. JW keeps a record if not referred so a trail is kept.</p> <p>JW explained concerns are always shared with JS or GC.</p>	
9	<p>Committee Minutes and additional reports</p> <p>a) Resources Committee Minutes – 24/01/23</p>	<p>JS fed back. Finances: projected year-end figures looking healthy.</p> <p>Roofing project: JW fed back: Hoping to start the roofing replacement over Easter. The costings are now approximately £550k, the school’s contribution of £55k in budget. Unfortunately it will now be a reduced scope project, replacing the areas of roofing where damp or ingress occur.</p>	

	<p>b) Safeguarding Minutes – 16/01/23</p> <p>c) Academy Working Party notes – 1/02/23</p> <p>d) Teaching &amp; Learning Minutes – 21/02/23</p> <p>e) Health &amp; Safety minutes– 07/02/2</p> <p>f) Annual H&amp;S report</p> <p>g) Admissions minutes (Ranking) – 2 &amp; 9 Feb</p> <p>h) Safeguarding Report (re Autumn Term &amp; include Central Record &amp; Personnel check)</p>	<p>Staffing updated.</p> <p>Schools’ financial values agreed and submitted.</p> <p>Apologies – NB’s apologies not acknowledged - please add. MH – reported on GC behalf. Talked about the whole staff briefing and how all staff are informed of any issued. Talked about provision for one child with health issues.</p> <p>GE – highlighted that waiting for result from recent submission of Due Diligence. GE thanked JW and SL for all their work. Talked about suggestion to ensure the due diligence was appropriate. DOWAT helped with suggestions for the report. Talked about next stages – bank accounts, payroll, staffing – but these will be addressed later down the road.</p> <p>MW – talked about the focus on RE and then the call came the following week. Organised a learning walk just before the inspection and the report was useful. Phonics and maths updates all helped to secure MW knowledge. Minutes were very detailed and comprehensive.</p> <p>GE – JW has already reported that the site manager is retiring. H&amp;S inspection will be with the new Site Manager. Will have an overlap with Michael. Fire RA – will be carried out in summer term and present review in May. Governor feels the schools reporting and processes are embedded and work well. H&amp;S policy reviewed and new wellbeing charter to be taken up. Statlog – all documents updated and working well. Do need some new governors on the panel. GE went on a H&amp;S training and found it very useful.</p> <p>Postponed until next meeting.</p> <p>SM – all applicants will be offered a place. Most year groups full (now all full). Need to revise the admission policy as diocese feel it is too lengthy. Want the school to use the Diocese version. Need more governors on the panel. Unfortunately, is held during the day as need input from Lorinda (office staff).</p> <p>Feb back in HT’s report above.</p>	
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	<p>i) Progress report towards Pupil Prem. Strategy</p> <p>j) Sports lead review (Sports Premium)</p>	<p>AW reported on attainment and progress. MW explained that she is taken through the spends and the individual needs. Talked about individual and personal needs, using PP.</p> <p>JW explained that the report is produced each year and published on the website. Ofsted will let schools choose one deep dive and the school may use PE? SB fed back on the school choir and explained that some of them had been given the opportunity to sing at Westminster Cathedral SB had attended and reported back how beautiful it had been. The children loved it and it was an amazing opportunity for them.</p>	
10	<p>To approve the following policies:</p> <p>a) Admissions Policy – already approved b) Health &amp; Safety Policy - agreed c) Administration of Med &amp; First Aid (Saf.) d) Attendance (Saf.) e) Intimate &amp; personal care (Saf.) f) Supporting pupils with medical conditions (Saf) g) Accessibility Plan (24) h) RE &amp; Prayer Policy i) Collective Worship, Prayer &amp; liturgy i) Curriculum Statement</p> <p>Postponed from last meeting:</p> <p>j) Feedback (23) (T&amp;L) k) Home School Agreement (23) (T&amp;L) l) British Values (23) (T&amp;L) m) Drug Education (23) (T&amp;L) n) EYFS (24) (T&amp;L) o) Ethos Statement (T&amp;L) p) Highly Able (24) (T&amp;L) q) Governor Visits (24) (T&amp;L) r) Curriculum (English) (T&amp;L) s) Physical Education (T&amp;L) t) Maths (T&amp;L) u) Maths - Progression in calculation (T&amp;L) v) School Prospectus</p>	<p>These policies should be reviewed by the relevant committee and put forward to FGB for adoption</p> <p>Already approved Approved: agreed wellbeing charter from DFE to be recorded Need to check when last presented (SL/GC) Need to check when last presented (SLGC) Need to check when last presented (SL/GC) Need to check when last presented (SL/GC) Not updated until Spring 2024 Approved Approved Updated May 2022</p> <p>Not updated until Aut 2023 Not updated until Aut 2023 Not updated until Aut 2023 Not updated until Aut 2023 Not updated until Aut 2024 Approved Not updated until Aut 2024 Not updated until Aut 2024 Postponed Postponed Postponed Postponed</p>	

