

Sacred Heart Catholic Primary School (312)		Meeting of: Full Local Governing Board		
Date/time	Wednesday 26 September 2023 @ 6pm in School	Present: David Timson (DT) Michelle Fusi (MF) - Head Fr Charles Cahill (FrC) Irene Getley (IG) - VC Michael Payne (MP) - Chair Fabian Lintott (FL) Karen O’Boyle (KOB) Jennifer Dowd (JD) – staff governor		
		Others in Attendance: Rebecca Harvey – HfL cover clerk Charlotte Rushwell – prospective governor Neil Mendoca – prospective governor Mauro Neborolini Bernadette Miele Joe McIntyre – Staff (DHT)		
Agenda Item		Action	By Whom	By When
1. Welcome and opening Prayer <ul style="list-style-type: none">The chair welcomed all.Fr Cahill led the prayer. New governors Charlotte Rushwell, Neil Mendonca, Mauro Neborolini, and Bernadette Miele were welcomed and all introduced themselves. <ul style="list-style-type: none">It was noted that David Timson’s - term of office expired on 31.08.23.DT also confirmed he would not seek re-election for the role of chair.IG advised she would be stepping down from her role as a governor at the end of this term.		Provide re-appointment details for DT and amend GHub	School/clerk	ASAP

<p>2. Apologies were accepted from:</p> <ul style="list-style-type: none"> There were none. 			
<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 and the Audit Commission, schools are recommended to give effect to this by establishing a ‘Register of Business Interests’</p>	No declarations made.		
<p>4. Minutes of previous meeting - FLGB held on 28 June 2023 and matters arising</p> <ul style="list-style-type: none"> The minutes were APPROVED. Matters arising: Set up parental committee and Whatsapp group – 	On going	KO	ASAP
<p>5. The Construction (Design and Maintenance) Regulations (CDM)</p> <ul style="list-style-type: none"> Chair to sign 		MP	ASAP
<p>6. To conduct business matters</p> <p>Election of chair and vice chair roles for the academic year 2023-24:</p> <ul style="list-style-type: none"> Michael Payne was nominated as chair. The board unanimously APPROVED the appointment. Irene Getley was nominated as vice chair. The board unanimously APPROVED the appointment. This appointment will be for this term only as IG will be stepping down at the end of term. The board will then need to nominate a new VC <p>Election of chair of the sub-committee Finance and Premises:</p> <ul style="list-style-type: none"> Dave Timson was ELECTED by unanimous approval. 			

<p>Finance committee membership:</p> <ul style="list-style-type: none"> DT, MF, FL (NM once on boarded) <p>Lead governor roles:</p> <ul style="list-style-type: none"> SEND & Pupil Premium - BM(once on-boarded) Health and Safety – FL Finance - DT Safeguarding – MP - CR (once on-boarded) <p>Appoint:</p> <ul style="list-style-type: none"> Clerk to Governors – HfL clerk. <p>Declaration:</p> <ul style="list-style-type: none"> Business and pecuniary interests register <p>Code of Conduct:</p> <ul style="list-style-type: none"> Complete undertaking to Bishop and Code of Conduct form 	<p>Link governors to be agreed post meeting, including class links</p> <p>contact governance re new clerk</p> <p>confirm pecuniary interests for 2023 (even if no changes</p> <p>forward to clerk and clerk to create a confirmation on GHub</p>	<p>Head to add list to GHub</p> <p>head</p> <p>All</p> <p>Head/clerk</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
<p>7. To approve Trust documents</p> <ul style="list-style-type: none"> Core Function and Core Purpose Schedule of Business Scheme of Delegation Terms of Reference Constitution of the Local Governing Body - Action for CoG/Clerk: Minutes to confirm agreement of LFGB constitution reducing Foundation governor category to 5 (primary) and 8 (secondary) and action for clerk to update constitution on GovernorHub if purchased. APOLOGIES I MISSED THIS. C/f to next meeting? Trust Development Plan (feeds into School Development Plan) 	<p>governors to access above documents on the Trust Website</p>	<p>ALL</p>	<p>ASAP</p>
<p>8. To receive Headteacher updates</p> <p><u>Review the final draft of School Improvement Plan</u> –shared on GHub.</p>			

