LONDON BOROUGH OF REDBRIDGE

ST. BEDE’S CATHOLIC PRIMARY SCHOOL

**Minutes of the Full Governing Body meeting held at the school on Thursday 23rd March 2023 at the School**

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| **PRESENT:** | M Butcher (Chair)  G Nott (Headteacher)  Fr S Connolly  A Dayson  J Delaney  G Mathew  L Fernandes  P Osei-Mensah  N Johnson | |
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| **In Attendance:** | K Roberts (Deputy Headteacher)  P Landa (Clerk, HGS) |  |

1. **WELCOME AND APOLOGIES FOR ABSENCE**
   1. The meeting was opened with a prayer by Fr S Connolly.

The Chair welcomed governors to the meeting. Apologies for absence had been received from P Lawlor. Consent was given for the absence. The Chair noted that there were no new governors.

* 1. There were no other requests for any other business.

The Chair advised that a Whatsapp group was set up during COVID and any governors who weren’t included on there would be added.

**ACTION: CHAIR**

The result for the parent governors’ election would be covered in item 3.

1. **DECLARATION OF INTERESTS**
   1. There were no declarations of interest.
2. **MEMBERSHIP OF THE GOVERNING BODY**
   1. The constitution list was noted and received. Govenors had all updated their contact details on Governor Hub.
   2. A formal resignation had been received from A Eguakhide, flowers and a card had been sent out. The Governing body had to agree a way forward in relation to filling the Local Authority Governor vacancy. Governors would discuss the process later on and moved onto item 3.3.
   3. There were 3 nominations which had been put forward for the recruitment of 2 parent governors. These nominations would be sent out to parents. 2 out of the 3 would be successful. The Governing body agreed that there was no point in pursuing the role of another Local Authority Governor just yet. The election process was due to begin at the start of this year but due to other commitments primarily with P Lawlor working on things outside of her remit; finance and budgets would be the focus for now. It was questioned whether there was an option for online voting as there would be a better uptake. The Headteacher agreed to look into this.

**ACTION: HEADTEACHER**

**4. ELECTION OF VICE CHAIR**

4.1 Governors agreed that the length of office of the Vice-chair would mirror the term of office of the Chair which was 4 years.

4.2 P Landa sent out a communication via Governor Hub on 7th March 2023 with regards to the election for the position of Vice Chair. She requested that if there were any governors that wished to put their name forward for the role, then to contact herself or either M Butcher. As a result, one nomination had been received from P Osei-Mensah via email so this was discussed during the meeting. There were no other governors who wanted to put themselves forward for the role so, governors agreed to elect P Osei-Mensah as Vice Chair.

P Landa would update this on Governor Hub.

**ACTION: HGS**

**5. TERMS OF REFERENCE**

Governors discussed the terms of reference at the Teaching and Learning Committee and the FGB were happy to accept them. This was completed in November 2022.

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

6.1 The minutes of the previous meeting held on 8th December 2022 were agreed and would be signed on Governor Hub:

**ACTION: CHAIR**

6.2 The following items were matters arising from the previous minutes:

* Declarations of interest (minute 2.1, refers): Governors agreed that their declarations of interests had been completed. P Landa would check Governor Hub to confirm

**ACTION: HGS**

* Minutes of the previous meeting and matters arising (minute 4.1, refers): The chair had signed a copy of the previous minutes.
* Governor competency Framework (minute 4.2.4, refers): This had been reviewed and circulated and would be discussed at another time.
* Ofsted Preparation (minute 4.2.10, refers): The Chair previously talked about support in terms of training. The Chair would be looking to arrange further training for governors. With regards to Ofsted training from Impetus, M Butcher and G Nott would look into this. 1 session had taken place with Andrew Binnell at the beginning of last year however the Headteacher advised that it was expensive although a good investment as the quality and knowledge was there. A governor noted that Andrew Binnell did make inappropriate comments during the session. M Butcher advised that it should have been formally raised and resolved with regards to any comments that he had made. If there were issues with him, the Chair was happy not to use his service moving forward however; this was the first he had heard. There was a close link between banter and offence and the Chair hadn’t picked up that there was anything inappropriate. If the school did decide not to use Andrew Binnell in the future, they would need to let him know why they may not progress with him but, governors did require the training for Ofsted as they felt they didn’t have the knowledge as to what they would ask. They suggested possibly using a different provider not Impetus but this would need to be considered. The Chair agreed to talk to Andrew Binnell and discuss any issues or concerns and/or look at another provider. This was previously a recommendation from the Chair at Brentwood. This would take place over the summer.
* Headteacher’s Report (minute 6.1, refers): The improvement from Good to Outstanding would be captured at the end of this Term. The Headteacher didn’t send a report out previously as there was a lot of reflection.
* Headteacher’s Report (minute 6.2, refers): An update wouldn’t be provided until after the Half Term so the Headteacher was unable to comment. If the Headteacher received the information before the letter to parents, he would include the information so that they wouldn’t have to wait until the next Teaching and Learning Committee meeting.

