



LONDON BOROUGH OF REDBRIDGE

ST BEDES CATHOLIC PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting Held
At the School on 28th March 2024**

PRESENT: M Butcher (Chair)
A Dayson
L Fernandes
B Lenkalapally
G Mathew
P Osei-Mensah (Vice-Chair)
G Notts (Headteacher)
N Johnson

In Attendance: A Mudamburi Clerk, HGS
T Lawlor School Business Manager
K Roberts Deputy Headteacher

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1. The Chair opened the meeting with a prayer and welcomed all in attendance to the meeting.
- 1.2. Apologies for absence were received from S Heins and J Delaney. Consent was given for both absences.
- 1.3. There were no requests for any other business items.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

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3. **MEMBERSHIP OF THE GOVERNING BODY**

- 3.1. The constitution list was received and noted by the governing body.
- 3.2. All governors were asked to update any changes to their details on Governor Hub.
- 3.3. Governors noted the end of term for:
 - 3.3.1. A Dayson Staff Governor – 16th January 2024.
Governors agreed to re-appoint A Dayson for another term commencing 28th March 2024 to 28th March 2028.
- 3.4. Governors noted the following governor vacancies:
 - 3.4.1. It was confirmed Father Henry Mobela would be appointed as the Foundation Governor.
 - 3.4.2. The Headteacher reported a parent had expressed interest in the role for a Local Authority (LA) governor. Updates would be provided at the next FGB meeting.

Commented [AM1]: Please confirm if staff were made aware of vacancy and A Dayson was the only one who put their name forward.

ACTION: Headteacher

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

- 4.1. The minutes of the previous meeting held on 7th December 2023 were agreed and would be signed as a true record.
- 4.2. The following were matters arising from the minutes (not included elsewhere on the agenda):
 - 4.2.1. Membership Of Governing Body (Minute 3.5.2, refers):
This action was discussed under agenda item 3.4.2.
 - 4.2.2. Safeguarding (Minute 10.4, refers): The Chair advised a training session would be scheduled for the start of the academic year 2024/25.
 - 4.2.3. Committee and Governor Link Reports (Minute 11.4, refers): The Clerk confirmed Governor Hub had been updated. Action was closed.
 - 4.2.4. Governor Training (Minute 14, refers): Governors had booked onto the relevant Diocesan training session. Action was closed.

Chair's
Initials

- 4.2.5. Multi Academy Trusts (Minute 15, refers): The Headteacher advised there had been no meeting.

5. CHAIR'S REPORT

- 5.1. The Chair shared that since the last meeting, he had not received any correspondence or taken any urgent action. The Chair signed the school's financial value statement at the meeting.
- 5.2. The Chair reported no correspondence had been received. However, he had attended internal meetings within the school. A report would be shared on Governor Hub.

ACTION: Chair

- 5.3. Governors were advised to confirm all outstanding declarations and confirmations on Governor Hub as follows:
- 5.3.1. Completion of annual declaration of pecuniary interests.
- 5.3.2. Agreement of the code of conduct.
- 5.3.3. Confirmation that Keeping Children Safe in Education, 2023 had been read and understood.
- 5.3.4. Confirmation that safeguarding training had been completed for the academic year 2023 -24.

The Clerk undertook to send out reminders to Governors with outstanding declaration and confirmations on Governor Hub.

ACTION: Governors, HGS

6. HEADTEACHER'S REPORT

- 6.1. Copies of the Headteacher's report was shared with governors and the following highlights noted:

With an Ofsted inspection expected, governors were made aware that link meetings with subject leaders would be a focus during the process. A governor shared their recent experience in the school of an Ofsted inspection including the questions governors were asked. These were the length of time governors had served, skills set they brought to the governing body, financial questions, Self-Evaluation Form (SEF) questions, delegation and best value evaluation.

Much focus was placed on safeguarding including training received by governors. Processes, procedures and systems within the school regarding safeguarding were also reviewed.

Chair's
Initials

Safer recruitment was raised and the wording used when advertising for a job vacancy. Governors' involvement and visibility in the school community was also mentioned. How a governing body ensured the Headteacher's and staff wellbeing was a priority was also touched upon.

Prior to the inspection, a parent and staff survey was conducted including inspectors speaking to parents during drop off and pick up times. The Chair suggested a parent survey to be sent out after the Easter holidays and results shared with the governing body.

