

# St Alban's Catholic Primary School

Minutes of the meeting of the full Governing Body  
held **ONLINE** at 6.30 p.m.  
on Tuesday 12 July 2022

## No. 2021/2022 – 5

### 1. Apologies for absence

1.1 Apologies for absence were received from Fr Alan Hodgson and Patrick Coughlin.

1.2 Present: Lia Campos (LC, chair), Edward Acton (EA), Cristina Alves Martins (CAM), Ruth Burrows (RBU), Tanatsa Jingura (TJ), Joseph McCrossan (JM), Keith Menary (KM), Sarah Smith (SS), Jo Wager (JW), Michael Yelton (MY), Rachael Beale (RBe, clerk)

### 2. To confirm the minutes of the meeting of Tuesday 26 April 2022

2.1 There was a typo on the name of 'Brentwood Diocese' in section 7.8.

2.2 **In paragraph 7.5, should it be made clear that City Kids were not going to vacate the parish hall, and the use of the hall related to expansion and overflow?**  
**DECISION: It was felt that it was clear enough as it stood.**

2.3 The minutes of the meeting of Tuesday 26 April 2022 were confirmed.

### 3. Matters arising

3.1 The LA advisor wanted the governors to highlight evidence of impact of actions; the SATs provide excellent evidence of this.

3.2 The headteacher was to update the SEF for each meeting, although this was not marked as an action in the previous minutes.

3.3 The curriculum priorities were all amber-rated as it had not been possible to assess performance in the absence of the SATs results.

3.4 Nearly all governors had completed their NGA skills matrices.

### 4. Declaration of relevant pecuniary interests

4.1 Conflicts of interest should also be declared as a regular agenda item at this point.

4.2 None of either were declared for this meeting.

### 5. Reports from termly briefings/training/subcommittee meetings

5.1 The Resources committee met to discuss the fire audit, at which quotes and the work plan were presented. There was a preference for Cromwell, who covered all three fields that required attention and conducted a thorough assessment; the quote was also within budget. Works will start on 1 August, with a programme that

continues until 18 August, and therefore will be completed before school recommences and before the property is re-inspected. There may be an issue with access to the school building; JM and Steve Ostler will need to manage this between them.

5.2 Minutes of the last meeting had also been circulated, as a copy were required by Annemarie Cooper and Rachael Schofield at the LA.

5.3 The salary committee met and following information from JM approved one recommendation.

5.4 The last Performance & Standards meeting took place before SAT results had been received; the teachers and JM should be congratulated on their excellent results, which reflect all the effort, interventions and planning that went into KS2 over the course of the year. The minutes are being finalised and will be circulated soon. The Terms of Reference for the P&S committee are now in place and will be ready to go at the first meeting of the next academic year.

5.5 The meeting also took place before the outcome of the safeguarding review was received. There was a discussion of performance data comparing vulnerable groups; the committee drilled into the outcomes for various vulnerable groups, and considered whether there was anything that could be done to improve these. There was a sense that the school was seeing more pupils who required more and additional help. The committee would also like to see data aggregated by sex, which should be available from Perspective Lite. **Is there data available from last year?** No. However, Perspective Lite is not anonymised by default.

**5.6 ACTION: JM will identify the governor dashboard and/or export anonymised data, and share it with governors.**

5.7 The phonics results were fantastic, and the staff were again thanked by governors via JM - 85% passed. **The committee also asked questions as to how Year 3 and Year 4 have come to struggle the most as a result of the pandemic. Does this reflect a national picture or is it specific to these two classes?** It will not be possible to obtain this data nationally. It was agreed to keep an eye on these years, acknowledging that the current Year 4 are a less strong cohort than the present Year 5, which is likely to be reflected in results in the next couple of years.

5.8 Data for the results for summerborn pupils is also to be supplied.

5.9 The committee looked at the Pupil Premium, and reviewed the statement and expenditure. There is a very small number of PP children (14), but 9 have significant needs, 4 are looked-after children and 5 have EHCPs. Ways need to be found to support these children. **Does this affect the budget?** Pupil Premium children do receive an extra budget allocation. Sometimes EHCP pupils have no funding and have to be supported until the formal funding can be approved. **Does teacher training and TAs come into how PP money can be used?** Yes. **Has training been planned to support these students?** Reading was allocated as a priority across the school, and specific TAs were trained to do this. Some TAs were also trained in emotional support, and there are a number of pupils that require this kind of support.

5.10 **There was a long discussion of entitlement and link governors, ensuring that visits were conducted, and what would be best practice for collating these reports? Could these be placed in the secure section of the website? What documents need to be placed publicly?** It was proposed to discuss this at this meeting. The entitlement documents need to be public. **Could we look at what other primary schools are**

**publishing?** There are extreme differences as to what sort of governor information is publicly available. Annemarie Cooper provided a governor planning document as part of the LA governance review. This could be customised to St Alban's and published on the website so that it can be clear what work is being done by the GB. If the meeting dates are set, these could then be inserted in the planner.