**ACTION: HEADTEACHER**

* Headteacher’s Report (minute 6.3, refers): This would be covered in the Headteacher’s report.
* Headteacher’s Performance Management (minute 8, refers):
* Link Governors (minute 13, refers): The Link governors role for Health and Safety needed to be amended on Governor Hub as John Delaney would now be looking after this. P Landa would update. The Health and Safety Policy also needed to be updated. Governors also asked for the Equality role to be changed.

**ACTION: HGS/ CHAIR/ HEADTEACHER**

* Admissions (minute 13, refers): This action had been completed.
* Website Compliance (minute 17, refers): The review had been completed by the Chair which had been discussed with the Headteacher and circulated to the teachers. The Chair agreed to check that it was all up to date.

**ACTION: CHAIR**

* Multi Academy Trusts (minute 21, refers): An update would be provided in today’s meeting.
* Any other urgent business (minute 22, refers): P Lawlor wasn’t present so governors weren’t able to consider the draft new Instrument of Governance. This would be deferred to the next meeting. The Chair hadn’t seen the paperwork as it had been uploaded earlier today. It was noted that the document on Governor Hub was the draft copy for the structure of the Governing Body. The previous Instrument of Governance had also been uploaded for comparison with a note from P Lawlor. The Chair was not happy to agree it and would look at this at the next meeting in May when P Lawlor would be in attendance.

**ACTION: HGS**

6.3 The minutes from the previous meeting held on 26th January 2023 were received and confirmed.

**7. CHAIR’S REPORT**

There were no urgent actions since the last meeting, in accordance with Part 3 (Section 8) of the School Governance (Procedures) (England) Regulations 2013. The Chair noted that the cheques had already been signed.

It was also noted that the new Chair of the Finance Committee was M Butcher.

P Landa would check if all declarations and confirmations had been completed on GovernorHub.

