

**LONDON BOROUGH OF REDBRIDGE**

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

**Minutes of the Full Governing Body meeting held at the school on  
Thursday 8<sup>th</sup> December 2022 at 18.35 hours.**

**PRESENT:** M Butcher (Chair)  
G Nott (Headteacher)  
A Dayson  
J Delaney  
G Mathew  
L Fernandes  
P Osei-Mensah

**In Attendance:** P Lawlor (also known as T Lawlor) (HR  
and Finance Manager)  
K Roberts (Deputy Headteacher)  
P Lakhani (Clerk, HGS)

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1. The meeting was opened with a prayer.

The Chair welcomed everyone to the meeting, including the two new Foundation Governors (L Fernandes and P Osei-Mensah). He noted the slightly delayed start time of 18.35 hours.

Apologies for absence were received from A Eguakhide and N Johnson. A Eguakhide had been unable to do join the meeting remotely.

Fr Connolly and N Johnson were not present and no apologies had been received. The Chair noted that it was unusual not to have received apologies from them and he agreed to follow up with them after the meeting.

Consent was given for their absences.

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- 1.2. With regard to requests for any other business, the HR and Finance Manager requested that Governors considered the draft new Instrument of Government (IOG) at the meeting.

## 2. **DECLARATION OF INTERESTS**

- 2.1. There were no declarations of interest.

The HR and Finance Manager had provided a business interests form to Governors at the start of the meeting. She asked for the form to be completed as soon as possible and returned to her.

**ACTION: All Governors**

## 3. **MEMBERSHIP OF THE GOVERNING BODY**

- 3.1. Governors received and noted the constitution list.
- 3.2. The Chair asked Governors to update their contact details on GovernorHub, if there were any changes. He also advised that, going forward, they would be relying more heavily on GovernorHub and work had been done on a new file structure. Therefore, it was important that all Governors had access to GovernorHub.
- 3.3. The Local Authority (LA) had confirmed A Eguakhide as the Local Authority Governor with effect from 11<sup>th</sup> August 2022.
- 3.4. Governors noted the end of term of office and the reappointment, as Foundation Governors, of:
- J Delaney (5<sup>th</sup> December 2018 – 4<sup>th</sup> December 2022)
  - N Johnson (26<sup>th</sup> November 2018 – 22<sup>th</sup> November 2022)
- 3.5. Governors noted the following vacancies and the arrangements that had been made for the recruitment of Governors with appropriate skills:

- 2 x Parent Governors

The HR and Finance Manager confirmed that notification of the Parent Governor vacancies had been sent out to all parents. They had until 20<sup>th</sup> December to nominate themselves or another parent. If two or less nominations were received, then there would be no requirement for a vote and their appointments could be agreed before the end of term. If more than two nominations were received, then a vote would be required and

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the Parent Governors would not be appointed until around 25<sup>th</sup> or 26<sup>th</sup> January 2023.

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

- 4.1. The minutes of previous meeting held on 14<sup>th</sup> July 2022 were received and agreed as a true record. The Chair asked for a copy of the agreed minutes to sign. The Clerk mentioned that the Chair was able to sign agreed minutes electronically on GovernorHub.

**ACTION: Chair**

- 4.2. The following were matters arising from the previous minutes, which were not included on the agenda:

4.2.1. Resignation of Foundation Governor, Mitus Castillo (minute 3.3.1 refers)

It was confirmed that Mitus Castillo's resignation had been agreed.

4.2.2. A Eguakhide to become a Local Authority Governor (minute 3.3.2 refers)

This had been agreed and completed.

4.2.3. N Johnson reappointed for another term (minute 3.3.3 refers)

This action was also complete.

4.2.4. Governor Competency Framework (minute 4.2.1 refers)

It was agreed that the Governor Competency Framework should be considered when all Governors were in attendance. This was deferred to the meeting on 26<sup>th</sup> January 2023.

It was noted that Governors would need to consider the Competency Framework, skills audit and Ofsted preparation at the meeting on 26<sup>th</sup> January 2023.

Governors noted that the skills audit needed to be completed independently and they had a list of questions to answer. Responses would be collated and discussed at the meeting in January.

