



St Vincent de Paul Catholic Primary School

Governing Body Meeting Minutes

Tuesday 4th July 2023 (59) 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, Gloria Enock (GE) Foundation, Sajan Sebastian (SS) Foundation, Nathan Barry (NB) Co-opted, Bernadette Bullock (BB) Parent, Rhian Richards (RR), Rob Neave (RN) Foundation, Charli Lahiff (CL), Fr Nigel Woollen (NW) Foundation, Damon Carr (DC)

Via Teams: Kunle Anjorin (KA) Parent

Temporary Clerk: Sally Lorimer

Apologies: Siobhan Morgan (SM) Parent, Ryan Pearse (RP) Associate Governor

	Agenda Items	Summary	Action
1	Welcome from Chair	All were welcomed.	
2	Governor's Prayer		
3	To receive apologies and approve absences	Apologies were received from SM & RP	
4	Declarations of conflicts of interest that may arise during the meeting	None	
5	Approval of the minutes of the meeting held on 16 th May 2023	Minutes agreed and signed by Chair.	
6	To consider any matters arising from minutes of previous meeting not detailed elsewhere on the agenda. a. Diversity Project: AW/SS need to meet and feedback to next meeting	AW and SS met and SS has taken the journal, AW will be meeting more parents in September. SS would like some help but happy to continue. He will catch up with some others and possibly RR to help. Important that the diversity project is kept alive, the FGB need to know what support they need to help push the project forward. Need to report back at each meeting.	SS/RR

Monitor School Improvement Plan 2022/23

mathematics.

This year 67.8%(last year 50.8%)

Early estimation of NA 67.9% (based upon 88752 results nationally in Arbor)

Y1 Phonics Check

78.3% (last year 63.8%)

Early estimation of NA 79.5% (based upon 91705 results nationally in Arbor)

End of KS1 (Y2) TA

At least the expected standard in R, W & M: 49.2% (last year 50.8%)

(NA 56.7% based upon 95,722 pupils)

Above expected standard in R, W & M combined 5.1% (last year 1.7%)

(NA 6.2% based upon 95,722 pupils)

Maths Exp+ 62.7% (last year 71.2%)

Maths GDS 16.9% (last year 19.6%)

Reading Exp+ 69.5% (last year 76.3%)

Reading GDS 35.6% (last year 32.2%)

Writing Exp+ 54.2% (last year 55.9)

Writing GDS 6.8% (last year 1.7%)

Science Exp+ 81.4% (last year 81.4%)

Year4 Multiplication Check (/25)

Full marks: 28.3% (Arbor National based upon 38382 pupils 30.9%)

22+ 62%

End of KS2 (Y6) TA

Exp+ Writing (moderated this year) 64.4% (last year 75%) **GDS Writing** 3.4% (last year 23.3%)

Science Exp Standard 86.4% (last year 88.3%)

Test results for Reading, GPS & Maths will be available to schools from 11th July.

Further analysis will follow.

Behaviour

There have been no bullying incidents reported since the last report.

2 racist incidents in lower KS2 has been dealt with and resolved. We continue to encourage effective reporting by ensuring that all staff are alert top possibilities. Any incident is always followed up on both sides involving both sets of parents. Restorative work always follows.

1 suspension of 0.5 days has occurred in KS1 since my last report.

There have been no prevent referrals

Safeguarding

We are currently compiling the end of Year safeguarding audit which will be considered by the safeguarding committee in the autumn term as there are no further safeguarding meetings this term.

Summer term exclusion report Termly report of racist/bullying incidents

Safeguarding update

Staffing

JW is working with Michelle Curry to ensure that she has a full insight into the role of Designated Safeguarding Lead as she takes up this role from September. Michelle is currently undertaking DSL training in the newly updated Continuum of Need which is an essential reference point when making any referrals to the Gateway.
No sec 17 or 47 requests for information have been received since the last safeguarding report and no referrals to the Gateway have been made either.
4 DAISU alerts have been received since last safeguarding report, relating to three children (three families)
Charlotte Hegarty, School Family Worker, has continued to support 4 children (three families) this term, mainly completing protective behaviours work with the children but also supporting parents and signposting them to key support.

