



St Vincent de Paul Catholic Primary School

Governing Body Meeting Minutes

Tuesday 14th May 2019 (37) 6.30 pm

	Present: John Sloan (JS), Jon White (JnW), Elizabeth Marshall (EM), Geraldine Cartwright (GC), Catherine Tollington (CT), Theresa Taylor-Brooks (TTB), Rosemary Sherry (RS), Mary Hewitson (MH), Paul Volske (PV), Siobhan Morgan (SM), Bernadette Bullock (BB). Also Present: Clerk – Melanie Farr, Sally Lorimer – School Finance Manager		
	Agenda Item	Summary	Actions
1.	Governors' Prayer	Was said	
2.	To receive apologies and approve absences	Apologies were received and accepted from Michelle Ambrose and Monica Kelly. JS welcomed PV to the meeting.	
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 (19 th March 2019) Minutes to be signed by Chair	The minutes of the meeting of 19 th March 2019 were agreed as to accuracy and were signed by the Chair	
5.	Budget 2019/20 and Year-End Figures for 2018/19	Sally Lorimer presented a power point presentation. SL went through the Year-End Report. CT asked about the overspend and SL explained that there were several elements to it and that one had to take into account unplanned factors such as staff absences. JS commented that the Year-End position was not a surprise as the school had been forecasting it since Christmas. SL referred to the fact that some schools had entirely spend their contingency money and were now in deficit and in comparison, St Vincents was fairing well. SL went on to discuss the School Budget Share and explained that the January consensus figure could vary. In terms of EYFS pupil numbers, JS remarked that it was fantastic news that the nursery had it's full complement of children and that money could therefore be added to the current figures as there were now more children. SL referred to the figure for teacher's pensions which had increased. That increase had to come from the school and	

		<p>amounted to £33,945. The school would be awarded a grant to cover the differential and that was now in place. JS asked about the deprivation figure in the school budget share allocation and how that affected what the school was entitled to. SL responded that it was based on postcode and free school meals. CT asked about one to one teaching and asked how that affected the budget. SL said one to one teaching did affect the budget and that in fact special schools often lost out as they had to spend more on pupil support. There followed a discussion regarding special schools and the impact on mainstream schools. SL went on to explain the pupil premium money. SL explained the difference between St Vincent's and the school next door. St Vincent's was below the National Average for pupil premium. RS said that the government was reviewing the pupil premium.</p> <p>Exceptional needs funding was then discussed. JW commented that when reference is made to two pupils having qualified, that means that two pupils have qualified for the funding, but does not take account of applications which have been made in respect of other pupils. Those children were often getting extra support, but without an award, no additional funding was being provided and it was expected that this would come out of the school's own budget share.</p> <p>Final income sources were then discussed. SL said that it was possible that schools would lose their sports grant. Fortunately, the PSA continued to add to the school's budget through fundraising. PV asked if the additional income streams were ringfenced. JW responded that the sports budget had to be spent on sport. SL stated that the school could decide how to spend some of the additional money however.</p> <p>SL moved on to talk about expenditure. PV asked what support services covered. SL responded that it included catering, IT and cleaning. SL said that the total expected expenditure was £1,785,274. The school did not rely on it's contingency.</p> <p>SL summarised her report and referred to concern over the workload of the SLT, given staffing issues. The contingency also had to be protected and that was reflected in the school development plan.</p> <p>SL went on to briefly discuss the school's bank accounts. The school had around £58,000 in two accounts. One is DFC and the other is fund A/C. A bid had been put in for the new water tanks to be funded but that had been lost and consequently the school no longer needed to provide the additional funding required of 10% of the overall cost. Some smaller projects could now be funded, such as the reflective material on the windows.</p> <p>JS thanked SL for the slides and her hard work in producing a balanced budget.</p> <p>It was agreed that the Budget and Year-end accounts could be approved.</p>	
6.	Matters arising from minutes of previous meeting.		