**ACTION: HGS**

**8. HEADTEACHER’S REPORT**

8.1 The Headteachers written report had been received and the following points were highlighted:

* Governors were reminded of the key information for the quality of education at the school until the framework changed.
* The Headteacher talked about the Memory changes within the Headteacher’s report. On the 5th line down on page 4, it mentioned the following ‘the successful transfer of knowledge and skills into long term memory depends on presenting new knowledge in logical, sequenced and manageable chucks that were routinely revisited, or rehearsed’. He noted that the key word was ‘rehearsed’ and that they should be using this in the context of long term memory. The children needed to pull things out for long term memory and would only do this if it was rehearsed. ‘Spinning plates’, was the St Bede’s way. The report details this further.
* Pupil numbers – The school currently had 443 pupils on roll. A breakdown of the school numbers, including a comparison with the previous academic year had been provided.
* Ethnicity – The Headteacher listed the different ethnic groups within his report. There were a number of languages spoken at home and 37.21% of the school population had declared English as an additional language.
* Vulnerable groups – There was 1 child who was currently on a Child Protection Plan and another child was currently being seen by Children’s Services but this wasn’t a Safeguarding issue. There were 60 children on the school’s SEND register. 6 children had an Education Health Care Plan and there was another 7 who were undergoing the application process. The Headteacher advised that the majority of the 7 children would likely be granted an EHCP before the Autumn Term. There were another 3 children which the Headteacher had applied for an EHCP Needs Assessment in order to begin the process. 1 child with an EHCP had been allocated to St Bede’s and would be joining the school after Easter in Nursery.
* Free School Meals – The take up of Universal Free school meals was 88.3%. The number of pupils in the Spring Term 2022 was 51 and for the Spring Term 2023 it was 61. It was noted that 14.7% of children were entitled to Free School Meals.
* Pupil Attendance – The Headteacher noted that the attendance figures were down from what they usually would be. In the Spring Term 2022, the overall attendance as a percentage of total possible sessions was 96.31% but it was currently 94.99%. The Headteacher noted that attendance was a real concern across the country.
* Penalty Notices – It had been noted that 2-3 penalty notices had been issues for term time holidays. If it continued like this, there would be more issues. The Headteacher didn’t want to fine parents. In terms of what the underlying issues were, it was noted that it would be children picking up bugs prior to COVID which had increased. There were many people who had a sore throat during the past week.
* Staffing – There had been 1 appointment for a Midday Assistant who would be starting after Easter. The Headteacher noted that there were 3 resignations. The reasons for these were as follows:
* A Learning Assistant wanted to work in a special school.
* Another Learning Assistant was resigning for personal reasons.
* A Teaching Assistant was retiring.
* Staff Absences – The Headteacher reported that there had been 1 member of staff who was being supported through stage one of sickness absence policy and procedure. It was also noted that 29 working days were lost due to sickness. The Headteacher advised that when he had originally joined the school, the figure was 15.

The Chair requested that the clerk put together a list of policies of those that were school policies and those which were government policies as there needed to be some clarity on who was responsible for which policy.

**ACTION: HGS**

The Headteacher would be advertising the TA vacancy and interviews would be held next Friday once applications had been received.

* St Bede’s 2023, Meeting Increased Expectations – The Headteacher had decided to have 5 aims met by 2026 which were as follows:
* To ensure no child in our school was disadvantaged, either as a result of their background or something that contributed to them being the person whom God had formed
* To enable children to learn and remember more in every subject
* To make our teaching of reading even better
* To improve further our history and geography lessons
* To convert to academy status and to have joined the Good Shepherd Catholic Trust (TGSCT).

The Headteacher advised for the Spring Term, if people were to go into the staffroom, they would be able to see the first and second action. He advised that at the FGB meeting, he would highlight in the report what the steps were for that particular target that Term it would be completed in so that it would be streamlined.

**ACTION: HEADTEACHER**

At the previous meeting, the mission statement had been discussed. The Chair noted that according to the documents at the school, this had changed. The Chair advised that the Governing Body were unsure as on the front of the Headteacher’s report, it read ‘In the presence of the Lord, shine like a Lantern’. The Chair advised that there needed to be some clarity. If Ofsted asked or if the children were asked, there needed to be consistency so, they needed to check their vision statement. I was noted that ‘In the presence of the lord’ was grammatically incorrect.

‘Shine like a lantern, in the presence of the Lord’. Governors thought that this was the school’s vision statement and this had never officially changed. It needed to be made clear but this is being looked into and all governors would need to agree the vision. The Chair noted that as a Governing Body, when changes were made like the vision statement, it needed to be discussed as a Governing Body and it would need to be agreed together moving forward. The Headteacher apologised but advised that consistency was needed.

Governors were confused about the vision. ‘Shine like a Lantern in the presence of the Lord’ as it had been there for a while. It was questioned whether they were going to move from the vision statement and bring in ‘Keep moving forward’.

The Chair advised that the Governing Body would need to agree if they were going to have a vision ‘Keep moving forward’. The vision was always ‘Shine like a Lantern in the presence of the Lord’.

The Headteacher advised that they needed to keep it there. The Chair suggested that they incorporated having them both statements in there so, it read something along the lines of ‘Shine line a Lantern in the presence of the Lord. Keep moving forward’.

* Quality of Education – The Headteacher advised that the quality of education was judged to be good.
* Leadership and management – The Headteacher advised that they were judging both to be outstanding.
* Pupil Behaviour and Attitudes – K Roberts was monitoring the number of children in Miss a Play which was currently 77. Last term the total was 66.
* Pupils in suspensions and exclusion – The Headteacher noted that there were no pupil’s suspensions and exclusions.
* Standards – The Headteacher went through the end of autumn 2022 Assessment results. He was hoping to see improvements around reading. The Headteacher was disappointed at the number of children’s who hadn’t met the expectations. The figure should have been higher. The Headteacher had no overall concerns with regards to Maths.