- This document has also been shared with parents. Some of the Trust's Development plan also feeds into the school's improvement plan as well as appraisal targets for the head and staff. This will be reviewed termly.
- The head drew attention to the section on leadership (KP5), with reference to the Schools Partnership Programme. This is a 3 year programme and includes colleagues from the Hertford and Ware consortium; it is not part of the Trust group of schools but formed from local schools who have signed up to conduct a peer review. The school felt it was important to keep up with what was happening in the local area. The group will review progress on **SEND** disadvantaged children. School representatives will include the head and other members of the SLT. The first training session is taking place this week.
- ***Q – How many schools will be involved? A – 15, it is a national programme.***
- ***Q – Is there a cost to the school for this programme? A – £2k this year, less next year at £700. Q – What is the intended output? A – More information will be provided following the training.***
- The section on Catholic Life is awaiting further input.
- ***Q – What is CST? A - Catholic Social Teaching.***
- ***Q – Has the RE termly newsletter been sent out? A – To be sent out this half term and it will also be available on the website. It was recognised this is a lot of work but it was felt it was manageable.***

Staffing update

- The Reception teacher will be going onto maternity leave soon but the school has been unable to recruit and is now looking at agency cover.
- A TA is off sick currently and in need of a replacement this term.

Headteacher report (summer term update)

- Governors were encouraged by Reception being full.
- The meeting noted that the summer term data for most of the school was good, apart from KS2 results, which were below national average. **The head advised this was due to a number of reasons, including 3 children who left the school at end of year 5 who were above age related.** Also two pupils did not take the test. Q – If you removed the data for these 2 pupils, would it make much difference? A – Not really. Progress data will have a different perspective but this is not due until later in the term.
- KS1 reading was also below the national average but this was equal to one child.
- Attendance – parents seem to think that 91% attendance for Y6 is high, it is not. Y6 also has a school refuser.
- Attendance overall for 2022-23 was 94.8% and currently 94.6%. The aim is for 96%
- The school analysed results versus absence, which demonstrated poor attendance had a massive impact. This information was shared with some parents.
- The school is closely monitoring attendance and will be calling in Y6 parents if this doesn't improve. The school has a very good attendance officer who will come into school to meet with parents.
- Governors noted with more parents working from home, some are more inclined to keep children off school.


Copy of annual staffing report to be sent to Exec

MP/head

<ul style="list-style-type: none"> • <u>Catering</u> – The school has changed its catering contract from Herts to Aspens and so far this is going well, with positive reports from parents and children. A meal costs 20p less than last year and as a result it is hoped uptake will increase. • <i>Q - Have the staff stayed on? A - Two staff were TUPEd to the new company.</i> • It was noted that all caterers have to stick to healthy food guidelines. • <i>Q – On the finance section, why is the school rated amber under the RAG rating? A - This is based on projected in year deficit and carry forward. The school will spend more than its allocated budget again this year and therefore it is eating into reserves. However, the budget is on track and the c/f is good at £135k. The annual budget in year deficit is £33k, some of which was due to the requirement to carry put a lot of maintenance to trees.</i> • <u>Teachers pay</u> – teachers were awarded an increase of 6.5% of which the government is providing 3%. The school had budgeted 7.5%. • An audit is due next week. Date for the next Finance meeting agree for Wednesday 1st November at 12pm - hybrid if required. • MP left the meeting at 6.55pm. IG took over as chair from this point. 			
<p>9. To receive an update on preparation for Section 48 inspection (RE)</p> <ul style="list-style-type: none"> • This is not due until 2024-25 			
<p>10. To confirm Governor Business</p> <ul style="list-style-type: none"> • <u>Governor visits</u> have taken place for: MFL, music, SENCO and a health and safety checklist visit took place today. The H&S visit noted that some items needed replacing / updating including the perimeter fencing. This requires replacing but there is a badger sett in the way. It has been agreed the fence will be inside the hedge to avoid the sett. • CR left at 7.03pm • <u>Training</u> • Safeguarding training – all governors to ensure they have carried out induction and safeguarding. • Ofsted ready plan – the school aims to have a checklist for governors informing the current status of the school. • Training attended – DT Exclusions 14.07.23 • <i>Q – Can governors visit the school and just walk around? A – Governors are welcome visit whenever, but will need to be accompanied. It was suggested new governors visit with FL as there is also a checklist for visits.</i> 	<p>governors to ensure they have carried out Induction and Safeguarding (within the last 4 years) training.</p> <p>update and add Ofsted ready plan to the Hub</p>	<p>ALL</p> <p>Head</p>	<p>ASAP</p>

11. To review and approve policies <ul style="list-style-type: none"> Child Protection - APPROVED 			
12. AOB <ul style="list-style-type: none"> New governors were thanked for attending. The meeting hoped they would find the role very rewarding, this is a very welcoming school. New governors will need to have photos taken. 			
13. Close and confirm dates <ul style="list-style-type: none"> Finance – 1 November 12 noon LGB - 21 November 2023 6pm LGB - 30 January 2024 LGB - 12 March 2024 LGB - 21 May 2024 LGB - 25 June 2024 			

Signed as a true and accurate record of the meeting dated



CoG _____ Date 21st November 2023