



## St Vincent de Paul Catholic Primary School

### Governing Body Meeting Minutes

Tuesday 16<sup>th</sup> July 2019 (38) 6.30 pm

	Present: John Sloan (JS), Jon White (JW), Elizabeth Marshall (EM), Geraldine Cartwright (GC), Catherine Tollington (CT), Theresa Taylor-Brooks (TTB), Rosemary Sherry (RS), Mary Hewitson (MH), Paul Volske (PV), Bernadette Bullock (BB), Michelle Ambrose (MA), Monica Kelly (MK). Also Present: Clerk – Melanie Farr		
	<b>Agenda Item</b>	<b>Summary</b>	<b>Actions</b>
1.	Governors' Prayer	JS led the governors present in a special prayer for Simon Palmer who had been tragically killed.	
2.	To receive apologies and approve absences	Siobhan Morgan was absent	
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 (14 <sup>th</sup> May 2019)  Minutes to be signed by Chair	The minutes of the meeting of 14 <sup>th</sup> May 2019 were <b>agreed as to accuracy</b> and were signed by the Chair	
5.	Matters arising from minutes of previous meeting.  1. (18) Reduction in number of sub-committees	JS asked MF for an update and MF stated that all the committees had now provided committee dates for next year, cutting the number of meetings where possible. JS stated that what committees should avoid was meetings being clumped together. MF said that JW was undertaking a review of the policies which come before the various committees and that would feed into the schedule of business for the next academic year, which was going to be prepared by MF and SL over the summer.	

	<p>2. (5.5)GovernorHub FGB Healthcheck</p> <p>3. (10) GovernorHub: Requirement for Governor’s to sign an attendance sheet</p> <p>4. (11) Letter to parents from governing body</p> <p>5. (14) Data Protection and the governing bodies terms of reference</p> <p>6. (14) Review of when individual policies should be considered by committees</p> <p>7. (13) Annual Health and Safety Report</p>	<p>MH said that the T &amp; L committee was struggling to take out one of their meetings and were looking at starting the meetings at a different time to facilitate other governors joining the committee. There had been pressure on staff to provide information to the committee and MH said that she was hoping that governors would be able to report back on activities and that governors could work at increasing their presence in the school, which would lead to them having greater understanding of the issues raised.</p> <p>JS referred to the feedback which had been received from Joe Hewitson. JS commended the feedback and asked that discussion of the feedback could be an agenda item next term. Joe Hewitson had mentioned a development strategy and JS wondered if any of the governors would lead on that and encouraged the governors to give this some thought. JW added that he would have a look at induction and stated that the review had been very comprehensive. GC asked whether Joe Hewitson had been thanked and JS said that he would drop Joe a line.</p> <p>MF confirmed that a paper attendance record should be taken as well as recording attendances on GovernorHub. MF would record governors’ attendances on GovernorHub. Committee members needed to remember to record their attendance also and JW had agreed to do this on behalf of committee members.</p> <p>JS had not been able to prepare a draft of this and it was suggested that something was sent out in next term.</p> <p>MF explained that it was the Code of Conduct and Standing Orders and not the terms of reference (as there was no terms of ref for the FGB) which needed to be amended to reflect the governor’s obligations as regards GDPR. MF had sent a form of wording to JS and JW for consideration. MF also said that Sally Lorimer had drafted a standard phrase for committees to incorporate into their terms of reference.</p> <p>This had been discussed above. JW was to undertake.</p> <p>To be considered at item 10.</p>	<p>Action – MF</p> <p>Action - JS</p> <p>Action - JS</p>
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	<p>8. (14) Accessibility and Inclusion</p> <p>9. (14) Drug Education</p> <p>10. (14) Health and Safety Information for Visitors</p> <p>11. (20) Financial Audit notification</p>	<p>To be considered at item 10. There was a discussion regarding which committee should be dealing with the policy.</p> <p>JW said that this was not ready.</p> <p>To be considered at item 11.</p> <p>This would be discussed at item 9.</p> <p>Matters arising were concluded.</p>	
<p>6.</p>	<p>To receive notification of any other business for item 19 to be agreed by the Chair</p>	<p>Nothing raised</p>	
<p>7.</p>	<p>Head Teacher's report – To include school development plan, preliminary data and staffing</p>	<p>JW stated that the last bits of data had been added yesterday. The report was on GovernorHub. JW referred to the children on the roll as of July 2019. There were just 4 vacancies in reception but that had been a low birth year and those places could be taken up later. JW went on to touch on leavers and arrivals and said that one child had joined under the Fair Access Protocols. JW went on to say that he had been notified of 2 in-year admissions appeals this term in respect of Year 5. One of the appeals was withdraw. JW noted that it had been useful to have admissions training on the appeal process. JW further noted that he did not think that the panel fully understood the admissions process for Catholic schools as they had asked about the Certificate of Catholic Practice when that did not relate to the appeal. JW referred to issues with the waiting area in the building where the appeals were held. He had been sitting beside the family of the child appealing the decision, which felt uncomfortable.</p> <p>JW moved on to discuss the pupil premium. Pupil provision maps had been updated termly and included the progress and provision for PP children. Pupil progress meetings enabled the school to spend further time focusing on strategies to support pupils.</p> <p>JW referred then to attendance. This was similar to other years. Persistent absenteeism had not gone up. PV asked if it was generally the same children and JW said that it was often children with similar circumstances.</p> <p>JS then asked a question about admissions and a discussion followed regarding the fact that the numbers of children undertaking their First Holy Communion, was not reflected in</p>	

