



## St Vincent de Paul Catholic Primary School

### Governing Body Meeting Minutes

Tuesday 19<sup>th</sup> March 2019 (36) 6.30 pm

<p>Present: John Sloan (JS), Jon White (JnW), Elizabeth Marshall (EM), Michelle Ambrose (MA), Geraldine Cartwright (GC), Catherine Tollington (CT), Monica Kelly (MK), Theresa Taylor-Brooks(TT), Rosemary Sherry (RS), Mary Hewitson (MH). Also Present: Clerk – Melanie Farr</p>			
	<b>Agenda Item</b>	<b>Summary</b>	<b>Who</b>
1.	Governors' Prayer	A copy of this was not on the agenda. There had been crossed wires with the new clerk who had replaced both prayers with the Mission Statement. JS clarified that the Governors' Prayer would still be said at the start of the meeting and the Mission Statement at the end. JS explained to those present that he and JnW had considered using the Mission Statement at the end of the meeting and not the School Prayer. This idea was accepted by those present.	No action
2.	To receive apologies and approve absences	Apologies were received and accepted from Bernie Bullock and Siobhan Morgan. Ryan Pearse had tendered a letter of resignation prior to the meeting due to ill health. JS asked all present to keep Ryan in their prayers. Ryan's resignation was noted.	
3.	To declare any conflict of interest that may arise during the meeting.  <i>Govs are reminded of the need to declare any conflict of interest, pecuniary or other, relating to items on the agenda.</i>	None declared	
4.	To approve minutes of previous meeting (22 <sup>nd</sup> January 2019)  Minutes to be signed by Chair	The minutes of the meeting of 22 <sup>nd</sup> January 2019 were <b>agreed as to accuracy</b> and were signed by the Chair	
5.	Matters arising from minutes of previous meeting.  1. (5.4) Skills audit outcomes.	JS asked CT for an update. CT explained that there were still a few outcomes outstanding but she had not chased these, having been tight on time. There were one or two missing but she was unable to provide details of who or what those related to. To be deferred to next meeting when CT will be invited to provide a further update.	

		<b>Action – CT to provide further update at next meeting</b>	CT
2.	(5.5)GovernorHub FGB Healthcheck	Training was scheduled for 30 <sup>th</sup> March 2019. JS& JnW will be meeting with Joe Hewitson to finalise the structure for the session.	JS/JnW
3.	(15) Admissions Appeals Training	The admissions appeals training scheduled for 27 <sup>th</sup> March was discussed. This would start at 6.30pm and be 1.5 hours in duration. CT stated that governors from other schools could not be invited contrary to what she thought. There was a brief conversation regarding cluster meetings being abandoned. JS asked everyone to put the dates in their diaries if they had not already done so.	No action
4.	(12) Annual Health and Safety Report	To be deferred to next meeting. See agenda item 11.	
5.	(14) Safeguarding – Meeting with pupils.	See agenda item 13.	
6.	(16) Christmas production in 2019.	It was agreed that it was too early to consider this and the item would be pushed back to the autumn term. <b>Action – Clerk to diarise for inclusion in agenda in autumn term.</b>	MF
7.	(17) Summer social and governor’s get-together	A provisional date had been agreed for this of Wednesday 10 <sup>th</sup> July 2019. It would start at 3.30pm. JS asked everyone to put that date in their diaries. Governor turn out had been low last year and JS was seeking to improve upon numbers this year. JS clarified that the tea party was for staff as well as governors, following a question by CT. Glenys’ leaving do was discussed. MH had contacted Glenys but she was away. This would be discussed further at the next meeting.	No action BB
8.	(18) Paul Volske’s application	Paul’s DBS was awaited. When received he could start. JnW explained that DBS is through it just needs to be signed off on behalf of the Diocese (it is in hand).	JnW
9.	(18) Reduction in number of sub-committee meetings.	JS reminded those present of the discussion during the last meeting of reducing the number of meetings in order to improve the work-life balance of staff and governors. JS said that his initial thoughts were to reduce the number of FGB meetings from 7 to 5 or 6 with sub-committees meeting at least once per term with additional meetings being agreed by each committee. JS said it would be helpful if the committee chairs could	