	<p>1. (5.4) Skills audit outcomes.</p> <p>2. (5.5)GovernorHub FGB Healthcheck</p> <p>3. (15) Admissions Appeals Training</p> <p>4. (12) Annual Health and Safety Report</p> <p>5. Glenys' leaving do</p> <p>6. Paul Volske's application</p> <p>7. Reduction in number of sub-committee meetings</p>	<p>CT said that everyone had responded and everything had been sent out.</p> <p>JS referred to the self-evaluation session. JS thought this had been very useful. It was remarked upon that Joe Hewitson had broken his leg. Despite that he was currently writing up his report and feedback could therefore be provided at the next meeting. JS said that issues impacting upon the governing body had been discussed, such as a lack of diversity. An appeal had been made to the church in the hope of reaching out to different communities. There had been some limited success and a contact had been made. JS also hoped that someone from the Filipino community might be interested in putting themselves forward.</p> <p>CT said that this had been a success and reminded all on the committee to record their training on GovernorHub.</p> <p>To be discussed at item 13 of agenda.</p> <p>To be discussed at item 19 of agenda</p> <p>Paul was at the meeting and had been welcomed</p> <p>MF said that she had emailed the sub-committee heads and had heard back from some. MH said that the T & L committee had discussed the issue at their meeting earlier in the evening. Arising from those discussions was an appeal for more governors on the committee. Furthermore, a greater number of observations in school needed to be undertaken, as the governors would be able to feed back themselves. Timings were also potentially an issue. MH asked if it was better to have meetings in the evening or in the course of the school day. JS said that commitments for staff had to be minimised but meetings needed to be held at times when the maximum number of governors were able to attend. JS explained how he planned to reduce the number of FGB meetings and MF said that she had circulated provisional dates. MF would liaise with committee heads by email in order that meeting dates for next year could be decided upon. It was appreciated that admissions were tied to a specific timetable.</p> <p>A plan for the academic year 19/20 was required for the next meeting.</p>	<p>Action - MF</p>
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	<p>8. (17) Fundraising committee meeting with parents</p>	<p>TTB reported that the committee had only a small number of members at the present time. The committee had met twice and planned to host a launch week in October to try and raise awareness among parents and children. TTB explained the purpose of the fundraising, which was to extend the resources block in key stage 1. Unfortunately the quote which TTB had received initially, had increased. JW said that he may have some good news on that front and reported that the school was no longer required to obtain quotes from companies on the list. It was for the property consultant to approve and if they did, the diocese would be happy to accept the quote. As such, a local builder could be used which should reduce the cost.</p> <p>TTB stated that the launch week would consist of a number of small activities and the committee were currently considering different ideas. The next meeting was in June, when the committee would start making decisions and plan for the event. The chair and vice chair of the PSA were happy to offer their help, which made things easier. CT asked if there was a period of time in which it was hoped the funds would be raised. JS said he thought it would be 2-3 years. JS also said that the name of a marketing expert had been put forward (one of the parents) who could help make other parents aware of what the school was trying to achieve. CT said that a lot of the parents had skills, which they could use to help with fundraising. BB suggested the idea of 'buy a chair' or 'buy a brick'.</p> <p>Matters arising were concluded.</p>	
<p>7.</p>	<p>To receive notification of any other business for item 19 to be agreed by the Chair</p>	<p>JW stated that the financial audit needed to be discussed.</p>	
<p>8.</p>	<p>Headteacher's Report – School Development Plan</p>	<p>JW explained that this had been formed through a number of documents. JW had rag-rated the plan again.</p> <p>Catholic Life and Religious Education – Changes to curriculum directory. The update was expected in 2020 and was a moveable feast. One key item was the review and plan for the implementation of the SRE scheme. The T & L committee had started working on that and had looked the Government's guidance and the Catholic Education services' response to that. As such, that part was showing in amber. As regards Adoremus, plans were underway for a Celebration Mass on 18th June at Westminster Cathedral. JHN were providing a coach for that. The establishment of a Corpus Christi procession has been discussed with Fr Brian but has been delayed until next year. The school had been told that next year's focus is 'The Word' and would include an emphasis on the gospel messages. The items in Red, were</p>	

