

School Name		Meeting of:		
Sacred Heart Catholic Primary School (312)		Full Governing Body		
Date/time	13 October 2021 @ 6pm Via MSTeams	Present:		
		Mr D Timson (DT) - Chair Mrs M Fusi (HT) Mr O Jina (OJ) Fr C Cahill (FrC) Mrs J Dowd (JD) Mr M Payne (MP) Mr F Lintott (FL)		
		Others in Attendance:		
		Mr A Celano CEO St Francis of Assisi Catholic Academy Trust (CEO) Mr J McIntyre (DHT) Mr T Stacey (Clerk)		
Agenda Item		Action	By Whom	By When
1. Opening Prayer				
2. Apologies were accepted from:				
• Mr D Geer (DG) and Mrs I Getley (IG)				
Absent from meeting without apology:				
• Mrs H Witty (HW)				

<p>3. Conflict of Interest /Register of Pecuniary interests</p> <ul style="list-style-type: none"> Governors were reminded of the need to declare any conflict of interest relating to items on the agenda and withdraw from the meeting for that item. <p>“All governors are reminded that if they are aware of any personal interest or relationship that could reasonably be regarded as affecting their consideration of any matter dealt with at the meeting, they should inform the Chair and declare it. In keeping with the expectations of Ofsted and the Audit Commission, schools are recommended to give effect to this by establishing a ‘Register of Business Interests’</p> <ul style="list-style-type: none"> Governors were asked at this meeting to complete a pecuniary interest form which is an annual requirement. The Clerk was asked to send out the necessary forms to all Governors and when all completed forms have been received, send to the HT to be held in the school office and made available for inspection upon authorised request. 	<p>No declarations made.</p> <p>Forms emailed by Clerk 15/10 and when completed by all Govs, the Clerk to forward to HT for retention</p>	<p>All Gov’s</p>	<p>ASAP</p>
<p>4. School Fire.</p> <p>See Appendix 1</p>			
<p>5. Composition of the Local Governing Board</p> <ul style="list-style-type: none"> No changes since previous FGB Meeting 			
<p>6. The Construction (Design & Maintenance) Regulations (CDM)</p> <ul style="list-style-type: none"> To ensure compliance with the CDM Regulations, the Chair, on behalf of the GB, is required to sign an understanding at the beginning of every school year confirming compliance. The Construction (Design and Management) Regulations 2015 (CDM) require schools/governing bodies ensure compliance with the revised regulations. The HSE CDM regulations are designed to ensure that no one is harmed during any construction work and that buildings are safe to use and maintain. There 	<p>Clerk to forward CDM declaration</p>	<p>Clerk</p>	<p>ASAP</p>

are strict compliance requirements that will be required to be undertaken at various stages of a building project of any financial value, any planned maintenance works and any construction work. The Clerk will send DoW letter and compliance declaration form to HT and Chair to be duly completed and it will be kept in school available for inspection.	form to HT and Chair		
<p>7. Election of Officers (Chair and Vice Chair)</p> <p>The Clerk was invited by the outgoing Chair to conduct the elections</p> <ul style="list-style-type: none"> Term of Office - Governors decided, as in previous years, that the post for Chair and Vice Chair is to be for a period of one year <p>Election of Chair:</p> <ul style="list-style-type: none"> Mr David Timson – Foundation Governor, was nominated by Mrs Michelle Fusi, HT for election to the post of Chair. Mr Timson agreed to the nomination and was seconded by Fr Charles. No other nominations were received from those present and Mr David Timson was re-elected to the post of Chair unanimously by Governors' present, in an open vote <p>Election of Vice Chair:</p> <ul style="list-style-type: none"> No nominations were received for this position at this time. Applications are invited for the next FGB meeting <p>The remainder of the business of the meeting was conducted by the newly re-elected Chair, Mr David Timson.</p>	Applications are to be sought for the post of Vice Chair	All Gov's	Next FGB Meeting
<p>8.</p> <p>9. Minutes of previous meetings</p> <p>FGB held on Wednesday 7 July 2021 via MS Teams</p> <ul style="list-style-type: none"> The GB accepted the minutes of the FGB Wednesday 7 July 2021 as presented 	Gov's interested		

<p>Matters Arising</p> <ul style="list-style-type: none"> ○ Item 4: Appointment of Safeguarding Governor. For continuity the Chair will continue in this role until a permanent replacement can be found. Governors interested in taking on this role are invited to email the Chair and HT. ○ Item 4: Appointment of SEN & Pupil Premium Governor. Mr Omar Jina ○ Item 4: Appointment of Training Governor - Mr Fabian Lintott. The Chair and HT reminded all Governors of the need to renew their Safeguarding. It cannot be overstated how important it is to keep this aspect of training up to date ○ Item 6: Fundraising. This is ongoing and will be reported on at the next FGB meeting ○ Item 9: Re: Academisation, Governor Indemnity. The Chair confirmed this is now in place 	<p>in the role of Safeguarding Governor email Chair and HT All Gov's to review and make sure their Safekeeping Training up to date.</p> <p>Update from Fundraising Sub Committee</p>	<p>All Gov's</p> <p>All Gov's</p> <p>FL</p>	<p>ASAP</p> <p>ASAP</p> <p>Next FGB Meting</p>
<p>10. Confirm Governor Contact Details</p> <ul style="list-style-type: none"> • The Clerk asked all Governors to check their personal contact details on Governor Hub and make any changes that are necessary 	<p>Update School Governance Data Base</p>	<p>All Gov's</p>	<p>ASAP</p>
<p>11. Review of Committees and Committee Membership</p> <ul style="list-style-type: none"> • Carried forward to next FGB meeting 	<p>Review of Committees and Committee Membership</p>	<p>Chair & HT</p>	<p>Next FGB Meeting</p>
<p>12. Finance Update</p> <ul style="list-style-type: none"> • No report was available for this meeting, however, the Chair was able to confirm that we are broadly in line with our budget expectations at this point in the financial year. 			

