

**LONDON BOROUGH OF REDBRIDGE**

**ST. BEDE'S CATHOLIC PRIMARY SCHOOL**

**Minutes of the Full Governing Body meeting held  
At the school on Thursday 14<sup>th</sup> July 2022**

**PRESENT:**

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

**In Attendance:**

T Lawlor	School Business Manager
K Roberts	Deputy Headteacher
S Sidhu	Clerk

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1. The meeting started with a prayer led by Fr S Connolly.

The Chair welcomed everyone to the meeting.

Apologies for absence were received from M Castillo. Consent was given for the absence.

1.2. There were no requests for any other business.

**2. DECLARATION OF INTERESTS**

There were no declarations of interest.

**3. MEMBERSHIP OF THE GOVERNING BODY**

3.1. The constitution list was received and noted.

3.2. Governors were asked to update their contact details on GovernorHub if there were any changes.

3.3. Governors noted the end of term of office of:

3.3.1. Foundation Governor Mitus Castillo 01/10/2018 – 30/09/2022

The Chair stated that he had not received a formal resignation from Mitus. The Chair and T Lawlor undertook to contact Mitus regarding her end of term of office.

**ACTION: Chair / T Lawlor**

3.3.2. Foundation Governor Angela Eguakhide 04/10/2018 – 03/10/2022

Angela agreed to stay on as governor for another term.

**ACTION: HGS**

The Chair suggested that Angela could move from a Foundation Governor to the Local Authority governor.

**ACTION: Chair**

3.3.3. Foundation Governor Nicola Johnson 26/11/2018 – 25/11/2022

Nicola agreed to stay on as Foundation Governor for another term.

**ACTION: HGS**

3.3.4. Parent Governor John Delaney 5/12/2018 – 4/12/2022

John agreed to stay on as governor for another term. The Chair suggested that John could move to a Foundation Governor capacity. All governors approved this. The Chair stated that this would need to be approved by the Diocese and Fr S Connolly.

**ACTION: Diocese / Fr S Connolly**

A parent election would need to be held if John moved from being Parent Governor to Foundation.

**ACTION: Headteacher**

3.4. Governors noted the following Governor vacancies:

- 3.4.1. Local Authority Governor x1 vacancy
- 3.4.2. Foundation Governor x2 vacancies

The Chair pointed out that if Mitus were to leave the governing body and Angela moved to Local Authority governor, then this would still leave 2 Foundation Governor vacancies after Mr Delaney and Ms Johnson were appointed and re-appointed. There were three possible candidates for the Foundation governor roles and the Chair undertook to proceed with the process and aim to complete for the start of the new academic year.

**ACTION: Chair**

#### **4. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING**

4.1. The minutes of previous meeting held on 10<sup>th</sup> February 2022 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. Governor Competency Framework (minute 5.2.2, refers): This item would be deferred for discussion to the next full governing body meeting.

**ACTION: T Lawlor / HGS**

4.2.2. Staff Survey (minute 5.2.3, refers): The staff surveys and parent surveys were completed and the results had been compiled. The Chair would be discussing the results under any other business.

4.2.3. Parking Enforcement (minute 5.2.4, refers): The Headteacher said that he had not heard from the LA regarding an update on the parking programme.

4.2.4. Parent donations (minute 5.2.6, refers): There was nothing further to report in this regard but ways of better publicising this would be considered.

4.2.5. A meeting with a pupil regarding recycling (minute 5.2.7, refers): The Chair confirmed that he had not yet arranged a face-to-face meeting in school with the pupil. The Chair undertook to arrange the meeting for the beginning of the next academic year.

**ACTION: Chair**

- 4.2.6. Code of Conduct (minute 5.2.8, refers): It was confirmed that the code of Conduct had been signed by the Chair.
- 4.2.7. Headteacher's performance management (minute 5.2.9, refers): It was confirmed that the Headteacher's performance management was completed for 2021-22 and new objectives set for 2022-23.
- 4.2.8. Safeguarding training (minute 5.2.11, refers): It was confirmed that Fr S Connolly had completed the safeguarding training.
- 4.2.9. Election of committees (minute 5.2.12, refers): The election of committee Chairs would be deferred to the next full governing body meeting.

**ACTION: HGS**

- 4.2.10. School part of The Good Shepherd Trust (TGST) (minute 5.2.14, refers): K Roberts confirmed that it had not yet been possible to meet with schools that were part of TGST; to be deferred indefinitely.
- 4.2.11. Updated list of members of the Finance Committee (minute 9.3, refers): The Headteacher had not yet circulated the updated list of members of the Finance Committee but noted that the quorum and voting rights issue had been resolved.
- 4.2.12. New school website launch (minute 10, refers): The Headteacher confirmed that the new school website was launched at the beginning of the summer term.

