



St Vincent de Paul Catholic Primary School
Governing Body Meeting Minutes
Tuesday 16th May 2023 (58) 6:30pm

Present:

John Sloan (JS) (Chair), Jon White (Headteacher), Mary Hewitson (MH) Foundation, Geraldine Cartwright (GC) Foundation, Alex Whitty (AW) Deputy Headteacher, Simon Crump (SC) Staff, Siobhan Morgan (SM) Parent, Gloria Enock (GE) Foundation, Sajan Sebastian (SS) Foundation, Nathan Barry (NB) Co-opted, Bernadette Bullock (BB) Parent, Kunle Anjorin (KA) Parent, Rhian Richards (RR), Sally Lorimer (SL- SBM)

Via Teams: Rob Neave (RN) Foundation

Julie Woolf: Clerk

Apologies: Charli Lahiff (CL), Fr Nigel Woollen (NW) Foundation, Damon Carr (DC) Co-opted, Ryan Pearse (RP) Associate Governor,

	Agenda Items	Summary	Action
1	Welcome from Chair	All were welcomed. New Governor: Kunle Anjorin, new Parent Governor, was welcomed and introduced himself. Governors were all invited to also introduce themselves. New Clerk, Julie Woolf, also welcomed.	
2	Governor's Prayer		
3	To receive apologies and approve absences	Apologies were received from Charli Lahiff (CL), Fr Nigel Woollen (NW) Foundation, Ryan Pearse (RP) Associate Governor	
4	Declarations of conflicts of interest that may arise during the meeting	None	
5	Approval of the minutes of the meeting held on 14 th March 2023	Minutes agreed; signed by Chair.	
6	To consider any matters arising from minutes of previous meeting not detailed elsewhere on the agenda. a. Governors' Training	 SM has now started a strategy paper this will be presented at the meeting for Governors on Saturday 8 th July but will be reviewed in the meantime.	

	b. Feedback on Diversity Project	<p>Governors need to be Ofsted ready- understand their roles and expectations. Be careful about what to say, what are next steps?</p> <p>The project has now finished. AW talked about how interesting the course had been. Every decision needs to have a diverse view, ensuring that all children and parents feel they belong. Can they see themselves in our school? We are not being affected ourselves, is everybody included.</p> <p>It is about changing our mindset.</p> <p>Next steps - in weekly briefing every week, look at Great Representation, give out reminders, book guest speakers to coming in, it needs to be in everything we do. Key phrase: I see, I hear, I belong.</p> <p>It should be threaded through everything, not sit on its own.</p> <p>SS and AW need to meet and communicate back some ideas.</p>	AW/SS
7	To receive notification of Any Other Urgent Business:	None	
8	Headteacher Resignation, Acting up Arrangements and Recruitment Process. i) Senior Leader Recruitment Toolkit (Rev Feb22)	Part II	

