



St Vincent de Paul Catholic Primary School

Governing Body Meeting Minutes

Tuesday 22nd January 2019 (35) 6.30pm

	Present	<p>Liz Marshall (LM), John Sloan (JS), Jon White (JS), Bernie Bullock (BB), Michelle Ambrose (MA), Geraldine Cartwright (GC), Catherine Tollington (CT), Monica Kelly (MK), Theresa Taylor-Brooks TT), Rosemary Sherry (RS), Siobhan Morgan (SM)</p> <p>Also Present: Clerk, Melanie Farr (Clerk designate)</p>	
	Agenda Item	Narrative	Who
1.	Governors' Prayer	Was said	
2.	To receive apologies and approve absences	<p>Apologies were received from MH Absent – RP, CS</p> <p>Melanie Farr as new Clerk and Siobhan Morgan as new governor were welcomed and introduced to the FGB. SM was invited to attend sub-committee meetings in order for her to get a feel of what areas she might wish to be involved in.</p>	
3.	<p>To declare any conflict of interest that may arise during the meeting.</p> <p><i>Govs are reminded of the need to declare any conflict of interest, pecuniary or other, relating to items on the agenda.</i></p>	None received	
4.	<p>To approve minutes of previous meeting (20th November).</p> <p>Minutes to be signed by Chair</p>	<p>The minutes of the meeting 20th November 2018 were agreed as to accuracy.</p> <p>The minutes of the meeting 20th November 2019 were signed by the chair.</p>	
5.	<p>Matters arising from minutes of previous meeting.</p> <p>1. 5.1 Parent Governor Appointment -</p>	<p>JS has written to unsuccessful candidates and thanked them for their interest and may contact them to ask if they might be involved in other initiatives going forward for other jobs fundraising in the future.</p> <p>The induction pack was completed and given to SM</p>	

	2. 5.4 Skills audit outcomes	CT chasing missing entries. Defer to next meeting	CT/Clerk
	3. 5.5 GovernorHub FGB Healthcheck	JW and JS met with Joe Hewitson and also chairs of committees to discuss and generate ideas. He will come back to us with ideas for the format. Date suggest is 30 th March – a Saturday morning starting at 9am at school. Joe H will facilitate the morning. JS will have more contact with him prior to the meeting to settle the details. BB advised she is unable to attend.	JS
	4. 9 Headteacher Performance Review	See Agenda Item 9	
	5. 12 Home School Agreement	See Agenda Item 12	
	6. 12 Financial Delegation	See Agenda Item 12	
	7. H and Terms of Reference	See Agenda Item 12	
	8. T and L Terms of Reference	See Agenda Item 12	
	9. Educational Visits and Outdoor Learning	See Agenda Item 13	
	10. Highly Able Policy	See Agenda Item 13	
	11. Admissions Appeals Training	See Agenda Item 15	
	12. Annual Health and Safety Report	See Agenda Item 12	
	13. Safeguarding – meeting with pupils	See Agenda Item 14	
6.	To receive notification of any other business for item 18 to be agreed by the Chair	None received	
7.	Determination of Admission Arrangements	Only minor amendments had been made to existing, following advice from Mary Ryan, WDES. The following were approved. Main Admission Policy and SIF 2020-2021 Nursery Admission Policy and SIF 2020-2021	