**5. CHAIR'S REPORT**

- 5.1. The Chair reported that no urgent action was taken since the last meeting. He had completed a number of governor visits which were uploaded to GovernorHub for all governors to read. He had also signed the list of cheques over £5k totalling £31,768 under Chair's action.
- 5.2. The Chair confirmed that no correspondence had been received and no meetings were held.

The Chair added that he hoped to restart writing a Chair's report for governors with updates of things he was involved in.

**ACTION: Chair**

## 6. GOVERNING BODY EFFECTIVENESS

The Chair undertook to arrange a meeting separate from the full governing body meetings to discuss this item.

**ACTION: Chair**

## 7. HEADTEACHER'S REPORT

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

A published timetable of Ofsted visits was available. The Headteacher said that Ofsted would be conducting a section 5 inspection of 2 days.

The school were moving forward with the curriculum and St. Bede's curriculum drivers.

There were no children on a Child Protection Plan. 1 child was a Child in Need.

58 children were on the SEN register. 5 children needed additional funding by way of Educational Health Care Plans (EHCP) and this may rise to 10 by the end of the Autumn term. This would significantly impact funding. It was expected that the cost to support one child was £6,000. If the number rose to 10 it would be of serious concern.

The number of free school meals children were 55 this summer term and 55 last summer term.

Persistent absence had risen during COVID-19 in 2021. Some children had below 90% attendance. The Headteacher was concerned and said that this was not typical of the school.

**A governor asked if there might be children joining in September with high needs of which we are not currently aware. The Headteacher replied that this may well be the case.**

The Headteacher added that SENDCO would be making home visits to those 10 families. If a child joined the school with additional needs, the school did receive inclusion funding.

Interim funding was for 4–11-year-olds yet to receive an EHCP. Nursery funding was a lot less.

**A governor asked if parents of children with an EHCP had a legal right to ask for a certain school. The Headteacher replied that they did.**

A meeting to discuss the 3-year School Development Plan with governors would be held in school in September.

**In response to a governor's question, the Headteacher confirmed that a child in 'Miss a Play' could still receive a Headteacher's award.**

7.2. Governors received an update on the Key Stage SATS.

At Key Stage 2:  
83% met or exceeded in Maths  
89% met or exceeded in Reading  
91% met or exceeded in SPAG  
93% met or exceeded in Writing.

Overall, the school achieved 79% nationally which was above national figures.

7.3. The progress of targets within the School Development Plan was included in the Headteacher's report.

7.4. The INSET days for 2022-23 were available on GovernorHub.

**8. OPPORTUNITIES FOR ALL: STRONG SCHOOLS WITH GREAT TEACHERS FOR YOUR CHILD (THE 'WHITE' PAPER)**

Governors that the White Paper had been published.

**ACTION: HGS**

**9. SEND REVIEW: RIGHT SUPPORT, RIGHT PLACE, RIGHT TIME (THE 'GREEN' PAPER)**

Governors noted that the Green Paper had been published.

**ACTION: HGS**

## **10. HEADTEACHER'S PERFORMANCE MANAGEMENT**

The Chair said that the process for 2022-23 Headteacher's performance management which had to be completed by 31<sup>st</sup> December each year, would be finalised in September.

The Chair undertook to compare the services and costs of Graham Clements of Maple Education and Impetus. All governors agreed for the Chair to decide on which service to use going forward.

**ACTION: Chair**

## **11. SCHOOL UNIFORM GUIDANCE**

K Roberts had detailed the costings of the school uniform at the previous Teaching and Learning Committee meeting. Governors wanted to make it affordable to parents in line with government guidance on the cost of school uniforms. Trousers were added to the school uniform policy. It was confirmed that the pinafore would remain. All governors agreed on the uniform proposal as detailed in the report with effect from September 2022.

## **12. FINANCIAL UPDATE**

- 12.1. Governors approved the 2022-2023 school budget and noted the projected contingency of £72K.
- 12.2. Governors approved the Planned Use of Balances Report 2021/22 (EOY3) totalling 3160, 374 (£144,281 revenue and £16,093 capital).
- 12.3. Governors received an update regarding staff arrangements for 2022-2023 academic year in the Headteacher's report.
- 12.4. Governors had already approved the 3-year budget forecast prior to the deadline of 30<sup>th</sup> June 2022.
- 12.5. Governors had already approved the Schools Financial Value Standard 2021/22. It was available on GovernorHub.
- 12.6. Governors received an update on Special Educational Needs & Disabilities (SEND) and any impact with regards to the following:
  - 12.6.1. COVID-19 Catch up Funding – detailed in the Headteacher's report.
  - 12.6.2. Pupil Premium – detailed in the Headteacher's report.
  - 12.6.3. Sports Premium (deadline to publish on school website – 31<sup>st</sup> July 2022) – the school received £19.5K and the report would be published on the school website prior to the deadline.

