

School Name		Meeting of:		
Sacred Heart Catholic Primary School (312)		Local Governing Board		
Date/time	18 May 2022 @ 6pm via Zoom	Present:		
		Mr D Timson (DT) - Chair Mrs J Dowd (JD) Mr M Payne (MP) Mr D Geer (DG) Mrs I Getley (IG)		
		Others in Attendance:		
		Mr J McIntyre (DHT) Mr T Stacey (Clerk)		
Agenda Item		Action	By Whom	By When
1. Opening Prayer				
2. Apologies were accepted from:				
<ul style="list-style-type: none">Mrs M Fusi (HT), Fr C Cahill (FrC), Mr F Lintott (FL) and Mr O Jina (OJ)				
3. Conflict of Interest /Register of Pecuniary interests				
<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</p>		No declarations made.		

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'			
4. Composition of the Local Governing Board <ul style="list-style-type: none"> The Clerk advised the LGB that vacancies exist for 5 Foundation Governors 			
5. Minutes of previous LGB Meeting LGB Meeting held on Wednesday 23 March 2022 <ul style="list-style-type: none"> The GB accepted, with minor amendment, the minutes of the LGB meeting, Wednesday, 23 March 2022 as presented 			
6. Matters Arising from Previous LGB Meeting <ul style="list-style-type: none"> Item 8: Health & Safety, Fencing – Replacement fencing quotes pending Item 15: Staff Wellbeing – to consider ideas for things to be included in a “wellbeing” day and something to acknowledge the outstanding efforts staff have made during the pandemic and the fire at the school. HT looking into this. Staff survey being carried out and will be returned this Friday Item 13 Chairs Report: The Chair to write a letter to parents outlining their work and achievements this term. Governors are asked to contribute items they would like for inclusion Governors Fund: Governors attending the Parents Induction Day in July will speak to parents to explain the Governors fund and how their contributions are used, emphasising the importance of this money to the fabric of the school buildings. 	<p>Ideas for a staff wellbeing day</p> <p>Will be sent by the end of term</p>	<p>HT</p> <p>Chair</p>	<p>ASAP</p> <p>End of term</p>

<p>7. Finance Committee update</p> <p>Having circulated the detailed finance spreadsheets in advance of this meeting to all Governors, the Chair of the Finance Committee outlined the latest budget monitor which shows the position as at the end of March (7 months) and is summarised as follows</p> <ul style="list-style-type: none"> • The forecast c/f surplus at the end of this financial year of £75k although there is a likely possibility of a £5k reduction in payroll thus giving an expected c/f surplus of £80k. This represents a small reduction in the expected c/f of £85k reported at the last LGB. Overall, the school is in a sound financial position given the pressures that exist at the present time 			
<p>8. Budget 2022/23</p> <p>Having been agreed by the Finance Committee at their recent meeting and detailed financial statements made available to all Governors in advance of this meeting, the Chair of the Finance Committee outlined the school budget for 2022/23 and it is summarised as follows:</p> <ul style="list-style-type: none"> • For 2022/23 we are currently showing an in year deficit of c£12k. This is after absorbing an increase in our contribution to the MAT of £15k and an increase in the cost of gas and electricity of £16k. Allowing for the expected carry forward surplus from this current financial year of £85k this gives us a projected surplus at the end of 2022/23 of £73k. There may be some modest savings to be had as time goes by but this could easily be offset by increases brought about by the turbulent and inflationary pressures at the present and for the foreseeable future all beyond our control. Overall, the Finance Committee believe they have arrived at a sound budget proposal. Furthermore, Governors were reminded this is our first draft and could be subject feedback from the Trust. • On this basis by a simple show of hands Governors unanimously approved the budget for 2022/23, as presented, to be submitted to the Trust for their approval. • DG also shared with Governors the draft budgets for 2023/24 and 2024/25 that the Trust require member schools to produce. Even assuming higher pupil numbers, projections indicate in-year deficits in each year and although manageable, would see the reserves reduced from c£73k in 2022/23 to c£30k in 2024/25. It was emphasised that these were highly speculative projections. 			

