

`School Name		Meeting of:	
Sacred Heart Catholic Primary School (312)		Local Governing Board	
Date/time	23 March 2022 @ 6pm via Zoom	Present:	
		Mr D Timson (DT) - Chair Mrs M Fusi (HT) Mr O Jina (OJ) Fr C Cahill (FrC) Mr M Payne (MP) Mr F Lintott (FL) Mr D Geer (DG) Mrs I Getley (IG)	
		Others in Attendance:	
		Mr J McIntyre (DHT) Mr T Stacey (Clerk)	
Agenda Item		Action	By Whom
1. Opening Prayer			By When
2. Apologies were accepted from:			
• Mr J McIntyre (DHT) and Mrs J Dowd			

<p><b>3. Conflict of Interest /Register of Pecuniary interests</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <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>	No declarations made.		
<p><b>4. Composition of the Local Governing Board</b></p> <ul style="list-style-type: none"> <li>The Clerk advised the LGB that vacancies exist for 5 Foundation Governors</li> </ul>			
<p><b>5. Minutes of previous LGB Meeting</b></p> <p><b>LGB Meeting held on Wednesday 26 January 2022</b></p> <ul style="list-style-type: none"> <li>The GB accepted, with minor amendment, the minutes of the LGB meeting, Wednesday, 26 January 2022 as presented</li> </ul>			
<p><b>6. Matters Arising from Previous LGB Meeting</b></p> <ul style="list-style-type: none"> <li><b>Item 7: Health &amp; Safety.</b> Loose coping stones fixed</li> <li><b>Item 7: Fire Maintenance System.</b> Pending to end of May</li> <li><b>Item 13: Parent Survey.</b> Pending, sent out this week via Teams, and Staff Survey date to be decided by the HT probably in the Summer Term</li> <li><b>Item 9:</b> Governors must confirm on Governor Hub that they have read Child Protection Policy</li> </ul>			

<p>Update and sign the declaration form to confirm that action</p> <ul style="list-style-type: none"> <li>• <b>Item 6: Installation of Broadband.</b> The HT confirmed that Broadband is now fully restored</li> <li>• <b>Item 7: Legionella Survey.</b> A full survey has now been carried out and the water tank has been treated.</li> </ul>			
<p><b>7. Re-commissioning update</b></p> <ul style="list-style-type: none"> <li>• Emergency power and lighting has been installed to the Hall. This now allows for it to be used for assembly and dining</li> <li>• Work on and getting power to the automatic gates should be completed by next week</li> <li>• Tenders for the damaged area have yet to be approved by the loss adjuster. This should be completed just after Easter</li> <li>• It has been identified that the old part of the school needs re-wiring. This will be done during the summer break</li> <li>• Only a limited amount of ceiling cleaning will be done during the Easter break with completion being during the summer break. However, the kitchen, although still technically usable is problematic and a Portacabin is expected on site by 22 June.</li> </ul> <p>Q. How much is all this costing (renewing the fire damage) A. c£2m</p>			
<p><b>8. Health and Safety Update</b></p> <ul style="list-style-type: none"> <li>• Mr Chris Long, H&amp;S advisor to the Academy Board and FL, conducted a H&amp;S walk and review recently. Mr Long was satisfied with what he saw, questions posed and records inspected. FL will send Governors a copy of the inspection list used. Q. Is there anything we should be concerned about? A. Nothing of serious urgency. It was noted that the `fencing at the rear of the school will</li> </ul>			

<p>need attention and the playground surface needs repair in places. Quotes for this work will be obtained.</p>			
<p><b>9. Governor Visits and Training</b></p> <ul style="list-style-type: none"> <li>• <b>Safeguarding.</b> MP met recently in school with the HT and Debbie to discuss and inspect safeguarding measures. 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. MP met 21 pupils and asked how safe in school they felt, all were very positive and all knew who to tell if they had any concerns. Staff and LSA's spoken to were well trained in what to look for and knowledgeable in actions and reporting chains available to them</li> <li>• <b>Governor Training.</b> IG, MP and FL attended Exclusion Training on 8 February</li> </ul>			
<p><b>10. Finance Update</b></p> <ul style="list-style-type: none"> <li>• The YE is broadly on budget closing with a surplus of c£85k., an improvement of c£17k. Some further unbudgeted expenditure may be needed for tree works which may be partly offset by some further unbudgeted income that could possibly be available from the "start-up grant". The Chair is looking into this. Q. How does the Trust view a school like us that is not "living within our means". A. They are already aware of this and take into account our significant surplus when joining the Trust which is available to spend to carry us over any such shortfalls.</li> <li>• <b>Budget 2022/23.</b> A first draft of the 2022/23 budget has been submitted that aims to have a YE surplus of c£35k to c£70k or 4% to 8%. Presently we could expect a surplus of c£100k to c£113k over the next 3 years assuming we have a full school. However, given the uncertainties over contract prices, in particular energy prices and National Insurance, costs are open to speculation. Q. Will schools get any additional financial help? A. Nothing has been announced to date, but its early days. Finally, a letter has been drafted and is waiting to go out to parents regarding their contributions.</li> </ul>			