<p>8.</p>	<p>Development Plan Update and Headteacher's Report</p> <p>Fixed-term exclusion report from HT – Autumn <i>anonymised but identifying if child has SEN or CLA.(termly in arrears)</i></p>	<p>These are combined on this occasion.</p> <p>JW expressed a welcome to the new governor, Siobhan Morgan and said goodbye to the Clerk as this is her last meeting. JW then talked governors through the report; the following were areas of focus</p> <ul style="list-style-type: none"> • Children on Roll – Jan 2018 Similar figures to October. We have spaces in Reception – this was a low birth year. Leavers – of the 7 leavers, 6 left the area; 4 returned to Poland and 2 relocated in the UK. Joiners – Of the 7 joiners, 1 moved into the UK, the others from the local area. Nursery - Places have been allocated – 17 full-time, 10 x 15hr places leaving 8 x 15hr places available. 100 applications have been received – currently being ranked. • Attendance – is maintained at 96%. Families with pupil at 90% will receive a letter explaining current attendance data and any family with pupil at 85% or below will receive a letter which will also invite parents into school for a discussion on how attendance can be improved. The reasons for increased absence are many and varied and we must make sure we understand the particular circumstances of each family and pupils. Class attendance is reported weekly and shortly a trophy will be awarded to the class in each key stage with the top attendance score. There may also be a reward – maybe an extra 15 minutes break. Attendance records will be discussed with parents at consultation evenings. • Behaviour and exclusions – Positive behaviour for learning continues to be a prime focus. The STEPS approach is becoming embedded in school. There have been no exclusions since the last report. It is statutory that we minute this information. Bullying and racist incidents remain low. We have added in the category of 'hurtful incidents' so although we have had no bullying incidents there have been 2 incidents of hurtful behaviour which did not meet the criteria for 'bullying'. There have been no racial incidents since the last report but one of homophobic language. There have been no Prevent referrals • Safeguarding – remains a high priority and is addressed at every staff meeting. Briefing notes have are circulated weekly which include reminders for staff about specific Safeguarding areas. • Staffing – One teacher is on long-term sick leave which may lead to early retirement. The current supply teacher will continue to take her place. We are currently advertising for a teacher for Early Years or KS1 and have received 5 expressions of interest which is fantastic. It was noted that our advertisement has not been in the parish newsletter, but that of St Margaret Clitherow is. JW will 	
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		<p>ensure that it goes in. Mrs White has started her work here and is Science lead.</p> <ul style="list-style-type: none"> • CPD – A great deal has been undertaken and is very varied, always dictated by the needs of the Development Plan. JS asked if training was cascaded down to all staff; it is but more of this will be done as budgets tighten. • Curriculum Highlights JHN were welcomed here to support their BTEC studies. They brought a drum workshop, supporting Year 6's Africa project. JHN maths lead came into school examining how maths is taught in Year 6, providing insight into transition requirements into Year 7. It was commented that it was good for pupils to see faces from JHN before they move there. One highlight has been the participation in 'Suffragette Stories' by Year 6. Governors were urged to watch the video and listen to one of our children who is very impressive – a lot of ambition being shown. The film will be on permanent display in Stevenage Museum. • Headteacher's Performance Targets 2018/19 JW explained the targets which have been set for him for the coming year and again these are all related to areas in school plan. Note should be taken that he is under no obligation to share these targets with governors but thanks to him for doing this as it helps the understanding of all. • Partnerships – We continue to foster and enjoy close partnerships with a range of agencies to support our pupils. • Senior Leadership Team – has met weekly to strategically plan for the coming year. • Catholic Life of the School – is very vibrant. Pupils are still attending mass at St Joseph on a weekly basis. We were the only Stevenage school to lay a wreath at the War Memorial on Remembrance Day. We raised £550 for our Advent Charities. Money was sent to Children's Diabetes with the larger part to the Catholic Children's Society of Westminster. We were pleased to support them as they were very supportive of one of our families in the run up to Christmas The reverse advent calendar was very successful – almost too successful as we struggled to distribute the large amount donated. Nativity and Christmas in Song were very well attended and enjoyed by all. A larger venue may be required in the future. Of special note was the 12 Days of Christmas delivery by the staff to pupils and parents – it was very 	
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		<p>funny and well received; they are already discussing what next year's offering will be.</p> <ul style="list-style-type: none"> Adoremus commitment banner – has been contributed to across the school and will be rolled into a scroll and inserted into the huge Risen Christ statue which will be raised into position on Friday. The whole school will gather together outside St. Joseph's to sing 'I am the bread of life' as it is raised into position. This event is due to be recorded in the Westminster Record. <p>Thanks were expressed to JW for a very informative and interesting report.</p>	
9.	<p>Head Teacher's Performance Review feedback</p> <p>Head Teacher and all staff members to leave the room for this segment of the meeting.</p> <p>There will be no discussion on this matter after Head Teacher and staff return to the meeting.</p>	<p>The Head Teacher's performance review is considered confidential and details are contained in Part 2 minutes.</p>	
10.	<p>GovernorHub –Any issues arising</p>	<p>JS had met with Clerk, SBM and incoming clerk to discuss ways to make best use of GovernorHub capabilities to meet our statutory website information promulgating requirements. Work is continuing on this.</p> <p>Governors were reminded that Declarations of Interest must be completed by all and they were asked to ensure that their addresses were completed too.</p> <p>Governors were also reminded that they are responsible for completing their own training records on GovernorHub.</p>	<p>All govs</p> <p>All govs</p> <p>All govs</p>

