

LONDON BOROUGH OF HAVERING

ST BEDE'S CATHOLIC PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting held
Via Microsoft Teams on 2nd December 2021**

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| <u>PRESENT:</u> | M Butcher (Chair) A Dayson N Johnson G Mathew G Nott | Headteacher |
| <u>In Attendance:</u> | K Roberts T Lawlor R Spriddle S Sidhu | Deputy Headteacher HR and Finance Manager Former Acting Deputy Headteacher of St Bede's Clerk |

1. WELCOME AND APOLOGIES FOR ABSENCE

The meeting opened with a prayer led by the Chair of Governors.

- 1.1. The Chair welcomed everyone to the meeting. Apologies for absence had been received from Fr S Connolly, J Delaney and A Eguakhide. M Castillo was not present at the meeting. Consent was given for the absences. Governors noted that E Agbedo was still on maternity leave.
- 1.2. There were no requests for any other business.

2. DECLARATION OF INTERESTS

- 2.1. There were no declarations of interest.
- 2.2. Governors noted that the annual declaration of pecuniary interest's form was available on GovernorHub for governors to complete.

3. SUBJECT REVIEW HISTORY AND GEOGRAPHY

The Headteacher introduced Robert Spriddle, former Acting Deputy Headteacher of St. Bede's Catholic Primary School.

R Spriddle was welcomed by the governors, and he explained that the Headteacher had allowed him to work with St Bede's as part of his National Professional Qualification (NPQ): Headship. R Spriddle

informed governors that as part of the NPQH he was involved in one task at his current school and the other task at a partner school which was St. Bede's. He currently worked at a school in Newham which was a multi-cultural school, and the levels of deprivation were higher than St. Bede's.

The project would be focused on Geography and History. These two subjects were chosen due to the disruption in teaching during COVID-19. R Spriddle had met previously with the Headteacher, teachers and A Dayson, staff governor.

An action plan with objectives had been formulated and R Spriddle discussed these with the governors. The first action included the fact that Ofsted documented the importance and greater onus on teaching of Geography and History. The second objective detailed resources and lessons. Teachers needed to have the time to audit lessons. Lessons were being looked at to plan and teach. It was also important to improve and progress the skills map. The schemes of work, the skills being taught to improve and to see clear progression. A map was recommended to focus on one clear document. The wording of the map was also important for parents and children.

If Ofsted were to come in for an inspection it was important for them to see the map demonstrating the skills being taught. The third objective detailed the creation of a blank timetable document which feeds into objective 4. Objective 4 included Geography and History displays.

The Headteacher thanked R Spriddle for informing governors of his project at St Bede's.

R Spriddle left the meeting 7pm

4. MEMBERSHIP OF THE GOVERNING BODY

- 4.1. The current constitution list of the Governing Body was received.
- 4.2. It was agreed to defer any proposed changes to the Governing Body Constitution to the next full governing body meeting.

ACTION: HGS

- 4.3. Governors noted the requirement to update their contact details on GovernorHub if there are any changes.
- 4.4. The term of office of Mark Butcher was noted.
- 4.5. Governors noted the vacancies for one Foundation Governor and one Local Authority governor. A St. Cedd's Parish parent had expressed their interest in the Foundation Governor vacancy and would be meeting with Fr Sean Connolly.

N Johnson and J Delaney would be meeting with a potential Local Authority candidate. T Lawlor undertook to arrange this meeting.

ACTION: T Lawlor

5. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

- 5.1. The minutes of previous meeting held on 23rd September 2021 were agreed and signed as a true record.
- 5.2. The following were matters arising from the minutes (not included elsewhere on the agenda):
- 5.2.1. Pecuniary interests form (minute 2.2., refers): T Lawlor confirmed that HGS had sent an email about pecuniary interest forms to all governors for them to complete on Governor Hub.
- 5.2.2. M Butcher term of office (minute 3.3, refers): T Lawlor confirmed that she had sent all the paperwork required to renew the Chair's term of office to the Diocese, which had been agreed.
- 5.2.3. Governor recruitment panel (minute 5.1, refers): Governors had been contacted to check if they would like to be included in the recruitment panel.
- 5.2.4. Governing Competency Framework (minute 4.2.5, refers): T Lawlor would be circulating the minutes of the meeting held on 20th May 2021 discussing Governor Competency Framework. This item would be deferred for discussion to the next full governing body meeting.

ACTION: HGS

- 5.2.5. Staff Survey (minute 4.2.6, refers): The staff survey had not yet been compiled. This would be deferred to the next full governing body meeting.

