

School Name Sacred Heart Catholic Primary School (312)		Meeting of: Full Local Governing Board		
Date/time	7 December 2022 @ 6pm in School	Present: Mr D Timson (DT) - Chair Mrs M Fusi (HT) Mr D Geer (DG) (Virtual attendance) Mr F Lintott (FL) Mr J McIntyre (DHT) 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: • Fr C Cahill (FrC) • Mrs I Getley (IG)				
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"> The Chair was pleased to advise the LGB of the appointment of Mrs Karen O’Boyle, Parent Governor for a period of four years ending 31 August 2026. 			
<p>5. Minutes of previous meetings</p> <p>FLGB held on Wednesday 14 September 2022</p> <ul style="list-style-type: none"> The GB accepted the minutes of the FLGB Wednesday 14September 2022 as presented 			
<p>6. Matters Arising</p> <ul style="list-style-type: none"> Governors Conflict of Interest Forms. Those Governors who have yet to complete the annual return and send it to the School Office were reminded to do so as soon as possible Governor Hub. Governors were reminded to check their personal contact details on Governor Hub for correctness Item 11. The ‘parent contribution’ has been sent out 			
<p>7. Health and Safely Update</p> <ul style="list-style-type: none"> FL came into School on 22 October 2022 and together with the Site Manager carried out a Health and Safety review. A copy of the full report is available on GovHub for inspection. Summary of main findings: 			

Fire and Electric

- Since the fire, numerous H+S checks have been carried out. The Fire Brigade carried out a Fire Inspection Report on 12 September 2022 and commented that we were one of the best schools they had inspected.
- The remaining items on the last fire risk assessment are being actioned including 2 new fire doors being ordered and fitted
- The school has had the first fire drill of the term with the following results. All evacuated within: 1 min 55sec Registers: 3 min 22sec (slightly longer due to new staff and pupils)
- Extinguishers are regularly checked in July
- Rewiring of the school is complete and signed off. Next Wiring Test 2025.
- The investigation of the full discharge of emergency lighting is being made.

Gas, Plumbing and Water

- Gas Safety last tested by HCL 3/2/2022
- Last Water Risk assessment 10/11/21.
- 2 'dead legs' currently awaiting removal.
- Regular flushing and temperature check protocols in place and documented.
- Cold water tank checked 10/11/21, next check due in Nov.
- New thermometer on order.

Grounds & Premises Walk Around

- Tree Survey last performed 6 Nov 2020. New one due shortly.
- Source a 1ton bag of top-soil to fill rabbit holes in the grounds
- Snagging on hall doors
- New defib to be mounted
- PPA room awaiting new storage. Paint basket ball back board whilst down
- Dangerous Substances are logged and kept in a locked cupboard with individual instructions and risk assessments.

<ul style="list-style-type: none"> • Book regular Rabbit Control. • General housekeeping was good and trip hazards were kept to a minimum. • Bottom fence; ascertain whether there is an option to repair the most damaged/accessible areas. • Ladder and Tool logs are well maintained. • Reception fence needs renewal <p>Access to site. Security has been restored and gate systems are fully functional. Fencing remains an issue to the back of the site. Suggest we implement new fencing as soon as commercially viable. Even it is a short run to block the most vulnerable area. Waiting on results of CIF bid.</p> <p>Small Items needing attention</p> <ul style="list-style-type: none"> • Drain grate in small playground needs attention • Boot cleaner hanging off/ needs re-fixing. • Finger guards in place and checked monthly. • Deep hole in reception garden needs remedial attention. • Coat hooks in reception garden possible eye height and dangerous, replace with plastic. • Look at covering cracks in laminated glass with graphics panels. Measure up and get a quote for vinyl's. • BT cable to be removed from hall so window can be shut. • Remaining snagging to be completed. • PPA room awaiting new storage. 	Finance needed for new fencing	Finance Committee	ASAP
8. Finance Update <ul style="list-style-type: none"> • Year End. We had previously believed we were heading for a year end surplus of c£85k. In the event it worked out to be considerably better than that. The data now shows a yearend balance of c£174k. The Trust have advised a year end surplus of c£198k but have yet to see 			