		feedback to MF who would put a plan together. <b>Action – MF to email committee chairs regarding number of meetings.</b>	MF
6.	To receive notification of any other business for item 19 to be agreed by the Chair	None received	
7.	Development plan update	<p>JnW explained that he had RAG rated this. Red indicates that the school is behind, amber that the item is ongoing and in hand and green indicates that the item is complete. JnW proceeded to discuss the highlights of the report.</p> <ul style="list-style-type: none"> <li>- Catholic Life and Religious Education – Updating schemes of work was red. In order to complete this, direction was required and this was not expected until September. The school was being well supported by Tony Gorton, the RE advisor. There had been a positive visit yesterday and comments were made about a vibrant community and good relationships. Outreach had been discussed and there had been a meeting with Su Harvey of the Red Shed Project who had made links with the parish. Tony was going to be a great support. Lesson Observation – Tony’s expertise could be used here. He had been well received and every class had been visited. MA agreed. A person from the parish wants to donate a religious item and JnW said thought had been given to adorning the chimney with something simple.</li> <li>- Leadership and Management – there were a number of amber items and a few red items. ‘Opportunities to rotate the charring of SLT’ was in red. JnW said that assistant heads should also lead. The half termly T &amp; L newsletter for staff had been overtaken and was therefore also in red, as was the ‘staff meeting time to develop the role of subject leader’. JnW said that local cluster meetings should feed into this and on-line systems had not yet been investigated. JnW would like to revisit that.</li> <li>- T &amp; L – Lots of amber in this section. Needed to work on non - negotiables in writing for each year group. The use of Accelerated Reader needed to be reviewed. This was not being accessed by the whole school and there were cheaper alternatives. As regards learning and behaviour, the school wants to work more with parents. Learning behaviours had been a focus in the last 2-3 weeks. Learning characteristics were being utilised and Liz Neville’s visit would complement that work. It was important to note that improving progress</li> </ul>	No action

		<p>measures was linked to learning behaviours. Particular vocabulary was being used such as 'noticing' and 'managing distractions'. It was fruitful work. It was to be noted that paired and group 'Supportive Environment Walks' was red. Staff had been asked to pair up and look objectively at their work environment. Further work needed to be done on that.</p> <ul style="list-style-type: none"> <li>- Personal Development, Behaviour and Welfare. A new behaviour policy had been launched. There were a few items in amber. Some items relating to parents were in red. The launch of the pupil parliament needed to be progressed. That would be passed to the assistant heads. Something could be built into CT's Friday visit to the school. CT said she could also potentially come into school on Wednesday. JS sought clarification that the parliament had not yet met. A safeguarding review had been undertaken. GC said that the review had been led by 2 assistant heads. While that item was in green however, it did not mean that everything relating to it had been completed.</li> <li>- Staff wellbeing. Views would be sought from staff as to what would be appropriate as an extra activity.</li> <li>- Three Year Capital Investment Plan. JnW had RAG rated that as well. Many items were in amber as resources were awaited. There was a possibility the school might hear about the mains water supply LCVAP bid this week.</li> <li>- Little Extras Capital Grant. The school had received £18,000. This would enable the school to purchase smaller items such as reflective glass for the windows which would mean that more of the blinds could be left open, making the school lighter. JS noted that some items had not yet been costed. JnW confirmed that this was in hand.</li> </ul> <p>JS asked if there were any questions arising from the report. There were none. JS asked if JnW was happy. JnW responded that it had been a useful exercise to RAG rate the various items.</p>	AHTs
8.	Staffing Update	A new KS1 teacher had been appointed. The name of this new teacher would not be released yet out of courtesy to their current school. The newly appointed teacher was very experienced and had taught in the local area.	JnW

