

LONDON BOROUGH OF REDBRIDGE

ST BEDE'S CATHOLIC PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting held
Via Zoom on 23rd September 2021**

PRESENT:

M Butcher (Chair)
M Castillo
A Dayson
J Delaney
E Eguakhide
N Johnson
G Mathew
G Nott
Headteacher

In Attendance:

T Lawlor
K Roberts
S Sidhu
HR and Finance Manager
Deputy Headteacher
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. Martin O'Connor and consent was given for his absence. Governors were informed that Fr M O'Connor would be resigning on 30th September 2021 and a new priest Fr Shaun would start parish on 1st October. Fr Shaun would be invited to the next meeting.

ACTION: Headteacher / Chair

It was confirmed that E Agbedo had begun her maternity leave. Consent was given for her absence.

- 1.2. There were no requests for any other business.

2. DECLARATION OF INTERESTS

- 2.1. There were no declarations of interest.

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- 2.2. T Lawlor requested that the annual declaration of pecuniary interest's form be available on GovernorHub for governors to complete.

ACTION: HGS

3. MEMBERSHIP OF THE GOVERNING BODY

- 3.1. The current constitution list of the Governing Body was received.
- 3.2. Governors noted the requirement to update their contact details on GovernorHub if there are any changes.
- 3.3. The end of term of office of M Butcher, Foundation Governor was noted as 6th November 2011. T Lawlor undertook to contact the Diocese to renew the Chair's term of office.

ACTION: T Lawlor

- 3.4. The Chair informed governors that a candidate for the position of Local Authority Governor had been put forward to the school by the LA (Local Authority). The Chair would be meeting with the candidate and encouraged governors to also attend.

ACTION: Chair

A Dayson and J Delaney volunteered to meet with the candidate. The Chair requested that A Dayson and J Delaney find out which skills were needed from the results of the previous Skills Audit.

ACTION: A Dayson and J Delaney

The Headteacher left the meeting at 18:49

- 3.5. Governor noted the vacancies for Foundation Governor and Local Authority Governor and the details of process to be had been discussed under agenda items 3.3. And 3.4.

Due to the Headteacher leaving the meeting temporarily the Chair requested that the agenda move to item 5 and 6.

5. CHAIR'S REPORT

- 5.1. The Chair reported that no urgent action had been taken since the last meeting and that he had not visited the school this term.

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- 5.2. The Chair reported that interviews had been held for Senior Leadership posts and teaching posts. He had carried out interviews along with A Eguakhide. The Chair encouraged any governors to contact him if they would like to be included in a recruitment panel committee for the recruiting of school staff.

ACTION: All Governors

T Lawlor confirmed that only one governor needed to complete the Safer Recruitment Training but all governors were encouraged to take the training.

The Chair requested that 'Academisation' be included as an agenda item on all Full Governing Body agenda's going forward.

ACTION: HGS

6. SCHOOL UNIFORM

The Vice Chair said that this item was on the agenda for the governing body to discuss ways to make the school uniform more affordable. K Roberts pointed out that parents' concerns were the polo shirts that had the school logo embroidered on them. The logo polo shirts were more expensive than the plain polo shirts which were cheaper and readily available to purchase from supermarkets etc. She added that this issue had been highlighted in the media recently.

The Vice Chair suggested that the school uniform issue be factored into the parent survey. Both K Roberts and the Vice Chair acknowledged that the polo shirts needed the school logo. The Chair suggested that this item be deferred to the next full governing body meeting.

ACTION: HGS

The Headteacher returned to the meeting and the meeting reverted to item 4.

4. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

- 4.1. The minutes of previous meeting held on 22nd April 2021 were agreed and signed as a true record.
- 4.2. The following were matters arising from the minutes (not included elsewhere on the agenda):
- 4.2.1. LA Governor (minute 3.3, refers): The LA Governor vacancy had been discussed under item 3.4.

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4.2.2. Declaration of Interests (minute 4.2.1, refers): An email had been sent by HGS to J Delaney on how to complete declarations of interest via GovernorHub.