**ACTION: Governor Development Officer / HR and Finance Manager**

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- 4.2.5. Governing Body Effectiveness (minute 6 refers)  
It was agreed that this should also be considered at the meeting on 26<sup>th</sup> January 2023.
- 4.2.6. Opportunities for All: Strong schools with great teachers for your child (The White Paper) (minute 8 refers)  
Governors noted that a copy of the White Paper was available on GovernorHub and this action was complete.
- 4.2.7. Send Review: Right support, right place, right time (The Green Paper) (minute 9 refers)  
Governors noted that a copy of the White Paper was available on GovernorHub and this action was complete.
- 4.2.8. Headteacher's performance management (minute 10 refers)  
The Chair confirmed that they had decided to use the services of Impetus for the Headteacher's performance management process. The review had been done and they were in the process of agreeing objectives for 2023.
- 4.2.9. Diversity training (minute 14.2.5 refers)  
The Headteacher confirmed that progress had been made in relation to this action and that staff would receive diversity training in the Spring term.
- 4.2.10. Ofsted Preparation (minute 17.3 refers)  
The Chair advised that they had a meeting with Andrew from Impetus about Ofsted preparation and he would follow this up. Previously, Graham used to provide a half day training session and they were hoping to arrange something similar through Impetus.
- ACTION: Chair**
- 4.2.11. Results of the staff questionnaire (minute 19.2 refers)  
It was noted that the results of the staff questionnaire had been received and was published in the newsletter.
- 4.2.12. Thank you to the PTA for raising £5K (minute 19.3 refers).  
The Chair confirmed that this action was complete.

## 5. CHAIR'S REPORT

- 5.1. There were no urgent actions since the last meeting, in accordance with Part 3 (Section 8) of the School Governance (Procedures) (England) Regulations 2013.

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At this point, the School Business Manager asked the Chair to sign cheques in excess of £5K.

- 5.2. The Chair reported that since the last meeting, he and the Headteacher had had discussions regarding joining a Multi Academy Trust (MAT). This would be discussed later in the meeting.
- 5.3. With regard to the staff questionnaire results, the Chair advised that the results had been fed back to staff and needed to be shared with Governors. The Chair confirmed that he would prepare a presentation for Governors.

**ACTION: Chair**

## **6. HEADTEACHER'S REPORT**

- 6.1. The Headteacher talked Governors through his written report. He explained that the school had purposely moved the Autumn FGB meeting to December (to the end of term) so that it was held after the Committee meetings.

He advised that his report was lighter than the Summer report, mainly because the children were taking their assessments this week, and teachers would be giving behaviour grades this week as well, so no data was currently available.

He explained that the behaviours were linked to the school's three values. He planned to update this section because, in his view, attitudes flowed from values and behaviours flowed from attitudes.

It was confirmed that his termly letter would be sent out at the end of the term.

With regard to pupil numbers, there were 446 children on the school roll. This would have been higher if they had a full time nursery provision. They were hoping to move to a full time nursery provision next year.

The Headteacher talked through the data on ethnicity, free school meals, vulnerable groups and pupil attendance.

Governors noted that attendance at the school was very strong at 97%. The national average was 94.5%. The Headteacher did, however, note that 35 children were off school on the day due to sickness. He also planned to write to parents about the concerns about Group A Strep infections.

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In response to a question from a Governor, the Headteacher confirmed that the absences were across the whole school, not a particular year group.

Staff appointments and resignations, and absences were noted.

With regard to the quality of education, the Headteacher confirmed that running audits of all subjects were maintained, together with detailed development plans. The quality of education was judged as good overall.

The Chair noted that there were many elements which would be regarded as outstanding, but the school still needed to work on some aspects. It was noted that if the school was inspected by Ofsted against the 2015 criteria, it was likely that they would be rated as outstanding. However, the criteria had now changed.

A Governor asked whether all the positive work done by the school and all of the improvements that had been made were communicated to parents. The Headteacher agreed to capture this in his end of term newsletter.

**ACTION: HEADTEACHER**

The school was outstanding but SEF suggested that they were good in most categories.

The Headteacher also informed Governors that the school was changing the way behaviours were graded and they had removed the D grade.