		<p>the number of children applying to catholic schools and the fact that several Catholic families must be sending their children to other schools in the area. GC said that she did not think that all families applying understood the process. JS noted that 10% of the school's population were not Catholic. PV asked if something could be put on the website and TTB said that some families did not appreciate that there was a separate form to complete. CT stated that the confirmation numbers also told a story. JS wondered how the school could take steps to ensure that all catholic children where possible, were applying to catholic primary schools. JS asked whether the catechists could be contacted. TTB said that in Knebworth, St Thomas More did hold data regarding which schools communicants were attending. JS suggested that discussions could be held with Fr Michael. PV raised the possibility of problems going forward should greater numbers apply to the school, given they were already at their full compliment. JS said the school should seek to obtain further information and then decide upon an appropriate strategy. CT stated that the admissions committee were now going down the list of applicants to criteria 18, which would have been unheard of in the past. JS asked the admissions committee to take the point forward and to make enquiries and report back.</p> <p>JW went back to the HT's report and discussed exclusions. The school was planning to introduce CPOMS which was used to record behaviour. <b>There were no fixed period exclusions this term or in fact in this academic year.</b> JW said that there had been a reduction in behaviour support services but the school could still access some services. In terms of bullying and racists incidents, these continued to be rare occurrences and it was to be noted that some bullying allegations turned out to be hurtful incidents instead. JW noted that staff did a wonderful job with those children.</p> <p>JW moved on to discuss safeguarding. The introduction of CPOMS would hugely reduce the amount of time that DSP's had to spend on admin related work. JHN also used it and therefore records could be passed over safely. JS asked if there was a cost in using the system. JW said it was a yearly fee but that the school had received a 10% discount as a number of schools had signed up at the same time. GC asked if there was a back-up system, should the system go down. JW responded that CPOMS was a major provider and he had not heard of any issues, however a paper system could not be retained in addition. JS said that it would be worth asking about data protection and JW was asked to follow that up. JW went on to discuss the wellbeing week newsletter and that MA had worked hard to give wellbeing a real focus. Staff had also had wellbeing sessions which had been well received. MA deserved great praise for her work in this regard.</p> <p>JW provided an update in relation to staffing. The school had to say farewell to some</p>	<p>Action – Admissions committee</p> <p>Action - JW</p>
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		<p>valued members of staff including Ann Silvester and Anne Pearce. Theresa McCarthy was going to long-term supply. Mrs Baldwin was relocating, which would be a great loss and Ms Estall was moving to another school. New members of staff would be joining however, including Karen Lambert, who had led the EYFS team at her previous school to an EYFS gold quality mark. Nicola Pearce would also be joining on a part time basis. In addition to those leaving and joining, staff were moving internally. Not all staff leaving were being replaced and a reorganisation was taking place which would affect KS2 the most. One TA would have to be shared between two classes. This would mean each child individually getting only 40 minutes of time. MA had undertaken work however to ensure that SEN children would continue to receive the support they needed. The impact on staff also had to be considered, as with fewer TA's, teachers would have less admin support for example. This would have to be monitored. JW noted that this was a difficult situation. MA said that it had happened in the past and the school would cope.</p> <p>JW went on to discuss the School Development Plan. This had been RAG rated. The plan dealt with issues specific to this term, including the school website, arithmetic fluency, sustained standards in EYFS etc. Items requiring further work appeared in Red. In terms of Catholic Life and Religious Education, the implementation of changes to the curriculum was in red. This was because the documents had yet to be published by the diocese. The SRE scheme and plan needed to be reviewed and that would be a priority. In terms of Leadership and Management, the subject leaders attending SLT meetings needed further work. JW said that the school was focusing on engaging better with parents and embedding CHILL in year 1. Some of the children in Year 1 were still working on their learning goals and needed the space to do that effectively.</p> <p>JW moved on to the end of year data. This was included in the Head Teacher's report at appendix 1. The KS2 SATS data would be looked at in the summer when national data was available, however there had been a superb performance in maths, with 48% of the cohort obtaining a greater depth score. The SPAG scores were also excellent. There had however been a reduced performance in the reading scores, but JW suspected from conversations with colleagues, that those results would be reflected nationally. A discussion followed regarding possible reasons for reduced scores in reading. RS said that one of the extracts in the comprehension had been difficult, with tricky vocabulary being used in the text. LM asked when the paper had been undertaken and whether the children had been tired. BB asked for information regarding the scoring and how that was undertaken. MK asked about the types of books which the children were reading in school and whether that could be looked at, but JW pointed to the need to encourage children to enjoy reading. There was general agreement that the children had been content during the SATS week and had not been stressed. JW said that when all the data had been obtained, he would report back to</p>	
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		<p>the T &amp; L committee. JS commended the school on the maths results which was a testament to the new programme. RS referred to the fact that the SATS inspectors had appeared during the phonics test and not the KS2 SATS as anticipated. The Year 1 teachers had however embraced the arrival of the inspectors.</p> <p>JW touched briefly on paragraph 14 and 15 of the report which dealt with SLT and the sporting life of the school. The fencing session had been a success and the school would look at offering the children a chance to try other sports as well. In terms of the Catholic Life of the school, the celebration mass for the communicants had brought the whole school together. In addition, 5 pupils went to Westminster Cathedral to celebrate Adoremus. Year 6 had represented the school at a community mass at JHN and the leavers mass was on 17<sup>th</sup> July, which would be a very special occasion.</p> <p>JW said that concluded his report and GC thanked JW for providing such a thorough report which reflected the flavour of the school.</p>	
8.	GovernorHub	JS mentioned that he and JW had met with two prospective governors, one of whom had submitted an application and reminded those present to spread the word.	
9.	<p>Sub-Committee Minutes</p> <p>Teaching and Learning – Formal minutes from 14<sup>th</sup> May to be considered.</p> <p>Resources – 2<sup>nd</sup> July 2019</p>	<p>Feedback had been provided at the last meeting and the formal minutes <b>were approved</b>. MH referred briefly to Be Spirited week which she said had been a wonderful experience.</p> <p>JS referred to the fact that the committee had agreed to formalise the GDPR responsibility to the committee and to add that to their terms of reference. JS reported on LCVAP training he had attended and the fact that the risk assessment scoring system played a major part in the decision making process. All quotes were put in ranked order and were then sent to the Trustees. The committee had discussed how the school could get involved in the risk assessment process and it was agreed that JW and Sally Lorimer would attend when the next survey took place. The other things the committee had considered were staffing and feedback on the financial audit. JW said that the report had actually been received today. It was a good report and there were only 4 advisory actions suggested, which the committee had already identified. JW said that SL should be thanked for pulling together all the necessary information and doing a fantastic job. MF was asked to note that it had been raised that minutes of meetings should explicitly detail significant questions</p>	



