

<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>	14 September 2022 @ 6pm in School	<b>Present:</b>  Mr D Timson (DT) - Chair Mrs M Fusi (HT) Mr D Geer (DG) Mrs I Getley (IG) Mr J McIntyre (DHT) 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> <ul style="list-style-type: none"><li>Fr C Cahill (FrC)</li><li>Mrs J Dowd (JD)</li><li>Mr F Lintott (FL)</li></ul>				
<b>3. Conflict of Interest /Register of Pecuniary interests</b> <ul style="list-style-type: none"><li>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.</li></ul> <p>“All governors are reminded that if they are aware of any personal interest or relationship that could</p>		No declarations made.		

<p>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> <ul style="list-style-type: none"> <li>Governors were asked at this meeting to complete a pecuniary interest form which is an annual requirement. The Clerk was asked to send out the necessary forms to all Governors and when all completed forms have been received, send to the HT to be held in the school office and made available for inspection upon authorised request.</li> </ul>	Forms when completed by all Govs, to HT for retention in school	All Gov's	ASAP
<p><b>4. Composition of the Local Governing Board</b></p> <ul style="list-style-type: none"> <li>The Chair advised the LGB of the resignation of Mr Omar Jina. The Chair and HT wished to place on record their thanks for Mr Jima's work and dedication during his time as a Governor at the school</li> <li>Mrs Jennifer Dowd is appointed as an Associate Director for 4 years from 14 September 2022.</li> <li>Mr Joe McIntyre is appointed as a Staff Governor for 4 years from 14 September 2022</li> </ul> <p>The Clerk advised the LGB that as at the time of the meeting vacancies exists for 1 Parent Governor and 5 Foundation Governors. Parent Governor elections are ongoing and attempts to recruit Foundation Governors are being addressed.</p>			
<p><b>5. The Construction (Design &amp; Maintenance) Regulations (CDM)</b></p> <ul style="list-style-type: none"> <li>To ensure compliance with the CDM Regulations, the Chair, on behalf of the GB, is required to sign an understanding at the beginning of every school year confirming compliance. The Construction (Design and Management) Regulations 2015 (CDM) require schools/governing bodies to ensure compliance with the revised regulations. The HSE CDM regulations are designed to ensure that no one is harmed during any construction work and that buildings are safe to use and maintain. There are strict compliance requirements that will be required to be undertaken at various stages of a building project of any financial value, any planned maintenance works and any construction work. The Clerk will send DoW letter and compliance declaration form to HT and Chair to be duly</li> </ul>			

<p>completed and it will be kept in school available for inspection.</p>			
<p><b>6. Election of Officers (Chair and Vice Chair)</b></p> <p>The Clerk was invited by the outgoing Chair to conduct the elections</p> <ul style="list-style-type: none"> <li>• <b>Term of Office</b> - Governors decided, as in previous years, that the post for Chair, Vice Chair and Chair of the Finance Committee is to be for a period of one year.</li> </ul> <p><b>Election of Chair:</b></p> <ul style="list-style-type: none"> <li>• Mr David Timson – Foundation Governor, was nominated by Mrs Irene Getley for election to the post of Chair. Mr Timson agreed to the nomination and was seconded by Mrs Michelle Fusi, HT. No other nominations were received from those present and Mr David Timson was re-elected to the post of Chair unanimously by Governors’ present, in an open vote</li> </ul> <p><b>Election of Vice Chair:</b></p> <ul style="list-style-type: none"> <li>• Mrs Irene Getley – Foundation Governor, was nominated by Mr Michael Payne for election to the post of Vice Chair. Mrs Getley agreed to the nomination and was seconded by Mr Dave Geer. No other nominations were received from those present and Mrs Irene Getley was re-elected to the post of Vice Chair unanimously by Governors’ present, in an open vote</li> </ul> <p><b>Chair of Finance Committee</b></p> <ul style="list-style-type: none"> <li>• Mr Dave Geer – Foundation Governor, was nominated by the Chair for election to the post of Chair of the Finance Committee. Mr Geer agreed to the nomination and was seconded by Mrs Irene Getley. No other nominations were received from those present and Mr Dave Geer was re-elected to the post of Chair of the Finance Committee unanimously by Governors’ present, in an open vote</li> <li>• DG in his capacity as Chair of the Finance Committee agreed for the Finance Committee to assume responsibility for the Schools Asset Register and that the name of the Committee be changed to the Finance and Premises Committee.</li> </ul>			

<p><b>7. Confirmation of Governor Contact Details</b></p> <ul style="list-style-type: none"> <li>The Clerk requested that all Governors check their contact details on Governor Hub to ensure they are up to date and accurate.</li> </ul> <p>The remainder of the business of the meeting was conducted by the newly re-elected Chair, Mr David Timson.</p>	Update School Governance Data Base	All Gov's	ASAP
<p><b>8. Minutes of previous meetings</b></p> <p><b>FLGB held on Wednesday 6 July 2022 via MS Teams</b></p> <ul style="list-style-type: none"> <li>The GB accepted the minutes of the FLGB Wednesday 6 July 2022 as presented</li> </ul>			
<p><b>9. Matters Arising</b></p> <ul style="list-style-type: none"> <li><b>Item 7:</b> The proposal from the Diocese to link schools Governor accounts was discussed and the Chair of Finance was asked to check with the Diocese that our school funds would be ringfenced. Having contacted John Lee, Governors are to be reassured that the Governors Building Fund will be ring-fenced</li> </ul>			
<p><b>10. Review of Committees and Committee Membership</b></p> <ul style="list-style-type: none"> <li>Carried forward to next FGB meeting</li> </ul>	Review of Committees and Committee Membership	Chair & HT	Next FGB Meeting