- 6.2. The Headteacher advised that an update regarding the arrangements for the primary SATs administration and predicted end of Key Stage outcomes would be provided next term.

**ACTION: HEADTEACHER**

- 6.3. With regard to progress on targets within the School Development Plan, the Headteacher explained that the school's focus this term had been on preparing for Ofsted. An update on progress would be provided to Governor's next term.

**ACTION: HEADTEACHER**

- 6.4. The school's term dates and INSET days were agreed.
- 6.5. Governors were happy to agree the continuation of single status protection for Learning Assistant staff until they left the school or moved into another role.

**Commented [PL1]:** Parvinder and Tricia had a conversation on 14/12/22 and agreed that G Nott would formulate the appropriate words for this.

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## **7. CODE OF CONDUCT**

Governors received and approved the Governors' Code of Conduct for 2022-23.

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

The Chair informed Governors that they previously had an external advisor who undertook the Headteacher's performance management, but that they had decided to use the services of Impetus going forward. There was a possibility for another Governor to join the Review Panel and this would be considered further following the skills audit. The Chair confirmed that he would check with A Eguakhide as to whether she wished to remain on the Review Panel.

**ACTION: Chair**

## **9. FINANCIAL UPDATE**

- 9.1. Governors received and noted the second quarterly financial monitoring report. The Headteacher confirmed that the report showed that the school was spending as budgeted, and they were where they had expected to be.
- 9.2. With regard to staffing arrangements for 2022-23, the Headteacher confirmed that they had a restructure this term and were supported by a HR Consultant. Two posts had been deleted as a result. The Caretaker and School Business Manager roles were replaced by Site Manager and Officer Manager roles.

Peter Roberts had expressed an interest in the Site Manager role and the closing date for the Officer Manager role was the following week. The Headteacher asked whether the Chair was available during the following week to conduct interviews. The date of Thursday 15<sup>th</sup> December was agreed between 8am and 11am.

## **10. OFSTED READINESS**

Governors agreed that they also needed to proactively prepare for an Ofsted inspection. The Chair advised that a session with Andrew from Impetus would be arranged to talk about collating information for the inspection.

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**11. SAFEGUARDING**

It was noted that the Annual Safeguarding Report had been deferred to this meeting.

The Headteacher had conducted an extensive review of the single central record. The system did not work well and so the Headteacher had to essentially rebuild the system. It had been highlighted that, when the LA looked at the single central record, the data was there but it was not where it was supposed to be on the system.

The new document and system was much tighter, and there was also an account that enabled the Chair to review the single central record on a termly basis.

Governors had no questions in relation to the Annual Safeguarding Report.

**12. ANALYSE THE SCHOOL PERFORMANCE**

The Headteacher confirmed that the school's performance had been analysed at the last Teaching and Learning Committee meeting.

**13. LINK GOVERNORS**

The following Link Governor roles were agreed:

Area of Designation	Lead Member of Staff	Link Governor
Health and Safety	Mr G Nott/Mr Peter Roberts	Angela Eguakhide
Admissions		See note below
Special Educational Needs (SEN)	Mrs L Clarke	John Delaney
Pupil Premium & Looked After Children	Mr G Nott	John Delany
Worship	Mrs M Mackie	Fr Sean Connolly
Maths	Miss Lynch-Smith	Geo Mathew
Data Protection Champion	Mr G Nott	Geo Mathew
Child Protection/ Safeguarding	Mr G. Nott	Mark Butcher

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Performance Management (to be changed to Headteacher's appraisal)	Mr G Nott	Mark Butcher
Religious Education	Mrs M Mackie	Mark Butcher
Early Years Foundation Stage	Mrs E Wright (Nursery)/ Miss L Maguire (Reception)	Prince Osei-Mensah
Pupil/Parent Partnerships	Mrs. K Roberts	Vacant – possible link role for the new Parent Governor.
Sports Grant	Mr M Newman	Prince Osei-Mensah
Pupil Performance (Data/ASP/Dashboard)	Mr G. Nott	See note below
English	Miss T Green	Nicola Johnson
History & Geography	Mrs A Dayson/Mrs T Donohue	Lucy Fernandes
Governor Training	Mr G Nott	Anna Dayson
Science (new link role)		Prince Osei-Mensah

#### Admissions

Governors agreed that there was no need to have a link Governor for admissions as there was an Admissions Committee. It was, therefore, agreed that this link role should be removed.