4.2.3. Skills Audit (minute 4.2.4, refers): The Chair confirmed that a separate meeting was held on 20th May 2021 to discuss the Skills Audit. A Dayson would be collating the data and present the information to governors to identify skills gaps.

ACTION: A Dayson

4.2.4. Governing Body Self-evaluation (minute 4.2.5, refers): The self-evaluation had been discussed at the meeting held on 20th May 2021.

4.2.5. Governing Competency Framework (minute 4.2.6, refers): It was confirmed that the Competency Framework was also discussed at the meeting held on 20th May 2021. T Lawlor took the minutes of the meeting and would circulate to governors as soon as possible.

ACTION: T Lawlor

4.2.6. Staff Survey (minute 4.2.7, refers): The Headteacher confirmed that the staff survey had not yet been completed. The Chair and Headteacher set a target for this to be completed by Christmas end of term. M Castillo would also be involved in compiling the survey.

ACTION: Headteacher / Chair / M Castillo

4.2.7. Parking Enforcement (minute 4.2.9, refers): The Headteacher contacted the LA for an update on the parking programme and would update governors in due course.

ACTION: Headteacher

4.2.8. School Child Protection & Safeguarding Policy (minute 4.2.12, refers): J Delaney confirmed that he had read the policy and declared this via GovernorHub.

4.2.9. Safeguarding Update (minute 4.2.13, refers): The Headteacher had not yet completed the Safer Recruitment training.

ACTION: Headteacher

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4.2.10. Relationships & Sex Education (minute 4.2.14, refers):
The Headteacher confirmed that the updated Relationships and Sex Education Policy had been sent to governors.

4.2.11. Governor Link Reports (minute 4.2.15, refers): The new link governors had been updated by HGS in GovernorHub.

7. HEADTEACHER'S REPORT

7.1. The Headteacher stated that as this meeting was reconvened from the summer term there was no written report for governors. There was also no data from the summer term. However, data would be available for the next autumn term full governing body meeting.

In terms of staffing the school were full staffed. 4 early career teachers had trained at the school and would be starting their teaching career this term. One Learning Support Assistant (LSA) resignation was received in the summer term.

There were two long term absences that had not yet reached the 6 months stage were both cleaning positions in school. The Headteacher undertook to look at the cost implication of this next week to form a longer-term plan.

ACTION: Headteacher

A letter to parents sent by the Headteacher detailed the COVID-19 changes. Schools were expected to go back to normal and the guidance to not wear masks in school applied to secondary schools.

The latest risk assessment had been completed and governors noted that it was the 12th risk assessment since March 2020. The latest risk assessment would be published on the school website tomorrow. The Headteacher reported that 5 children had tested positive for COVID-19 since September and were at home, plus one member of staff. The changes also included where a child had a positive test result the child's sibling(s) would not need to isolate. With NHS Test and Trace, if a person had been identified to have had close contact with a positive case, the school no longer needed to be involved in this.

A governor asked if the positive cases in school included the same classes and had any implications. The Headteacher responded that they did not include the same classes and there were no implications. The classrooms

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were all thoroughly cleaned, and the new caretaker had picked up cleaning in the cleaner's absence.

Commented [NM1]: Please can you share Peters surname

Commented [t2R1]:

£14K of Catch-Up funding was received in the summer term. £4K was spent on the National Tutoring Programme. £16K of the provision was set for individual tuition. The remaining £10K would be used for the schools own tutoring.

A governor asked if the tutoring would be used for any specific areas. The Headteacher responded that the funding would be targeted to those children in lower ability sets Year 2 – Year 6 for them to reach their potential in July 2022.

The Headteacher said that a letter was sent to parents regarding the school curriculum.

Ofsted would be looking at content and subject rather than teaching and learning. It was now called Quality of Education. Previously Ofsted would look at Reading, Writing and Maths however to gain an Outstanding grade at present, schools would need to be 'good' across all curriculum subjects. The emphasis would be on early reading, Maths, History or Geography and then the school would pick a 'weaker' subject. The Headteacher proposed modern foreign languages or P.E.

