

LONDON BOROUGH OF REDBRIDGE

ST BEDE'S CATHOLIC PRIMARY SCHOOL GOVERNING BOARD

**Minutes of the Full Governing Body Meeting held
at the school on Thursday 8th March 2018**

Present:

Mr M Butcher (Chair)

Mr A Antoniewicz
Mrs A Eguakjide
Mrs F Frost

Mrs T Leiser
Mr G Nott
Rev M O'Connor

Attendance:

Ms F Roy
Mrs P Lawlor

Clerk
Observer

1. WELCOME AND APOLOGIES FOR ABSENCE

Rev Fr O' Connor opened the meeting with a prayer. The Chair welcomed everyone to the meeting. Apologies were received from Mr P.Imoh and Mr G. Milos. The Governing Body gave consent for absences. It was noted that Mrs E Agdebo was currently on maternity leave but apologies had not been received.

Governors were reminded that regardless of the reasons for non attendance at any Governors meeting, it was still necessary to communicate apologies for absence on each occasion.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. MEMBERSHIP OF THE GOVERNING BODY

3.1. The current membership list of the Governing Body was received and there had been no changes in personal details.

3.2. The two Foundation Governors vacancies were yet to be filled. Mrs Lawlor informed Governors that the term of office for Mrs Frost would end on 8th September 2018, Mrs Eguakhide's would end on 3rd October 2018 and Mr Imoh and Mrs Agbedo's would

end on 30th November 2018. In total therefore there would be 6 vacancies to fill.

The Chair noted that Governors could have their names put forward again when their term ended. The Headteacher, the Parish Priest and the Chair would meet to decide on the 2 current Foundation Governors vacancies.

Action: Chair/Headteacher

4. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 16th November 2017 were agreed and signed as a true record.

5. MATTERS ARISING

- 5.1 Minute 5.2.refers: The recruitment of the Foundation Governor was yet to be completed.

Action: Headteacher/Chair/Vice Chair

- 5.2 Minute 5.8.refers: Governors confirmed that they had completed their pen portraits.

- 5.3 Minutes 5.12.refers: Mrs Lawlor confirmed that documents about the formation of Multi Academy Trusts within the Diocese had not yet been emailed to members of the working group.

Action: Chair/Mrs Lawlor

- 5.4 Minutes 5.13.refers: The Chair and the Finance & Personnel Committee members would meet in March 2018 to discuss the retendering of the school meals contract.

Action: Chair/Mrs Lawlor

- 5.5 Minutes 7. (ii).refers: Mrs Lawlor confirmed that the benchmarking link for the website had been emailed to all the Governors.

- 5.6 Minutes 10.refers: The Headteacher and the Chair would meet to discuss the link governor vacancies.

Action: Chair/Headteacher

- 5.7 Minutes 16.refers: Mrs Lawlor confirmed that the safeguarding training would be organised for governors in the summer term.

6. HEADTEACHER'S REPORT:

Governors received the comprehensive Headteacher's report. The report also included a letter that the Headteacher would send to the parents on 23 March 2018 to update them on various matters including staff resignations and appointments, assessments, pupil and parent feedback and recent events inschool. Governors were pleased to note that the children and the staff had worked hard to maintain standards and that the feedback from parents and children from the survey carried out was positive.

Pupils Matters:

There were currently 452 pupils on roll. There were a number of children on the waiting list for all year groups. The school had not lost any admission appeals this year since the last report. The Headteacher presented a breakdown of school roll numbers including a comparison with the previous year.

Ethnicity:

The number of different languages spoken at home was 38. 19% of the school population had English as an additional language.

Vulnerable Groups:

The Headteacher reported that one child was on a Child Protection Plan, four children (two families) were classed as Children in Need, 46 children were on the Special Educational Needs (SEN) register and 24 had individual Care Plans. Currently Brentwood Catholic Children's Society (BCCS) was working with 6 families.

Gifted and Talented:

The register was currently being refreshed.

Free School Meals:

Approximately 7% of pupils were entitled to free School Meals.

Pupil's Behaviour:

The Headteacher reported that since the last report, 11 children had been 'on report' to the Deputy Headteacher. There had been 2 internal exclusions, but no fixed term exclusions.

Pupil Exclusions Data:

The Headteacher reported that there had been no permanent exclusions made this term and excluded pupil data was nil.

Pupil Safety:

The Headteacher confirmed that risk assessments were in place for all trips. A fire drill was carried out on 5th January 2018 and another was scheduled for this half term.

Pupil attendance-with comparative data:

The Headteacher presented a breakdown of the Spring 2018 attendance record and included a comparison with Spring 2017. It was noted that the recent snow days when the school was shut did not count in regard to attendance at school.