**ACTION: Chair / Headteacher /
M Castillo**

- 5.2.6. Parking Enforcement (minute 4.2.7, refers): The Headteacher contacted the LA for an update on the parking programme however received no update from

them. The Headteacher undertook to update governors as soon as he had heard back from the LA.

ACTION: Headteacher

- 5.2.7. Safeguarding Update (minute 4.2.9, refers): The Headteacher had not yet completed the Safer Recruitment training.

ACTION: Headteacher

- 5.2.8. Parent donations (minute 11.2.2, refers): The Headteacher & Deputy undertook to discuss ways that parent donations could recommence while meeting all the necessary financial rules.

ACTION: K Roberts / Headteacher

- 5.2.9. Letter to governors from pupil (minute 15.1, refers): The Chair had responded to the pupil's letter regarding recycling in school. The Chair was yet to arrange a face-to-face meeting with the child.

Action: Chair

- 5.2.10. Fr. O'Connor's gift (minute 15.4, refers): The Chair confirmed that a gift from all the governors had been organised and presented to Fr. O'Connor.

6. CHAIR'S REPORT

- 6.1. The Chair reported that no urgent action had been taken since the last meeting other than in relation to approval of school expenditure over £5k.
- 6.2. The Chair reported that a safeguarding issue was raised in school which needed to be investigated by him. He advised that no further actions regarding this matter were needed.

7. SCHOOL UNIFORM

This item would be deferred to the next full governing body meeting as A Eguakhide was not present at today's meeting.

ACTION: HGS / A Eguakhide

It was also agreed that this item be discussed at the next Teaching and Learning committee meeting.

ACTION: Chair of the Teaching and Learning committee

8. CODE OF CONDUCT

Governors reviewed the Governor's Code of Conduct for 2021-22. All governors agreed to the Code of Conduct. The Chair would sign the Code of Conduct the next time he was in school.

ACTION: Chair

9. HEADTEACHER'S REPORT

9.1. The Headteacher's report was received and the following were points were highlighted:

A letter to parents from the Headteacher was due to be sent on Monday 13th December. The letter would include developing the provision, challenges of COVID-19 for school life and school challenges moving forward in the pandemic.

Pupil matters – there were a total of 446 children in the school. The number of different languages spoken at home was 38 in total.

Child Protection Children – 0
Children in Need – 0
SEN Register children – 51
7 needed additional funding

The number of Free School Meals children in Autumn 2020 was 38 and in Autumn 2021 the number had risen to 51. In 2012 there were only 12 children on free school meals.

The Chair asked the Headteacher if he thought this increase was due to furlough or redundancies during the pandemic. The Headteacher agreed with the Chair and stated that this increase was reported nationally.

Whole school attendance was 97.68%.

Governors received the current staff list.

St Bede's 2024 objectives were discussed.

The end of summer term 2021 assessments were very healthy considering COVID-19 disruptions to school. Governors noted that in Year 6 10% were falling below expectations in Maths. In Year 6, the Headteacher said that the children were not put in sets.

- 9.2. Governors were advised that the London Borough Elections would be taking place on 5 May 2022. However, it was noted that no action was needed as school was not used as a polling station and would not therefore close on this day.

Governors agreed the non-pupil (Inset) days for 2021-22, as follows:

1st September 2021
 2nd September 2021
 21st October 2021
 10th February 2022
 26th May 2022

- 9.3. Governors to note that an extra bank holiday was announced for 3 June 2022 for the Queen's Platinum Jubilee. The DfE have now amended the Education (School Day and School Year) (England) Regulations to reduce the school year 2021/22 for maintained schools to a minimum of 189 days and has also amended the STPCD 2021-22 to reduce the number of days that teachers must be available to work from 190 to 189 teaching days (+5 INSET days) and amended the 1265 hours of 'directed time' to 1258.5 hours for that year. As this additional bank holiday falls during half term week, the LA has determined that Governing Bodies can agree when the additional days holiday will be taken.

To note the school have proposed that this extra day should be taken on Friday 22nd July 2022. Governors agreed to this proposal.

10. HEADTEACHER'S PERFORMANCE MANAGEMENT

- 10.1. It was agreed that the Chair and Vice Chair would form the panel for the Headteacher's performance management. A date was yet to be finalised.

ACTION: Headteacher

- 10.2. It was noted that Performance Management training for governors was being provided by the London Borough of Redbridge.

11. EARLY YEARS FOUNDATION STAGE

Governors were advised of the changes to the EYFS Framework from September 2021.