		that a board had been set up to show what action the school had taken as a result of the suggestions made by the children. JS said that the report of the pupil parliament should be treated as sub-committee minutes.	Action - MF
10.	<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>Admissions Report – In-Year admissions – Verbal</p> <p>Terms of Reference (1) (All Committees)</p> <p>Staff Code of Conduct (2017) (2) (Resources)</p> <p>Music</p> <p>Staff handbook</p>	<p>There had been confusion surrounding this and it needed to be added to the next agenda.</p> <p>This had been dealt with</p> <p>All committees were to review their terms of reference and present these at the next FGB meeting.</p> <p>CT queried an aspect of the code. At point 5, there was a reference to dishonesty and integrity but CT felt it needed to be more detailed, as it only referred to handling and claiming of money and the use of school property but not other circumstances in which dishonesty could arise. GC reminded those present that staff signed the code of conduct in September and that it might not be possible to change it now. JW said that he would prepare a paragraph which could be circulated before September.</p> <p><b>This was approved subject to insertion of a further paragraph.</b></p> <p>To be deferred to next meeting</p> <p>To be deferred to next meeting</p>	Action MF
11.	<p>Policies – <i>Those items in italics are taken from the schedule of business.</i></p> <p>Accessibility and Inclusion</p>	<p>There was a discussion as to which committee should deal with the policy. Many aspects related to T &amp; L.</p> <p><b>The policy was approved subject to confirmation as to which committee it should sit</b></p>	



