



LONDON BOROUGH OF REDBRIDGE

ST BEDES CATHOLIC PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting Held
At the School on 13th July 2023**

PRESENT:

Mark Butcher (Chair)
A Dayson*
L Fernandes
N Johnson
G Mathew
P Osei-Mensah(V-Chair)
G Notts (Headteacher)

In Attendance:

A Mudamburi	Clerk, HGS
T Green*	Year 5 Teacher
S Heins	Observer
T Lawlor	School Business Manager
B Lenkalapally	Observer
K Roberts	Deputy Headteacher

* for part of the meeting

1. **WELCOME AND APOLOGIES FOR ABSENCE**

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- 1.1. The Chair opened the meeting with a prayer and welcomed all in attendance to the meeting including new parent governors.
- 1.2. Apologies for absence were received from J Delaney. Apologies were received from A Dayson who was running late. Consent was given to all absences.
- 1.3. There were no requests for matters to be raised under any other business.

2. **DECLARATION OF INTERESTS**

There were no declarations of interest.

3. **PRESENTATION BY LEAD TEACHER FOR ENGLISH (MISS GREEN)**

- 3.1. T Green introduced herself to governors and thanked all for their time. The purpose of the presentation was to give an overview of English as a subject at St Bedes. There were areas that were to be focussed on in English which were comprehension, word reading and writing. Early Years Foundation Stage (EYFS) data showed Pupil Premium (PP) students were performing well. SPECIAL Education Needs and Disability (SEND) student's data showed Word reading was their strength. 60 students in Year 1 were working At or Greater Depth. Phonics data showed Year 1 students were progressing well 56 out of 60 children passing their phonics test. Year 2 had changed the way data was recorded for writing assessment to highlight and pinpoint where the children were. The figures showed that more work was required. Year 3 data showed that for writing 45% were working At or Above. The success story for this cohort was out of 10 SEND children, 6 were able to achieve their targets. Year 4 showed concern with reading however 80% had achieved their targets. Year 5 performed well 93% and 82% had been achieved in Writing and SPAG. Year 6 SATS results showed the children had their best results so far with over 50% working At Greater Depth

- Reading 84%
- Writing -93%
- SPAG – 91%
- KS1 & KS2 data from SATS showed the children were above the national standards.

- **Development plan**

Governors noted the following areas for focus going forward:

- Ensure that disadvantage and SEND children would work At or Above standards.

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- Monitor SEND and PP data to close the gaps in their achievement
- Results showed the unique way of teaching English at St Bede's was working well. A governor asked how teaching of English was unique to which the response was the uniform way of teaching regardless of the class or the year group.
- Word of the day would be included in weekly spelling tests.
- Word Ninja was to be explored for next year. The Chair asked for more details on Word Ninja. T Green shared that it was short games that went along with learning words. This helped the children to improve their knowledge of words.
- Develop staff's ability in EYFS.
- Reading dogs – animated characters to help the children to find information. Each reading dog had a meaning and explained what the children should look for in their reading text.
- The Headteacher shared his concerns regarding the reading comprehension for Year 1 for which the score was below the target for EYFS and possible plan to view comprehension in Reception instead of Year 1

The presentation ended with T Green expressing that there was a lot to celebrate with room for improvement.

Governors were impressed with the presentation especially T Green's knowledge of English subject, knowing the children and their story and taking ownership for personal targets. Governors thanked T Green for all her hard work and her time.

T Green left the meeting at 7.09pm.

4. **MEMBERSHIP OF THE GOVERNING**

- 4.1. The constitution list was confirmed and governors were reminded to update any changes to contact details on governor hub.
- 4.2. It was noted that the instrument of governing body was to be reviewed. All governors accepted the instrument of governing body. It was also confirmed that Fr Connolly would be stepping down from his role as a foundation governor with Fr Henry joining the governing body in September 2023
- 4.3. 2 parents' governor's vacancies had been filled and 1 LA governor vacancy remained, this would be addressed in September 2023.

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

- 5.1. The minutes of the previous meeting held on 23rd March 2023 were agreed and would be signed as a true record.

