

School Name Sacred Heart Catholic Primary School (312)		Meeting of: Full Local Governing Board		
Date/time	Wednesday 24 May 2023 @ 6pm in School	Present: Mr D Timson (DT) - Chair Mrs M Fusi (HT) Fr C Cahill (FrC) Mr D Geer (DG) Mrs I Getley (IG) Mr F Lintott (FL) Mrs K O’Boyle (KOB) Mr M Payne (MP)		
		Others in Attendance: Mr T Stacey (Clerk)		
Agenda Item		Action	By Whom	By When
1. Opening Prayer				
2. Apologies were accepted from: • Mr J McIntyre (DHT)				
3. Conflict of Interest /Register of Pecuniary interests • 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.		No declarations made.		

<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>			
<p>4. Composition of the Local Governing Board</p> <ul style="list-style-type: none"> No changes since the last FLGB Meeting 			
<p>5. Minutes of previous meetings</p> <p>FLGB held on Wednesday 28 March 2023</p> <ul style="list-style-type: none"> The GB accepted the minutes of the FLGB Wednesday 28 March 2023 as presented 			
<p>6. Matters Arising</p> <ul style="list-style-type: none"> Minute Point 10 - Target Tracker Progress Breakdown. New report to Gov’s allowing them to analyse cohort groups attainment year on year. HT – Pending Minute Point 11 – Setting up a Parents What’s App Group - Ongoing 	Parents What’s App Group	KO	ASAP
<p>7. The Academy CEOs note and papers on the Strategic Update consultation and the MP and the HT’s feedback from the meeting</p> <ul style="list-style-type: none"> Inaugural in-person Directors and Local Chairs meeting, Wednesday 26th April 2023 (MP in attendance and HT prior meeting on 20 April). A whole raft of documentation was presented to Heads on 20th April and to MP on 26th April. Heads had a whole day to review the documentation, and according to the Trust CEO letter written on 27 April their responses were very positive (as per the evaluations). Chairs having had less time to consider the 			

documentation, and again according to the Trust CEO in the same letter, were also warmly receptive to the documentation and its content

- Each Local Board has been asked to review the documentation, and then respond to the formal consultation to obtain our views on these documents. In preparation for this, each FLGB Chair was asked to call a full Board meeting in each school for this half term, solely for the purposes of discussing these documents and CEO's letter of 28 April. This is therefore a formal consultation process, starting on the 26 April, and closing on the last day of this half term, i.e. written feedback needs to be emailed to the CEO by each Chair (or Head) by the end of 26th May

Observations and Governor Comments

- P.18 Governor Roles and Responsibilities – seem to be excessive, highly prescriptive and are optimistically expecting a great deal from GB's
- Conversely, the Trust Annual Calendar (good to have) and Sub-Committee TOR, not prescriptive enough
- Annual Report of Performance and LGB Self Evaluation using the 360 review, a type of performance evaluation that gathers a wide range of feedback from an employee's co-workers, reporting staff, colleagues, and parents. The goal of a 360 review is to measure a Governor's (GB's) effectiveness and performance and to facilitate enhanced development.
- The set up of an Education Committee (details in policy documents)
- Lots of operational reporting much of which falls on the HT, SLT and the GB. i.e. Governors need to sample and comment on the quality of school meals and report accordingly
- Ensure good relations are maintained with the local community
- The HT's appraisal is removed from the GB and will in future be the responsibility of the Trust Executive
- Produce a Governors Handbook reviewed annually
- All HT's need to agree on accessibility, equality and gender formats

Overall Impression and Views of the Governors Present

- Re the documentation put forward by the Trust Executive -it is excessive, riddled with acronyms and contains ambiguous language. An overarching, consolidated guidance document is needed

<ul style="list-style-type: none"> • Concern over the additional administrative burden that will need to be shouldered by the HT and her staff • No doubt the Governing Board and Governors will evolve to provide the role that the Trust envisages, however the path to achieving this is still very unclear and leaves Governors unsure of their future local roles. The overall feeling of Governors is that they are in fact “evolving downwards” 			
8. Safeguarding Update The HT confirmed: <ul style="list-style-type: none"> • The Single Central Record is complete and up to date • No additional Child Protection concerns • No additional Children in Need identified 			
9. Finance Update <ul style="list-style-type: none"> • In Year Financial Review (Period 7). Income is up by c£16k due mainly to the Mainstream Schools Additional Grant (MSAG) for this financial year. This is offset by additional expenditure of c£12k due mainly to the cost of tree surgery, some £15k to £16k in the current financial year alone. The in-year deficit is currently c£33k (c£26k) however, the carry forward is still a healthy c£133k. and expected to stay in the region of this figure until year end • Budget 2023/24 Circulated in advance of the meeting, the Chair of the Finance and Premises Committee presented to the GB a spreadsheet showing the key elements of the budget for 2023/24, 2024/25 and 2025/26 compared to the current year 2022/23. It was emphasised that the key point for Governors to note is that although we have an in-year deficit in each of the 3 years, because of the strength of the carry forward position from 2022/23, the School will maintain a positive carry forward surplus for each of the 3 budget years shown. The HT and the School Finance Manager have been working hard on this over the past few weeks 			

