

St Alban's Catholic Primary School

Minutes of the meeting of the full Governing Body
held **in the school** at 6.30 p.m.
on Wednesday 14 September 2022

No. 2022/2023 – 1

1. Apologies for absence

1.1 Apologies for absence were received from Tanatsa Jingura, Michael Yelton and Sarah Smith.

1.2 Present: Edward Acton (EA), Cristina Alves Martins (CAM), Ruth Burrows (RBU), Lia Campos (LC, chair), Joseph McCrossan (JM), Keith Menary (KM, remotely), Jo Wager (JW), Rachael Beale (RBe, chair).

1.3 A minute's silence was held to honour Her Majesty Queen Elizabeth II.

2. Appointment of chair and vice chair

2.1 LC was nominated as chair by RBU, and is willing to remain as chair for the next two years, but would ideally like a shadow for the next 2 years so that someone can take over. LC in turn nominated JW as vice-chair; she was willing to remain for a further year. **Is it possible to have two vice-chairs? LC thought so from an NGA seminar she had attended.** It would be helpful to have more people stepping up to these positions of responsibility to build resilience. Chair and vice-chair were both unanimously elected.

2.2 Two other governors (EA, in February, and CAM, at half term) announced their intention to step down. Parent governor elections will need to be arranged. Since the last meeting, foundation governors Fr Alan Hodgson and Patrick Coughlin had also stepped down due to re-location. All governors standing down were thanked for their commitment and good service.

2.3 There are concerns that the school will not have a priest governor. It is understood that the parish is anticipating a period of rapid turnover in assistant priests, which in turn means that there is insufficient capacity to provide governorship or chaplaincy support to the school. If several parents stepped forward for the parent elections, it would be possible to appoint foundation governors from among their number. JW is happy to draft a letter at the Diocesan level concerning the uncertainty surrounding chaplaincy support should that seem necessary.

3. Pupils' behaviour policy presentation (TBC)

3.1 No pupils were available to present this. The usual school consultation had taken place; there have been some minor changes to systems for reward.

DECISION: LC proposed that we adopt the revised policy; all agreed.

4. Standing items:

4.1. Confirm the minutes for 12 July 2022 meeting

4.1.1 The minutes were confirmed.

4.1.2 A governor commented that the changes to format in the minutes made it very clear where discussions, questions and decisions were taking place.

4.1.3 A governor asked what should happen if there were problems with connection when joining remotely which meant a governor dropped out of the meeting?

DECISION: Agreed that the action would be to email the clerk and have this recorded as an addendum to the minutes.

4.2. Matters arising

4.2.1 The SEF was distributed to all governors. JM had shared Perspective Lite data via the governor website and presented this briefly at the meeting. Governors commented on how impressive the pupils' achievements had been in most areas in KS1, usually above national and local averages even when there had been a drop between years. At KS2, the combined standard overall in fact increased from 2019 to 2022, against a picture of local and national averages dropping. A governor proposed that the governing body should write in an official capacity to the staff to congratulate them on these excellent results and their significant effort and achievement.

4.2.2 ACTION: CAM and LC agreed to meet to go through the data to ensure a good governor understanding of the full achievement from an Ofsted perspective.

4.2.3 A date was agreed for the strategy evening (Tuesday 12 October). The new KCSiE was circulated via email. A sign-off sheet was provided at the meeting.

4.2.4 ACTION: JM to follow up KCSiE signatures separately with governors who were not physically present.

4.2.5 Governor training brochures have been circulated. A governor commented that there didn't seem to be any safer recruitment courses? The RAG rating of support for the Bishop's vision was amended to yellow. EPM confirmed that an acting-up deputy head would be able to remain in post until the summer.

4.2.6 ACTION: JW still needs to send on the English link report to RBU.

4.2.7 ACTION: JM, LC and JW to create a planner for the year covering meeting dates for the years and for link visits where possible.

4.2.8 ACTION: JM to add governor meeting dates to the public calendar also.

4.2.9 ACTION: all governors to send an introduction of themselves, their skills and their relationship to the school, to RBe, to be uploaded to a public-facing area on the site.

4.2.10 The anonymised skills audit could also be uploaded to the secure governors' area.

4.2.11 CAM asked for her governor role to be updated to Inclusion/SEND.

4.2.12 ACTION: RBe to chase LA for training data to complete the training record.

4.2.13 ACTION: clarification needed as to whether SS's proposed changes to the visit policy and code of conduct had been communicated.