		<p>so due to delays. The changes to the curriculum directory were Red, as it was unclear when the update would be provided. JS queried whether the items in Red were things that were no longer required and JW responded no, but said that some things could be reviewed/changed.</p> <p>Leadership and Management – Staff meeting time to develop the role of subject leader. This could be moved forward with. JW said that the school had held back slightly with cover arrangements and had reduced their capacity for the release of subject leaders. Therefore, some things had not happened as quickly as had been hoped for. One of the English leads had been unwell. The coaching for SLT roles and shadowing was the focus moving forward. JW said that it would be good if the governors could work alongside the subject leaders to look at the action packs. It would be beneficial if that could be done when the change in curriculum was being considered. RS referred to the wider curriculum.</p> <p>Learning, Teaching and Assessment – Simon Crump had been looking at non-negotiables in writing. Website links had been provided for parents and there had been a staff meeting to discuss what materials would be of the most benefit. Year one staff had been asked to consider the use of the outside space, with a view to any improvements which could be made for next year’s cohort. The new year one teacher had been included in that discussion. Paired and group ‘supportive environment walks’ would take place towards the end of the summer term. This was an important aspect of the learning environment in terms of asking colleagues how classrooms could be improved. It was inevitable that some staff would be more open to comment than others. Staff had been told to prepare by looking at their own room first. The ‘learning pit’ had been referred to in Liz Neville’s report. This was more prominent in some classes. There was a personal approach to teaching but it was pleasing that some people had come out of their comfort zone and were trying to use the right language. Where some people were struggling, they should be supported to use the language of learning. JW referred to the noticeboards located throughout the school, to assist TAs. Liz Neville had suggested that those who were very comfortable with the language could act as mentors but that would have to be dealt with very sensitively. The pupil parliament could be changed to amber. The parliament’s first role was to feedback on school meals. Y6 would have key roles but the whole school was involved and there would be one member from each class. The children would then speak to a member of the SLT, who would record the points made. The website should also accommodate a blog.</p> <p>Staff Wellbeing – The school was looking at what was really needed. JW would consider feedback. Different conversations were now taking place and staff were looking out for each other. There continued to be a weekly update.</p>	
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	<p>Self-Evaluation Statement</p> <p>RE Advisor – Record of Visit</p>	<p>new. It was good to have the governors recognised and an agreed action being the implementation of a governor’s action plan.</p> <p>JW explained the purpose of this document. It was submitted to Liz Neville and gave a justification for the grades within the HIP report. Moving forward, the report would have different sections. JW referred to the different sections within the document, including Quality of Teaching, Learning and Assessment, Personal Development, Behaviour and Welfare and Leadership. Quality of Education was going to be key and one of things that would be checked, were anomalies relating to the new framework and the narrowing of the curriculum. JS asked about changing the headings for the updated SEF and JW said that the development report would need to be amended as it would need to tally up with the SEF. JS asked how often the school needed to complete the SEF etc. JW responded that there was one main point in the year, around the time of the JARV visit, when these documents needed to be considered by the governing body. In reality however, the documents were considered by the school more regularly.</p> <p>JW reported that Tony Gorton had visited. Mr Gorton knew Herts well. He had produced a lovely report. Mr Gorton had come in for an afternoon and had attended the SLT meeting and talked about priorities. He had captured the school very well. The support staff had been noticed, which was great. RS referred to how Tony Gorton had been welcomed and the preparation for that. JW said that while the school had not ‘put on a show’ as such, it had been useful to ask staff to consider what lasting impression they wanted to give. CT asked if Mr Gorton was the JHN advisor also and JW responded that he dealt solely with primary schools. JS added that there had been a discussion about the Red Shed project. JW referred to the deanery meeting and said that Mr Gorton had agreed to feed back to the diocese.</p>	
9.	Staffing Update	<p>JW said that staffing levels were stable for September. The resignations deadline was 31st May. There had been a change with the Midday Supervisor roles and to address this, the school had looked at re-deployment but an advertisement for staff would be required. The school was also looking at the 30hrs nursery provision. It should also be noted that there had been some changes with staff working hours. One of the TAs was reducing to 4 days a week and from September, RS was also reducing to 4 days. Planning would be required and the assistant heads would need to step up.</p>	
10.	GovernorHub	<p>The new website was up and running and some of the information displayed was coming straight from GovernorHub. SL had been working to ensure the necessary reports were being exported. JW said that the notification page was being used well but warned that when a person responds to an email, it did not go anywhere, as that person would be responding to GovernorHub.</p>	