<p>and the Finance and Premises Committee have had 2 meetings to discuss the proposals (the latest being on 19 May). Having finalised and agreed the proposal as presented, the Finance and Premises Committee recommended acceptance and, on this basis the Governing Board was asked for its approval. By a simple show of hands the Budget proposal was unanimously agreed as presented. The Chair, on behalf of the GB, wished to place on record its thanks to the HT and her staff for the good management in maintaining such strong and prudent financial management and the hard work on all the budget planning for the coming years. In closing this item, the Chair thanked the Finance and Premises Committee for all their work in maintaining the financial health of the School especially under such difficult circumstances.</p>			
<p>10. Headteachers Report</p> <p>Headteacher Report for LGB meeting 24 May 2023. Circulated to all Governors in advance of the meeting, the HT highlighted various areas and invited questions.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Attendance. 94.8% (National Average 90.3%). Still not good enough. One pupil has been refusing to come into school. Q. What remedial issues have been tried to correct this situation? A. Welfare checks have taken place, home phone calls and a visit. Monitoring this situation will remain a high priority • Suspensions/Exclusion. The HT reported to the GB a further suspension of a very difficult pupil for 3.5 days, back in School tomorrow 25 May. This is the 6th suspension for this child. Q. Do we need additional support (funding) for this pupil? A. This pupil already receives support. In addition, external agencies are also involved in supporting this child. • Staffing. A member of the Office staff has decided to leave. Some interest has already been expressed in this position. In the meantime, some of the T/A's have been helping out to provide cover 			

- **Health & Safety.** FL conducted a review last week. Nothing serious was noted, some remedial work needed on 5 doors and the perennial problem of rabbit holes in the playing field, also noted by a parent.
- **Teaching & Learning monitoring data.** (Extract from the HT Report)

The school had a visit by Jeremy Loukes, senior advisor from HfL and Peter Coldwell (HT at St. Joseph's, Bishops Stortford)

- Subjects have planned links to the school curriculum wheel so that the School's collective effort supports the School's aims and vision
- The history subject leader has carried out significant research to become familiar with the components of a strong history curriculum. She has set out overviews of progression in relation to disciplinary and substantive knowledge. She has set out logical next steps so that she is able to provide teachers with the guidance they need to implement the intended curriculum. The subject leader understands the importance of selecting well-chosen content and that the curriculum should not be overloaded so that pupils can learn in greater depth.
- Pupils with SEND were seen learning the same/related curriculum content as their peers through the provision of appropriate resources and adult support.
- Where phonics practice is strongest, assessment information is used astutely and responded to immediately so as to prevent misconceptions becoming embedded.
- Leaders have created strategic 'space' in the personal development curriculum in order to enable response to national and global events. Summary of agreed actions

Summary of Agreed Actions

- Think about the arrangements for supporting individual/groups of pupils who are absent or attending events/extra-curricular activity to catch up/cover content they have missed.
- Ensure that the intended learning is very clear from both the teacher and the pupils' perspectives so that the teacher and pupils can be sure about the extent to which it has been secured.
- Subject leaders may find it helpful to take relevant curriculum documentation to meetings with 'external visitors' to support discussion.

<ul style="list-style-type: none"> ○ Think about the urgency of the approach to support the ‘lowest 20%’ of early readers to catch up, for example, by providing many and frequent opportunities for them to practise phonics. i.e. to keep phonics at the ‘front and centre’ of catch up sessions rather than focusing unduly on periphery (at this stage) aspects of reading. ○ Consider setting out the texts/books which teachers read to their classes so that ‘nothing’ is left to chance in terms of the curriculum pupils experience during their time at the School. ○ Make sure children can read the resources they are given during lessons (across the curriculum). 			
<p>11. AOB</p> <ul style="list-style-type: none"> ● Schools 50th Anniversary. On Wednesday 7th June 2023, Cardinal Vincent Nichols will be visiting our School to celebrate Mass at 1.30 pm, to mark Sacred Heart School’s 50th anniversary. A commemorative booklet will be printed (300 copies) by the Parish. A marquee will be used and tea and cakes will be donated by parents after the Mass. A whole School photograph will also be arranged and a donations bucket will be strategically placed. Q. Should we organise a card machine for donations? A. HT to consider the practicalities. Q. Safeguarding issues? A. Children are not obliged to attend. 			
<p>12. Date of next meetings</p> <p>Full Local Governing Board</p> <ul style="list-style-type: none"> ● 28 June 2023 <p>Unless otherwise advised, all meetings will be in School and start at 6pm</p> <p>Meeting Closed at 8pm</p>			

Signed as a true and accurate record of the meeting dated

24 May 2023 _____ Date _____