All teaching posts have been filled for September:

- Trudie Batty (Assistant Headteacher) Lower KS2 teacher – oversight for whole school curriculum
- Mrs Baguley returns to us as a part time teacher in KS1
- Mrs Lawlor joins us as a full time teacher in KS1
- Miss Freitas joins us as a KS2 teacher

All new staff have visited the school to begin their induction and will meet their new classes on transition day.

Teacher allocations to specific classes will be shared with parents later this week.

- Mrs McGuire (Y2 teacher) and Mrs Cascarino (Part time Y2 TA) will both be retiring at the end of this academic year after many years of dedicated service to the school.
- Mrs White (Assistant Head for KS2) will be moving on to a new role at Barnwell School in September.
- Mrs Chowdhury & Mr Richardson will be returning to other supply roles, after spending a full year with us on supply

We thank all our leavers for their dedication to our school and wish them well in their future paths!

We have one advert still to place for a KS1 TA role, having received Mrs Cascarino's intention to retire this week.

Part II: Staffing update

Part II

Exciting events

Last week saw the visit of The Mayor of Stevenage, Cllr Myla Arcena to the school. She was met and greeted by 4 school parliament members who took her to a specially convened meeting of the school parliament where parliament members described how they were elected and the work that they do before asking the Mayor lots of questions about her role. The Children awarded the Mayor with a Common Good Ambassador Award for her work across the town and also invited her to be an honorary member of their School Parliament which she accepted! She then enjoyed a tour of the school where she spoke to each class briefly encouraging them all to stand for Mayor one day! Each of the school parliament members got the chance to wear her Mayoral chains of office!

a) 3 Year Sch. Develop. Plan 2022-24

School development plan: AW went through some of the rag rated areas. Preparation on the RE is ongoing, putting together a scheme of work so it can be delivered.

Delivery of the CES model curriculum. This will be used throughout the curriculum using 10:10. It should be used throughout the whole school with care taken regarding appropriate information. It is a requirement to deliver FGM, the school does teach about 'looking after yourself' these are clear from Reception upwards. Must not scare children so they are listening in the 10:10 lessons and are dealt with very sensitively.

Leadership and manager. – SLT are moving forward with a new structure. Governor asked about new structure. Talked through the new roles and clarity of the team.

Subject leaders: lots of training this evening with new schemes of work for September. Pedagogy will also be put in place – this must be in the school development plan. The teachers in the training were very excited and very positive. SC confirmed the new ideas were very good.

Subject leaders – driving forward and needs a boost, lots of positive work moving forward. Next year will have a new RE lead so need to support her and develop 10:10. Music and dance needs to be promoted and 2 new staff members have those skills so this will help to move this forward.

SC reported on a recent moderator visit. They were very fair and overall a good process to go through it. She looked at 15% of pupils about 18 pupils. Very rigorous process but very helpful, some moved up some moved down and some were borderline? The pupils were randomly chosen plus some that the school could choose.

Waiting for the test results on 13th July. Thanked SC for preparing for the moderation.

T&L – focus is on writing and the writing process. Need to increase age related and looking at spelling and further embed Little Wandle. Foundation subjects, geography, History, Art DT, science and good scheme of work in place and assessment materials. Carry on with maths mastery project – into the second year.

Have had some really good training from maths leads from HfL on maths fluency. KS1 do an extra 10 mins, going over things they already know, bringing in in September into KS2. Governor asked where the time is coming from? Will be looking at breaks and monitoring. Magic wand time. Need to tweak the curriculum statements and ensure they are reflected on the school website.

Early Years: Increased interaction with adults and pupils. Still looking at the outside areas and that they are also reflected inside. Some good improvements already.