The Chair asked if Black History was covered within the curriculum. The Headteacher confirmed that it was reflected through all subjects.

- 7.2. Governors were advised of the predicted end of key stage outcomes (teacher assessed). The Headteacher confirmed that the results were teacher assessed but test led.

In Reading for Year 6 the percentage of children meeting national expectations was 86%. In Reading for Year 2 it was 91%. In writing for Year 6 it was 89%. In Writing for Year 2 it was 79%. In Maths for Year 2 it was 96%. In Maths for Year 6 it was 89%.

The Headteacher stated that Year 6 were in line with data from the last 5 years. The Year 2 results were much higher. He added that Ofsted would not be looking at the data for Year 6 and Year 2. They would be looking at summer 2019, the last time SATS had taken place. The government had announced that SATS for Year 2 and Year 6 would be taking place next summer.

- 7.3. Governors received a progress report on targets within the School Development Plan. He added that due to COVID-19 less time was spent on strategic areas however the Senior Leadership Team (SLT) would be working on the action plan set

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last year. The timelines from the action plan were now revised but no objectives were changed.

- 7.4. Governors approved the residential trip to the Isle of Wight subject to the appropriate Health & Safety/risk assessment measures being in place.
- 7.5. Governors were advised that the London Borough Elections would be taking place on 5 May 2022 however the school was not used as a polling station.

Governors agreed the non-pupil (Inset) days for 2021-22, as follows: 1st & 2nd September; 22nd October 2021; 11th February & 27th May 2022.

8. HEADTEACHER'S PERFORMANCE MANAGEMENT

- 8.1. It was agreed that the Chair and Vice Chair would form the panel for the Headteacher's performance management. The Chair confirmed that a date needed to be set and the performance management needed to be held before the end of the autumn term.

ACTION: Chair

The external advisor was not yet known. Governors were encouraged to contact T Lawlor if they were interested in joining the panel.

ACTION: All Governors / T Lawlor

- 8.2. It was noted that Performance Management training for governors had been scheduled for 29th September 2021 at 6:30pm. Governors to contact Havering Governor Services to book a date.

9. EARLY CAREERS FRAMEWORK

An update was received on the school's arrangements to comply with changes to the current NQT (Newly Qualified Teacher) induction requirements.

K Roberts confirmed that all Early Years staff had been observed. Mentors would be giving their targets by tomorrow and the next steps. She added that her role was to ensure that they had received their training over the 2 years.

10. FINANCIAL UPDATE

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- 10.1. Governors received the quarterly financial monitoring report as of 30th June 2021.

T Lawlor referred to the quarterly financial monitoring report which was available on GovernorHub. The projected surplus shown as £122K was now reduced to £95K. There would be an update in the November full governing body meeting on the monitoring report. She added that the current financial situation was difficult for several reasons.

The Headteacher confirmed that an in-house deficit of £100K could be covered by the surplus from last year. However, when the school moved into 2022-23 the surplus would need to be used to carry forward and it would end up diminishing the following years. He added that resources would be gone in 2 years.

He said that the school had three options: 1. Move forward with fewer managers and cutting costs by restructuring, 2. Use less classroom support i.e., LSA's, 3. Use fewer admin staff.

The Headteacher had looked into the fewer managers' option when comparing the school to other schools. He informed governors that the school were in the top 10% spending on managers. Cuts needed to be made here rather than in classroom or admin support. He said that he would be looking to do this early next year 2022 in preparation for September 2022. More would be discussed at the Finance committee meeting next month.

- 10.2. Governors received an update on spend regarding to the following:

10.2.1. COVID-19 Catch Up funding (covered in the Headteacher report)

10.2.2. Pupil Premium – a letter had been sent regarding Pupil Premium and the new strategic requirements would be completed by October half-term in preparation for the 31st of December deadline. It would then need to be published on the school website by 31st December.

10.2.3. Sports Premium – had been earmarked to only spend on Sport and P.E. £19k was available to spend from the Sports Premium.