8.2 The School Development plan was discussed within the Headteacher’s report.

8.3 The Isle of Wight 2023 residential trip had been approved.

8.4 The Chair advised that the inset days for 2022-23 and 2023- 24 had been previously discussed and agreed.

8.5 An update regarding the arrangements for the primary SAT’s administration and predicted end of Key Stage outcomes was not discussed. This would happen once the results had been received from assessments. The Headteacher was happy to send this information in an email. The SATS week was from Tuesday 9th May – 12th May 2023.

**ACTION: HEADTEACHER**

The Chair questioned whether it was a requirement for governors to come in to school and monitor the administration of the SATs papers which had been done in the past. The mock assessments were due to take place next week and the Chair would check his diary.

**ACTION: CHAIR**

**9. SAFEGUARDING**

9.1 The Chair had completed a review of the single central record.

The Chair advised that in terms of Safeguarding, from a governor’s point of view, they needed to be able to articulate in a solid way how safeguarding was managed within the school. The Chair was comfortable with the processes in place following a review from the Local Authority however; a review needed to take place this term. This was not statutory but the Governing Body had decided to do this.

9.2 The Chair advised that they need to look at the template for cyber security. The LGFL audit needed to be completed. The Chair advised governors that the school had an online Risk assessment. The template provided was a national one and the Chair would discuss this with P Lawlor.

**ACTION: P LAWLOR/ M BUTCHER**

9.3 The Governing Body didn’t discuss the checks that were in place to ensure that those who hired out the facilities had safeguarding procedures in place as the school did not hire out their facilities.

9.4 In terms of Prevent, P Landa would check if this was a form or training and confirm to the Chair and Headteacher.

**ACTION: CHAIR/ HEADTEACHER**

The Chair agreed to circulate the Online prevent training link which all governors had been advised to complete. Once completed, the certificate would stay with the school.

**ACTION: CHAIR**

**10. FINANCIAL UPDATE**

10.1 The Chair advised that there hadn’t been many changes to the Schools Financial Value Standard and it was similar to last year. This had been signed and the Chair was content with this.

10.2 The school had a carry forward which they projected of under £60k. It’s wasn’t helpful as they had to abide by the particular accounting regulations. It included the £14K Isle of Wight trip money which would be paid by parents and the school wouldn’t be able to get the company to pay this so carry forward would be £44k.

Last year carry forward was £100k. It was noted that the draft budget had to be agreed by the FGB

10.3 The Governing Body had received the draft financial statement for 2023/24. It was noted that the school had a total carry forward of £35K.

The in year deficit budget for this year would be £9K. The school had planned for an in year deficit. It was noted that if the school went back 3 years they had a healthy carry forward. They were advised by the Local Authority to spend the funds rather than claw it back.

The Chair advised that they would need to relook at the approval of the 2023/24 draft budget at a separate meeting.

It was questioned whether the FGB could delegate this to the Finance and Personnel meeting or could they agree this electronically? It was also questioned when this needed to be submitted. P Landa agreed to check and provide a response to the Chair and Headteacher.

**ACTION: HGS**

The proposed restructure savings were noted as £100K. The Headteacher advised that in his personal opinion, he wouldn’t sign this off until it was discussed fully.

The restructure proposal was sent by the Headteacher to the Chair. The Headteacher had considered possible scenarios of the restructure which had been included in the budget.

The Chair advised that they needed to have an understanding of the finances of the school to a certain level of detail but they could have another meeting after the FGB meeting to discuss this.

The Chair signed it off but would review it at a later date.

10.4 Any projected contingency for the financial year had been discussed above.

10.5 The statement of internal control for 1st April 2022 to 31st March 2023 had been approved by the Chair and already signed.

**11. OFSTED READINESS**

J Delaney advised that the minutes or report from the committees were uploaded late and he was unable to locate them on GovernorHub. The minutes hadn’t been reviewed so they weren’t signed off.