9.	GovernorHub	<p>JS asked if everyone present had downloaded the calendar onto their personal devices and demonstrated to those present how to do that.</p> <p>JS asked if there were any other issues arising from GovernorHub. MK asked about the information relating to committees which was displayed on GovernorHub and said the information as it related to her was not accurate. JS said that MF had admin rights and would make any changes. <b>Action – MF to amend details on GovernorHub.</b></p> <p>JnW explained that he had a link to any tweets which could go straight onto GovernorHub.</p>	<p>No action</p> <p>MK/MF</p>
10.	<p>Sub-Committee Minutes</p> <p>Teaching and Learning – 29<sup>th</sup> January and 5<sup>th</sup> March 2019</p>	<p><b>Minutes from 29<sup>th</sup> January were agreed.</b> MH said the minutes could be viewed on GovernorHub. A large part of the T &amp; L meeting was spent discussing Liz Neville’s report and staffing issues. There followed a brief discussion about potentially reducing the number of T &amp; L committee meetings to help with staff work life balance. JS stated that it was not an imperative to reduce the number of meetings, the committees needed to meet often enough to carry out their work and, ideally, time them so that minutes can be produced for the subsequent FGB. But they should consider whether their work can be achieved with fewer meeting. It was a balance.</p> <p>MH reported back on staff training that she had attended regarding assessment procedures. The governors could ask questions and MH had found it very useful. From a governor’s perspective, information sharing was really helpful and MH felt that it had been helpful for the staff to revisit what had been discussed and to explain it again to the governors.</p> <p>JS asked if there were any questions. There were none. MH informed those present that the next two meetings were to be held at 6pm as opposed to at 4pm. GC said that it was sometimes useful to have different sub-committee meetings close together. JS referred to the impact of that on the SLT. JnW found it difficult, at busy times, to prepare for governor meetings that were in close proximity. JS said that at this stage the debate around reducing the number of committee meetings was a conversation to be had by each sub-committee and that if committee chairs had particular thoughts on the matter, it would be useful if</p>	<p>No action</p> <p>Committee Chairs</p> <p>No action</p>

	<p>Resources – 5<sup>th</sup> March 2019</p> <p>Safeguarding – 4<sup>th</sup> March 2019</p> <p>Admissions – 15<sup>th</sup> February 2019</p>	<p>they could email MF. GC pointed out that if a particularly involved policy was due to be discussed, an extra meeting could be scheduled.</p> <p>MH reported that the T &amp; L committee did not formally minute their most recent T &amp; L meeting (5<sup>th</sup> March 2019) as it was a repeat of a staff inset session. JnW updated governors on the recent Diocesan Guidelines on RE Assessment and said that he had posted documents relating to that on GovernorHub.</p> <p><b>Minutes from 5<sup>th</sup> March were agreed</b> – One of the main issues related to the launch of the fundraising committee. A letter had been drafted and was ready to go out. A meeting had been scheduled for 4<sup>th</sup> April at 7pm. The school needed to encourage parents to attend. TTB was taking the lead.</p> <p>A number of other issues had been discussed at the meeting including next year’s budget and how tight that was going to be. Sally Lorimer had produced a balanced budget, which was commendable. Sally had sent a report to the committee and they were able to see what had been done. The school could now go through a normal budget process. CT asked about parents helping with building projects in school in order to save money, given how tight things were financially. JnW said that parents could not be asked to assist with capital projects but could undertake smaller jobs like decorating. This idea had been raised with the PSA and the response from parents had been positive. JS stated that issues with budgeting had hit other schools first and that going forward things were going to be tight. JnW said that he was meeting with other local heads to discuss the funding crisis so as to understand the impact on all Stevenage schools.</p> <p><b>Minutes from 4<sup>th</sup> March were agreed.</b> GC said the committee had a long meeting. They had got half way through their agenda. The policies they had looked at were on the agenda for this evening’s meeting. Nothing unusual had come up. It was as set out in the minutes.</p> <p><b>Minutes from 15<sup>th</sup> February were agreed.</b> The meeting had been a ranking meeting for reception. 100 applications had been received. That number was 98 last year. TTB had the final figures but could not divulge them currently. It was looking very positive for next year however. Out of 100 applications, 53 had applied to both Catholic schools. It was to be noted that many children who were not Catholic had applied. Out of the 100 applications, 78 were Catholic. As regards nursery admissions, there were only 5 afternoon sessions still available. Of the reception applications, 33 were sibling applications. Offer letters were going out on 16<sup>th</sup> April. While the number of applications was higher than last year, there continues to be 5 spaces across the current reception class. JS asked again about the</p>	<p>No action</p> <p>JS</p> <p>No action</p> <p>JnW</p> <p>No action</p> <p>No action</p>
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	<p>Health &amp; Safety – 14<sup>th</sup> February 2019</p>	<p>number of applications which had been received last year (98, compared to 100 this year.) JnW pointed out that there were a number of local schools who had struggled to fill their reception and nursery places.</p> <p><b>Minutes from 14<sup>th</sup> February were agreed.</b> MK reported that at the meeting, the committee had looked at priorities from the last H &amp; S report. The outstanding issue had been the wobbly tyre. MA had a further update on that. The wobbly mechanism was going to be removed and the top part would be fixed. This would cost less than previously thought. MK further reported that the committee had gone through the risk assessment checklist. The Health and Safety Annual Report had been deferred to the next meeting as it had not yet gone to the committee. The H &amp; S policy had been reviewed and the only outstanding issue related to the lockdown procedure. JnW had looked at the issue and it had been decided that the lock down signal could be verbal. It was difficult to use an alarm for the procedure as lock down could occur for a number of reasons, not all of the same level of severity. The command was now verbal which provided staff with an indication of how serious the incident was. This is reflected in the policy now.</p>	<p>No action</p> <p>No action</p>
<p>11.</p>	<p>Sub-Committee Reports and Documents – <i>Those items in italics are taken from Schedule of Business</i></p> <p>Annual Health and Safety Report – from last meeting</p> <p>SEN report to Governors</p> <p>Critical Incident Plan (HCC) (1) (reviewed to ensure compliance with SFVS matrix)</p> <p>Approve SFVS matrix for submission – 15<sup>th</sup> April</p> <p>Administration of Medicine</p> <p>HIP Standards Report</p>	<p>To be deferred to next meeting</p> <p>MH had spoken to Michelle Curry and this was to be deferred to the next meeting.</p> <p><b>Agreed.</b> This had been updated and there were no changes.</p> <p><b>Agreed.</b> This had been carefully considered. Resources and JS were happy for it to be submitted.</p> <p><b>Agreed.</b> There had been no changes.</p> <p><b>Agreed.</b> This had been looked at in detail. JnW said that he had obtained notes from the T &amp; L committee. The main items related to the negative progress scores. That would take time to improve upon. Liz Neville (LN) was due to return to the school next week. JnW had</p>	<p>MK/Clerk</p> <p>MH/Clerk</p> <p>No action</p> <p>No action</p> <p>No action</p> <p>No action</p>