<p>the data supporting that figure (we have raised some questions with the Trust). Figures seem to include Governor fund and School fund (£35k in total) which we feel should not be included. Concern we have not had an electricity bill since becoming an Academy. Whilst we may have questions about the balance we have been advised, I think it's safe to assume we ended the year in better financial shape than expected</p> <ul style="list-style-type: none"> • 2022/23 Budget and Year to date. Our original budget was set against an expected year end carry forward of c£85k and in year deficit of c£26k. Since then, we now have a bigger year end carry forward surplus, but we have also increased costs, in particular staffing. Our current projection is an in-year deficit of c£49k but set against a much higher carry forward surplus • Schools Contributions to the Trust. We have been advised that the Schools' contribution to the trust will be 4% of its total revenue or c£35k for us. In discussing this overhead, Governors felt at a loss to fully understand where the anticipated cost savings were being realised. It was decided this should be addressed directly with the Trust Directors, a further meeting will be requested. Q Could this contribution go even higher? A. Yes, the Trust has provision to move this to 5%. It is understood some Trusts have the provision to go as high as 8%, • Finance & Premises Committee held on 24th November 2022. Notes presented to all governors prior to this meeting with questions invited on the evening. Q. Has the request for increased Parent contributions had an effect? A, Yes, especially the reception class. We are now receiving a contribution from 34% of parents as opposed to 25%. Q. Any other money raising contributions? A. Yes. The local Ware Air Training Squadron have asked to use the school for their parade nights whilst their accommodation is being refurbished and also some interest from local sports clubs. 			
<p>9. Safeguarding</p> <p>Termly report to the Governing Board, Management Committee/Proprietor on Safeguarding Children. Autumn Term 2022 (A copy of the completed document has been shared in Part Two of a full Governing Board meeting.</p> <ul style="list-style-type: none"> • The HT presented the report to FLGB. This document provides an update report to the Governing Board on safeguarding practice that enables the Governing Board to monitor 			

<p>compliance with the Education Act 2002 Section 175, and to identify areas for improvement. Governors were satisfied that the School was fully compliant in all areas listed.</p> <ul style="list-style-type: none"> • In addition, Governors examined Individual Safeguarding Issues presented and fully concurred with the HT/Schools actions 			
<p>10. Headteachers Report</p> <p>Headteacher Report for LGB Meeting 7 December 2022</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Catholic Life in School. The whole school celebrated Harvest Mass on October 6th with Fr Charles. Reception class attended and were blessed as new joiners to Sacred Heart. The chaplaincy team were commissioned at the Mass. The chaplaincy team took part in a shared worship online led by St. Cross school. The chaplaincy team meet regularly and will be preparing for Advent. The chaplaincy team led a whole school assembly in October for the month of Mary. Key Stage 2 attended Mass at church for All Saints Day. The Mini Vinnies group for Years 3 and 4 has restarted Key Stage 2, organised a talent show to raise money for Herts Young Homeless (local charity) and an excellent £472 was raised. All classes had lessons on homelessness. Our entry this year for the Leaside Christmas Tree festival, will be decorations associated with helping the homeless and in the charity colours. Classes Masses are making a return to School, with Year 5 and 4 celebrating this term. Parents are invited to attend • Pupil Numbers. There are currently 198 pupils in school • Safeguarding. See termly safeguarding report • HIP Report. The HIP visited the School in September and a learning walk was undertaken. Quote “All areas of the School are now fully operational and were being used by staff and pupils. Learning environments reflected the School’s ongoing priorities. All classes seen had displays which support the School’s metacognition 			

<p>strategy; learning animals were evident around the School, as were displays which support growth mindset. Pupils were able to refer to them. Learning walls were being used and again, pupils were referring to them. Reading corners were evident in most classrooms and in the best classrooms were inspiring and engaging, encouraging pupils to look at and enjoy the books on offer. Reflection areas were also evident, supporting the School's values and ethos. Pupils across the School presented as being engaged with their learning and were on task."</p> <ul style="list-style-type: none"> • Staffing. One Staff member currently on long term sick leave • Cultural Capital. Cultural Capital is part of the School curriculum design and is woven across the curriculum. Teaching staff are currently reviewing their year group's curriculums to ensure that links are made throughout the year, referencing to prior knowledge, ensuring that pupils know how to learn. Across the school, we are taking a closer look at music across history through our assembly music. Year 6 are taking part in the Hertford and Ware Carol Service at Christchurch Church. The Rotary Club visited the school to distribute free dictionaries to Year 4. • Parental engagement. Our first face to face parent consultation evenings took place in October. Parents have been very supportive in raising funds through donations to our Advent Fayre which took place on Friday 25th November. The ultimate intention is to set up a Parent Council in the new year led by the Parent Governors. A letter will be sent in due course. 			
<p>11. LFGB Meeting Dates</p> <ul style="list-style-type: none"> • 25 January 2023 • 27 March 2023 • 24 May 2023 • 28 June 2023 <p>Unless otherwise advised, all meetings will be in School and start at 6pm</p>			

<ul style="list-style-type: none"> • Catholic Mass – 7 June 2023 			
12. Approval of School Policies Circulated in advance of the meeting the following Policies were approved: <ul style="list-style-type: none"> • Debt Recovery • Fixed Assets • Tendering • Trust Revenue and Financial Performance Policy 			
13. Performance Reviews The HT and DHT were asked to leave the meeting. See Part 2 Minute			
14. AOB <ul style="list-style-type: none"> • Strep A – The HT advised Governors that 2 children currently have Strep A (mild treatable symptoms). Parents have been advised what to look for and so keep children at home should symptoms present themselves. The position continues to be monitored. 			
15. Date of next meetings Full Local Governing Board <ul style="list-style-type: none"> • Wednesday 23 January 2022 6pm. Venue to be decided. Meeting Closed at 7:45pm			

Signed as a true and accurate record of the meeting dated

7 December 2022_____Date _____