

St Alban's Catholic Primary School

Agenda

for the meeting of the Governing Body to be held
in the school at 6.30pm
after a 30-minute school walk
on Thursday 23 February 2023
No. 2022/2023 – 3

Learning walk – MY to look at maths, SD to look at how curriculum is celebrated in each class, JW, English, LC science, SS – EYFS, History, Geography, TJ, maths

1. Apologies for absence: None. Present: TJ, LC, SD, SS, FI, JW, MY, RB, JMcC KM and JP joining via Teams
2. Standing items:
 - 2.1. Confirm the minutes for **8 November 2022** meeting – minutes confirmed.
 - 2.2. Matters arising, to include:
 - i. New governor welcome – welcome to John, Stefania and Frances
Previous actions
 - ii. Action point meeting between LC/CAM – did not happen as CAM left the governing body. However, P&S committee had met and discussed data at the previous meeting. JW/SD agreed to be champions for data. The data is a working document so can be sent out at short notice as needed

Review of OLW MAT but nothing available on finance
Identify date for SFVS process to begin – completed
KCSiE action – completed
Report for governors following strategy evening – completed
English report sent – completed
Template for standing orders – carry forward
Governor info to RBe – carry forward RBU to follow this up
 - iii. Link governor allocations (including health and safety, training, safeguarding, wellbeing) New roles were allocated as below

Health and Safety – KM, JP
SEND and wellbeing - JP
Safeguarding– SS, MY
History and Geography – SD
English – JW

Maths – TJ

Science – LC

Performing Arts – FI

PE – KM

Art - SD

RE - JW

Computing – LC

Training – Clerk – RBu to follow up this

- 2.3. Relevant pecuniary interests/conflicts of interest – no declarations of interest. JP is paid to promote the Making Connections project so would not be able to take part in future discussions.
- 2.4. Reports from committee meetings:
 - i. Resources – LC presented information from recent meeting:
 1. BMR and budget setting – school is set to have a carry forward of around 30K. Next budget, we expect to create a balanced budget
 2. SFVS – TJ, JMcC went through this with LA finance, report will be submitted in March and actions will be addressed
 3. Staffing structure – new staff
 4. Health & safety
 5. PE and playground audit
 6. H&S walk report
 7. H&S report (KM) and updated action plan, revised by Caoimhe (LA H&S advisor) and JMcC (23/1/23)
 8. Premises
 - ii. Performance & Standards – two meetings since last FGB, JW presented details of the meetings covering the following topics:
 1. Visits and entitlement documents
 2. Curriculum coverage
 3. Vulnerable groups
 4. Equality statement
 5. Performance data – RE, Maths, English
 6. Staffing changes
 7. School priorities
 8. Governance Healthcheck

- 2.5. Reports from termly briefings and training – this term’s briefing was cancelled, various governors have completed training, all were asked to notify LC and RBe of any training completed by 08/03/23. Training record to be updated on the school website – **Action** : LC will collate and then pass to Flower for uploading to the website, JMcC will add in Prevent/safeguarding training to the website. Any training organised through school, school will take responsibility for uploading to the website, any individual training, governors should email LC/
- 2.6. Reports from link governor visits – Performing Arts, Health and Safety (Fire Drill), EYFS, English, History, SCR, have all happened this academic year **Action**: RBU to collate visits in tabular form for upload to the website
- 2.7. School priorities/SDP – document has been circulated previously, JMcC has edited the document and all governance issues were discussed to check that governors were happy with the RAG rating

Question – how does interviewing children help develop the curriculum? Answer: it gives teachers a chance to see how children are learning, what they enjoy, what they have learnt, asking them to explain how they have learnt something

Question – how are staff involved in curriculum development? Answer CW uses Friday mornings DH time, MS meets with teachers across the school to discuss English curriculum

Question – is there any formal computing curriculum going on at the moment? Answer – Mr Hor is now delivering the computing curriculum as part of PPA