**ACTION: HR and Finance Manager**

#### Pupil Performance

Governors noted that data and information on Pupil Performance was reported to them in the Headteacher's report. Governors therefore questioned whether a link role was necessary. The Clerk advised she would check with the Governor Development Officer.

**ACTION: Clerk / Governor Development Officer**

## 14. GOVERNOR MATTERS

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It was noted that, going forward, Governors would be required to use GovernorHub a lot more and that the content would be managed by, both, Havering Governor Services and the school.

G Mathew talked Governors through his Maths link visit report. Overall, he advised that Maths was doing well. The children were doing well and were above the national average. It was noted that 84% of the children achieved 100% in their MTC assessment.

G Mathew advised there were lots of different activities to make Maths a fun subject, such as TT Rockstars. The Subject Lead was passionate and had strong support, and regular assessments were done and action taken when needed. He confirmed that he had agreed to another meeting next term.

#### **15. SUSPENSIONS AND PERMANENT EXCLUSIONS GUIDANCE**

It was agreed that the Suspensions and Exclusions guidance on the school's website would need to be reviewed.

#### **16. REVIEW COMMITTEE MEMBERSHIP AND CHAIRS**

16.1. The following Committee members were agreed for the Finance and Personnel Committee and for the Teaching and Learning Committee:

##### Finance and Personnel Committee

- M Butcher
- L Fernandes
- A Eguakhide
- J Delaney
- The Headteacher
- New Parent Governor

##### Teaching and Learning Committee

- J Delaney
- P Osei-Mensah
- M Butcher
- G Mathew
- A Dayson
- N Johnson
- The Headteacher
- New Governor

##### Admissions Committee

- M Butcher

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- L Fernandes
- Vacant – possible new parent Governor

J Delaney advised that he could help with the Admissions Committee if the role was not taken up by the new parent Governor.

16.2. The following Chairs/Vice Chairs were elected for:

Admissions Committee  
M Butcher (Chair)

Finance and Personnel Committee  
M Butcher (Chair)  
L Fernandes (Vice Chair)

Teaching and Learning Committee  
J Delaney (Chair)  
P Osei-Mensah

The chair asked whether Governors could elect Chairs/Vice Chairs for the next academic year at the last FGB meeting each year (in the summer term). The Clerk advised she would check with the Governor Development Officer, but did not see any problems with this if that was what Governors agreed. The Clerk also advised that a Chair and Vice Chair could be elected at the first meeting of each of the Committees at the start of the academic year, and then reported back to the FGB.

**ACTION: Clerk/ Governor Development Officer**

**17. WEBSITE COMPLIANCE**

The Chair advised that he had reviewed the school's website and had found 11 issues which he had discussed with the Headteacher, and that appropriate changes were being made. The Chair agreed to circulate the points he had raised once the website had been updated.

**ACTION: Chair**

It was also noted that Lindsey's email address on the website needed to be updated.

**ACTION: HR and Finance Manager**

**18. POLICIES**

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Governors were informed that the following four Policies needed to be updated and were not included for this meeting:

- Health and Safety Policy.
- Managed Fire Plan.
- Asbestos Management Plan and Policy.
- Pay Policy.

There were no updates on the remaining Policies listed below and these were agreed:

- Safeguarding and Child Protection Policy – September 2022.
- Admissions Arrangements – 2024/25 (this had been agreed by one of the Committee and was now being consulted on).
- Prevent Policy.
- Leave of Absence Policy.
- Pay Policy.

#### **19. HEALTH AND SAFETY**

It was noted that the Health and Safety Report was provided to the Finance and Personnel Committee. It was available on GovernorHub for all Governors to read and Governors could raise any questions they had at the next meeting.

#### **20. GOVERNOR TRAINING**

- 20.1. Governors received a report from the link Governor for Maths earlier in the meeting, see Item 14 above.
- 20.2. With regard to training requirements, this would be dealt with at the meeting on 26 January 2023. It was noted that a skills audit needed to be carried out before that meeting.