	<p>gone over the report in detail with LN. GC commented that the school did well to produce all of the paperwork required in connection with the report. JnW advised that the preparation required changed each year which made the task even more onerous. JnW said that no paperwork was required for the next meeting as that would be based on the observations of LN and the SLT together and a discussion of the SEF in order that grades could be verified.</p> <p>JS asked if there were any questions arising. There were none.</p> <p>Changes to RE – Powerpoint Presentation MH advised that this had already been discussed.</p> <p>IR35 Report JnW stated that the school understood the system but did not employ anyone to whom it related.</p> <p>Red Shed Project TTB provided some background to the project following a question from MH. At the back of St Joseph’s car park was an area of green. It used to be looked after by the school but Su Harvey then set up the Red Shed Project, a registered community interest company. Su spoke to Sally Lorimer and JnW and it was agreed that the Red Shed Project could clear the green space and put it to better use. A number of councillors got involved and an activity shed was built. The idea was to improve the mental and physical wellbeing of members of the community by inviting vulnerable adults to undertake beneficial activities there, e.g. gardening. The school would also potentially benefit by, after careful planning in the future, providing children with the opportunity to also work in these areas, supervised by school staff and thereby develop an understanding of the lives of different people, making them more empathetic. Su wants to put paths in the area to improve access and has cleared the whole area. RS commented that it was great that the area had been renovated as it had previously been unused. TTB said that a number of local people had got involved, including Stephen McPartland.</p>	<p>No action</p> <p>No action</p> <p>TTB</p>
12.	<p><i>Policies – Those items in italics are taken from the schedule of business.</i></p> <p>Health &amp; Safety Policy This had been discussed and <b>was approved.</b></p> <p>Equality Scheme To be deferred to next meeting but GC advised that this may not be ready for the next meeting, although work had been started. RS advised that equality should be considered in the course of any policy review.</p> <p>Mobile Phone Policy This is as it was. There were no changes. <b>Reapproved.</b></p>	<p>GC</p> <p>No action</p>