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- 5.2. The following items were matters arising from the previous meeting.
- 5.2.1. Any other business (Minutes 1.2 refers): The Chair confirmed that a WhatsApp group had been set up for governors as a mode of communication. S Heins and B Lenkalapally were asked to add their numbers to the group to which they agreed.
- 5.2.2. Membership of the Governing body (Minutes 3.2 refers): The Chair confirmed that 2 parent's governors had been appointed to the governing body
- 5.2.3. Declaration of interest (Minutes 6.2 refers): It was confirmed that governors had completed their declarations on GovernorHub.
- 5.2.4. Headteacher's report (Minutes 6.2 refers):
- 5.2.5. Link Governors (Minutes 6.2 refers): GovernorHub had been amended with Link Role Governor to J Delaney.
- 5.2.6. Headteacher's report (Minutes 8.1 refers): School's vision had been confirmed as "Shine like a lantern in the presence of the Lord".
- 5.2.7. Safeguarding (Minutes 9.4 refers): Prevent training had been completed for all governors. New parent governors would be sent a link to complete training. To be renewed every 2 years. Safeguarding training to be conducted online.

Commented [AM1]: Please provide update

ACTION: M BUTCHER

6. CHAIR'S REPORT

- 6.1. T Lawlor requested for the Chair to sign cheques that had been approved at the previous meetings. The Chair reported that he had conducted 6 exit interviews that were in person. The purpose was to ascertain the reasons for the staff leaving, for learning in areas of improvements and what practices were reported as good. The Chair would provide feedback to the governing body from all the interviews. The Headteacher asked if the exit interview were better in person to which the Chair agreed with in person instead of questionnaire was preferable.
- 6.2. The Chair also stated that he had met with a parent who wanted to discuss an outcome of a complaint. The outcome of the meeting was positive. A governor raised the question regarding

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the recommendations from complaints as to who took ownership to ensure their implementations. There were no formal trackers of recommendations and it needed to be explored further. The Headteacher suggested posting the outcome on complaints on the school's website for accountability.

ACTION: M BUTCHER

7. **GOVERNING BODY EFFECTIVENESS**

A meeting had been conducted with the new parent governors and it was agreed that it would be prudent to conduct a new one from September 2023. Skills audit form had been sent to the newly appointed parent governors for completion.

8. **HEADTEACHER'S REPORT**

- 8.1. The Headteacher's report was received and the following were points highlighted:
- 8.1.1. Rehearsal – OFSTED view stated that “if you can't remember it you have not learnt it”. The 3 P, s Present, previous and past should be included in what teachers taught.
 - 8.1.2. The catholic values were displayed in the school's halls and governors were invited to view them. Another value to be learnt was resilience. Not to give up and having a growth mind-set.
 - 8.1.3. School was almost at full capacity with catholic student numbers decreasing. Currently the school had 64 children who were SEND. Key issue was funding as additional hours given to some SEND children would not be funded
 - 8.1.4. Attendance was reported as below 96% which was good. Persistent absence figures were above national standards. The Headteacher shared details of request for additional holidays that had been requested by parents which were denied. Data for staff absence showed less additional leave had been taken. The school currently employed 52 members of staff with cleaners being employed by the cleaning contractor.
 - 8.1.5. The Headteacher reported that end of year standards was positive. A governor queried that results were strong however quality of education was not strong. The Headteacher answered that it would be measured from across the board in all subjects.

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- 8.2. The school's development plan (SDP) had been posted on GovernorHub with most targets achieved. The aim was to continue with the SDP however with actions being amended as needed. The Chair requested for the plans to be displayed on the board for visibility.
- 8.3. Residential trip had been approved for Year 6. The Chair asked if there had been full parental funding for this year's trip. All had paid with PP children paying half price.
- 8.4. All insert days had been agreed for 2023-24
- 8.5. Admission criteria was discussed with the suggestion to move all the children to full times sessions in order for them to receive consistency in learning. A governor questioned how many of the current nursery children would not be admitted to Reception. The Headteacher responded that it would be 2 this year.
- 8.6. Dates for year 6 SATS administration would be shared with all governors.