11	To receive verbal feedback on governor visits.	<p>SM reported on the school's choir. They were given the opportunity to sing at Westminster. SM and GE thanked both JW and NW for organising the event. The pupils had such a beautiful experience.</p> <p>Governors asked how were we chosen as a school? The school was approached as we are in a high deprivation area. Governor asked if the children could feedback. JW will ask the pupils to present in assembly. Could they possibly perform at the school? JW explained that they may be able to at a combined concert in the summer.</p> <p>MH – T&amp;L walk before the inspection – already fed back.</p> <p>DC – watched the violin concert last week – really lovely watching the children play.</p> <p>KA – had an opportunity to walk around with JW and JS as part of his induction as a new governor. He was very impressed and feels it is an excellent school, very learner centred. Very positive. JW felt that the walk around should be part of any new governor's induction. They have an opportunity to see all aspects of school.</p> <p>Reconciliation – Fr Nigel was part of the in-school reconciliation, offered to Years 4, 5 &amp; 6. He felt it was a very positive and uplifting experience for both the priests involved and all the children. He felt the pupils were very well prepared and it was a good atmosphere. Fr N thanked the school for having the platform on which the reconciliation can take part. Pupil feedback very positive and was on the website to help parents. One governor agreed the information was very useful. It was optional and pupils were under no pressure.</p>	
12	To update on Governor Training	<p>SM – thanked those who had responded to the in-year governor training for Ofsted Ready – online link on Gov Hub. It will be 7pm-9pm.</p> <p>Training strategy – picking up on last meeting SM is putting together a strategy to address what training is going on, self-assessment and what should be mandatory. This will hopefully ensure the training is kept up to date, at least 2 training courses per governor per year. SM will continue to feed back. JS thanked SM for stepping up to the role.</p> <p>JS talked about the good mix of governors but all at different stages. Make sure everyone is getting enough exposure and training and he is keen for new members to experience the sub-committee meetings.</p> <p>JS talked about the recent slides from a Chairs' meeting. These have been sent to all governors to read, but JS urged everyone to take a look at one particular slide which lists common questions and possible questions asked of governors at an Ofsted inspection visit. All governors need to know how to answer the most common questions. Any governor could be at the inspection and the most likely questions need to be prepared. JS suggested that all governors discuss them and share everyone's thoughts to ensure all are comfortable.</p>	SM

13	To update on Governor vacancies	Now full – if anyone who knows potential candidates please contact JS.	
14	To discuss Any Other Business <i>Items only as put forward and agreed by Chair in Agenda item 7</i>	MW – talked about the recent news regarding young children and suicide? We should acknowledge that it is an area the school needs to have training in? JW explained that is forms part of our bereavement training and watching out for signs. Impact of social media.  JS informed governors of the new Clerk, Julie Woolf, who will be starting at the next meeting. Thanked SL for stepping in.  GE – thanked JW for his recent communications with parents. It had been mentioned at the last meeting and JW has reacted well and his response has helped.	
15	Close of meeting – Mission Statement	Closed at 8:20pm	

<p><b><u>Governor’s Prayer</u></b></p> <p><b>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.</b></p>	<p><b><u>Mission Statement</u></b></p> <p><b>We are called to be the hands and face of Jesus as we learn, love and grow together.</b></p>
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**Part I minutes signed as a true and correct record of the meeting on the 14<sup>th</sup> March 2023**

**Signed ..... (Chair of the Governing Body) Date .....**