

<b>School Name</b> <b>Sacred Heart Catholic Primary School (312)</b>		<b>Meeting of:</b> <b>Full Local Governing Board</b>		
<b>Date/time</b>	28 March 2023 @ 6pm in School	<b>Present:</b>  Mr D Timson (DT) - Chair Mrs M Fusi (HT) Mr D Geer (DG) (Virtual attendance) Mrs I Getley (IG) Mr F Lintott (FL) Mr J McIntyre (DHT) Mrs K O’Boyle (KOB) Mr M Payne (MP)		
		<b>Others in Attendance:</b>  Mr T Stacey (Clerk)		
<b>Agenda Item</b>		<b>Action</b>	<b>By Whom</b>	<b>By When</b>
<b>1. Opening Prayer</b>				
<b>2. Apologies were accepted from:</b>  • Fr C Cahill (FrC)				
<b>3. Conflict of Interest /Register of Pecuniary interests</b>  • 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><b>4. Composition of the Local Governing Board</b></p> <ul style="list-style-type: none"> <li>No changes since the last FLGB Meeting</li> </ul>			
<p><b>5. Minutes of previous meetings</b></p> <p><b>FLGB held on Wednesday 25 January 2023</b></p> <ul style="list-style-type: none"> <li>The GB accepted the minutes of the FLGB Wednesday 25 January 2023 as presented</li> </ul>			
<p><b>6. Matters Arising</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>			
<p><b>7. Health and Safely Update</b></p> <ul style="list-style-type: none"> <li>A whole School Fire drill was successfully carried out.</li> <li>FL, H&amp;S Governor did a H&amp;S walk around the school. (See separate report). Q. Are all annual checks now done? A. With the exception of the inspection of water tanks everything else has been done. It is expected this will be done over the Easter holiday.</li> </ul>			
<p><b>8. Finance Update</b></p> <ul style="list-style-type: none"> <li><b>Income</b> is up by c£16k due mainly to the to the Mainstream Schools Additional Grant (MSAG) for</li> </ul>			

<p>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. Q. Re the £14k government energy efficiency grant, if this is not spent will it be clawed back? A. We understand it will be retained but ring fenced for that purpose. In any event we should be able to apply this money to go towards our 10% contribution for the installation of a new boiler.</p> <ul style="list-style-type: none"> <li>• <b>Boundary Fence.</b> Some repair works will be undertaken over the Easter holidays and reviewed again after this has been done</li> <li>• <b>Budget Cycle.</b> A meeting has been set for April. The budget needs to be agreed and set by June.</li> <li>• <b>Debt Monitoring.</b> Dinner money and Breakfast Club are in good order. However, deficits are now building up on school events and swimming where contributions are voluntarily agreed and cuts may have to be considered. We will look at applying for grants from StillWell charity for hardship instances. No debts arising on lettings</li> </ul>			
<p><b>9. Safeguarding</b></p> <ul style="list-style-type: none"> <li>• On 23 March 2023, MP conducted a Safeguarding Governor Link visit. The visit involved meeting with the HT to ensure all Safeguarding protocols and procedures in the School, including documenting of incidents and cases, were up to date and fully comprehensive. All was found to be complete, in good order and up to date.</li> <li>• Circulated in advance of the FLGB Meeting, the termly report to the Governing Body, Management Committee/Proprietor on Safeguarding Children was presented to Governors by the HT. This report provides an update to the Governing Body on safeguarding practice that enables the Governing Body to monitor compliance with the Education Act 2002 Section 175, and to identify areas for improvement. Having reviewed this report, Governors did not identify any additional areas for concern.</li> <li>• The HT advised Governors that parts of the Safeguarding Practice Audit- Keeping Children Safe in Education 2022/2023 have been reviewed and is available on GovHub for their reference</li> </ul>			

