

LONDON BOROUGH OF REDBRIDGE

ST. BEDE'S CATHOLIC PRIMARY SCHOOL

**Minutes of the Full Governing Body meeting held
Via Zoom on Thursday 10th February 2022**

PRESENT:

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

In Attendance:

M Corcoran	The Good Shepherd Trust
T Lawlor	School Business Manager
K Roberts	Deputy Headteacher
S Sidhu	Clerk

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1. The Chair welcomed everyone to the meeting.

Fr S Connolly was welcomed to his first meeting. There were no apologies for absence received. Governors noted that E Agbedo was still on maternity leave and not in attendance.

1.2. There were no requests for any other business.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. THE GOOD SHEPHERD TRUST (TGST) – UPDATE FROM MICHAEL CORCORAN

The Chair apologised that this item was not on the agenda sent out to governors. However, governors were aware that Mr. Corcoran would be joining the meeting to provide an update on TGST.

M Corcoran was welcomed to the meeting by governors. He said the purpose of today was to provide governors with key updates from TGST. Due to COVID-19 a lot of things were still on pause however TGST continued to work with a group of schools regarding risk as well as working with the Local Authorities (LA) and Public Health.

TGST was working very closely with Barking and Dagenham council and also the Redbridge borough. As a trust, TGST were provided with risk assessments. The trust also took responsibility for devices and were a few months ahead of the LA's. However, he added that the trust maintained positive relations with LA's during COVID-19.

M Corcoran referred to a PowerPoint presentation he had created in order to provide updates to governors.

The trust worked on school improvement by carrying out frequent network meetings for best / shared practise. Governors noted that Headteachers dictated timescales. There were two schools' who were part of the trust inspected by Ofsted during COVID-19. One was a monitoring visit and the other one would receive the published report soon.

There were no school contributions for capital improvements. Policies were bought to leadership and Headteachers and renewed on an annual or cyclical basis. Model policies were available for schools to adapt if they wished. Regarding procurement, M Corcoran stated that it was up to the schools to decide if they wished to join. The more schools that joined meant that it would be more cost effective.

M Corcoran invited any questions from governors regarding the conversion timeline for September 2022 for St Bede's. He highlighted a timeline which would need to be worked through very quickly if a September 2022 conversion date was agreed. A consultation would need to be held soon.

It was confirmed that the trust would carry out due diligence. The trust would need to ensure that the school budget was strong. The trust was wary of schools with potential deficits. In response to a governor's question, M Corcoran confirmed that the trust did not have an example of a school with greater risk – this had not happened.

The St. Bede's financial position to the end of the current financial year end would be shared with Julie Pearman who would be looking at the due diligence for the Trust.

The Chair highlighted that the due diligence was key. He also stated that a lot of work had gone into the academy order, the consultation and now governors needed to make a decision on when to continue the process. M Corcoran recognised that the school had put a lot of effort into the

consultation, however a long time had passed and they needed to be done again.

M Corcoran left the meeting at this point

The Chair asked governors for their thoughts on starting the process according to the timeline M Corcoran had shared. A governor pointed out that due diligence should have already been conducted in December.

The Chair added that when the process was started in 2019, there was a note to begin consultations in 2020. The formal consultation was due to start after February half-term in order to give staff more time. If the school were to work towards September 2022 conversion, then there was still adequate time to hit the milestones and the due diligence. He said that it was important to recognise what the governors felt and what was right for the children of the school.

A governor noted that at the time of the previous timeline, parents were surprised that they had received no news of converting to an academy. The governor said that new parents to the school were also likely to feel this way.

Another governor was concerned that if the process was started again, what if the finances and budget did not allow the school to join the trust.

The Chair said that the due diligence could happen within the next month. T Lawlor added that all previous financial information had already been provided to the Trust as part of the due diligence exercise. The issue now was what the new budget meant.

T Lawlor said that the school would not know the budget position until at least 12th March 2022.

The Chair said that until the school is aware of its financial position, should the conversion date be moved from September 2022. Governors agreed to delay the conversion date.

The Headteacher suggested that no commitment should be made to a date beyond September 2022. He added that perhaps the spring term of 2023 should be looked at.

A governor said that she agreed that some parents might be surprised at the announcement. The Chair agreed that parents were a big part of the school and suggested that the parent questionnaire include academisation questions.

A newsletter from governors with information about the academisation would also be beneficial.