Belonging! Students and staff working together. Re-connect communication, particularly since covid. PSA and parents coordinating together and celebrating together. Looking at diversity. Any ideas please talk to AW.

GC thanked AW and JW for giving them an opportunity to walk around the school. One governor was impressed with the academic level in early years. Agreed that the colour could change from yellow to green as the governors were in and open invite to more governors coming in.

Need some dates for next year. Need to make sure dates and events are published.

		<p>If the dates are published then they are able to organize their time better. Governors are invited to come along to the end of term tea party – straight after school on Friday 14th July. Governors could easily visit on an ad-hoc basis. Maybe record the visit so there is proof they have been in. Easy to forget to record it. Talk about it on Saturday governor meeting. 17th July Leavers Mass at 1.30pm. Governors all very welcome.</p>	
10	<p>Committee Minutes and additional reports</p> <p>a. Resources Committee Minutes – 20/06/23</p> <p>b. Safeguarding Minutes - no meeting set</p> <p>c. Teaching & Learning Minutes – 25/05/2023</p> <p>d. Academy Working Party – no meeting set</p>	<p>KA Chaired the meeting. Energy efficiency will be discussed at next resource meeting. Cyber security was reviewed and KA had met with IT Steve and SL. A few suggestions have been made which will help to improve some areas of data storage. KA was satisfied with measures in place. A few templates will be suggested to possibly help with use of USB sticks and some Does and Don't regarding data storage. Also reviewed the policies and all accepted. Subject access request form is newly introduced. Financial review. Went through staffing for September and new structure and costings were presented. The budget is being monitored constantly. This process will continue. Terms of reference agreed and reflected the responsibilities undertaken by Resource Committee.</p> <p>GDPR annual audit was a true reflection of the school procedures. Staffing structure in place for September.</p> <p>Collective agreement. Terms and conditions may change and school awaiting a decision but no more information until possibly next year. Catholic schools will or will not opt in. Need to see what DOWAT will do? Training and briefing recorded. NEU reported regarding strikes which will take place Wed & Fri.</p> <p>No committee meeting but GC met with SL for their termly safeguarding review of personnel and Single Central Records.</p> <p>MH reviewed the meeting. Significant part of the meeting was reviewing policies. They reviewed the school plan and the SEF in preparation for Ofsted.</p> <p>Expecting news shortly – should be told very soon. If ok then we can approach Regional schools commission to join the Trust. Governor asked how long after that? Not sure of how long the process will take after that?</p>	