**5.11 ACTION: JM to insert the date of the first meeting and put this document up on the website**

5.12 The LA planner has not been circulated for the past three years; but St Alban's has stopped buying into the LA services that might have delivered these.

5.13 The P&S also agreed that a Vision Evening needed to be discussed at this meeting, possibly for September or October. This was agreed for 6.30 on the evening of Wednesday 28 September. **One governor wondered if 6 might be better for parents picking up from afterschool club?** PFA meetings take place at 8.15 in the evening. There was a good turnout for the strawberries and music evening, which took place at 6. However, children were present at this. This will not be as elaborate as previous years and will be focused on taking the school forward within the community. A governor commented that at a previous evening, childcare had been provided in a separate room so that parents could bring their children.

**5.14 ACTION: JM to establish a good time to hold this evening and arrange childcare cover.**

5.15 **A governor asked if we would give governors an idea of what the focus of the evening should be? DECISION: A small working party should meet at the start of September to agree an agenda. Could the school development plan be shared so that this activity could be set in context?** In the past, 5-6 areas that were Ofsted linked have been focused on: e.g. property, standards, personnel, communication, the MAT. **What does the school want from parents out of this evening?** Usually it is an opportunity to hear what parents want from the school, which can then be collated and used as the basis to design a strategy. **Should this be held after the first governors' meeting of next year?** September will be very busy; there is a premises inspection and the safeguarding re-review. A governor commented that a previous Vision Evening held in the autumn term had been less successful because of the weather. There was also curry laid on at the successful evening. **Could we issue a parents' questionnaire first, which could be assessed by the working party, and then a Vision Evening held on the basis of the results from this?** Definitely a framework will be devised. **A governor commented that this was not really a Vision Evening, but more of an information exchange regarding project progress. It should therefore be entitled an 'information evening' covering the next three years of the school. A governor suggested that 'strategy' should be included in the title; it needs to be something that parents can relate to and want to engage with.**

5.16 LC, SS both volunteered to discuss the plan for this, to meet on 6 September at 6 p.m.

**6. Reports from link governor visits**

6.1 A few link governor visits had taken place and the reports placed on the website. Governors now have access to the secure area. The SEND report has also now been circulated. There should be a simple table on the website to indicate which visits have taken place. **Could the reports start with the subject name rather than the governor name? Has RBu received all governor visit reports?** English and Early Years have also taken place. SS re-sent the Early Years report to RBu.

## **6.2 ACTION: JW to re-send English report to RBu**

6.3 A lot of work has been taking place and it would be good to make this work more visible.

6.4 A governor commented that at her previous school, not all link visits took place every year - only core areas like SEND, maths, English, child protection and safeguarding.

## **7. Governing body standing orders**

**7.1 DECISION: To be deferred to the first meeting of the next academic year.**

## **8. Safeguarding and child protection policy**

8.1 Adoption of this policy was minuted at the full governing body meeting in October 2021; it should be revisited in September.

## **9. Keeping Children Safe in Education update**

9.1 Governors received a KCSiE update for 2022, and this is on the website. However, a new update has since been received. The present meeting could not be conducted live because of Covid, so the document could not be physically signed by governors immediately. **Could this be set up as a Microsoft form?**

**9.2 ACTION: JM to circulate new KCSiE update**

**9.3 ACTION: all governors to confirm to JM that they have seen this**

**9.4 ACTION: JM to discuss possible technical solutions for signing off on KCSiE with Flower.**

9.5 If it is not possible to set up a form, then other approaches can be investigated. New elements are highlighted in purple.

9.6 PREVENT training also needs to be completed; this should be repeated annually. The school's PREVENT plan is on the website in the 'Safeguarding' section, and includes a link to the online training, although many governors have previously encountered problems using this.

9.7 **A governor asked if results from previous training for PREVENT could be sent to St Alban's?**

## **10. Outcomes of safeguarding review**

10.1 Since lockdown, there has been no HR person in the school. A new HR and finance officer was appointed after lockdown, but she then went on maternity leave. During that time, appointments have been made, predominantly over the last two terms when the school has needed staff immediately in place. The necessary interviews were conducted and DBS risk assessments carried out; this means that a DBS is in process, and the school is happy that the staff member will be working with children in supervised situations. However, the DBS checks had not in fact been begun due to a lack of staff. The finance support officer alerted the school to its missing DBS paperwork. The school is being moved to a new Single Central Record tracker that is very simple to review and see what is missing, and the officer was then

able to see that things had not been followed through. The team that then reviewed the SCR could see that staff with a DBS risk assessment did not have a full DBS check, thus rendering the school inadequate for safeguarding. The whole process has been worthwhile as the school can now be confident that all paperwork will be correct going forward. **Can this be required retrospectively?** People have been asked not to come into school until the paperwork has been made compliant.

