

School Name Sacred Heart Catholic Primary School (312)		Meeting of: Local Governing Board		
Date/time	24 November 2021 @ 6pm	Present: Mr D Timson (DT) - Chair Mrs M Fusi (HT) 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	By When
1. Opening Prayer				
2. Apologies were accepted from: • Mr O Jina (OJ) and Mrs J Dowd (JD) 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>	No declarations made.		
<p>4. Composition of the Local Governing Board</p> <ul style="list-style-type: none"> No changes since previous LGB Meeting 			
<p>5. Minutes of previous LGB Meeting</p> <p>LGB Meeting held on Wednesday 13 October 2021 via MS Teams</p> <ul style="list-style-type: none"> The GB accepted the minutes of the LGB meeting, Wednesday 13 October 2021 as presented <p>Matters Arising</p> <ul style="list-style-type: none"> Item 3: Conflict of Interest. Governors were reminded of their need to submit annually written confirmation of their interests that may be in conflict with their LGB duties Item 7: Election of Officers. Appointment of Chair and Vice Chair. The Chair having ascertained that it is not possible to be a CAT Board Member and a Governor and Chair of a Local Governing Board has decided to resign his position as a Member of the CAT Board and confirmed his position of Governor and elected Chair of the Sacred Heart Local Governing Board. Election of Vice Chair. Mrs Irene Getley – Foundation Governor, was nominated by The Chair for election to the post of Vice Chair. Mrs Getley agreed to the nomination and 			

<p>was seconded by Mr David Geer. No other nominations were received from those present and Mrs Irene Getley was elected to the post of Vice Chair unanimously by Governors' present, in an open vote. Chair of the Finance Committee. Mr David Geer agreed to his re-appointment as Chair of the Finance Committee and was elected to that post unanimously by Governors' present, in an open vote. Appointment of Safeguarding Governor and H&S Governor. Mr Michael Payne has been appointed Safeguarding Governor and Mr Fabian Lintott has been appointed as Health and Safety Governor with immediate effect</p> <ul style="list-style-type: none"> ○ Item 6 of Minutes of 07 July 2021: Fundraising. This is ongoing and will be reported at the next LGB meeting ○ Item 4: Governor Training. The Chair and HT reminded all Governors of the need to renew their Safeguarding training. It cannot be overstated how important it is to keep this aspect of training up to date 			
<p>6. Update on the Reconstruction of the School</p> <ul style="list-style-type: none"> • The school has been significantly affected by the fire - emergency lighting has now been installed in Reception and Years 1 to 3 areas therefore all children will be able to return to school in a limited capacity • Works are being carried out in the Christmas holidays on cleaning above ceiling voids in the library and hall. The kitchen is being hygienically cleaned and power, albeit temporary, is to be restored to the kitchen on the first week of December. Currently food is prepared outside and kept hot. • Belfor, a specialist fire recovery company, will be conducting a full strip out of the fire damaged area during the holidays. • Phone lines are being installed this week. Broadband is proving difficult to restore and we are still working from a 4G Router whilst we await fibre installation to the school. This means that the school is unable to have virtual meetings via TEAMS for online learning and printing is very difficult. • All the works are conducted in holidays to minimise any disruption to pupil and staff in school. • All the works should be completed by May • Academies risk protection arrangement (RPA) and the consultants will decide how much re-wiring needs to be done 	Explore solutions to the printing problems	FL	ASAP

<ul style="list-style-type: none"> • Items lost or damaged amounting to c£14k will be covered by RPA • Use of the Counselling in Schools Service (part of Safe Space) is being considered for both children and staff to see what can be offered. RPA have agreed to pay up to £5k towards provision of this service • Naturally managing and co-ordinating the process of restoring the school building and bringing back normality to school life is a substantial administrative task that the HT has personally led. The lead for the teaching and learning is being covered by Jen and Joe. 			
<p>7. Health and Safety Update</p> <ul style="list-style-type: none"> • The school has had to take a full health and safety dashboard, alongside the other schools in the Academy Trust. This focuses on Asbestos, Legionella and Fire risk assessment. To complete this exercise the following reports have been commissioned and received: <ul style="list-style-type: none"> ○ Asbestos Survey and updated management plan ○ A full Legionella Survey. This has led to some works required to the water tank. ○ A new Fire Risk Assessment. GRA has conducted a fire risk assessment on the areas of the building not affected by the fire. Actions are being followed up which can be done in school, however the school will have to bid for fire safety works and some of the recommendations will be completed then. The assessor will return when all works have been completed on the fire damaged area. <p>Q. How much are these costing? A.£2k - £3k one off. A review of the all the schools risk assessments will have to be reviewed each year. Q. Does the new build incorporate fire retardancy measures? A, Yes, smoke control in particular.</p> • The school are working on a new asset management plan to ensure that works are noted and completed in a timely manner • A number of trees on the site have been lopped. This is part of ongoing works as a result of the tree survey. The costs are c£6k 			