* Finance, Personnel and Premises –Thursday 19th January 2023
* Teaching and Learning Committee - Thursday 23rd February 2023

**12. RISK REGISTER**

The risk register was received and noted. The Chair asked for it to be discussed at the next Finance and Personnel meeting.

**ACTION: HGS**

**13. POLICIES**

13.1 The Chair asked for the policies listed below to be deferred to the summer Term:

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

**ACTION: HGS**

13.2 Governors noted and agreed the policy listed below:

Safeguarding and child protection policy.

The Chair asked all governors to ensure that they had read the KCSIE policy. P Landa would check on GovernorHub whether this was up to date and confirmed.

**ACTION: GOVERNORS/ HGS**

**14. HEALTH AND SAFETY**

The Health and Safety report was presented at the Finance Committee meeting. J Delaney completed a walk round and completed a comprehensive document. There had been a new Health and Safety report since then. The old version had been signed off, the current one needed to be signed.

The Chair advised that this would be completed next week and signed off whilst ensuring that arrangements were made to do one next one next term. The Chair advised that they couldn’t find the Asbestos policy and Pay policy. P Landa would check and provide a response to the Chair.

**ACTION: J DELANEY/ CHAIR/ HGS**

The Chair suggested that J Delany should have a data system and was happy to show him the one he had used.

**ACTION: J DELANEY/ CHAIR**

**15. GOVERNOR TRAINING**

15.1 The Development and Liaison Governor reported on the following:

* The new governor training had been completed.
* The Prevent training which the Chair had mentioned would be circulated to Governors
* The Chair advised that Redbridge and the Diocese provided regular training.

It was questioned that if there was training under Redbridge. Would this be included or did the school have to pay. P Landa agreed to check and provide a response.

**ACTION: HGS**

15.2 The Chair confirmed that a least 1 member of the Governing Body had completed the Safer Recruitment training.

15.3 The Chair discussed the Ofsted training but they needed to find the appropriate person in order to do this.

**ACTION: CHAIR**

**16. MULTI ACADEMY TRUSTS**

The Headteacher had noted that there had been some correspondence with regards to the Multi Academy Trust and a meeting would be held at the Diocese in April which G Nott and M Butcher would attend. This was a general meeting around MATs and for those schools who were established and for those who were looking into it.

The Headteacher advised that the school wouldn’t be joining the Academy in September 2023. A link to the website was made available on the DfE which listed those schools and where they currently were. G Nott advised that the school was currently showing as a school in the pipeline for academisation.

The Headteacher also mentioned that a lot of work had been completed on the Finance.

**17. ANY OTHER BUSINESS**

There was no any other business.

**18. PRIVATE AND CONFIDENTIAL ITEMS**

There were no Private and confidential items.

**19. DATES OF MEETINGS**

The following meeting dates for the 2022-2023 academic year were agreed by the Governing Body.

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| 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 |
| St Bede's Catholic Primary | Thu 13/07/23 | 6:30pm | FGB |

The meeting closed at 21.05 hours.

Chair……………………………

Date…………………………….