	<p>e. Health & Safety minutes– 23/05/23</p> <p>f. H&S annual summer report 2023</p> <p>g. Admissions minutes (Ranking) – Postponed</p> <p>h. HIP Report 23/06/23</p> <p>i. SEND report – Summer 23</p>	<p>If we go through before Ofsted we would not be expecting an Ofsted for up to 3 years.</p> <p>GE thanked the school for all H&S aspects and the good job that is being carried out. Met the new Site Manager. Agreed to investigate electronic Asbestos system. Fire RA and IDDOR reports checked. School holds good information on all those. No issues. Able to capture key areas. New Site Manager getting used to Statlog.</p> <p>GE highlighted the key areas of her report. Talked about a checklist used to list items that need reviewing. Copy of the chart on Gov Hub. Deadlines and actions are green but any actions needed will be red or amber. Only one Red which is the possible change from paper to electronic version of the Asbestos register, it is currently being carried out but not converted to electronic version. Governor asked about where the asbestos is? Only floor tyles and very low risk. Advice is not to move them. Amber actions are very low. Summarized them. GE thanked SLT for their work throughout the year. Governor asked about the AED? The school has purchased two and now have another, issued by the Government free to each school.</p> <p>Postponed the meeting as waiting for Bishop’s guidance. Need to wait for that before producing the next.</p> <p>The HIP visit was in two parts. JW did a handover in the first part. Then GC joined and JW left, the team talked to Linda about moving the school forward with the new team. One EY teacher will be EY lead and VH (Assistant Headteacher for Foundation & KS10 will then concentrate on behavior and assessment and safeguarding. Discussion took place regarding emails and the use of school emails: Talked about parents emailing staff at inappropriate times and with issues that should not be emailed. Talked about the wellbeing of staff and how this was very important as some emails were causing stress. Discussed re-training of staff and possibly clear message to parents regarding expectation of teachers managing email traffic. Suggested possible automated response at particular times. Discussed content of emails. Agreed a useful way of communication but this needs clarity of who to go to and when. No expectation to respond in particular timeframe. Home School Agreement signed to clarify parental understanding and expectation? Needs more discussion.</p> <p>GC met with MC who produced a very thorough and detailed report on SEND. One key concern at the moment is the increased in number of children with social, emotional and ? issues. Number of girls is increasing, possibly Covid, lockdown? Governor asked about the family support worker. The school has increased the use of FSW and they are currently working with several families with very positive results. Training for staff is difficult. Many children are on a spectrum and diagnosis is taking a very long time.</p>	<p>SLT</p>
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11	<p>To approve the following policies:</p> <ul style="list-style-type: none"> a) Working at Height b) Data Protection Policy c) Subject Access Request form d) Freedom of Info. e) Staff Code of Conduct f) Relationships at Work g) Maths h) Maths Calculation i) PE j) English k) Phonics and Early Reading (new) l) School Prospectus m) Curriculum Statement 	<p>Approved by Governors</p> <p>Approved by Governors</p> <p>Approved by Governors</p> <p>Approved by Governors</p> <p>Approved by Governors</p> <p>Approved by Governors</p> <p>Approved by Governors</p> <p>Approved by Governors</p> <p>Approved by Governors</p> <p>Approved by Governors</p> <p>Approved by Governors</p> <p>Approved by Governors</p> <p>Approved by Governors</p> <p>Approved by Governors</p>	
12	<p>To receive verbal feedback on governor visits, including virtual visits</p>	<p>Already discussed.</p> <p>GC asked about the visit from the school's point of view. SC found it ok, no negatives. Governors found it useful. First day back after half term not possibly the best time? Maybe a few timetabled throughout the year in advance.</p> <p>Governor reported on the Year 3 trip: really engaged and children enjoyed the day. Good fun and interesting to join them.</p> <p>Year 5 trip: long trip but the children enjoyed it. Feedback was good and very positive.</p>	
13	<p>To update on Governor Training:</p> <ul style="list-style-type: none"> a) Governor Training Strategy 	<p>Saturday morning session booked for this Saturday. 9am onwards. Starting 9.30 prompt.</p> <p>Good response from Governors.</p> <p>The training strategy was presented.</p> <p>JS asked governors to take a look at the training strategy.</p>	
14	<p>To update on governor vacancies</p>	<p>RN reflected on his post and regrettably will not be renewing his post. He has loved his time with the school.</p> <p>JS talked about the governance and the experience of those now with the school.</p> <p>Rob was thanked for his contributions and time over the 4 years.</p>	

15	To discuss Any Other Business Items only as put forward and agreed by Chair in Agenda item 7	None	
16	Close of meeting – Mission Statement	<p>JS said a few words regarding JW's 6 years at the school and his time as a head at St Margaret. He has made vast changes with enormous impact on ethos, leadership and learning across the board.</p> <p>The School Development Plans are packed and end of each year there is a swath of green! Always go above and beyond.</p> <p>Embody the Catholic ethos for both staff and wider school community. JS hoped he would get back some balance in his life so he can spend more time with your family.</p> <p>He will always be a part of the school and very welcome to visit.</p> <p>JW thanked everyone. He has loved his time shared with all governors. He feels good moving forwards and looking forward to the future of the school.</p>	

Part I minutes signed as a true and correct record of the meeting on the 4th July 2023

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