<ul style="list-style-type: none"> • A H&S walk has taken place, and the following issues noted on Stat Log: <ul style="list-style-type: none"> ○ Coping stones at the base of the temporary classroom need attention ○ The wooden ramp and stairs to Years 4, 5 and 6 classrooms are rotting. Quotes have been received and agreed from a local building firm to do this work for c£7k. It is anticipated this will be covered by some surplus DoW funding that has to be used before the end of December. <p>Covid Update.</p> <ul style="list-style-type: none"> • Amongst the pupils 3 cases of infection were reported over the half term and a further 10 cases over the past few days. In those cases identified it would appear the disease was contracted outside of school. In accordance with current regulations this outbreak has been reported to the Council. Disease control measures include the cancelation of a school visit to the Winter Wonderland, and under consideration, the staggering of arrival and pickup times, siblings not permitted to come into school and finally home learning. Home learning would be difficult at the present time given the difficulties with Wi-Fi. Provision of these measures will be reviewed on a day-by-day basis and rolled out as necessary. All staff have been “double jabbed” and instructed to wear masks in school. Q. Can we stop parents sending children to school whilst awaiting a PCR test result? A. Difficult to implement but will be considered. 			
<p>8. Finance Update</p> <ul style="list-style-type: none"> • The first 2 months of the financial year are very much on budget. The main variation is a c£5k reduction in the Covid recovery money. The expenses related to the fire have been covered by the insurance company who have for the most part been very reasonable. However, as reconstruction and recovery works proceed it may present the opportunity to do some additional things outside of scope of the insurance cover, therefore some addition unplanned expenditure may be in the pipeline. Q. Are we capturing the costs resulting from the fire and H&S? A. Yes, this is all being kept by the insurers and monitored by us. • Finance control and policy documents are being finalised by the Trust. To date, the Finance Manual has been received and to be sure we are financially compliant, is being implemented 			

<ul style="list-style-type: none"> The Chair noted the view of the GB that we should not be paying the apprentice levy. 			
<p>9. Headteachers Report</p> <p>Having been circulated in advance of this meeting, the HT's report was accepted as presented by the FGB.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> Pupil Numbers. The HT advised the GB that there are currently 197 pupils attending the school. 1 child moving away and 3 moving in. Attendance. Overall 96.9%. One pupil is persistently absent and visit by the Attendance Officer has been made. There have been absences due to positive cases of COVID Staffing. Confidential Item see Part 2 Minute Data. All data is being collated by the end of November, alongside pupil progress meetings. This will be sent to Governors in December Premises. Bids are being submitted for the roof and windows, both areas for improvement were identified before the fire occurred. Q Do the bids have to go via the CAT? A. No. Directly from the school due to the projects being under the financial level required for CAT approval Safeguarding. The Headteacher continues to be Designated Safeguarding Lead while Mr McIntyre and Mrs Dowd continue to be Deputy Safeguarding Leads. The Single Central Record (SCR) is up-to-date and has been sent to County for an annual audit. The Child Protection Policy has been updated. All staff/governors must ensure they have completed a declaration form (governors' declarations can be done online on Governor Hub). All staff and Governors are DBS checked. 	<p>Child Protection Policy Update Declaration Form</p>	<p>To be read and signed by all Governors</p>	<p>ASAP</p>

<p>10. Chair Report</p> <ul style="list-style-type: none"> Governors are asked to review the Terms of Reference for Local GB's and The Instrument of Government Training. Governors to take full advantage of training courses that are free, online and very good 	Comments and questions to Chair	All Gov's	ASAP
<p>11. 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"> Complaints Whistle blowing Trust Notification Policy 			
<p>12. AOB</p> <ul style="list-style-type: none"> Cover for St Joseph's HT. Currently Mrs Fusi is covering for this post in Hartford. Q. Is this OK? A. This is not easy given all this is going on with the fire and Covid as well as the day-to-day routine activities. However, Sacred Heart is being well looked after and the vacant post has been advertised and hopefully a strong candidate will come forward soon The Chair wishes to place on record the thanks and gratitude of the GB for the hard work and dedication shown by the HT and her staff during this difficult and exceptional of times 			
<p>13. Date of next meetings</p> <p>Full Governing Board</p> <ul style="list-style-type: none"> Wednesday 26 January 2022 6pm <p>Meeting Closed at 7:15pm</p>			

Signed as a true and accurate record of the meeting dated

24 November 2021 _____ Date _____