

School Name		Meeting of:		
Sacred Heart Catholic Primary School (312)		Full Local Governing Board		
Date/time	Tuesday 21 November 2023 @ 6pm in School	Present:		
		Mr M Payne (MP) - Chair Mrs Bernadette Mielie (BM) – Vice Chair Mr D Timson (DT) Mrs M Fusi (HT) Fr C Cahill (FrC) Mrs I Getley (IG) Mr F Lintott (FL) Mrs K O’Boyle (KOB) Mr N Mendonca (NM) Mr M Nerborini (MN)		
		Others in Attendance:		
		Mr T Stacey (Clerk) Mr J McIntyre - DHT		
Agenda Item		Action	By Whom	By When
1. Opening Prayer				
2. Apologies were accepted from:				
• Mrs C Rushworth (CR) and Jennifer Dowd (JD)				

<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, 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"> Mrs Irene Getley, Foundation Governor, tendered her resignation with effect from the close of this meeting, 21 November 2023. The HT and Chair on behalf of the School and Governing Board wished to place on record their thanks for her service to the Governing Board and the School since 2018 Introduced and welcomed by the Chair at the previous LFGB Meeting, Mr N Mendonca, Mr M Nerborini, Mrs B Mielie and Mrs C Rushworth were formally appointed by the Diocese as Foundation Governors for a term of office to expire on 31 August 2027 The Clerk reminded the GB that there still exists vacancies for 3 additional Foundation Governors. 			
<p>5. Minutes of previous meetings</p> <p>FLGB held on Tuesday 26 September 2023</p> <ul style="list-style-type: none"> The GB accepted the minutes of the FLGB meeting on Tuesday, 24 May 2023 as presented. <p>Matters Arising</p> <ul style="list-style-type: none"> Election of Vice Chair – With the resignation of Mrs Irene Getley, the post of Vice Chair has become vacant. Accordingly, the Clerk, under delegated authority, conducted the election process 			

and invited nominations for this post. The Chair nominated Mrs Bernadette Miele who accepted the nomination. Mr Dave Timson seconded the nomination and by a simple show of hands Mrs Bernadette Miele was elected unanimously to the post of Vice Chair for the remainder of this school year.

- **Headteacher Report**

- **Number on Roll:** Stable at c200 pupils

- **Attendance:** Q. Year 5 attendance 92.6% - why so low? A. Mainly due to unauthorised holiday absence and a persistent absentee suffering from Emotionally Based School Avoidance. Remedial actions are in place. In addition, it must be kept in mind that given pupil numbers in this year group each pupil is equal to almost 4%. We remain committed to ensuring absenteeism is well documented, regularly reviewed and immediately and robustly followed up should a trend or problem begin to emerge. Overall, looking at the School as a whole, we remain above the County and National averages.

- **Standards:** What are the targets for the current 'at expected' Year 6 cohort for Reading, Writing, GPS, Maths and RWM? And for 'greater depth'? Are there any concerns that we will fall short of any of these targets this year? If there are concerns, what interventions are in place and who has responsibility and oversight for measuring the impact of these?

Targets	Tgt ARE+	Tgt GD
Reading	80%	50%
Writing	73%	17%
SPAG	77%	37%
Maths	80%	30%
RWM	70%	17%

Writing has the highest number of borderline pupils followed by maths. Interventions are in place to support and are being targeted on precise areas. Support provided by a combination of targeted wave 1 teaching, in class focussed groups, booster sessions for writing and maths.
Interventions- responsibility with class teacher- SENCO and HT are monitoring this.

Q. Do you feel last year's cohort created a 'blip' in the school's KS2 results? How confident are we as a school that the KS2 results this year will be back to previous trends and in line/above national/Hertfordshire averages?

Current data is looking better than this time last year (SATS 2016 papers), with 73% already at ARE in reading.

Actual SATS July 2023

	Below	AT	Above	ARE+
Read		9	10	
	28%	32%	35%	66%
Maths	10	14	4	
	35%	50%	13.80%	62%
Spag	8	10	10	
	24%	36%	35%	69%

Nov-23

	Below	AT	Above	ARE+
Read	8	9	13	22
	27%	30%	43%	73%
Maths	13	14	3	17
	30%	47%	10%	57%
Spag	9	14	7	21
	30%	47%	23%	70%

Maths remains a concern, with booster sessions starting earlier. Clear focus in teaching on reasoning skill development. Writing remains a focus. Wave1 teaching now uses HfL writing pilot. Initial findings are positive with improved work outcomes. Spelling is better than this time last year. Data from practice SAT in November returned strong outcomes.