<p><b>11. Finance Update</b></p> <ul style="list-style-type: none"> <li>Governors were advised that 9 months into the budgeting cycle the school finances are broadly on budget, in fact the budget position shows a slightly improved projected carry forward now circa £83k compared to £82k previously.</li> <li>The monitoring of school finances has been taken in house which should over time produce a saving of c£5k.</li> <li>The Trust overhead (broadly the costs associated with the expenses of running the Trust) has been set at 4% of schools total budget share. This overhead also covers the cost of the newly appointed Chief Operating Officer, Andrew Celano who will be available to attend our next FLGB meeting to answer Governors questions and also to review our financial model</li> <li>The Governors Fund currently has a balance of c£17.5k. However, only 22% of pupils' families make a regular contribution to the fund. The HT asked Governors to review this situation whilst being mindful of the financial pressure that family finances are under.</li> </ul>	<p>Review of the contribution numbers to the Gov. Fund a letter to parents perhaps?</p>	<p>All Gov's</p>	<p>ASAP</p>
<p><b>12. Safeguarding</b></p> <ul style="list-style-type: none"> <li><b>Keeping Children Safe in Education 2022</b> – All staff have been updated on the changes and provisions</li> <li><b>Code of Conduct</b> – All staff have received a copy</li> <li>The Chair and HT asked all Governors to review that their Safeguarding and Safer Recruitment training is complete and up to date. Governors were advised of the availability a DOW online Safeguarding Course 27 September 6 – 7-30pm. Please note a copy of your Birth Certificate will be required for attendance to this course.</li> </ul>			

### 13. Headteachers Report

Verbal report from the HT:

#### Matters Arising

- **Pupil Numbers.** All children have now returned to school
- **Safeguarding.** No reportable incidents since the last FGB meeting. Keeping Children Safe in Education Part 1 updated version (Sept 2021) given to staff
- **Staffing.** One Staff member currently on long term sick leave. One TA has resigned and we are not seeking to replace at this time. All classes are fully staffed
- **Curriculum Evening** for parents/carers recently held was well attended and well received with parents/carers being very supportive
- **Finance Support.** A member of the school office support staff has taken over this role and her job description and grading is being reassessed accordingly
- **Premises.** The HT reported that there are still some issues with the re-wiring that need to be resolved. Payments from RPA are slow and this has led to delays on other works. Electrical power and emergency lighting are all working well
- **Fire Risk Assessment** has been completed. All outstanding items have been itemised in a spreadsheet and are being addressed.
- **The Fire Brigade made a routine visit** to the school and found everything in good order. In fact, they commented that the school was the best one they have seen. This does not however, obviate the need for an inspection from the Fire Protection Team

<p><b>14. School Development Plan (SDP)</b></p> <ul style="list-style-type: none"> <li>Completed and circulated to all Governors. Q. Is there enough focus on writing? A. Poor spelling is a major component in bring writing down. Acknowledging this an area of concern the SDP focuses on this with the support of new schemes and Smart Phonics and supported by some outside help. Q. Why is maths still an item in this plan? A. Greater depth in maths is still required, a point that was brought out in our Ofsted Report</li> </ul>			
<p><b>15. Chairs Report</b></p> <ul style="list-style-type: none"> <li>The Chair welcomed the appointment of Fr Peter Harris as Chair of the St. Francis of Assisi Catholic Academy Trust. His biography reads that he trained as a Secondary School History teacher and taught for 12 years before training for the priesthood for the Diocese of Westminster. Since ordination in 1994 he has worked in Parishes, mostly in the East End of London. He became parish priest in Bishop's Stortford in 2011 and was subsequently appointed the Dean of the Lea Valley parishes. Most recently he has served on the Governing Board of St Joseph's Primary and latterly as Chair of Governors at St Mary's Catholic School, both in Bishop's Stortford</li> <li>Despite our requests there are still no plans for meetings of Chairs of the members of the Trust. We will continue to press</li> </ul>			
<p><b>16. LFGB Meeting Dates</b></p> <ul style="list-style-type: none"> <li>7 December 2022</li> <li>25 January 2023</li> <li>27 March 2023</li> <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>			

<b>17. Approval of School Policies</b> <ul style="list-style-type: none"> <li><b>Child Protection Policy</b> – HT will circulate to all Governors by email for comment and approval</li> </ul>	HT to circulate CPP for the comment and approval	All Gov's	ASAP
<b>18. Governors school Subject/Class Roles</b> <p>The HT will send round to Governors the available positions for Governors to consider.</p>	HT to send email to Gov's re the available posts for Subject/Class Roles	All Gov's	ASAP
<b>19. AOB</b> <ul style="list-style-type: none"> <li>Ofsted Pack. After some general discussion Governors agreed that an Ofsted information for Governors should be produced</li> <li>Wellbeing – Governors asked the HT to develop a Wellbeing Plan</li> </ul>	HT to coordinate the production of an Ofsted pack for Gov's HT to coordinate the drafting of Wellbeing Plan	All Gov's All Gov's	ASAP ASAP
<b>20. Date of next meetings</b> <p><b>Full Local Governing Board</b></p> <ul style="list-style-type: none"> <li>Wednesday 7 December 2022 6pm. Venue to be decided.</li> </ul> <p>Meeting Closed at 7:15pm</p>			

Signed as a true and accurate record of the meeting dated

14 September 2022 \_\_\_\_\_ Date \_\_\_\_\_