4.2.14 KCSiE signatures were being collected at this meeting.

4.3. Relevant pecuniary interests/conflicts of interest

4.3.1 Governors were reminded that it is necessary to declare any relevant pecuniary interests, or potential conflicts of interest, both for recording on the website, and at the beginning of a meeting if such things have a bearing on items for discussion. No interests relevant to this meeting were disclosed.

4.4 Reports from termly briefings, training and governor visits

4.4.1 TJ, KM and JW attended the full-day health and safety training held at the school; KM also attended child protection and safeguarding. CAM had attended similar training in her own school setting. LC and CAM completed their PREVENT training.

4.4.2 **ACTION: All governors to review the training programme for the year and select courses to attend.**

4.5. School priorities/SDP

4.5.1 Health and safety; safeguarding; governance.

4.5.2 Audits of premises and of staffing will also be taking place in the near future.

4.5.3 **ACTION: JM to prepare the SDP after the strategic meeting in October, for discussion at the next possible meeting.**

4.5.4 Curriculum priorities will be led from staff input. Writing needs to be improved in KS1 to achieve parity. **Will discussion take place as to how best to target support? Yes.**

4.6. Safeguarding

4.6.1 A meeting will take place on 20 September with Rachael Schofield to finalise the outcomes of this audit. The school's Single Central Record is now ready, and JM demonstrated this at the meeting. The school is only 2 minor actions away from being completely compliant; the finalising of one governor DBS check and a German police certificate for one support staff member are awaited. **DECISION: It was proposed that this should be reviewed regularly, on a termly basis.** This check would need to be done in conjunction with JM or with the school finance officer, once she returns from maternity leave, as only JM has a login at present.

4.7. Health and Safety

4.7.1 KM had circulated the notes he made on his walk-round; there is a new template for this. Another walk-round will take place with JM and with Steve Ostler before the next FGB, and so on for each full meeting. Many things have been dealt with following the fire audit. The largest area of concern is the KS1 playground; JM will be looking into costing for this. The identified hazards have been made safe for the meantime. The budget monitoring report will come through in September which will identify the true carry-forward available at present, so that priorities can be considered. No spend will take place either internally or externally until that report has been obtained.

4.8. Policy review

4.8.1 The following policies were distributed and approved:

4.8.1.1 Safeguarding

- Keeping children safe in education
- Data Subject Access
- Data retention policy
- SEN policy
- Behaviour policy
- Updated Model Safeguarding policy

4.8.1.2 Health and Safety

- Health and Safety policy
- Accessibility policy
- First Aid Policy

4.8.1.3 Sports Premium

4.8.1.4 Admissions Policy

4.8.1.5 Pay Policy

4.8.1.6 Charging and Remission

4.8.1.7 Equality

4.8.1.8 Complaints

4.8.1.9 Governor monitoring

- Code of conduct
- School visit policy

4.9. Curriculum update

4.9.1 It was agreed to defer discussion of this to the Performance & Standards committee meeting.

5. Meeting dates for the year

5.1 Full governing body:

- Tuesday 8 November
- Tuesday 21 February 2023
- Tuesday 25 April 2023
- Tuesday 4 July 2023

5.2 Performance & Standards:

- Tuesday 4 October
- Wednesday 7 December
- Wednesday 8 February 2023
- Wednesday 19 April 2023
- Wednesday 28 June 2023

5.3 Resources:

- Wednesday 19 October
- Tuesday 8 November at 6 (short meeting before FGB starts at 630)
- Tuesday 31 January 2023
- Tuesday 18 April 2023
- Tuesday 20 June 2023

6. Committee memberships

6.1 Performance & Standards:

- Edward Acton
- Cristina Alves Martins (vice chair)
- Ruth Burrows
- Lia Campos
- Joe McCrossan
- Keith Menary
- Sarah Smith
- Jo Wager (chair)

6.2 Resources:

- Lia Campos (chair)
- Tanatsa Jingura (vice-chair)
- Joe McCrossan
- Sarah Smith
- Jo Wager
- Michael Yelton

6.3 When recruiting new governors, it will be important to look for governors with finance skills; it will also be important to consider any other gaps in the governor skills audit when seeking new governors.