11. COMMITTEES AND GOVERNOR LINK REPORTS

- 11.1. Governors received the following minutes from committees:

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Teaching and Learning Committee 13th May 2021

- 11.2. There were no reports from governors in any specific areas.
- 11.2.1. N Johnson said that she had had a meeting with Miss Green who had suggested that the school look at applying for a grant to purchase new books, The Headteacher agreed that new book areas were needed and confirmed that the grant process had already begun.
- 11.2.2. M Castillo said that there were some concerns following her meeting with Elaine regarding the tree roots. The Headteacher confirmed that tree work had been carried out where reception was based however the school were not allowed to remove the trees and had to treat the roots as best they could.

A Dayson left the meeting 20.40

M Castillo raised a second concern regarding parent donations to spend on activities. T Lawlor confirmed that money had been collected in the past and because there was no audit trail the school were no longer able to keep the money in cupboards as auditors would not be pleased with this process. K Roberts and the Headteacher undertook to speak to Gill Melder in the Admin office on how the school could monitor this if parental collections resumed.

ACTION: K Roberts / Headteacher

12. POLICIES

- 12.1. Governors received and approved the following policies:
- 12.1.1. Relationships and Sex Education Policy
 - 12.1.2. Child Protection Policy & Procedures
 - 12.1.3. Admissions Arrangements
 - 12.1.4. Admissions Criteria
- 12.2. Governors noted that the following policies were due for renewal in the autumn term 2021:
- 12.2.1. School Behaviour
 - 12.2.2. Data Protection Policy
 - 12.2.3. Accessibility Action Plan
 - 12.2.4. Complaints Procedure Statement
 - 12.2.5. Equality Information & Objectives
 - 12.2.6. Child Protection Policy & Procedures

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- 12.2.7. Asbestos Management Plan Policy
- 12.2.8. Managed Fire Safety Plan
- 12.2.9. Teachers' Pay Policy
- 12.2.10. Finance Policy
- 12.2.11. Charging and Remission Policy
- 12.2.12. Visiting Governors Policy
- 12.2.13. Health and Safety Policy
- 12.2.14. Online Safety
- 12.2.15. PSHE Policy
- 12.2.16. Exclusions

13. HEALTH AND SAFETY

T Lawlor reported that a number of works were undertaken in the summer. A list of full works was available on GovernorHub.

14. GOVERNOR TRAINING

- 14.1. There was no Development and Liaison report.
- 14.2. The report of training courses attended was received.

15. ANY OTHER URGENT BUSINESS

- 15.1. The Chair shared a letter he received from a child requesting the installation of recycle bins in school. The child said that she would like to start a donation for this and help to save the world. K Roberts confirmed that there were no recycle bins in school due to neighbours in the past complaining that the recycle trucks were collecting at 5am. She added that the caretaker had been in touch with the LA to set these up again but investigate other options regarding collection times.

The Chair undertook to reply to the child and set up a meeting with her. The child was in Year 5.

ACTION: Chair

- 15.2. The Chair informed governors that he had attended mass on Education Sunday and the Bishop had spoken about the focus and motivation to join a CMAT at some point in the future. The Bishop had mentioned the hostile approaches and that cooperation was needed of all involved to ensure schools work together to join CMATS for shaping Catholic Education going forward.

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The Headteacher added that Fr. Andrew had said that it was expected that catholic schools join catholic trusts.

15.3. J Delaney drew attention to only 5 pupils using the bike shed when 20 applicants had requested it. The Headteacher agreed that people had applied for a place and were not using it. He confirmed that no Year 6 child would be turned away if there were no spaces. He offered the use of his office to store any bikes during the school day if all spaces were taken up.

15.4. The Chair undertook to arrange a card to be signed by governors and arrange a gift for Fr. O'Connor's retirement.

ACTION: Chair

16. CONFIDENTIAL ITEMS

There were no confidential items discussed.

17. DATES OF MEETINGS

The following dates and times were noted for future meetings:

Full Governing Body Meeting 25th November 2021 at 18:30.

Teaching & Learning Committee 10th December 2021 at 18:30

The meeting closed at 21:20.

Chair.....

Date.....

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