4. **MEMBERSHIP OF THE GOVERNING BODY**

- 4.1. The constitution list was received and noted.
- 4.2. Governors were asked to update their contact details on GovernorHub if there were any changes.
- 4.3. Governors noted the end of term of office of:
 - 4.3.1. Foundation Governor Mitus Castillo 01/10/2018 – 30/09/2022
 - 4.3.2. Foundation Governor Angela Eguakhide 04/10/2018 – 03/10/2022

M Castillo informed governors that she would not be renewing her term as governor as she was moving out of area.

A Eguakhide informed governors that she would not be renewing her term as governor. She added that she was a governor at St. Bede's for 12 years now.

ACTION: HGS

The Chair highlighted that with A Eguakhide's departure, a Vice Chair vacancy would also be left. T Lawlor agreed to contact the Diocese for any potential Foundation Governor candidates.

ACTION: T Lawlor

- 4.4. Governors noted the following Governor vacancies:
 - 4.4.1. Local Authority Governor x1 vacancy
 - 4.4.2. Foundation Governor x1 vacancy

5. **MINUTES OF PREVIOUS MEETING AND MATTERS ARISING**

- 5.1. The minutes of previous meeting held on 2nd December 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. Local Authority governor vacancy (minute 4.5, refers): T Lawlor confirmed that the meeting with a potential LA governor candidate had not taken place. This item would be deferred to the next meeting.

ACTION: T Lawlor / HGS

- 5.2.2. Governance Competency Framework (minute 5.2.4, refers): This item would be deferred for discussion to the next full governing body meeting.

ACTION: T Lawlor / HGS

- 5.2.3. Staff Survey (minute 5.2.5, 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

- 5.2.4. Parking Enforcement (minute 5.2.6, refers): The Headteacher contacted the LA for an update on the parking programme. The LA confirmed that the school was on their list but no date was available to put into action. The Headteacher undertook to update governors as soon as he had heard back from the LA.

ACTION: Headteacher

- 5.2.5. Safeguarding Update (minute 5.2.7, refers): The Headteacher confirmed that he had a place booked on Safer Recruitment training.

- 5.2.6. Parent donations (minute 5.2.8, refers): The Headteacher and Deputy had not yet discussed ways that parent donations could recommence while meeting all the necessary financial rules.

ACTION: K Roberts / Headteacher

- 5.2.7. Letter to governors from pupil (minute 5.2.9, refers): The Chair had responded to the pupil's letter regarding recycling in school. The Chair had also briefly spoken to the child. The child had requested a face-to-face meeting with the Chair.

ACTION: Chair

- 5.2.8. Code of Conduct (minute 8, refers): T Lawlor undertook to double check if the Code of Conduct was signed by the Chair.

ACTION: T Lawlor

- 5.2.9. Headteacher's Performance Management (minute 10, refers): A date was not yet set for the Headteacher's performance management.

ACTION: Headteacher

- 5.2.10. Tutoring (minute 12.1, refers): The Headteacher confirmed that he had written to parents informing them that tutoring in Years 3, 4 and 5 would stop at Christmas.
- 5.2.11. Safeguarding training (minute 13.4, refers): T Lawlor needed to send Fr Sean the details to complete the safeguarding training.

ACTION: T Lawlor

The Chair noted that Fr Sean's name had been misspelled in the previous minutes and asked HGS to amend this.

ACTION: HGS

- 5.2.12. Election of committee Chairs (minute 14.3, refers): The election of committee chairs would be deferred to the next full governing body meeting.

ACTION: HGS

- 5.2.13. Governor link updated list (minute 14.4, refers): It was confirmed that governors had received their link roles.
- 5.2.14. Schools part of TGST (minute 18, refers): K Roberts had not yet met with those schools' who were part of TGST.

ACTION: K Roberts

6. CHAIR'S REPORT

- 6.1. The Chair reported that no urgent action was taken since the last meeting.
- 6.2. The Chair confirmed that no correspondence had been received and no meetings were held.

Chair's
Initials

7. SCHOOL UNIFORM

- 7.1. K Roberts had looked at Lucilla's, the stockist for St. Bede's school uniform and provided governors with a comparison of prices not including coat and shoes. A full uniform cost £100 for one child. However, she pointed out that families could purchase uniform from other suppliers such as Asda, Sainsbury's and Fruits of the Loom.

She added that the school needed to communicate with parents that it was not compulsory to purchase from Lucilla's. However, families needed to ensure that the school colours were correct.