	Health and safety Information for Visitors	<p><b>with.</b></p> <p>CT raised an issue with the booklet as it referred to CRB checking, in addition to DBS. CT felt that this suggested it was outdated as she thought CRB checks were now redundant and that those working in schools needed to be DBS checked. A discussion followed regarding what should be required from visitors as regards DBS checking and what clearance different visitors would require. GC mentioned that SL had a document which set out the legal requirements in this regard. It was agreed that the booklet needed to return to H &amp; S to consider and that Sally Lorimer should be asked for the document she had regarding legal requirements.</p>	Action – H & S to consider again.
12.	Safeguarding – Termly Report to be presented in October	GC reminded those present that the report was termly. GC also confirmed that she had undertaken a SCR (Single Central Record) and first aid record check. A teacher and another individual had been selected at random. There were no issues with the check.	
13.	Confidential Item – To be recorded in Part 2 Minutes.		
14.	<p>Training</p> <p>Induction and Safeguarding Training</p>	<p>Those present were reminded of the Hertfordshire Governor’s Annual Conference on Saturday 16<sup>th</sup> November 2016.</p> <p>JS reminded all newly appointed governors to attend both these training courses asap. PV asked about booking on for training and MF said she would provide him with the necessary information. The school paid for the training and had an account.</p> <p>JS suggested that governors should commit to attending 2 training courses a year. CT suggested that training as regards disciplinary procedures and processes would be useful.</p> <p>CT said that Mary Ryan had offered to run relationship and sex education training. MF was asked to make contact with Mary Ryan in this regard.</p>	Action MF
15.	Governor visits since last meeting	<p>GC had joined the Rosary group. GC said it was nice to see parents joining in.</p> <p>MH had joined the May procession and the Be Spirited event.</p> <p>JS said that the governor’s tea party had been very enjoyable and that there had been very positive feedback provided.</p>	

16.	Farewell to Catherine Tollington	CT was thanked for all her hard work and dedication over the years that she had been a governor. Apart from RS, she was the longest serving governor. The committee was grateful for all her work on admissions and for being a training lead. CT's perceptions and feedback had been highly regarded.	
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 8.40 pm with the Mission Statement	

Meeting Dates for the next academic year

8<sup>th</sup> October 2019

10<sup>th</sup> December 2019

25<sup>th</sup> February 2020 - To be moved to 3<sup>rd</sup> March 2020

12<sup>th</sup> May 2020

7<sup>th</sup> July 2020 – To be moved to 8<sup>th</sup> July 2020

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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