Staffing Matters:Resignations and Appointments

Governors noted that Miss S Abrahams and Miss H Poynter were currently undertaking the Schools Direct Teaching Programme. Miss E Maguire and Mrs E Wright would undertake this in 2018/2019. Three Newly Qualified Teachers (NQTs) were working in the school currently. Miss Brock would be leaving the school at Easter due to family reasons and Miss Ciaramella would leave at the end of summer term to return to Canada. Mrs Cronin would begin her maternity leave at the end of March 2018. The Headteacher informed governors that there would be a number of vacancies at the end of the summer term.

Staff Absences:

Teaching staff - 11 absences 46 days (including one long term of 28 days, ankle fracture)

Non Teaching Staff - 11 absences 56.5 days (including one long term of 38 days and continuing, broken leg).

Rev Fr O' Connor raised a question on staff vacancies. The Headteacher replied that he was unable to confirm if he would be fully staffed in September. He informed Governors however that he had interviewed a number of quality candidates and was hopeful that the school would be fully staffed by the start of the new school year.

The Headteacher's report included the names, designations and year groups of all current teaching and non teaching staff in the school.

St Bede's 2019, Meeting Increased Expectations:

The Strategic Plan's milestones were on target. Governors noted the four year action plan which included 5 main aims.

Impact Statement – February 2018

The Governors noted the four targets set for 2017/18, the Success Criteria and the Impact as at Autumn 2017.

Standards of Attainment:

Governors noted the table of attainment for Maths, Reading and Writing from Years 2 to 6. For 2016/2017 the overall attainment for KS2 for Maths was above average, Writing and Reading were well above average.

The Governors noted that the school had made good progress in 2017 in comparison to 2016. The Headteacher advised that the year had been challenging but the school had been able to meet the challenges successfully.

Personal Development and Well Being:

The Headteacher informed that one racial incident had been reported and no bullying incidents recorded. Noted that extra-curricular activities in choir, football and multi-skills had continued. Governors noted the effort and conduct grades across the school for the Autumn term 2017 and were pleased with the improvement.

Quality of Provision:

Audits in English, Maths, ICT, PE and RE were maintained together with detailed action plans.

Leadership and Management:

The school's leadership team judged leadership and management of the school to be good. The Headteacher said that he would discuss with his senior leadership team Fr O'Connor's suggestion that the judgement should be changed to outstanding which was his view based on St Bede's being the top Catholic school in the Borough and also third overall among all the Borough schools following on from its results.

Associate Adviser Reports/Activity:

Governors noted that the school would be inspected by the local authority advisor later this term. The school improvement partner, Graham Clements would lead the training for Governors in the summer term and this would involve visiting classrooms to observe lessons.

Performance Management

The Senior Leadership Team continued to manage the performance of their phases and the Headteacher managed the performance of the Senior Leadership Team. Lesson observations of all teaching staff had been undertaken since the last report with 66% of teaching judged as outstanding, 100% was good or better.

Work and planning scrutinies took place in February 2018. Progress Review meetings informed by flight plans and cockpit summaries took place in January 2018.

'Mentoring Mondays' had been suspended for the year 2017/2018 due to increased demands on senior staff.

Community:

Parent Voice meetings continued to be held and topics discussed were fed back to the school community.

Updates on Policy:

Both the Personal, Social and Health Education (PHSE) Policy and Sex and Relationships Policy (SRE) had been updated and copies provided to governors which would be discussed later in the meeting.

Targets 2017/2018:

The school attendance target was 98%. Governors noted the proposed Reading, Writing and Maths target outcomes for Year 2 and additionally in English and Maths combined for Year 6.

Governors thanked the Headteacher for presenting such a detailed and comprehensive Headteacher's report.

Diocesan S2S Groups:

It was noted that three of the schools in the deanery which St Bede's belonged to were moving ahead with the formation of a MAT: St Aidan's, St Peter and St Paul's and the Palmer Catholic Academy. The MAT was currently called "The Good Shepherd Trust".

The Redbridge and Barking S2S Group – which St Bede's was part of - had 7338 pupils of which Redbridge had 4494 pupils and Barking 2844 pupils.

7. TO REVIEW SCHOOL IMPROVEMENT PLAN PROGRESS:

Governors noted the information on this item in the Headteacher's report.

8. TO REVIEW SCHOOL IMPROVEMENT ADVISOR LINK VISIT REPORT:

The report of the Borough School Improvement Adviser's last visit to St Bede's had been circulated to governors previously. The school's Link Adviser visited St Bede's on 14th December 2017 and undertook the Autumn Term 2017 local authority monitoring visit. The school was commended for its KS2 results which indicated that the children achieved higher than national in all subjects ie. reading, writing and maths combined (85%) and her overall judgement was that the school was good. Governors noted the contents of the report, were pleased with the school's overall performance and expressed no concerns.