SDP document is a useful tool for governors to monitor what is happening in the school

- 2.8. Safeguarding, to include:
 - i. Child Protection updates – no children on child protection meeting
 - ii. Central record check – has been reviewed using the new system, checking on DBS and also that all documents were in the correct place. LC carried out a check this term using register to acknowledge that checks have been completed.
 - iii. Training updates - SCR training and strategic safeguarding for governors all completed
 - iv. Complaints – no complaints **Question – how do governors know this is true? No formal complaints have been received, this has to go through the formal process so governors would be aware.**
 - v. Updates on safeguarding audit – this has all been RAG rated, most is now complete

- vi. CW to demonstrate MyConcern - all children in the school are registered on MyConcern which facilitates teachers. Governors were shown how teachers can log a concern online. **Question – what is a profile log? Answer, this is where they may have been email correspondence on a child as a follow up to the concern. Question – does this include first aid? Answer – no, but if a child came in with a bruise even if parents had told the school how it had occurred, it should still be logged as a concern. Question – would the school use MyConcern to record if a child wasn't eating enough? Answer – yes, as appropriate, so not if it was a one off but any patterns of undereating would be picked up and logged.**
Question – has anything of significance been picked up since the software has been introduced? Answer – the LA has commented that we are using it very well. Has anything new been identified? Answer, not as yet, very useful as a seamless tool to pick up patterns and trends. CW left the meeting after this presentation
- 2.9. Health and Safety – Caoimhe Keenan supporting the school, see report circulated. H&S visits will still happen regularly as per the recommendations on a termly basis
- 2.10. Policy review – Equality statement updated and was approved by the governing body.
- 2.11. Curriculum update – has been covered earlier in meeting, Staff have updated skills and progression in each subject area, that is available on the website for governors to see the coverage and progression and skills **Question – is the Head happy that there is clear curriculum and there isn't a situation where there is the same subject being taught in two year groups? Answer – yes, governors can look at this during visits by looking at books, talking to children, looking at displays etc. We did identify some gaps – for example: orienteering which has now been added into the PE curriculum.**
- 3. Parent and pupil questionnaire – children who had created the children's questionnaire were very pleased with the outcome. Parents questionnaire – some ambiguities in the questionnaire which will be adapted for next year. 65 families responded and were overwhelmingly positive in their response.
- 4. SDP/SIP review/monitoring – looked at under 2:7
- 5. SEF (Self Evaluation Form) – this has been circulated. Governors agreed that it was a true record of where the school is at following a robust discussion. **Comment: following a careful read, things are generally very good**
- 6. Curriculum monitoring - recorded above under curriculum update. There was a robust discussion about the curriculum during the learning walk prior to the meeting and under curriculum update
- 7. Update from governance audit – this is due to take place on 08/03/23. All actions completed

8. Headteacher's report had been previously circulated and was discussed. The school was pleased that music club was restarted. Governors asked that the anonymous donors be thanked for their contribution to the school **Action: JMcC to thank the family concerned**

There was discussion surrounding making the deputy head post permanent. At present there are no vacancies so the school would need to make the appointment as an internal one. Governors were asked if they were happy for the post to be advertised internally before Easter so that a decision can be made and governors supported this.

9. Pupil Premium Statement – discussed at performance and standards. The statement was approved previously and the correct statement has now been uploaded to the website.
10. MAT update – we will be inviting Andy Stone, (Director of Diocese) Flavio Vetesse (director of MAT) to a FGB meeting in the summer term. There was a discussion surrounding this and how governors felt about St Alban's joining the MAT to inform new governors of the issues surrounding joining. **Question – should we invite them to do a presentation? Answer – yes, we will ask them to do a presentation and a Q & A. Action: LC and JMcC**
11. Date of next meeting FGB 25/04/23, 6.30pm
12. AOB – the school stayed open during the last strike day, and is likely to stay open if the planned NEU strike goes ahead next week (01/03/23)

Add on other dates