		It was agreed that GovernorHub is a great system which facilitates the efficiency and effectiveness of the FGB.	
11.	<p>Sub-Committee Minutes</p> <p>Teaching and Learning – 20th November</p> <p>Resources – 15th January</p>	<p>RS advised, following a question concerning Pupil Premium, that she had liaised with JHN Year 7 teachers providing information and data concerning relevant pupils in order to enhance their transition. The minutes were accepted.</p> <p>The main item was that the SBM had reported that we might be going into an overspend situation and that she was currently looking at every contract etc to see if we can save any money. Resources are being purchased on a defined need basis only. Meetings are being held with staff and TAs advising them of the situation, to talk about ways of saving money and asking for any ideas which might be useful. The aim is to make savings without having to go to the last resort which could mean addressing staffing levels. TT advised that she had been on the Introduction to New Governors course and that a main focus of the course had been finance and that there had been much discussion about ways to generate income. The question was asked as to how we would deal with an overspend. JW advised that we have contingency funds at the moment which we can use this year but this will not be sustainable going forward. We are supposed to carry a contingency of 5% and our year end returns this year could trigger a warning that our reserves are low and we would then be required to prepare a 3 year plan showing how we will deal with this.</p> <p>Building Fund income may have increased slightly. Various payment scenarios have been offered to parents, including one to pay more than the minimum required, but this has not been taken up by parents. It was noted that this money is for Capital expenditure and thus would not help us with our revenue expenditure shortfall.</p> <p>School meals – We are looking at this very closely as it is felt that income is not covering expenditure. There is certainly no profit.</p> <p>An in-depth cost analysis will take place. We will try to increase uptake as this brings in cash back and also pass on any cost increase from Herts Catering immediately rather than absorb it ourselves until next term/year.</p> <p>JS advised that HCC are saying that we may receive an increase in funding of 1.2% but that inflation pressures might be 2.4%.</p> <p>The SFVS will be submitted as is statutory.</p> <p>JW advised that our new website is to be launched in the next few days and a group of governors and parents will be formed to test and critique it.</p> <p>A fund raising group for our new room has been formed; TT will take lead on that to get some momentum going although this is a difficult time for all financially. The minutes were accepted.</p>	

	<p>Safeguarding – 14th January</p> <p>Admissions - 30th November</p> <p>19th December</p>	<p>The minutes were accepted</p> <p>34 applications had been received, 21 requested 30 hours. Following the meeting, ranking was completed and due to such good response, we have filled all places except for 8 places in the afternoon. There are still some calls coming in asking for details. We are therefore quite confident that all places will be filled. SBM has phoned parents asking if any who requested mornings unsuccessfully would be interested in an afternoon place. Some were receptive to this. The minutes were accepted.</p> <p>Brief meeting which looked at places actually offered. Mary Ryan from the Diocese had looked at our policies and SIF. She recommended minor changes and these were incorporated and the policies recommend by the committee. TT commended the great work by office staff to facilitate the admissions as they did.</p> <p>The minutes were accepted</p>	
12.	<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</p> <p>Schedule of Financial Delegation</p> <p>Health and Safety Terms of Reference</p> <p>Teaching and Learning Terms of Reference</p> <p>Home School Agreement</p>	<p>There will be an Inspection 31 January. Defer to next meeting.</p> <p>The Schedule of Financial Delegation was approved</p> <p>The Health and Safety Terms of Reference were approved.</p> <p>The Teaching and Learning Terms of Reference were approved.</p> <p>The Home School Agreement was approved.</p>	H and S/ Clerk
13.	<p>Policies – <i>Those items in italics are taken from Schedule of Business</i></p> <p>Educational Visits and Outdoor Learning Policy</p> <p>Highly Able Policy</p> <p>Anti-Bullying Policy</p>	<p>The Educational Visits and Outdoor Learning Policy was approved</p> <p>The Highly Able Policy was approved</p> <p>Each of these policies has been examined this year but as during the previous year they had been looked at</p>	