### 13. SAFEGUARDING

The Headteacher requested that this item be deferred to the next full governing body meeting.

**ACTION: Headteacher**

### 14. COMMITTEES AND GOVERNOR LINK REPORTS

14.1. Governors received the following minutes:

Finance, Personnel and Premises committee – 16<sup>th</sup> June 2022

14.2. The following governor visit reports were received linked to specific areas:

14.2.1. 11<sup>th</sup> May 2022 The Chair came into school to observe the SATS process.

14.2.2. 16<sup>th</sup> May 2022 The Chair met with the Headteacher to take part in Ofsted training with Impetus training (Andrew Binnell)

14.2.3. 20<sup>th</sup> May 2022 The Chair attended an interview for the maternity cover class teacher. The Chair announced that a teacher was in place for September 2022 for this role.

14.2.4. 27<sup>th</sup> May 2022 The Chair visited the school to observe and participate in training regarding Ofsted Deep dive for subject leaders. This was delivered by Impetus training. The Chair stated that the training was very well received by staff.

14.2.5. 15<sup>th</sup> June 2022 Nicola Johnson visited Miss Green, the English Lead and discussed a range of matters detailed in the visit report.

The Headteacher acknowledged that he had not discussed the diversity of writing books with SLT.. The Chair suggested that the school find a training provider to deliver a relevant diversity course for all staff in 2022/23.

**ACTION: Chair/Headteacher**

All Governor link reports were available on GovernorHub for governors to read.

## **15. POLICIES**

15.1. Governors reviewed and approved the following policies:

- 15.1.1. SRE Policy
- 15.1.2. Visiting Governors Policy
- 15.1.3. Designated Teacher Policy
- 15.1.4. Admissions Arrangements & Criteria 2023/24
- 15.1.5. Accessibility Plan 2022-23
- 15.1.6. Equalities Information & Objectives 2022-23
- 15.1.7. SEN Information Report & Policy 2022-23
- 15.1.8. Supporting Children with Medical Conditions Policy
- 15.1.9. School Traffic Management Plan 2022-23

15.2. Governors noted the following policies due for renewal in the autumn term 2022:

- 15.2.1. Safeguarding and Child Protection Policy
- 15.2.2. Admission Arrangement 2023/24
- 15.2.3. Health and Safety Policy
- 15.2.4. Managed Fire Plan
- 15.2.5. Asbestos Management Plan and Policy
- 15.2.6. Prevent Policy
- 15.2.7. Leave of Absence Policy
- 15.2.8. Pay Policy

N Johnson volunteered to take the role of lead Governor for Equalities issues. All governors agreed. The Chair undertook to look into the brief and send to Nicola.

**ACTION: Chair / HGS**

## **16. HEALTH AND SAFETY**

J Delaney attended the school and completed the Health and Safety inspection. The report was available on GovernorHub. There were no major issues or concerns identified. J Delaney praised the School Caretaker for his oversight of premises health and safety matters including the use of the Parago online asset management monitoring system.

## **17. GOVERNOR TRAINING**

17.1. There were no updates from the Development and Liaison Governor.

17.2. Governors were encouraged to undertake training when possible. John Delaney reported that he had attended one session on SEND the previous day and was due another one the following week.

17.3. The Chair suggested there should be a separate meeting to look at strategic preparation for OFSTED. Future dates to be considered.

**ACTION: Chair/Headteacher**

## **18. ELECTION OF CHAIR/VICE-CHAIR**

Governors noted that the election of Chair/Vice Chair will take place in the autumn term 2022. (Note: Governors who work for the school are not eligible for this role).

The Chair requested that HGS confirm the length of his role as Chair. It was thought that the length of Chair for St Bede's had always been 4 years. The clerk undertook to contact HGS to confirm.

**ACTION: HGS**

## **19. ANY OTHER BUSINESS**

19.1. The results of the parent questionnaires were discussed. The results were available on GovernorHub.

19.2. The results of the staff questionnaire would be discussed at the next full governing body meeting.

**ACTION: Chair**

The Headteacher undertook to publish the results of the parent questionnaire on the next school newsletter.

**ACTION: Headteacher**

19.3. The Headteacher announced that the PTA had raised £5,000. The Chair undertook to write a note of thanks in the newsletter.

**ACTION: Chair**

## **20. PRIVATE AND CONFIDENTIAL ITEMS**

There were no private and confidential items discussed.

**21. DATES OF MEETINGS**

The following dates and times were noted for future meetings:

Full Governing Body and Committee meeting dates were detailed on GovernorHub.

**ACTION: HGS**

The meeting ended with a prayer led by Fr S Connolly at 9:15pm

Chair.....

Date.....

DRAFT