<ul style="list-style-type: none"> • Staffing: The SENCo has resigned. Miss Matteoni, Mental Health Lead and Year 1 teacher, will take on the role of SENCo from January for two terms. The School will advertise for a SENCo to start in September. Emma Hamm will be leaving at the end of term to start a new career in the NHS. Jorja Hemmings will be leaving at the end of the term to start a new position in a neighbouring primary school. We have secured an experienced EYFS teacher from an agency to cover two terms in Reception Class from January. • Safeguarding Update- All teachers had training, delivered at St. Catherine's school in Ware, on 'Grooming', led by national speaker. • The Office Manager has completed DSL training- ensures confidential information and updates on safeguarding policies of outside clubs are monitored. In total there are 5 DSLs in the school • Catholic Education - Headteacher has attended 2 courses on the Religious Education Curriculum (to be implemented in 2025) and training received on Section 48 Inspection- disseminated to staff in October. Staff meeting on Prayer and Worship delivered by Headteacher • Catholic Life in School - The School had a Harvest Festival and donated items to Ware Foodbank, Key Stage 2 Charity Day was in the form of a Talent Contest. Money raised went to CHIPS. All classes are delivering lessons on Catholic Social Teaching. The first half term focused on Creation and the second half term on the Preferred Option for the Poor. John Birbeck from CAFOD is delivering talks to each class on CST this term. 			
<p>6. Finance Update</p> <p>Circulated in advance of this meeting, the Governing Board accepted the minutes of the Finance & Premises Committee held on Wednesday 1 November 2023 as presented</p> <ul style="list-style-type: none"> • Financial Review – Overall the financial position of the School is strong. All budget heads are broadly in line with expenditure with improvement in some areas such as lower staff costs where agency costs are down slightly and conversely income from Pupil Premium income is slightly higher. The Carry Forward is now projected a healthy c£163k. having improved from the previous 			

period Carry Forward of £135k. Debt is a problem, albeit minor in overall financial terms, and relates mainly to swimming contributions and outside visits, as several parents are refusing to contribute so putting these activities at risk.			
7. To receive update on preparation for Section 48 inspection (RE). <ul style="list-style-type: none"> The HT advised Governors that we are due the next S48 inspection in 2024/25. This is a statutory inspection which all Church schools must have. The DoW provides the inspectors. They will look at everything to do with the Catholic character of the School, including leadership, religious education, worship, moral and spiritual development, and links with local Catholic community. The HT is co-ordinating the necessary training and preparation with the kind assistance of Fr Charles using written and online training to support. An update of all School policies is underway. 			
8. Governor Links <ul style="list-style-type: none"> BM has met with the SENCo on the 6 and 7 November 2023. Detailed reports of these meetings together with follow-up plans were circulated to the GB prior to this meeting. It was noted that the children spoken to during the visit were fully engaged, aware of and understood the process It is recommended that all Governors should complete the DoW online course on Relationships and Sex Education for Primary Schools The Chair and HT reminded Governors of the importance of regular Link Governor visits 			
9. Chair's Report <ul style="list-style-type: none"> The Chair announced his intention not to stand for re-election in the next School year. However, he is prepared to remain as Governor to ensure a smooth transition. 			
10. Approval of Policies			

<p>Circulated in advance of this meeting, the Governing Board approved the following policy as presented:</p> <ul style="list-style-type: none"> • Attendance 2024/25 			
<p>11. Health & Safety</p> <ul style="list-style-type: none"> • Premises <ul style="list-style-type: none"> ○ Fencing around school is now complete and the Prayer Garden fence has been replaced ○ Fire resilience - Works now complete- Intumescent Seals (Fire resistant seals) have been put on office doors ○ Compartmentation complete (funded by RPA) ○ Lightening Protection check is complete ○ RAAC - Further DfE funded tests were undertaken in the School by Arcadis to determine RAAC. Reports received confirmed no RAAC to have been found. Barkers have completed a test in the roof void of the hall. The results not yet available but early indications say no RAAC has been found so far ○ STATLOG <ul style="list-style-type: none"> ▪ Site Manager Tests- 100% compliant ▪ Contractor Tests 68% Compliant- with 35% of these awaiting approval from Statlog • A H&S visit and “walk around” will be conducted next term 			
<p>12. AOB</p> <ul style="list-style-type: none"> • Survey Data- The Trust sent out a parent and staff survey to all schools in September. Sacred Heart had 61 responses from parents and 10 staff responses. The results, that were generally 			

very positive, were shared in full with Governors			
13. Date of next meetings Full Local Governing Board <ul style="list-style-type: none"> • 30 Jan 2024 • 12 Mar 2024 • 21 May 2024 • 25 Jun 2024 <p>Unless otherwise advised, all meetings will be in School and start at 6pm</p> <p>Meeting Closed at 6:30pm</p>			

Signed as a true and accurate record of the meeting dated



_____ Date ____ 21 November 2023