	Intimate and Personal Care Policy Restrictive Physical Intervention Safeguarding Policy Safer Recruitment Policy	in great depth, making sure that they were robust and effective, little was changed. They were checked against current recommended updates before meeting. The Anti-Bullying Policy, The Intimate Care Policy, The Restrictive Physical Intervention Policy, The Safeguarding Policy and the Safer Recruitment Policy were all approved.	
14.	Safeguarding – Termly Safeguarding Report Meeting with pupils	GC had visit with SBM last week and checked personnel files to check all in line with safe procedures. She checked the files of a teacher, and another staff member at random. All were totally compliant. She also looked at the First Aid log, which MSAs and other staff complete and checked that. All of which was good. At the Safeguarding meeting, Sally raised the issue of IR35, an Inland Revenue compliance necessity, which places the responsibility on the school to ensure that all those sub-contractors, small businesses and individuals employed by the school fulfil their tax liabilities correctly. This is not a Safeguarding issue and will be referred to the Resources Committee. However, it is a requirement that the Governing Body is advised of this responsibility and for this to be minuted so this feedback fulfils that obligation. Meeting with children and SLT will be this term – date to be arranged RS said that the Safeguarding Report to governors will be termly in future not annually. This needs to be reflected on the Schedule of Business	GC/JW Clerk
15.	Training Admissions Appeals training	There were 8 replies to the Doodle concerning dates for this training. Most can do Tues 26 th March so CT will try to arrange that date. Not everyone replied but 8 will be enough as all those governors on Admissions committee have replied.	CT
16.	Governor visits since last meeting	The Maths Learning walk had taken place, visiting each of the classes looking to see what they were doing within Maths; this following an introductory session with JW. It was very pleasing how welcoming both the staff and children were. One might have thought staff would be hesitant but they were very welcoming. The children were very keen to show what they knew and how they used the manipulatives and very varied use of resources was displayed. The session was very useful for governors and a very good use of everyone’s time. BB has bought manipulatives for her children to use at home and advised that YouTube has many videos showing how to use them if children are unsure. It was asked if we can find a way to provide these resources for parents. This might be prohibitively expensive although online resources could be made available. It was mooted that bead strings could be made at school, either for use there or at home. Teachers are now tweeting at least once a week on what is happening in the classroom. GC has met with Michelle Curry. GC had wanted to view an intervention led by a TA. Mrs Mooney offered that she could watch one of her lessons, and it was amazing what she achieved in a very short length of time	

		<p>and how she used the resources available. Thanks to her for volunteering to be observed, it is a difficult thing to do but is was a fantastic showcase for the TAs.</p> <p>TT went to the RAF museum at Hendon with Year 3 pupils. The children were very well behaved, responded well with an activity in the afternoon with a member of staff. They made airplanes and decorated them in school later. A very good experience for all.</p> <p>EM went to the pantomime with Year 5. The children were brilliant, well-behaved and all enjoyed the event immensely.</p> <p>JS went to the Infant Nativity Play. Other governors attended the Christmas in Song evening. It is felt that we need a bigger space to hold everyone at the latter occasion. Discussion took place around using the Church, splitting over 2 evenings, or finding another space. This will be looked at by school.</p> <p>It was decided that in the future, verbal reports on visits into school by governors would be sufficient. No more written reports.</p>	JW
17.	Social	<p>Summer Governor tea party with staff. School to get date for this. Needs to be when workload lighter (after reports). Defer to next meeting.</p> <p>Governors' get-together. Defer to next meeting</p> <p>Thanks to BB for arranging the last governor get-together which was much enjoyed.</p>	JW/RS Clerk Clerk
18.	Any Other Business <i>Items only as put forward and agreed by Chair in Agenda item 6</i>	<p>Governor vacancy update – we are making progress on Paul Volske's application. We understand his outstanding reference has now been sent to the Diocese. In the meantime, the school has commenced his DBS check.</p> <p>We still have a vacancy for a Foundation Governor; an advert will be put in the parish newsletter. This governor cannot be a parent of the school.</p> <p>JS suggested that we should look at the work-life balance of both staff and governors and consider reducing the number of meetings which are held both by the FGB and sub-committees. Suggestions were asked for and the discussion will continue to take place, with a view to maybe dropping 2 or 3 evening meetings per year. Please can everyone have a think about this and get back to JS with any ideas.</p>	All Govs
19.	Close of meeting – School Prayer	The meeting closed at 8.30pm with the School Prayer	

Meeting Dates for forthcoming year (agreed at meeting 17th July 2018):

Tuesday, 19th March 2019

Tuesday, 14th May 2019

Tuesday, 16th July 2019

All meetings will start at 6.30pm

<p><u>Governors' Prayer</u></p> <p>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,</p> <p>Be with us now in our special ministry.</p> <p>Guide us with your wisdom as we seek to take responsibility for the education of our young people</p> <p>May each of us give generously of our talents, growing to know one another.</p> <p>Show us how to build a community, sharing a deep concern a common purpose.</p> <p>May we find together the inspiration which is, and always will be,</p> <p>Jesus Christ, Our Lord.</p>	<p><u>School Prayer</u></p> <p>Dear God</p> <p>As one school, we pray for the love and kindness of your heart.</p> <p>Bless us all with the ability to learn.</p> <p>Help us to be thankful for all that we have.</p> <p>Give us the strength and courage to work as hard as possible.</p> <p>Amen</p>
<p>Mission Statement: We are called to be the hands and face of Jesus as we learn, love and grow together</p>	