## 10. Headteachers Report

Headteacher Report for LGB Meeting 28 March 2023

### Matters Arising

- **Target Tracker Progress Breakdown.** Having reviewed the data in some depth Governors were invited to ask questions. Q. Year 4, a cohort of 25 pupils, have a high percentage of pupils who have only progressed by 1 step. What measures are in place to improve this situation? A. This group are receiving extra support and a TA. The Spring data is expected to show a marked improvement and will be closely monitored by the new class teacher and the HT. Q. Using the data currently available it's difficult for Governors perform any form of "trending analysis" to determine for example how the "below expectations" cohort attainment levels changes year on year A. Pupils are obviously monitored by teachers and the SLT on an individual basis so it should be possible to produce a flow chart to share with Governors. This idea will be discussed with the SLT and the DHT to see what can be done.
- **Catholic Life in School.** Early in the school year a whole School Mass was conducted by Fr. Charles. Years 3,2 and Reception Class have shared a Mass/liturgy with parents this term. The chaplaincy team have celebrated Lent by leading class assemblies about the meaning of Lent and sharing our mission to support the Catholic Children's Society this year. Fr. Charles led an Ash Wednesday Service where all pupils received Ashes and contributed to whole School display on 'Building a Bridge' our Lenten theme. The chaplaincy group are also leading prayer times.
- **New RE Curriculum.** The new Religious Curriculum Directory has now been published. Online information was given to RE Leads as well as EYFS teachers in how to plan. There are still no updated resources available for primary schools. It does not have to be embedded until 2025 but schools are encouraged to look at it and upskill staff.
- **Pupil Numbers.** There are currently 198 pupils in school
- **Safeguarding.** See termly Safeguarding Report
- **Attendance.** 95% (National Average 90.3%). Punctuality has become a problem with pupils routinely arriving at 8:55am or 10 minutes late. It has been discussed with the parents of the most persistent offenders but to little avail. Some consideration will be given to moving the start time to 8:40am to see if this helps.

New report to Gov's allowing them to analyse cohort groups attainment year on year.

HT to discuss with SLT and DHT

Next Meeting

<ul style="list-style-type: none"> <li>• <b>Exclusions.</b> 2 pupils were given temporary exclusions. Both are now back in School and parents have been contacted</li> <li>• <b>Pupil Premium.</b> Q. Will the Pupil Premium be spent by yearend? A. Yes, in full</li> </ul>			
<p><b>11. Review of SIP</b></p> <p>The HT posted, in advance of this meeting, a report entitled School Improvement Plan Review- Key Priorities Report and invited Governor questions.</p> <ul style="list-style-type: none"> <li>• <b>Parental Engagement.</b> Parents have responded positively to the mid year reports in February. Parents regularly attend assemblies, class liturgies and class topic sharing. Workshops have been well attended for Phonics SEND. The parent meetings were well attended and have been set up for one Friday a month. A parent group is yet to be set up.</li> </ul>	Set up a parents' What's App	KO	ASAP
<p><b>12. Chairs Report</b></p> <ul style="list-style-type: none"> <li>• <b>Governor Link visit with SENDCO 3 February 2023.</b> The objective of the visit was to understand if, and how, the work of the SENDCO meets the aims of the School's "Teaching and Learning" policy and to arrange follow up visits to explore teachers and parents involvement later in the year. From the plans observed, the reporting structures, the SENDCO records and the monitoring and tracking of progress, it was evident that the SENDCO has good control and understanding of the SEND children's needs and attainments, with all plans structured to provide inclusive provision to enable the child to achieve their best possible standard, whatever their ability.</li> <li>• <b>Ofsted training 24 April 2023.</b> CH and HT going, other Governors encouraged to go</li> <li>• <b>Governor Visits.</b> Governors were reminded of the need to ensure their School visits are carried out and up to date.</li> <li>• DG to circulate to all Governors the questions for the Trust meeting on 26 April 2023</li> <li>• 50<sup>th</sup> Anniversary Mass 1:30pm - date to be fixed</li> <li>• The Chair wished to place on record his intention not to stand for re-election as Chair next year. DG also wished to place on record his intention to leave the LGB at the end of the school year. In order</li> </ul>			

to ensure a smooth transition both will be prepared to assist in a six month hand over.			
<b>13. Approval of School Policies</b>  <b>Circulated in advance of the meeting the following Policies were approved:</b> <ul style="list-style-type: none"> <li>Behaviour and Relationship Policy</li> </ul>			
<b>14. AOB</b> <ul style="list-style-type: none"> <li>None</li> </ul>			
<b>15. Date of next meetings</b>  <b>Full Local Governing Board</b> <ul style="list-style-type: none"> <li>24 May 2023</li> <li>28 June 2023</li> </ul> <p>Unless otherwise advised, all meetings will be in School and start at 6pm</p> <ul style="list-style-type: none"> <li>Catholic Mass – 7 June 2023</li> </ul> <p>Meeting Closed at 7:25pm</p>			

Signed as a true and accurate record of the meeting dated

28 March 2023 \_\_\_\_\_ Date \_\_\_\_\_