7. Link governor responsibilities

7.1 Link governor responsibilities:

- English – Tanatsa Jingura/Jo Wager
- Maths – Tanatsa Jingura
- Science – Lia Campos
- Child Protection & Safer Recruitment – Sarah Smith/Michael Yelton
- Inclusion – Cristina Alves Martins
- Early Years – Sarah Smith
- Assessment & Planning – Cristina Alves Martins/Keith Menary
- PE – Keith Menary
- MFL – Lia Campos
- Computing – Cristina Alves Martins/Lia Campos
- Performing Arts – Tanatsa Jingura
- RE – Jo Wager
- PSHE – Jo Wager
- Curriculum development – Edward Acton

7.2 It was noted that link governor responsibilities would need to be reviewed as the membership of the governing body changes.

8. Governor training

8.1 **Is there a cost implication for the school if governors attend courses? Should training be co-ordinated?** LC will undertake safer recruitment training so that she can attend recruitment panels; it would be a good idea for someone else to be trained in this way also.

(CAM left the meeting at this point.)

9. Governor recruitment

9.1 This was discussed at the start of the meeting.

10. Review of code of conduct, committee ToRs and standing orders

10.1 The code of conduct was reviewed and approved last year, and no changes are required; **DECISION: it was agreed to re-adopt this.**

10.2 **DECISION: The ToRs for Performance & Standards can also be re-adopted from last year.**

10.3 LC would like to introduce the NGA model ToRs for the Resources committee. It was agreed to adopt this as it had already been circulated.

10.4 **ACTION: LC will re-circulate the model ToRs for Resources, for consideration for adoption.**

10.5 With regard to the standing orders, it was agreed to state a preference for in-person meetings, but with remote participation an option if necessary to facilitate access.

10.6 **ACTION: RBe to personalise model policy and amend remote participation reference as discussed.**

11. Headteacher's report

11.1 All pupils bar 1 are attending in Reception. There are 2 vacancies in Y2 (with no waiting list), 1 in Y3 and 2 in Y5.

11.2 The school business manager (SBM) will be retained for a further term.

11.3 There are some remaining actions from the fire audit, which did not check the PE cupboard on its initial visit; some fire doors need glass fitting.

11.4 The proposals to bring congestion charging to the city will have a massive impact on the school, both staff and parents. **Should the petition against the charges be promoted?** As a governing body, we have to be aware of the impact, but we cannot take a position on it. **DECISION: It was felt it was not appropriate to advertise a petition opposing the congestion charge, but that the congestion charge plans could be mentioned, and brief information provided about the public consultation.**

11.5 Annamarie Cooper would like to deliver governance training (virtually), and has offered a number of dates; it was proposed to move Performance & Standards to 4 October so that the training could take place in conjunction with this.

11.6 The church is expecting a new assistant priest at the end of September.

12. Approval of safeguarding and child protection policy

12.1 **DECISION: This policy was approved.**

13. Confirmation of KCSiE update

13.1 This was completed as part of standing items.

14. MAT update

14.1 There was no update from the MAT.

15. Pay policy

15.1 A minor adjustment to the standard policy had been proposed to the scale to allow for pay rises in between incremental points. **DECISION: it was agreed to adopt this.**

16. Headteacher's performance review

16.1 A decision on this was deferred to the Resources committee.

17. AOB

17.1 Some of the new staff have said they didn't know who the chair of governors was. Governors should come in to meet staff if possible. **DECISION: LC will attend a Friday assembly.**

17.2 The welcome back mass was to take place on Thursday 16 at 10am; JW was intending to attend.

Meeting closed 8.57 p.m.

ACTIONS:

• CAM/LC	○ Meet to go through the data to ensure a good governor understanding of the full achievement from an Ofsted perspective.
• JM	○ Follow up KCSiE signatures separately with governors who were not physically present ○ Add governor meeting dates to the public calendar ○ Prepare the SDP after the strategy meeting in October, for discussion at the next possible GB meeting
• JM/LC/JW:	○ Create a planner for the year covering meeting dates for the years and for link visits where possible

• JW:	○ Send on the English link report to RBU
• LC:	○ Re-circulate the model ToRs for Resources, for consideration for adoption
• RBe:	○ Chase LA for training data to complete the training record ○ Personalise model standing orders policy and amend remote participation reference as discussed
• SS	○ Clarify whether proposed changes to the visit policy and code of conduct had been communicated
• All governors:	○ Send an introduction of themselves, their skills and their relationship to the school, to RBe, to be uploaded to a public-facing area on the site ○ Review the training programme for the year and select courses to attend