	Attendance Policy	To be deferred to next meeting	GC
	Supporting Pupils with Medical Needs	No changes. <b>Approved.</b>	No action
	Online Safety Policy	The name of this policy had been changed from E-Safety Policy. JnW commented that this policy was based on the county's most up to date policy. <b>Approved.</b>	No action
	Curriculum Statement	This was referred to in each of the T & L committee meetings. The committee had been really impressed with the statement. It would now be possible to reduce the number of other separate policies. It was very accessible and easy to follow. JnW advised that the school were obliged to publish the policy and it was useful for parents to be able to read it, as it stated the schemes being used and how subjects were approached. The policy should be placed on the website. <b>Action – Statement to be placed on website.</b>	No action
	Accessibility and Inclusion	JnW further explained that the International Primary Curriculum had now been replaced with the school's own version. MH explained that the statement provided an umbrella and underneath that the detail, including details of teacher's planning. JnW reiterated that the statement represented the school's curriculum model and was specific to St Vincent's. <b>Approved.</b>	JnW
		To be deferred to next meeting. MH advised that a change was required as to terminology. Wheelchair bound should be abandoned in favour of Wheelchair user. JS asked if there was a standard template in relation to this policy. JnW said that help had been sought in the past but the individual approached previously for assistance was no longer in the same post. MH referred to Sharon Hart-Davies, who she had made contact with. A Governor at Margaret Clitherow had helped with the last policy. A brief discussion followed about how schools should work together in relation to such policies. JnW noted that it was the diocese who had assisted with gender training.	No action
			MH
13.	Safeguarding	GC had met with the assistant heads and pupils from KS2. It was a brilliant meeting. The idea had been to look at KS1 in addition, but there had not been time. The KS2 pupils had a lot to say and were very willing to share their thoughts. The pupils were aware of issues relating to their safety. They said their teachers helped them to stay online. The children knew who they could turn to if they needed help and what to do if they required first aid treatment. MA's name had been raised as someone the children could speak to. There had been a discussion about communication boxes. All the children used these. The children had been impressed with the new fencing and were interested in what would happen with the small gate at Bedwell School. GC said that she had told the children that whatever they	

		<p>contributed to the meeting, the governor's would consider. JnW said that there was a plan regarding the gate referred to. A hedge was going to be grown over it. GC said it was interesting to see the results of the questionnaires and reassuring that the children felt safe at school. The Governor's and parents should be very proud of the children. GC said that loneliness in the playground had been raised by some. There was no friendship bench. MA advised that the adults in the playground were always keeping an eye and encouraging the children to play. Some children needed to be encouraged on a daily basis.</p> <p>JS asked if there were any questions. There were none.</p>	No action
14.	Training	<p>JS at this point congratulated MA upon her reappointment to the governing body.</p> <p>Training had been discussed already. CT asked for final confirmation for the training on 27<sup>th</sup> March. The following governor's/staff confirmed their attendance: TTB, EM, MA, MK, JS, JnW.</p> <p>MK asked if there were details of the training on 30<sup>th</sup> March. JS said it started at 9.00am and that further details would follow this week. GC said she would organise refreshments.</p> <p>CT informed all present that the admissions training would be between 6.30 and 8.30pm on 27<sup>th</sup> March.</p> <p>JS reminded all present to keep recording their training on GovernorHub.</p>	<p>JS</p> <p>CT</p> <p>CT/JS/GC</p> <p>CT</p> <p>JS</p>
15.	Governor visits since last meeting	<p>MH attended the RE training for the staff.</p> <p>GC had undertaken a safeguarding check.</p> <p>CT referred to the raising of the statue in January and said that it had been a lovely occasion. TTB commented that the time capsule was particularly nice and that her children felt it was rather special.</p> <p>JnW said that Father Brian was undertaking adoration for the children and there was also an opportunity for reconciliation before school each Friday during Lent.</p>	<p>No action</p> <p>No action</p> <p>No action</p> <p>No action</p>
16.	Social	<p>This had been discussed already. GC asked if the governor's brought refreshments to the summer tea party. JnW said that they needn't bring refreshments. There followed a brief discussion about obtaining a tea set. This led to JnW referring to the donation of frames</p>	No action

		which were to be used to display the children's art work.	
17.	Any Other Business <i>Items only as put forward and agreed by Chair in Agenda item 8</i>	None	
18.	Close of meeting – Mission Statement	The meeting closed at 7.50pm with the Mission Statement	

Meeting Dates for forthcoming year (agreed at meeting 17<sup>th</sup> July 2018):

Tuesday, 14<sup>th</sup> May 2019

Tuesday, 16<sup>th</sup> July 2019

All meetings will start at 6.30pm.

<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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