## 11. Headteachers Report

- **Pupil Numbers.** Summarising, the HT commented that attendance across the school continues unsurprisingly to be adversely affected by Covid. However, as things are beginning to improve pupil numbers have risen to 200. Q. Why have we got 31 pupils in the Yr2 class? A. We have taken this child prescribed under the terms of the pupil Fair Access Policy (FAP). The FAP is a mechanism developed by the local authority in partnership with all schools in the County. Its aim is to ensure that vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.
- **Standards and Achievement.** Standardised assessments have taken place in Yrs. 5, 4 and 3 NFER in Maths and reading and Yrs. 6 and 2-past SATs papers. The data for these will be available at the end of the term. A visit by Wendy Wing, the school's HIP (Herts Improvement Partner) took place on Tuesday 22 February and concentrated on a 'deep dive' into reading and phonics. After looking and reviewing extensively our methods and assessments in this area from a number of different perspectives, Wendy endorsed our approach in concluding *"In discussion with the headteacher and Chair of Governors, it is clear that reading is a high priority for the school and the wider trust. Senior leaders are not resting on their laurels with high outcomes in phonics and reading but remain ambitious for even higher outcomes"*. Q. What is meant by a "deep dive"? A. This looks at practices, data and outcomes from a number of different angles designed to test and confirm our methods and outcomes. Q. What is the difference between "Good" and "Outstanding"? A. To be "Outstanding" every measure has to be "Good" plus. In practice this is very difficult to achieve given the wide range of subjects and measures taken into account.
- **Counselling.** Q. What was the counselling for? (referring to counselling that has now started in Reception/ Year 1 and with a group of Year 2 pupils) A. To help come to terms with the fire. This has also been offered to staff and so far one member has taken up this offer
- **Covid.** 6 staff and 6 pupils are off with Covid 19 at the present time
- Q. When is Ofsted due? A. Probably not until next year but the preparation never stops

<ul style="list-style-type: none"> <li>• <b>Website.</b> It was pointed out that the Governors section of the school website needs to be updated.</li> </ul>			
<b>12. Termly Safeguarding Update</b> <ul style="list-style-type: none"> <li>• The HT confirmed that all records and training is in place and up to date and there were no reportable incidents since the last FGB meeting</li> </ul>			
<b>13. Chair Report</b> <ul style="list-style-type: none"> <li>• The Chair is writing a letter to parents outlining their work and achievements this term. Governors are asked to contribute items they would like for inclusion</li> <li>• <b>Academy Update.</b> In response to a Governor's question, the Chair advised the GB that since 10 January there has been no further update from the Trust. However, the Headteachers of the Trust have been meeting once a week and the Chair will be advised of anything of relevance that emerges from these meetings. Q. Should we invite the CEO to attend a FGB meeting for a Q&amp;A session? A. The Chair agreed to contact the CEO with this request.</li> </ul>	Submit items for the Chair's letter to parents	All Gov's	ASAP
<b>14. Approval of School Policies</b> <p>Having been circulated in advance of this meeting Governors approved the following Policies:</p> <ul style="list-style-type: none"> <li>• <b>Pay</b></li> <li>• <b>Educational Visits</b></li> </ul>			
<b>15. AOB</b>			

<ul style="list-style-type: none"> <li>• <b>Summer Term Governor Day.</b> HT to circulate dates</li> <li>• <b>Staff Wellbeing.</b> Consider ideas for inclusion in a “wellbeing” day and something to acknowledge the outstanding efforts school staff have made during the pandemic and the fire at the school. It was felt this should be done after the school has returned to “normal”</li> </ul>			
<p><b>16. Date of next meetings</b></p> <p><b>Full Governing Board</b></p> <ul style="list-style-type: none"> <li>• Wednesday 18 May 2022 6pm</li> </ul> <p>Meeting Closed at 7:45pm</p>			

Signed as a true and accurate record of the meeting dated

23 March 2022\_\_\_\_\_Date \_\_\_\_\_