12. FINANCIAL UPDATE

- 12.1. Governors received an update on spend against the 2021-22 budget as at 30th September 2021 (end of quarter 2). The budget had been discussed at length in the previous full governing body meeting. The budget was tight due to additional adult 1:1 support required for children with high levels of need. There were 4 children with high needs that needed additional adult support in the previous academic year. Of the 4, two of the children had left school the previous week. Another 8 now met the criteria for additional support the school had funding for only 4 children presently because of the way in which the Education Health Care Plan(EHCP) and High Needs funding worked. Of these additional children three were given emergency funding. The LA called this 'interim funding.' This had also been discussed at length at the previous Finance, Personnel and Premises committee meeting. The minutes of the meeting were available on GovernorHub.

The Headteacher would write to parents to inform them that tutoring in Years 3, 4 and 5 would stop at Christmas due to budget pressures.

ACTION: Headteacher

- 12.2. Because T Lawlor only received the audited School Private Fund the previous day the reports would be submitted to the next Finance, Personnel and Premises committee and full governing body meetings.

13. SAFEGUARDING UPDATE

- 13.1. Governors confirmed that they had read and understood the updated Keeping Children Safe in Education (KCSIE) statutory guidance (September 2021).
- 13.2. Governors received the Annual Safeguarding Report.
- 13.3. It was confirmed that M Butcher, Chair of Governors would remain the safeguarding link governor.
- 13.4. T Lawlor confirmed that all governors except Fr Shaun had undertaken safeguarding training in the last two years. T Lawlor undertook to send Fr Shaun the details to complete the training.

ACTION: T Lawlor

14. COMMITTEES AND GOVERNOR LINK REPORTS

14.1. Governors received and approved the terms of reference for the following committees:

14.1.1. Finance, Personnel and Premises

14.1.2. Teaching and Learning

14.2. Governors reviewed and agreed committee membership.

14.3. The election of committee chairs would be deferred to the next full governing body meeting.

ACTION: HGS

14.4. Governors link vacancies were agreed as follows:

G Mathew – Maths and Data Protection

N Johnson would replace E Agbedo for her links whilst she was on maternity leave. T Lawlor would notify E Agbedo of this.

ACTION: T Lawlor

All governors were encouraged to set up a meeting with their link subject leader either in school or via video conference.

ACTION: All governors

14.5. There were 3 governor link reports on GovernorHub which had been noted and approved.

15. POLICIES

15.1. Governors received and approved the following policies:

15.1.1. Health and Safety Policy

15.1.2. Managed Fire Plan

15.1.3. Asbestos Management Plan and Policy

15.1.4. Prevent Policy

15.1.5. Leave of Absence Policy

15.2. Policies approved by committees since the previous meeting:

15.2.1. Finance Policy

15.2.2. Charging and Remissions Policy

15.2.3. Staff Gifts and Hospitality Register

15.2.4. Pay Policy

15.2.5. Early Career Teachers (ECT) Induction Policy

15.3. Governors noted that the following policies were due for renewal in the spring term 2022:

15.3.1. Visiting Governors Policy

15.3.2. Data Protection

15.3.3. Online Safety Policy

15.3.4. Exclusions

16. HEALTH AND SAFETY

The Health and Safety report was received. Governors had approved this at the Finance, Personnel and Premises meeting.

17. GOVERNOR TRAINING

17.1. The report of training courses attended was received.

18. ACADEMISATION

The Chair had received a letter from Fr Stephen Myers and a document was circulated in September. The Chair suggested that the governing body not vote today on restarting the academisation process due to not all governors being present.

The Headteacher agreed and it was suggested that a full governing body meeting on 10th February 2022 would consider whether to restart the consultation process.

ACTION: Chair / Headteacher

In the meantime, the Headteacher would assist K Roberts to arrange a timetable to visit a number of schools that were part of the Good Shepherd Trust.

ACTION: K Roberts / Headteacher

The Chair undertook to email all governors to advise that the meeting on 10th February 2022 was a full governing body meeting to discuss academisation.

ACTION: Chair

19. ANY OTHER URGENT BUSINESS

Governors approved the 10% governor contribution to Devolved Formula Capital (DFC) spend of £1,206.08 in 2021/22 for teacher laptops (£231.08) and environmental clean of boiler room and tank room (£666) and, in 2020/21 for painting & redecoration works (£309).

20. DATES OF MEETINGS

The following dates and times were agreed for future meetings:

Thursday 10th February 2022 – Full Governing Body meeting

T Lawlor would circulate all future dates to governors as soon as possible.

ACTION: T Lawlor

The meeting closed at *9:15pm*.

Chair.....

Date.....