10.2 There was not much wrong with the child protection files. Three files of pupils who were not under child protection had been retained as 'welfare files' for a year; these have now been transferred. The 'logs of concern' should also be kept with front covers and chronological covers.

10.3 The level of trust was deemed to be too high; the school needs to be turned away from the idea of being a 'family' and towards the central importance of safeguarding.

10.4 Staff had been deemed not confident to challenge management over safeguarding concerns/whistleblowing in the report. However, this sometimes indicates that it has not been possible to gather evidence.

10.5 The safer recruitment policy was also marked as red; a policy is available but staff have not been re-trained, and most governors are not trained. There are not currently any courses available in safer recruitment; hopefully these can be booked in September. **Could this be combined with the staff training at the start of the year?** H&S training has been booked for 1 September, and governors are encouraged to attend if they are available. KM could be available to attend, possibly TJ. If it is possible for CAM to transfer her teacher training from St Mary's, that would be useful.

10.6 **Is safeguarding training planned for staff?** Child protection takes place at the start of every year.

10.7 PREVENT training should be conducted before September if at all possible, in governors' own time.

10.8 SS strongly recommended the H&S, safeguarding, safer recruitment half-day course. It will be necessary to buy into the H&S training and the governance training to support this.

10.9 **A governor suggested that training sessions could be recorded so that new staff could listen to it;** staff are then required to fill in a form to indicate that they have understood. The governor was happy to help set this up.

10.10 **Another governor asked again specifically what governor responsibilities are?** All need to carry out PREVENT and attend safeguarding training; also health and safety training. **Could this be summarised in an email with a target date?**

10.11 **Do all governors need to carry out safer recruitment training?** The reviewing team felt that governors needed to have enough knowledge to ask questions about (for example) the safety of the deputy head recruitment process.

**10.12 ACTION: JM to prepare a spreadsheet indicating clearly what training each governor has to undertake**

10.13 It was noted that recruitment training undertaken in regular settings is very different to safer recruitment in schools.

10.14 Governors were encouraged to book training as soon as the new autumn training programme became available.

**10.15 ACTION: RB to put training record online in a spreadsheet - read-only access to governors, in the secure area.**

10.16 There is a heightened awareness of risk as a result of the harms experienced by children during lockdown, and Cambridge LA is concerned about its performance.

10.17 It will be necessary to buy into the LA's safeguarding training.

10.18 One of the auditors is returning on Monday to look at the SCR and child protection records.

**11. Health and Safety report**

11.1 A 40-point action plan has been received with varying timescales of 1 month, 1 to 3 months and 3 to 6 months. A parent at the school is a lead within the LA for Health and Safety and has been very helpful; she will be coming into school to review the plan with JM. The main action is for JM and Steve Ostler to attend various training sessions. The Resources committee should review this plan also. **Was there anything major that needed to be done urgently?** Anything marked as 'within 1 month'. Some of the actions might indicate additional software purchases and therefore additional expense. It is necessary to be very careful about which things are appropriate for the context. Evidence is currently available in paper form, but governors have not thus far been reviewing it; a governor could be assigned to review the incident books to identify any trends. LC is willing to do this. At the first INSET day, all staff will be conducting risk assessments around the school which will then be collated.

**12. PE and playground audit**

12.1 The main findings are around the KS1 playground: the soft foam is not sufficiently durable. Areas have now had to be cordoned off as they provide a trip hazard. Other elements are also crumbling through age. It will be necessary to attract funding for this exercise; the Diocese will not be able to support it. This should be prioritised.

**13. Summer works**

13.1 Nothing has yet been received from Helen Bates about the boiler work being carried out. One boiler has been decommissioned, but the school has now been told that both are to be decommissioned, leaving no boilers to cover a cold spell. There is currently no information about when these will be replaced. It may not be possible to attend and supervise, so this will need Helen's approval as well as that of governors. **DECISION: All were in agreement to provide Helen with keys so that she can manage the process.**

**14. Curriculum update**

14.1 This had been carried out in the Performance and Standards meeting.

**15. Reports from subject leaders**

15.1 These have been circulated and are available on the website.

## **16. Headteacher's report**

16.1 This was circulated ahead of the meeting and was very comprehensive. **A governor queried whether support for the Bishop's vision should be red-rated?** Perhaps this should be yellow; the school has done everything required of it but nothing is currently moving.