- 7.2. It was agreed to revisit and discuss uniform further at the next meeting. The Chair volunteered to lead on this.

ACTION: HGS / Chair

8. HEADTEACHER'S REPORT

- 8.1. Governors received the report of the Headteacher and the following points were highlighted:

The Headteacher confirmed that a letter to parents was due to be sent out on 28th March.

There were a few spaces in each year group. The ethnicity and children on roll per year was provided in the report.

There were no Children in Need (CIN). 53 children were on the schools' SEN register and this was the highest number since September 2012. Funding was only received for 9 of these children. 10 of the children received one to one support.

Free school meals for spring 2022 were 51 and confirmed the highest number since September 2012.

The school were currently on COVID-19 risk assessment version 8.

The Chair asked if attendance absences were due to COVID-19. The Headteacher said that some absences were due to COVID-19 and children isolating.

Three new Learning support assistants were appointed to support children with additional needs.

The behaviour policy was due to be changed. There were children who missed a play and the Headteacher said that this method was not working with some children who did not conform to the school rules.

- 8.2. Governors received a progress report on targets within the School Development Plan in the Headteacher's report.
- 8.3. There were no residential trips to approve.

9. FINANCIAL UPDATE

- 9.1. Governors received the revised Schools Financial Value Standard document and noted the deadline for submission to the Local Authority was 31st March 2022.
- 9.2. Governors noted that the self-assessment dashboard formally included within the SFVS template had now been moved to the DfE's schools' financial benchmarking website instead.
- 9.3. Governors received an update on spend against the 2021-2022 budget (Q3 Financial Monitoring Report).

Carry forward was currently higher than previously projected by £20K. Savings of £60K had been found within the budget. The Headteacher undertook to circulate the updated list of members of the Finance committee.

ACTION: Headteacher

- 9.4. Governors received an update on spend with regards to the following:
 - 9.4.1. Coronavirus Catch-up Premium:
This was discussed under the Headteacher's report.
 - 9.4.2. Recovery Premium Funding:
This was discussed under the Headteacher's report.
 - 9.4.3. Pupil Premium:
This would be discussed at the next meeting.

ACTION: HGS

- 9.4.4. PE and Sport Premium:
This would be discussed at the next meeting.

ACTION: HGS

- 9.5. Governors noted that the 2022/2023 budget would need to be approved by 1st May 2022.
- 9.6. Governors received the audited School Fund and School Development Fund reports which were also available on GovernorHub.
- 9.7. Governors approved expenditure from The School Development Fund for the 10% governor contribution towards spend from the Devolved Formula Capital (DFC) budget 2021/22

10. WEBSITE AND GIAS COMPLIANCE

It was reported that the school's new website was due to go live at the start of the Summer Term. An update on the launch would be provided at the next meeting. It was noted that the school's page on the DfE's Getting Information About Schools (GIAS) site was up to date.

ACTION: Headteacher

11. COMMITTEES AND GOVERNOR LINK REPORTS

- 11.1. Governors received the following minutes:
Teaching and Learning Committee 9th November 2021
- 11.2. There were no reports received from governors linked to specific areas.
- 11.3. This item was previously discussed and deferred to the next meeting.

12. POLICIES

- 12.1. Governors reviewed and approved the following policies:
 - 12.1.1. Whole School Pay Policy (Based on LBR Model Policy dated September 2021)
There were no other policies approved at this meeting.
- 12.2. There were no policies approved by committees since the last governing body meeting.
- 12.3. Governors noted the following policies due for renewal in the summer term 2022:

12.3.1. SRE Policy

13. HEALTH AND SAFETY

A Eguakhide would provide an update at the next meeting.

ACTION: A Eguakhide

14. GOVERNOR TRAINING

14.1. There were no updates received from the Development and Liaison Governor.

14.2. Governors were encouraged to undertake training when possible.

15. DATES OF MEETINGS

The following dates and times were noted for future meetings:

Full Governing Body meeting
Thursday 14th July 2022 at 6:30pm

16. ANY OTHER BUSINESS

16.1. The Chair requested that the Headteacher and K Roberts meet to discuss the parent questionnaire.

ACTION: Headteacher and K Roberts

The Chair and M Castillo would arrange to meet regarding the staff questionnaire.

ACTION: Chair and M Castillo

The meeting closed at 8:10pm.

Chair.....

Date.....

	Chair's Initials
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**Chair's
Initials**