9. PUPIL PROGRESS REPORT TO GOVERNORS:

The Governors noted the pupil's progress report in the Headteacher's report.

10. ACADEMY STATUS:

The Chair did not have any updates on the Diocesan programme of schools moving to MAT status. The Headteacher advised that he would be meeting with other Headteachers in the S2S MAT group on 26 March 2018 to discuss this matter further.

11. GOVERNING BODY RESPONSIBILITY FOR MONITORING SAFEGUARDING OF SCHOOL:

The Chair confirmed that the school had an effective safeguarding procedure in place and it was the Governing Body's statutory responsibility to monitor and review it periodically; The Headteacher and the Chair of Governors review the Single Central Register every six months and will in future also review the Records of Concern in the same way.

12. OFSTED INSPECTION ARRANGEMENTS:

The Headteacher informed the governors of the new Ofsted inspection framework. He explained that Section 8 was a short inspection which lasted for one day – instead of the two day Section 5 inspection - and took place every 3 years. It determined whether school had continued to provide a good standard of education for the pupils and safeguarding was effective.

During the Section 8 inspection if the inspector was not satisfied that the school's performance was outstanding, then they would carry out a further section 5 inspection within the following two years..

13. **GENERAL DATA PROTECTION REGULATIONS (GDPR):**

Governors noted that the GDPR will come into effect on 25th May 2018. The GDPR will determine how personal data is processed and kept safe and the legal rights people have over their own data.

13.1 Mrs Lawlor circulated information on GDPR for Governors to familiarise themselves with. The school would be following the 12 steps published by the ICO. Many companies were offering their services to schools and others in the public sector to support them with implementation but were charging exorbitant sums of money. Mrs Lawlor was liaising with other schools on how they could work together to implement GDPR. She explained to Governors how the school would handle the data under the new regulation.

13.2 Governors were advised that secure email accounts were already set up between Redbridge email accounts and LGfl accounts and that enquiries were being made to extend the use of Egress which was currently used by the Borough & schools with Redbridge email accounts. Noted that secure email accounts for governors via LGFL would be set up for exchange of information under the new regulations.

Action: Mrs Lawlor

13.3 Mrs Lawlor informed the Governors that the school had identified a Data Protection Officer and together with the majority of schools in Redbridge would be buying this service from the Borough. The Chair asked governors to consider who might be the School's Governor Data Protection Champion. The Chair said this role would need to be added to the list of link governor roles and he would discuss it further with the Headteacher and Vice Chair before the next Governing Body meeting.

Action: Chair

13.4. Mrs Lawlor suggested that the Governors should monitor the robustness of the Data Protection processes by getting an external person from Redbridge Council to carry out an audit on a regular basis. The Governors agreed to the proposal.

14. **VISITING GOVERNORS:**

Governors confirmed that there were no visit reports for the autumn term. Governors were reminded again of the need for them to ensure that they completed visit reports for any occasion that they had visited school, even if not for an official link governor visit.

Action: All governors

15. LINK GOVERNORS:

Governors received the list of Link Governors and noted that the posts for English and RE were yet to be filled. It was agreed that the list of responsibilities would be reviewed outside of this meeting.

Action: Chair & Headteacher

16, COMMITTEES:

The Governors received the minutes of the Teaching, Learning and General Purposes Committee meeting held on 18th January 2018 and these were agreed.

The Finance and Personnel Meeting would be held on 22nd March 2018.

17. POLICIES

Governors had previously received copies of the Sex and Relationships Education (SRE) Policy and the Personal, Social, Health and Economic Education (PSHE) Policy. Mrs Roberts (Deputy Headeacher (Acting) who is also the leadteacher for RE & PSHE explained that the current PSHE policy did not address all those issues it should including mental health. The school had recently purchased a new PSHE scheme of work called JIGSAW which would be introduced into the curriculum in the new academic year. The SRE Programme would be delivered as part of the 'Journey in Love' programme. This would commence in Year 6 this term and be rolled out to the rest of the school including Nursery from September. Copies of the programme slides for each year group will be made available to parents on the school website. Parents will have the right to withdraw their children from the SRE programme but Mrs Roberts would hope to be able to persuade them not to do that. Governors will be invited to join any workshop sessions that are held.

Mrs Roberts asked for Governors to approve these two policies prior to them being rolled out through the school. Governors agreed.

18. GOVERNOR TRAINING:

The Chair noted that the Governors did not report that they had attended any training courses recently. He encouraged Governors to complete the Prevent Training online; Mrs Lawlor to recirculate the link for this.

19. CHAIR'S ACTION:

The Chair informed governors that due to work and other commitments he had not been able to complete his usual Chair's Action update report.