ACTION: THE HEADTEACHER

9. **HEADTEACHER'S PERFORMANCE MANAGEMENT**

The Chair reported that a discussion had taken place with the Headteacher and it would take place in September 2023. An email was to be sent and a date agreed.

ACTION: M BUTCHER

10. **FINANCIAL UPDATE**

- 10.1. The Headteacher reported that the school's budget was looking healthy with a predicted out turn of £50,000. This would allow the employment of 2 support staff, the advertisement would go out as soon as possible and possible interviews would be conducted during the last weeks of the summer holidays. All governors approved the budget.
- 10.2. It was noted that EOY3 2022-23 had been previously approved at finance committee and was agreed by all governors.
- 10.3. Governors noted that the budget had been submitted to the Local Authority by the deadline.
- 10.4. An update on the schools' finances had been included in the Headteacher's report.

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10.5. Update was received and the following was noted

10.5.1. Update provided by the Headteacher for Pupil Premium, noting funding stood at £80,000

10.5.2. There were no updates to receive for Sports Premium.

11. **SAFEGUARDING**

Single central record audit was completed each term. Additional triangulation check would be completed by The Chair. The Headteacher was commended by the Chair for all the hard work he had done.

ACTION: M BUTCHER

12. **COMMITTEES AND GOVERNOR LINK REPORTS**

12.1. No update was received and would be deferred to the autumn term.

12.2. All governor visits had been uploaded on GovernorHub, 10 in total. The Chair explained further the aim of each report. P Osei shared his visit with science lead. The Lead had been very creative and one of the areas was climate change which looked at encouraging parents and children to walk to school one day a week to help climate change. Curriculum was strong. A governor asked if there was a link in better resources and making the subject stronger. The Headteacher shared that it was more based on teaching than resources in making a subject stronger. Governors were encouraged to go on governor hub to read all the governor link visit reports completed for the term. The chair suggested a termly newsletter to parents to inform them of what impact the governing body were making in the school. All were in agreement and this would be visited further.

ACTION: GOVERNORS

13. **POLICIES**

13.1. The following policies had been agreed by the committees and were approved by the Full governing body.

13.1.1. Pay Policy

13.1.2. Staff code of conduct policy

13.1.3. Health and Safety Policy.

13.1.4. Managed Fire Plan.

13.1.5. Asbestos Management Plan Policy.

13.1.6. Charging & Remissions Policy had amendments for children pulling out of residential trips outside of the notice period. Letters would go out next week to allow

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parents to plan better and have the ability to spread the cost.

13.2. Charging & remission and Staff code of conduct would be discussed at autumn FGB meeting.

13.3. The list of policies would be scheduled by the Headteacher and presented at the next FGB.

ACTIONS: HGS & HEADTEACHER

14. **DELEGATION OF RESPONSIBILITIES**

It was noted that the delegation had already been given to The Headteacher.

15. **HEALTH AND SAFETY**

There were no further updates to receive except that a medical tracker had been adopted so in case a first aid was administered to a child, an email would be sent to the parent to inform them and provide further details.

16. **GOVERNOR TRAINING**

The chair advised the new parent governors they would need to attend various training to aid them to perform their duties more effectively.

ACTION: GOVERNORS

17. **ANY OTHER URGENT BUSINESS**

There was no any other urgent business.

18. **PRIVATE AND CONFIDENTIAL ITEMS**

There were no private and confidential items

19. **DATES OF MEETINGS**

Dates would be agreed for the meetings for the next academic year 2023 – 24 and circulated to all.

ACTION: Chair / Headteacher

The meeting closed at **8.50pm**

Chair.....

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Date.....

Summary of current actions	Name of Governor for action
5.2.1. New parent governors to be added to what's up group and provided email address using the school's domain address	M Butcher
6.1. Feedback from exit interviews	M Butcher
8.2. Display of school development plan targets	The Headteacher
9.1. Date to be set for Head teacher's Performance Review	M Butcher
12.2. Termly newsletter to parents	Governors
13.8. Charging & remission and Staff code of conduct to be discussed at autumn FGB meeting.	HGS & Headteacher
13.9. List of policy schedule	Headteacher
16. Governor training for new parent governors	
20. Agree dates for meetings for next academic year	Headteacher / Chair

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