9	<p>Headteacher's report (written) Monitor School Improvement Plan 2022/23</p> <p>Part II: Staffing update Autumn term</p> <p>Exclusion report Autumn term</p> <p>Racist/bullying incidents Autumn Term</p>	<p>JW expanded on the report: Attendance a key focus for Ofsted since Covid. The profile has improved against national averages. Monitoring attendance constantly.</p> <p>Part II</p> <p>JW reported no further exclusions this term. However, the data demonstrates increased racial incidents and homophobic language. Staff are recognising this increasingly. Must be recorded as such and not 'unkind language'</p> <p>Raised awareness may have come through participation in the Great Representation Project?</p> <p>Consideration to ASD children whose language may not be intentional.</p> <p>Any incidents must be addressed so that the victim feels it is being dealt with.</p> <p>Communication with all parties, parents etc.</p> <p>A governor asked if they could be the subject of an assembly? It was felt it should be more age appropriate and dealt with each class separately.</p> <p>It was asked If there was a difference between the lower and upper age groups In their behaviour. Children to be reminded of not being a bystander but to support each other.</p> <p>Additional training has been done with staff as a result of JS and AW's recent course. TA's have been included in this.</p>	
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<p>Catholic Life of the School</p> <p>Pupil Progress and Attainment</p> <p>Academisation update</p>	<p>Impact of racism around the UK was presented at this course. Reviewed how the school presents to the outside world; reviewed the website to make the presentation more inclusive, similarly for the school's Twitter. Considering alternative means of advertising for recruits to seek a more diverse response. All schools have to write a reflective journal by the end of the term, which will be published in a book. This will be available to governors.</p> <p>School Parliament reviewed Reconciliation for Lent, charitable outreach assisting with food for St Joseph's family outreach program. 57 children from the school are making their First Holy Communion. All will be brought together for a school celebration in July.</p> <p>Curriculum Update: Sports Platinum mark achieved again.</p> <p>Relations & Sex Ed - Meeting with the parents, low attendance but very useful discussion.</p> <p>Music-Yr 5 children performed at the Royal Albert Hall along with the Herts Choir. Selection of the choir was queried. 20 children from each school can attend.</p> <p>Preparation for Ofsted: Curriculum overview, shift of subject leaders to consider new team members too.</p> <p>SC reported on SATs, children coped very well. Difficult Reading paper with a 35% increase with the word count. Successful week overall with them attending breakfast beforehand SC.</p> <p>Ofsted will be drilling down on Phonics and Writing due to the Covid effect.</p> <p>The level of teaching for all different attainment children was explained to the Governors. Core skills are encouraged but creative talents are recognised.</p> <p>Important to recognise individual talents rather than focusing on SATs achievements solely.</p> <p>The process has slowed down awaiting response from the Diocese. Now progressing again and JW very clear that the school wants to be included in all discussions</p>	
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10	<p>Section 48 Inspection</p> <ul style="list-style-type: none"> i) Full Section 48 Report ii) Letter from Chief Report 	<p>Discussed last time. Report and letter from Chief Inspector provided. Feedback was given to the Diocese in relation to the process.</p> <p>There was concern that the process of the inspection caused some upset but it was felt that the outcome was good.</p> <p>The Chair recognised there was always some improvement to be done but very pleased with the outcome.</p>	
11	<p>Year End Accounts and Draft Budget</p> <ul style="list-style-type: none"> i) 2022/2023 Year End ii) Draft 2023/2024 Budget Proposal iii) Financial Review 	<p>Two papers presented, the year-end position and budget for the new year. Carry Forward surplus for the new year.</p> <p>Budget is much tougher for next year.</p> <p>Proposed pay awards have been included in the Budget.</p> <p>The Diocese and Local Authority will be paying close attention to the budget. It was flagged how vastly increased the utility bills are.</p> <p>SL was thanked for her work.</p> <p>Accounts <u>approved for</u> Year End submission and Budget 2023/24 <u>approved</u>.</p>	
12	<p>Committee Minutes</p> <ul style="list-style-type: none"> a. Resources Committee Minutes - 25/04/23 b. Safeguarding Minutes - 09/05/23 c. Teaching & Learning Minutes No mtg before 16/05. d. Health & Safety Minutes - No mtg before 16/05. e. Admission Minutes - No mtg before 16/05. f. School Parliament Minutes 	<p>Focus was on Year-end and new budget</p> <p>Cyber security being considered, KL has excellent knowledge in this area. Also included staff update report</p> <p>Focus on processes. Important to record all decisions, what should and should not be done. CPOMS mentioned.</p> <p>Actions points were taken back to each class after their meetings. Governors encouraged to attend. SM and GE will arrange to visit.</p>	
13	<p>Committee Reports</p> <ul style="list-style-type: none"> a. Termly Safeguarding Report Spring b. Sports Premium Report 22/23 (Published on website by end of July) 	<p>Was presented</p> <p>This will be published on the website by the end of July</p>	

	<p>will go to the next T& L committee 25/5.</p> <p>c. HIP Spring Visit Review</p>	<p>HIP: JW commented that new HIP seemed to have fitted in well and understands the school's intentions and strengths.</p>	
14	<p>To approve the following policies:</p> <p>a) Relations, Education and Sex Ed. b) Pupil Mobile Phones c) Administration of Med & First Aid d) Attendance e) Intimate & personal care f) Supporting pupils with medical conditions. g) Physical Education h) Maths i) Maths - Progression in calculation j) School Prospectus</p>	<p>Approved by Governors Approved by Governors Approved by Governors Approved by Governors Approved by Governors Approved by Governors</p> <p>Postponed Postponed Postponed Postponed</p>	<p>T&L T&L T&L T&L</p>
15	<p>To receive verbal feedback on governor visits, including virtual visits</p>	<p>MH visited the school on the first day of SATs to check the process. She observed the locking and unlocking of papers and how the papers were distributed and collected in and checked ready for collection. She felt it had been done extremely well. Last year the Local Authority had sent a representative to check on the process. JS felt it would be a good experience for Governors to try and spend some time coming into school during SATs as an observer. GC met with MC (SENDCo). MH had visited several times regarding recruitment. SM attended the Coronation celebrations. Mary suggested that each event should have a brief write up of Governor involvement, so it can be presented for inspection. SM will draw up a proforma for Governors to complete which would provide evidence.</p>	<p>SM</p>
16	<p>To update on Governor Training</p> <p>Training and development paper/best practice</p>	<p>Governors' Morning 08.07.23. Jo Hewison will present on Governor development and make suggestions on impact and involvement with the school, speaking with inspectors and HIPS.</p>	

		<p>9.15 -11.30, Monday, 5th June - Governor visit to school. Governors attending to advise by end of the week. JS will email round re attendance. MH suggested a format that Governors could shadow subject leads and discuss with them areas for improvement. JS suggested 2 groups to go round.</p> <p>GC suggested each governor having the same questions and the staff knowing these in advance, so they can prepare their answers.</p> <p>Annual Health & Safety- Gloria visited to complete annual H&S review with JW, SL, and Site Manager.</p>	
17	To update on governor vacancies	<p>Resignation of Rakhee Shah</p> <p>Awaiting confirmation of SM's Foundation Governor application.</p>	SM
18	To discuss Any Other Business Items only as put forward and agreed by Chair in Agenda item 7	None	
19	Close of meeting - Mission Statement	Finished 8.20pm	

Part I minutes signed as a true and correct record of the meeting on the 16th May 2023

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