#### **ACTION: HGS/ GOVERNORS**

The Chair advised that there was a whole suite of online learning available from the Diocese. He had completed most of the training modules and he would find out if all Governors could be given a link to access them. The new Governors confirmed that they had access to all of the training from the Diocese and had completed some training already.

The HR and Finance Manager advised that she would contact the Diocese for a link to the training modules to be provided to all Governors.

#### **ACTION: HR and Finance Manager**

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## 21. MULTI ACADEMY TRUSTS

The Chair provided some background information, particularly to the two new Governors, in relation to school joining a MAT. In 2019 they had discussed the option of the school joining the Good Shepherd Catholic Trust and they were exploring financial aspects further at the time. Some informal discussions with staff and parents had taken place, but the school had received a push back from them at the time. They did not manage to get to the formal consultation stage. No letters were sent to staff due to Covid and the process was suspended in 2020.

Discussions had recently been restarted about the school joining the Good Shepherd Catholic Trust and there was a proposed timeframe of September 2023.

The Headteacher advised that he had given it a lot of thought and was keen to move forward with this and for the school to join the Trust. There were still some grey areas in relation to the finances and the Headteacher had raised questions about the financial impact, but the DfE was very clear that a school should not be better off or worse off by joining a MAT. Instead it was all about school improvement, working collaboratively and learning from each other.

The Chair agreed that it was right to raise questions in relation to the financial impact and to have clarity on this before committing to a date. However, at this point, he wanted to obtain Governors' views about joining a MAT, and in particular the Good Shepherd Catholic Trust, to see whether there was an appetite for it.

The Staff Governor stated that she did not have an appetite for joining the Good Shepherd Catholic Trust at this time. They were all busy preparing for Ofsted at the school and would not have enough time, especially with the suggested date of September 2023 – it was too soon in her opinion.

The Deputy Headteacher agreed and explained that the school's current priority was to prepare for an Ofsted inspection. She also noted that when discussions previously took place with parents, they were not happy. The school had good relations with parents and she was worried about what impact joining a Trust would have on their relations with parents.

Other Governors welcomed the idea of joining the Trust generally, but also felt they still needed clarity on the financial aspects, and that it was important to look into the other schools before committing to a start date. They felt the timeframe of September 2023 was too soon and would not be achievable.

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One of the Governors said she was a parent of a Good Shepherd Catholic Trust school and so had seen the benefits of the Trust first hand.

It was noted that the sum of £25K had been given to the Good Shepherd Catholic Trust when they got the Academy Order and Governors queried whether this was still live. The Chair and Headteacher were not entirely sure about this, but it was noted that if the money was not used, then it had to be paid back to the DfE.

If the school did not join the Trust by September 2023, then this could have an impact on the Academy Order.

A Governor advised that the £25K was no longer available from the DfE and the school would need to pay for any legal costs for joining a MAT if the time had lapsed.

The Chair agreed that he would speak with Fr Andrew from the Good Shepherd Catholic Trust to summarise the views of Governors and seek further clarity on the financial aspects and time frame.

**ACTION: Chair**

## **22. ANY OTHER URGENT BUSINESS**

The HR and Finance Manager had requested that Governors consider the draft new IOG. However, it was agreed that this would be deferred to the next meeting.

**ACTION: HR and Finance Manager /  
Governor Development Officer**

## **23. PRIVATE AND CONFIDENTIAL MATTERS**

There were no private and confidential matters.

## **24. DATES OF MEETINGS**

The following dates and times were noted for the next meeting:

St Bede's Catholic Primary	Thu 19/01/23	6:30 PM	Finance Committee
St Bede's Catholic Primary	Thu 23/02/23	6:30pm	T&L Committee
St Bede's Catholic Primary	Thu 23/03/23	6:30pm	FGB
St Bede's Catholic Primary	Thu 18/05/23	6:30pm	Finance Committee
St Bede's Catholic Primary	Thu 22/06/23	6:30pm	T&L Committee

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St Bede's Catholic Primary	Thu 13/07/23	6:30pm	FGB
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The meeting closed at 21.05 hours.

Chair.....

Date.....

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