		BB asked whether the governors should be marking their attendances themselves. JW said that MF would mark the attendances for the FGB meetings on GH and would check whether it was necessary to have a paper copy in addition.	Action - MF
11.	Letter to parents from governing body	<p>JS said that he had seen a reference to this in a letter from County. JS said that he wondered if this was something the governing body could do. It did not need to be very long. GC said she thought an annual letter would be better than a termly one. MH said that if there was too much detail, it could be repetitive and parents would not read it. JS said that he envisaged saying in bullet points what the governing body had achieved this year etc. JS asked whether the full committee should report or whether it should be broken down into what the various sub-committees had achieved. There followed a general discussion as to what should be included in the letter and what an appropriate format would be. JS said that he would circulate a letter written by the governors at St Margaret Clitherow School.</p> <p>It was agreed that JS would draft something and then circulate to others for comment.</p>	Action - JS
12.	<p>Sub-Committee Minutes</p> <p>Teaching and Learning – 14th May 2019</p> <p>Resources – 7th May 2019</p>	<p>The meeting was today and therefore there were no minutes. MH said that the committee had covered a number of things JW had already discussed in the course of this meeting and the meeting reflected discussions this evening. The minutes would be published at the next meeting. MH also said that going forward, Glenys Palmer had agreed to minute the committee meetings on a voluntary basis.</p> <p>JS said that the committee had spent time looking at the Budget and Year-End. The data had been benchmarked and generally the school was in the middle of the pack. JS referred to the national recommendation regarding the percentage spent on teachers from staff costs and said that the school was faring well in this regard. JS said that the school had decided to park the larger projects that they could not currently afford and that fundraising or government money would be needed to take those projects forward. The school would focus instead on the projects it could afford to take forward, for example, the new website.</p> <p>The minutes of the resources committee were approved.</p>	

	<p>Safeguarding – 29th April 2019</p>	<p>GC said that the minutes had been circulated. The policies which were to be considered had been approved and would be referred to later in this meeting. The main policy to be considered was the equality policy. GC said that she did not feel that it was perfect but was as good as it could be. It would position the school well. GC thanked JW for the research he had undertaken.</p> <p>BB referred to CPOMS and commented that she thought it was an excellent system. JHN used it and it made sense for St Vincents to have it. BB briefly described how the system worked. JW added that one quarter of the time spent on safeguarding was admin related and the system would help to reduce that time.</p> <p>The minutes of the safeguarding committee were approved.</p>	
<p>13.</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>JW commented that this item had been on several agendas. JS said that it had not made it to the H & S committee. It had been referred to, but not looked at in detail. An inspection had been carried out and the checklist set out the school’s statutory duties. It was important for the governors to see that. There were a number of actions to take forward, although some had now been undertaken. The wobbly tyre for example, had been removed. The checklist was really a work in progress and other items would need to be added throughout the year ahead.</p> <p>GC had met with Michelle Curry who had given GC a very detailed report regarding the needs of the children and the support they were receiving. GC had discussed strategies with Ms Curry and how those were achieved. GC saw for herself how the strategies were used and had been impressed. There was a detailed report on the progress of each child. Ms Curry had reported that there were more children presenting with communication issues. Unfortunately, the speech and language specialist was leaving as her caseload was too great and this had made Ms Curry anxious, as the speech and language specialist had been a great support. JS asked whether a replacement was going to be provided. GC said County were hoping to provide a replacement but it meant that the relationship which had</p>	

		<p>been built up, would need to be created again and that slowed progress. GC expressed regret that lower level support could no longer be provided and that schools had been told that they could only support the top tier. Michelle Curry had said that she considered the cutbacks which had been made, might lead to children receiving less support in the future but felt that the school was providing the best support it could in the circumstances.</p> <p>A wellbeing week was being planned for June and Michelle Curry would work with other teachers to suggest activities.</p>	
14.	<p><i>Policies – Those items in italics are taken from the schedule of business.</i></p> <p>Equality Scheme</p> <p>Attendance Policy</p> <p>Accessibility and Inclusion</p> <p>Drug Education (2017) (2)</p>	<p>JS briefly explained to PV how the policies were dealt with.</p> <p>Approved</p> <p>Approved</p> <p>JW said that a plan for inclusion for this policy was ratified in July 18. Safeguarding were however due to look at it by next term. It had also come up at the H & S meeting and JW was unclear as to why it was sitting across two committees. JW and RS would consider this policy and review it. They needed to go to the two committees at the same time. JS said that if the governors were changing the number of meetings, then the policies and when they were looked at, would have to be reviewed. Some policies did not need to be reviewed annually, some could be reviewed tri-annually. An issue could of course trigger a review but in general they could be reviewed annually.</p> <p>CT said that the safeguarding policies needed to be reviewed annually, as this was considered at the audit but apart from the major policies, most could be reviewed in an afternoon.</p> <p>JS asked JW if he was happy to review the policies and when they needed to come before the sub-committees for consideration.</p> <p>Accessibility and Inclusion would therefore be deferred.</p> <p>To be deferred to next meeting.</p>	<p>Action - JW</p>