13. Headteachers Report

Having been circulated in advance of this meeting, the HT's report was accepted as presented to the FGB. It should be noted this report was written prior to the fire that occurred at the school on 29 September 2021:

Matters Arising

- **Pupil Numbers.** The HT advised the GB that there are currently 197 pupils attending the school
- **Data.** As no statutory assessment took place in Summer 2021, there will be no updates to performance data in ASP, IDSR or the public-facing Compare School Performance site. As such, schools' 2019 validated data remains the most recent data that Ofsted would use.
- **Safeguarding.** No reportable incidents since the last FGB meeting. Keeping Children Safe in Education Part 1 updated version (Sept 2021) given to staff. All staff have received Level 1 Safeguarding Training. Updated Staff handbook given to staff. Teaching staff updated on Police Operation Encompass [Home : Operation Encompass](#)
- **Staffing.** The HT confirmed the school was fully staffed at the beginning of the new school year
- **Return to School Arrangements.** Pupils are no longer in bubbles and the school has started to mix at break times and assemblies. Pupils are eating in the school hall, with two classes at a time eating at any one time. There is still a one-way system at the front of the school but a two-way system at the river gate. We have kept to parents simply dropping off pupils on the playground and the children simply walking to their classes where their class teacher greets them at the door. This fosters independence and makes for a much smoother arrival into school. Pupils are still cleaning their hands with sanitiser on entering and leaving classrooms. We are still restricting parents coming into school for the time being. Parent consultations will be conducted virtually with School Cloud, but we will invite parents for an informal book look in classrooms before the end of the year. If school has multiple cases of COVID, we will return to restrictions such as class bubbles, masks and separate playtimes

<ul style="list-style-type: none"> • Premises. At the beginning of the Summer holidays, the school had a flood during heavy rain. Rainwater flowed into the electrics cupboard, staff toilets and reprographics room. Barker's consultants were involved in making the area good. Roofers are expected to return to Sacred Heart soon. Mr Pavey cleared the moss from the roof/ gutters. This has strengthened the case for a condition bid for the hall roof and windows • Catholic Life of the School. The strapline for this year is 'We are His Hands and Feet' and this is displayed in each classroom. Each class has contributed to communal displays depicting St. Francis' Canticle of the Creatures as part of their work on learning about St. Francis and why he is so important to our school. An Ethos working group has been established at Sacred Heart with various staff and governors being members. This group will be focusing on re-establishing the chaplaincy, Mini Vinnies, Rights Respecting Schools- Silver Award. The HT with Fr. Charles to set dates in the school. Fr. Charles will be a regular visitor to all of our children at lunchtimes on a Wednesday. We have agreed for links to be made with the school via the Parish Facebook page, with photos and information being sent to the Parish Office. The whole school has begun to come together for collective worship for Gospel and Celebration assemblies. 			
<p>14. Academy Update</p> <ul style="list-style-type: none"> • As of 1st September 2021, Sacred Heart converted to an Academy and is now part of the St. Francis of Assisi Catholic Academy Trust. Communications to this effect have been sent to all stakeholders. Mr Andrew Celano, Chief Executive Officer of the St Francis of Assisi Catholic Academy Trust has already initiated regular meetings with the HT. There have been some logistical matters to be completed by the office staff but moving forward it looks to be a positive start. Our Chair, also a member of the Trust Board, advised the GB that a meeting of the Trust Board has taken place and that key executive appointments have been made. It is intended that a member of the Trust Board would meet with local Governing Boards on a termly basis. Governors were invited to send by email any questions or issues they would like to be raised at these meetings. Q. What difference have we seen so far? A. The HT responded that, with the exception of the reporting changes being handled by the school office and ignoring the fire that occurred in school, little has changed. A CAT Development Plan is being worked on by the HT,s of CAT member schools and will be shared with Governors as it develops 	Email to Chair any issues or questions thy would like to raise with the Trust Board	All Gov's	ASAP

<p>15. Approval of School Policies</p> <p>Having been circulated in advance of this meeting, the following were accepted as presented by the FGB</p> <ul style="list-style-type: none"> • Child Protection Policy – Approved unanimously • Health and Safety - Approved unanimously 			
<p>16. Governors school subject/class roles</p> <p>Deferred to next FGB meeting where the SDP will also be shared. The HT will send round to Governors the available positions for Governors to consider.</p>	<p>HT to send email to Gov's re the available posts for Subject/Class Roles</p>	<p>All Gov's</p>	<p>ASAP</p>
<p>17. AOB</p> <ul style="list-style-type: none"> • CAT Health and Safety Review. The CAT will be conducting a H&S review, date to be fixed. Also, Michael Merrill will be conducting an asbestos survey and legionella tests again, date to be decided • School Fire. Governors were advised by the HT that it is anticipated that, as a result of the recent school fire, the Health and Safety Executive may well wish to conduct a review. 			
<p>18. Date of next meetings</p> <p>Full Governing Board</p> <ul style="list-style-type: none"> • Wednesday 24 November 2021 6pm Venue to be decided. • <p>Meeting Closed at 7:15pm</p>			

Signed as a true and accurate record of the meeting dated

13 October 2021 _____ Date _____