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| 1.2 The Chair mentioned that a Whatsapp group was set up in during COVID and any governors who weren’t included on there would be added. | **CHAIR** |
| 3.3 There were 3 nominations which had been put forward for the recruitment of 2 parent governors. These nominations would be sent out to parents The Governing body agreed that there was no point in pursuing the role of another Local Authority Governor just year. It was questioned whether there was an option for online voting as thee would be a better uptake. The Headteacher agreed to look into this. | **HEADTEACHER** |
| 4.2 Governors agreed to nominate P Osei-Mensah to stand as Vice Chair. P Landa would update this on Governor Hub. | **HGS** |
| 6.1 The minutes of the previous meeting held on 8th December 2022 were agreed and would be signed on Governor Hub: | **HEADTEACHER** |
| 6.2 Governors agreed that their declarations of interests had been completed. P Landa would check Governor Hub to confirm | **HGS** |
| 6.2 An update wouldn’t be provided until after the Half Term so the Headteacher was unable to comment. If the Headteacher received the information before the letter to parents, he would include the information so that they wouldn’t have to wait until the next Teaching and Learning Committee meeting. | **HEADTEACHER** |
| 6.2 The Link governors’ role for Health and Safety needed to be amended on Governor Hub as John would now be looking after this. P Landa would update. Health and Safety Policy also to update. It was mentioned that it should include a role. Governors also asked for the Equality role to be changed. | **ACTION: HGS/ CHAIR/ HEADTEACHER** |
| 6.2 The review had been completed by the Chair which had been discussed with the Headteacher and circulated to the teachers. The Chair agreed to check that it was all up to date. | **HEADTEACHER** |
| 6.2 P Lawlor wasn’t present so governors weren’t able to consider the draft new Instrument of Governance. This would be deferred to the next meeting. The Chair hadn’t seen the paperwork as it had been uploaded earlier today. It was noted that the document on Governor Hub was the draft copy for the structure of the Governing Body. The previous Instrument of Governance had also been uploaded for comparison with a note from T Lawlor. The Chair was not happy to agree it and would look at this at the next meeting in May where T Lawlor would be in attendance. | **HGS** |
| 7. P Landa would check if all declarations and confirmations had been completed on GovernorHub. | **HGS** |
| 8. The Chair requested that the clerk put together a list of policies of those that were school policies and those which were government policies as there needed to be some clarity on who is responsible for which policy. | **HGS** |
| 8. The Headteacher mentioned for the Spring Term, if people were to go into the staffroom, they would be able to see the first and second action. He advised that at the FGB meeting, he would highlight in the report what the steps were for that particular target that Term so that it would be streamlined. | **HEADTEACHER** |
| 8.5 An update regarding the arrangements for the primary SAT’s administration and predicted end of Key Stage outcomes was not discussed. This would happen once the results had been received from assessments. The Headteacher mentioned that they had to apply for Y6 children which has been completed. The Headteacher was happy to send this information in an email. The SATS week was from Tuesday 9th May – 12th May 2023. | **HEADTEACHER** |
| 8.5 The Chair questioned whether it was a requirement for governors to come in to school and do the administration of the SATs papers which had been done in the past. The mock assessments were due to take place next week and the Chair would check his diary. | **CHAIR** |
| 9.2 The Chair advised that they need to look at the template for cyber security. The LGFL needed to be completed. The Chair advised governors that the school had an online Risk assessment. The template provided was a national one and the Chair would discuss this with T Lawlor. | **ACTION: T LAWLOR/ M BUTCHER** |
| 9.4 In terms of Prevent, P Landa would check if this was a form or training and confirm to the Chair and Headteacher. | **ACTION: CHAIR/ HEADTEACHER** |
| 9.4 The Chair agreed to circulate the Online prevent training link which all governors had been advised to complete. Once completed, the certificate stays with the school. | **CHAIR** |
| 10.3 It was questioned whether the FGB could delegate this to the Finance and Personnel meeting or could they agree this electronically? It was also questioned when this needed to be submitted. P Landa agreed to check and provide a response to the Chair and Headteacher. | **HGS** |
| 12. The risk register was received and noted. The Chair asked for it to be discussed at the next Finance and Personnel meeting. | **HGS** |
| 13.1 The Chair asked for the below policies to be deferred to the Summer Term:   * Health and Safety Policy. * Managed Fire Plan. * Asbestos Management Plan and Policy. * Pay Policy. | **HGS** |
| 13.2 Governors noted and agreed the below policy. The Chair asked all governors to ensure that they had read the KCSIE policy. P Landa would check on GovernorHub whether this was up to date and confirmed. | **HGS** |
| 14. The Chair advised to complete this next week and sign off and ensure that arrangements were made to do one next one next term. The Chair mentioned that they couldn’t find the Asbestos policy and Pay policy. P Landa would check and provide a response to the Chair. | **ACTION: J DELANEY/ CHAIR/ HGS** |
| 14. The Chair suggested that J Delany should have a data system and was happy to show him the one he had used. | **ACTION: J DELANEY/ CHAIR** |
| 15.1 It was questioned that if there was training under Redbridge. Would this be included or does the school have to pay. P Landa agreed to check and provide a response. | **HGS** |
| 15.3 The Chair discussed the Ofsted training but they needed to find the appropriate person in order to do this. | **CHAIR** |