### **16.2 ACTION: JM to change the RAG-rating of this support.**

16.3 Mrs Richardson has resigned. This will require some serious thought. No deputy head was appointed previously. This will be a January appointment, and this has previously not gone well. The deputy head position is being vacated, but also is responsible for inclusion and for PPA. The vacancy previously was responsible for assessment, with an inclusion co-ordinator doing PPA. **Is it more likely that the school can identify a Catholic deputy head who can take responsibility for inclusion or PPA, or go for a teacher who can do inclusion and PPA, and then recruit internally for the deputy headship?** The school cannot advertise separately for these two posts. The school is not of a size to merit a deputy head not in a classroom setting. A deputy head class teacher cannot be recruited for because there is no class vacancy; it has to be a like-for-like replacement. Either appointment has to be advertised as inclusion and PPA. **Is there anyone within the school available to do inclusion and PPA?** The school has too many ECTs for this to be viable. **Is the head aware of any staff likely to leave in the near future?** It might be possible to appoint someone in an acting-up capacity. **DECISION: The model that is likely to attract most applications is just searching for an inclusion and PPA lead, not a deputy head. All agreed that this is the best way forward.** At October half-term, it will then be necessary to advertise internally for a deputy head to act up for a maximum of six months. **For what period could the school have someone in an acting-up position?** Within council regulations this could be up to a year; this should be clarified.

### **16.4 ACTION: JM to consult EPM on this point.**

16.5 SS is willing to support this discussion. The school should advertise in September with a view to a January start. JM can alert any Catholics within the school that a position will be opening up. JM would like to thank Mrs Richardson for stepping up into this role.

## **17. Pupil Premium report**

17.1 This was deferred to the first resources meeting of next term. Results have just been received and not have analysed.

## **18. Review of SDP**

18.1 A new SDP will be generated to be presented at the second full GB meeting of the new academic year. The priorities are already known and have been discussed at the Performance and Standards meeting.

## **19. Admissions**

19.1 There are currently no Catholic pupils on the waiting list.

## **20. Link governor for training**

20.1 SS is willing to take this on, while retaining the right to step back if it proves too much.

## 21. Policy review

21.1 Statutory policies will be reviewed at the housekeeping meeting. Two policies need to be adopted at this meeting: the volunteer policy and the Code of Conduct for Governors. **DECISION: A governor commented that the wording of the policy needs to be adjusted to reflect specific requirements of a governor role. The suggestion is to add the words 'where appropriate', regarding learning walks. It is also difficult for some governors to attend assemblies or masses; this should be revised to reflect the reality of governor availability. All visits into school should be logged as a visit rather than assemblies or masses being the required events.**

21.2 **ACTION: SS to send notes on revisions to JM**

21.3 **DECISION: The volunteer policy should be adopted as-is. All agreed.**

## 22. MAT update

22.1 Financial discussions and reviews have taken place with no further actions. Flavio may visit in the autumn to meet the new governors, at possibly the second FGB meeting. There is still interest from the Diocese in St Alban's joining the MAT.

## 23. Date of next meeting

23.1 Wednesday 14 September, 6.30 p.m. (MY will be in Palestine.)

## 24. AOB

24.1 LC wondered if there could be a social gathering of governors next week? Perhaps Tuesday or Friday.

*Meeting closed 9.12 p.m.*

### ACTIONS:

<ul style="list-style-type: none"><li>• <b>JM</b></li></ul>
<ul style="list-style-type: none"><li>○ <b>Identify the governor dashboard and/or export anonymised data, and share it with governors</b></li><li>○ <b>Insert the date of the first meeting and post the planning document on the website</b></li><li>○ <b>Establish a good time to hold the information/vision evening and arrange childcare cover</b></li><li>○ <b>Circulate new KCSiE update</b></li><li>○ <b>Discuss possible technical solutions for signing off on KCSiE with Flower</b></li><li>○ <b>Prepare a spreadsheet indicating clearly what training each governor has to undertake</b></li><li>○ <b>Change the RAG-rating of support for the Bishop's vision in the headteacher's report</b></li><li>○ <b>Consult EPM on how long a deputy head would be allowed to serve in an acting-up capacity</b></li></ul>
<ul style="list-style-type: none"><li>• <b>JW</b></li></ul>
<ul style="list-style-type: none"><li>○ <b>Re-send English report to RBu and SS Early Years</b></li></ul>

<ul style="list-style-type: none"><li>• <b>RBe:</b></li></ul>	<ul style="list-style-type: none"><li>○ <b>Put training record online in a spreadsheet - read-only access to governors, in the secure area</b></li></ul>
<ul style="list-style-type: none"><li>• <b>SS:</b></li></ul>	<ul style="list-style-type: none"><li>○ <b>Send notes on revisions to the code of conduct for governors to JM</b></li></ul>
<ul style="list-style-type: none"><li>• <b>All governors:</b></li></ul>	<ul style="list-style-type: none"><li>○ <b>Confirm to JM that they have seen the KCSiE update</b></li></ul>