The Governing Body approved and the Chair signed the list of cheques over £5k totalling £144,168.67 which he had approved for payment since the last Governing Body meeting.

Action: Chair

20. SCHOOL WEBSITE AND "GET INFORMATION ABOUT SCHOOLS:

The Chair advised that the governor pen portraits needed to be completed before the next full governing body meeting if not already done so. They would then be published on the school website.

Action: All Governors

Noted that Governor details published on the school website and the Gov.uk website "Get Information About Schools" were up to date.

21. SCHOOL MEALS CONTRACT – RETENDERING:

Governing Body were advised that the School Meal Contract with Havering Catering Services ended on 31st December 2016 and since then had continued on a rolling basis. A paper was tabled to governors which outlined the discussions that had taken place over the last year or so about the manner of how a new contract should be awarded.

In recent months the school had been in discussions with Procurement Officers from the joint London Boroughs of Waltham Forest and Redbridge Procurement Team. Although St Bede's governors were very keen to re-appoint Havering Catering Services their advice was that in order to redress the ongoing situation the quickest and easiest solution was to utilise the London Borough of Redbridge's ISS contract which already provided school meals to Redbridge Schools following an extensive tendering exercise.

The Procurement Officers had suggested it would be good for governors to revisit a couple of ISS reference sites to see if they felt things had changed since the last time they had undertaken this exercise. Meals had been sampled at two separate schools. It was noted that the current kitchen staff would TUPE transfer to any new contractor.

Two representatives of the joint London Borough of Redbridge and Waltham Forest Procurement Team Esther Beaumont and Rasheed Quadri attended the meeting to answer any questions about the

process for securing a new contract for the provision of school meals at St Bede's. The Chair had agreed that this item should be taken first on the agenda so that the two officers concerned could be released to leave the meeting.

While it had already been agreed that the Finance & Personnel Committee would determine arrangements for the retendering of the school meals moving forward but because of the importance of this decision it was felt that before progressing this further Governing Body should have an opportunity to consider their decision in the light of the comments from the professional procurement officers

Esther Beaumont expressed the view that the school should join the ISS contract to save the cost and time involved in retendering. There were also likely to be additional costs – currently an ISS meal was cheaper than that of Havering Catering Services. Retendering could not guarantee that the successful tenderers per head cost would not be more than both of these currently. The Government subsidy was currently £2.30 per head which did not cover subsidiary costs such as kitchen repairs, maintenance and energy. Mrs Beaumont suggested that ISS should be invited to a meeting with the Governors to make a presentation about their service in relation to the London Borough of Redbridge contract and to answer any questions they might have.

In response to a question from the Chair about the notice required to terminate the contract Mrs Lawlor confirmed that it was a term. A Governor questioned the time frame required for running a retendering exercise; Mrs Beaumont advised that it would take at least 6 months and 15 to 20 days support from her team from start to finish and the cost would be approximately £300 per day – potentially an additional cost of £6000 - which would have to be met by the school.

Governors expressed their preference for Havering Catering Services meals because the standard of the meals was so good and the children enjoyed them. Mrs Beaumont advised governors that if the School Meals contract went out to tender there was no guarantee that Havering Catering Services would win the contract. In addition they had already indicated that they would need to increase their price per head. Mrs Lawlor further advised that the school already paid all the utility costs – which would be the norm whoever won the contract - which were not covered from within the government grant funding and the increase in the per head price would therefore increase the overall cost to the school even further, which could not be sustained.

The Governing Body agreed to defer any decision on this matter to the next meeting of the Finance and Personnel Committee which was due to be held on 22nd March 2018. It was agreed that ISS would be invited to make a presentation to that meeting and at least one of the Procurement Officers would also be in attendance. The Chair invited

any governors who were not members of the Finance and Personnel Committee to also attend the meeting for this item.

Action: All Governors/Mrs Lawlor

22. DATE AND TIME OF NEXT MEETING:

Governors noted that the date and time of the next Governing Body meeting was 7th June 2018 at 6:30 pm.

23. ANY OTHER BUSINESS:

Governors were advised that the next Finance and Personnel Committee meeting would be held on 22nd March 2018 at 6pm (rather than 6.30pm). Governors noted that Rev Fr O'Connor would need to leave the meeting by 7:15 pm due to other commitments. It was agreed that the normal business of the Committee would be dealt with first and then all other parties would be invited in for the School Meals Contract discussion which would be the last item on the agenda.

Noted the Financial Monitoring Report for the third quarter of 2017/18 which had been previously circulated to governors.

24. DATES OF MEETINGS:

Finance and Personnel meeting on 22nd March 2018.
Teaching, Learning and General Purposes Committee on 3rd May 2018
Full Governing Body meeting on 7th June 2018.

The meeting closed at 7:50 PM.

Chair.....

Date.....