<p>In closing this item, the Chair on behalf of the LGB, thanked DG, the Finance Committee and the HT and her support staff in the ongoing prudent financial management of the school and their work in monitoring and setting the budget for 2022/23.</p>			
<p>9. Headteachers Report</p> <ul style="list-style-type: none"> • Attendance and Pupil Numbers. Summarising, the HT commented that attendance as a group across the school is 95% as it continues to be adversely affected by Covid as well as a plethora of the usual normal children's illnesses. Although there has been some movement of pupil numbers on roll, it remains stable at 200 but some modest reduction to 196 is predicted for the Autumn term • Attainment. Year 6 SATS and Year 2 SATS took place week beginning 9 May. It went very well and the DHT on behalf of the HT wished to place on record her thanks to those Governors who came along and helped out with the process. Q. How well did we do? A. Not known yet but we feel it went very well and we are quite optimistic • Staffing. One member of staff has currently been off sick for the past 2 weeks and it is unknown how long this will go on for • Staff Wellbeing. A questionnaire has been sent to staff. Feedback should be available week beginning 16 May • Yr 6 School Residential Visit. Governors were asked to consider the future of upcoming Yr 6 school residential visit. As a result of general discussions considering the financial situation facing parents and the pandemic among a number of other issues, Governors recommended the following: <ul style="list-style-type: none"> ○ The residential trip for Yr6 pupils in their final term at Sacred Heart before moving on to secondary schools should continue to be offered, albeit a shorter less expensive trip. Furthermore, sympathetic consideration should be given to discrete financial assistance to needy parents should it be necessary. In addition, consideration could be made in to 			

looking for a charity who may be prepared to offer some general support to this activity

- Given the complexities and cost of overseas travel Governors, whilst not ruling out overseas trips for ever, felt for the foreseeable future, a UK location is preferable and Bawdsey Manor is a good choice with its idyllic location on the Suffolk coast and its older primary aged activity programme being an ideal and challenging choice.

[Bawdsey Manor Adventure Centre, Suffolk - Primary School Trips \(pgl.co.uk\)](http://pgl.co.uk)

- **Safeguarding**

- The Single Central Record, the central record of the safeguarding checks that have been carried out on all staff and other relevant people together with personal files, were inspected and found to be complete, up to date and in good order

- In addition:

- New Child Protection Policy to be approved
- Keeping Children Safe in Education Part 1 updated version (Sept 2021) given to staff
- All staff to have Level 1 Safeguarding Training on October 7th
- Updated Staff handbook given to staff
- Teaching staff updated on Police Operation Encompass

- The GB also reviewed the table of incidents and were satisfied with the actions taken and felt no further intervention was needed

- **Premises.**

- The library ceiling has been cleaned during the recent holiday and a new type of ceiling put in place. Exploratory tests were carried out on the kitchen ceiling and the HT has not had any feedback on this. Work has started on the reinstatement of fire damaged building. The project is due to end on 16 June. The electronic gates continue to be problematic but are due to be repaired and hopefully up and running this week

<ul style="list-style-type: none"> Earlier in the school year the school had a flood due to heavy rain gaining access through the roof. Rainwater flowed into the electrical cupboard, staff toilets and reprographics room. Barkers, our and the Trusts consultants, were involved in making the area good. Roofers are expected to return to make repairs to the roof and Mr Pavey has cleared the moss from the roof gutters. We are hopeful this has strengthened case for a conditions bid for the hall roof and windows. 			
10. Academy Update <ul style="list-style-type: none"> The Chair reported that our comments and questions have been submitted to the Trust. At the time of this meeting no response has been received. Interestingly, we understand we are the only school to have submitted a list of questions. Furthermore, a meeting with the Trust has been cancelled. Q. Should we invite a Trust representative to our next LGB meeting, the CEO or the CFO? A. Yes, the Chair will send out invitations. 	Invite the CEO or CFO of the Trust to our next LGB meeting	The Chair	ASAP
11. Governor Visits and Training <ul style="list-style-type: none"> The Chair has completed the training course on Safer Recruitment 			
12. Approval of School Policies <ul style="list-style-type: none"> None 			
13. AOB <ul style="list-style-type: none"> None 			

14. Date of next meetings

Local Governing Board

- Wednesday 6 July 2022 6pm In school.

Meeting Closed at 7pm

Signed as a true and accurate record of the meeting dated

18 May 2022 _____ Date _____