	Health and Safety Information for Visitors Data Protection (Stat) (2017) (2)	<p>To be deferred to next meeting.</p> <p>JS wanted it to be noted that the school has a DPA officer – Sally Lorimer. There was a list of things which the DPA officer was required to do and they must have access to the governors, in order to fulfil their obligations. JS referred to para 10.8 of the policy, which concerned the code of conduct and said that governors might be required to sign this. JS referred further to the governing body’s code of conduct and said that the governor’s obligations under the DPA should be reflected therein. MF should review and amend if required the terms of reference.</p> <p>CT asked about CPOMS and whether it was covered here. JW said that there was a list of where information was held. SL kept a log of where all data was stored. There had to be assurances from the school’s providers.</p> <p>The Data Protection Policy was approved.</p>	Action - MF
	Freedom of Information (Doc) (2017) (2)	Approved	
15.	Safeguarding Annual Safeguarding Checklist Termly Safeguarding Report	<p>GC said this was very comprehensive and reflected exactly what the school was doing. Governors were shown this once a year. GC said that in the interests of transparency, it had been decided that all governors should be aware of the checklist and any governor could be questioned. JS asked if the checklist was standard and GC responded that it was.</p> <p>GC said that this had been annual previously. A report had been undertaken in the spring term but the summer report would not be dealt with until September. The report was in a different format and gave governors a really good assurance that all issues were being considered and dealt with.</p>	
16.	Deanery Report	<p>JW said that this had comprised of discussions about academies. At some point all schools would become academies but it was tricky as no schools had been able to join DOWAT. A CEO position was being considered for DOWAT was keen to expand and take in other schools. However, that allowance had not yet been made by the diocese.</p> <p>JS commented that there were not enough local Catholic schools outside DOWAT to form another academy. However, if DOWAT opened their doors, that opportunity would have to be considered.</p>	

		<p>JW said there was also a discussion about support for teaching as regards relationships and Sex Ed. The Catholic Education Service was working with DFE.</p> <p>The Adoremus mass was also a focus.</p>	
17.	Training	<p>JS referred to the Modern Governor e-learning. JS had dealt with finance.</p>	
18.	Governor visits since last meeting	<p>MH had visited the Be Spirited event. It had been amazing. There was a real commitment by the children to prayer. Furthermore, the respect and dedication of the children was tangible. The work of the staff and children was apparent.</p> <p>BB had attended the Year 4 event was was impressed.</p> <p>GC said it had been helpful at Easter to be given a list of events which the governors could attend.</p> <p>CT referred to SATS week and the SATS breakfast which she considered had helped the children. JW asked if anyone present could assist by attending the school tomorrow to observe the administration of the SATS. PV volunteered to attend. JW said that he would send the relevant paperwork by email.</p>	
19.	Social	<p>Glenys' leaving do was discussed. A number of dates were put forward and GC contacted Glenys. It would be an evening event starting at around 7.30pm.</p> <p>The vintage tea was on 10th July at 3.30pm.</p>	
20.	<p>Any Other Business</p> <p><i>Items only as put forward and agreed by Chair in Agenda item 8</i></p>	<p>The school had received notification of a financial audit on 17th June. The school had been selected at random. There had been good communication regarding the information required. Resources to be made aware.</p> <p>There followed a brief discussion regarding the amazon wish lists. A number of parents had</p>	<p>Action – Resouces committee to be aware of information required for audit.</p>

		purchased books and these had been delivered to school.	
21.	Close of meeting – Mission Statement	The meeting closed at 9.10 pm with the Mission Statement	

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

Tuesday, 16th July 2019

All meetings will start at 6.30pm.

<p><u>Governor's 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 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.</p>	<p><u>Mission Statement</u></p> <p>We are called to be the hands and face of Jesus as we learn, love and grow together.</p>
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