

School Name Sacred Heart Catholic Primary School (312)		Meeting of: Local Governing Board		
Date/time	26 January 2022 @ 6pm via Zoom	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) 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: 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"> Governors decided that Mrs Helen Witty, having failed to offer apology or good reason for her absence for 3 consecutive FGB/LGB meetings over a 6 month period, is disqualified. Chair to advise her accordingly As part of the St Francis of Assisi Catholic Academy Trust the School has been issued a new Local Governing Body Instrument of Government. This document allows for the appointment of the following Governors: <ul style="list-style-type: none"> 10 Foundation Governors (two of which would be eligible to stand as parent governors at the time of appointment) 2 Parent Governors 1 Staff Governor The Clerk advised the LGB that vacancies exist for 4 Foundation Governors 	Advise Mrs Witty of her disqualification	Chair	ASAP
<p>5. Minutes of previous LGB Meeting</p> <p>LGB Meeting held on Wednesday 24 November 2022</p>			

<ul style="list-style-type: none"> • The GB accepted, with minor amendment, the minutes of the LGB meeting, Wednesday, 24 November 2022 as presented 			
<p>6. Matters Arising from Previous LGB Meeting</p> <ul style="list-style-type: none"> • Item 6: Installation of Telephone Lines and Broadband. The HT confirmed that telephones were now up and running. However, it will be a further 8 weeks before Broadband will be fully restored • Item 9: Safeguarding Training. It is very important that individual Governors check online to see if they are up to date with their Safeguarding Training and if they are not or near to the expiry date, they must seek a refresher. The Chair is up to date on Safer Recruitment but Governors were encouraged to also do this training if they have not done so as it is important to have a “pool” of qualified Governors to draw on when necessary • Item 9: Governors must confirm on Governor Hub that they have read Child Protection Policy Update and signed the declaration form to confirm that action 			
<p>7. Health & Safety / Re-commissioning update</p> <ul style="list-style-type: none"> • Legionella Survey. A full survey has now been carried out and the water tank has been treated. Quotes for further treatment to the mains supply are being sought • Asset Management Plan: The Asset Management plan has been completed on Statlog and passed to the Chair and DG • Loose Coping Stones. Pending • The rotting wooden ramp and stairs to Years 4, 5 and 6 classrooms have been replaced. This has been largely funded by the DoW, the Schools contribution being £1,500 • Two bids have made for a fire maintenance system and work to the hall roof and windows. Both being prepared for submission to the Trust by Barkers 			

<ul style="list-style-type: none"> • A H&S walk was carried out by FL on the 8 December 2021. Using the H&S checklist as the basis of the inspection nothing requiring follow up was discovered. Q. Have fire drills been conducted recently? A. 1 drill is conducted per term, the last one being the end of the previous term • Re-commissioning update. A full strip out has been carried out by Belfors, of the fire damaged area. The Schedule of Works has been drawn up and is going out to tender. The hall ceiling has been checked and there is no smoke damage above the ceiling. There is however, smoke residue above the kitchen but it is encapsulated so is currently safe. The two ceilings will be removed in the Easter holidays, residue cleared and ceilings restored. The same applies to the library. The reinstatement of the hall is going out to tender and will hopefully be restored for post February half term. Counselling sessions are being arranged for some pupils in the school regarding the possibility of anxiety and trauma due to the fire in September. This has been made through the Family Support Worker Service. There will be free group sessions after half term, starting with Year 1. There will also be individual sessions with a limited number of identified pupils, which will have to be paid for. 			
<p>8. Finance Update</p> <ul style="list-style-type: none"> • Asset Management Plan (AMP). One of the documents required by the Trust. Instructions for its completion are very prescriptive and it will take time to produce. Some questions will need to be raised with the Trust. In addition, the Trust is in the process of producing a host of policies and procedures for LGB's. In preparation for this we have asked for a complete list • Bank Balances. Governor Fund – c£23.5K with a further c£9.5k to be taken out (Kitchen and Boiler works) so actual balance c£14k. School Fund Account - c£15k contributions from amongst other things school pictures, school trips etc. The main School account continues to be held with Lloyds Bank. Q Is PPA money centralised at the CAT level? A. No individual schools will continue to manage this pot of money at a local level. 			
<p>9. Budget</p> <ul style="list-style-type: none"> • The Year End is on budget to close at a surplus of c£68k. The Trust required us to produce a balanced budget for the coming year and budget projections for the following 2 years. At the 			

<p>present levels of expenditure this can be achieved only assuming higher pupil numbers and additional fund raising. Q. Have we decided to seek higher contributions from parents? A. It has been decided to hold off asking for additional parental contributions at this time taking into account the considerable financial pressures families are under presently. It is hoped however that as things begin to return to a more normal “living with Covid” state, additional revenues will be forthcoming from after school clubs and the Breakfast Club as use of these facilities returns.</p> <p>It was agreed that DG will draft a letter to be agreed by the Finance Committee, to be sent to parents after half term, asking for contributions to the School Building Fund, £60 per pupil or £90 for a family with more than 1 child at the school. It will be noted in the letter that it is a voluntary contribution.</p>			
<p>10. Headteachers Report</p> <ul style="list-style-type: none"> • Attendance & Attainment. Summarising, the HT commented that both attendance and attainment across the school continues unsurprisingly to be adversely affected by Covid. However, as things begin to improve attainment is expected to improve rapidly. Q. When is the next set of attainment data due? A. Before Easter. Q. Is Year 1 progress lower? A. Yes, this is also something seen in Years 2 and 6 since the new curriculum was adopted. However, we should expect greater progress in the Spring term across these year groups • Staffing and Behaviour. See Part 2 Minute 			
<p>11. Chair Report</p> <ul style="list-style-type: none"> • The Chair attended the Academy Chairs Briefing. Still few answers to the many questions that have been put forward • Governors SEND review postponed until May or possibly September. 			
<p>12. Approval of School Policies</p>			

<ul style="list-style-type: none"> • None 			
13. AOB <ul style="list-style-type: none"> • Carbon monoxide Monitors. Have now been installed and functioning • Parent Survey. Carried out by Easter, and Staff Survey date to be decided by the HT. 	Staff Survey	All School Staff	HT
14. Date of next meetings Full Governing Board <ul style="list-style-type: none"> • Wednesday 23 March 2022 6pm Meeting Closed at 7:15pm			

Signed as a true and accurate record of the meeting dated

26 January 2022 _____ Date _____