The Headteacher's spring term letter to parents and carers would be sent on 28th April 2024. Pupil numbers were reported to be currently 447 on roll. Governors noted the ethnicity data which included the school population who had English as an Additional Language (EAL). The Chair shared that a discussion had taken place to reproduce a more detailed report highlighting language used in relation to safeguarding and the CPOMS system within the school.

Absence figures were raised by the Chair to display Persistence Absence (PA) pupils across each year group and the reasons for their absence. The purpose would be to identify if there were links to other factors such as safeguarding concerns.

Governors noted two appointments had been made, and one resignation had been received for members of staff. There were no staff on long term sickness. The Headteacher shared staff list and movements that had occurred for the teaching staff.

SEF summary was shared with governors. The school had been re-graded as outstanding overall and good for Early Years Foundation Stage (EYFS). The Chair questioned if the grading for EYFS would have an impact on staff morale to which the Headteacher responded it had not yet been shared with staff. A governor asked what would make EYFS outstanding. The Headteacher advised through either adding what happened in other outstanding schools or development within the school. The Headteacher concluded that the grading was only his judgement.

Governors noted data on behaviour and attitudes and "miss play" for the spring term. The Headteacher mentioned a reception child had been suspended for 24 days, returned to school and was suspended again.

A governor enquired if the child would have understood the suspension and the Headteacher responded that they did

Chair's
Initials

understand. It was asked if the suspension had made a difference in behaviour and it was confirmed there had been improvement in behaviour.

Another child who was suspended had returned to school after a panel agreed for their return to school in agreement with the school, was suspended again until 29th April 2024. It was raised what the next step would be going forward should there be no improvement in behaviour. The Headteacher mentioned that a decision would then need to be made as to permanent exclusion would be an outcome.

Discussion on the impact on staff from pupils 'violent outburst as a duty of care on both pupils and staff had to be taken into consideration. The Chair mentioned the option on training particular members of staff on positive handling techniques.

Data on standards of attainment was shared with governors. The Headteacher stated the concerns previously raised regarding certain year groups were no more and they were going in the right direction. A Dayson would be providing tutoring in reading and K Roberts in Maths for those year groups after the Easter holidays.

The Chair thanked the Headteacher, Senior Leadership Team and staff for their continued hard work on behalf of the governing body.

- 6.2. The Headteacher shared the targets of the School Development Plan in his report and no further update was provided.

7. FINANCIAL UPDATE

- 7.1. T Lawlor reported Schools Financial Value Standard (SFVS) had been updated and reviewed by the Finance Committee. A number of actions had arisen from responses provided. The Chair signed a paper copy of the SFVS and asked all governors to read report which was available on GovernorHub.
- 7.2. Governors noted spend against the 2023-24 budget. Revenue budget total surplus was confirmed to be £84.067 which was reported to be positive.
- 7.3. The Statement of Internal Control 2023-24 had been signed by the Chair of governing body, Headteacher and approved by the finance committee.
- 7.4. There were no Service Level Agreements that were due for renewal.

Chair's Initials

- 7.5. It was reported that the finance committee had met prior to the FGB meeting and had challenged certain expenses items which were addressed. Governors noted the income, expenditure and surpluses were shared. Finance committee had recommended the budget for 2024-25 and governing body approved the budget.
- 7.6. Governors noted the Best Value Review Statement 2024/25 had been approved at finance committee meeting.
- 7.7. It was confirmed there was no deficit budget.
- 7.8. The Chair requested for the audited School Private Fund to be deferred to the summer FGB meeting.

ACTION: HGS

8. SAFEGUARDING

Governors noted safeguarding had been addressed in the Headteacher’s report. A new format of report would be shared at the next FGB meeting. No further update was provided.

ACTION: Chair

9. WEBSITES

- 9.1. Governors were informed an internal audit had been completed and annual audit would be reviewed in July 2024.
- 9.2. T Lawlor shared Getting Information About Schools (GIAS) to be updated with new governors.

ACTION: T Lawlor

10. ADMISSIONS ARRANGEMENTS

It was confirmed there had been no changes to the admissions arrangements for entry in September 2025.

11. COMMITTEES AND GOVERNOR LINK REPORTS

- 11.1. Governors noted and received minutes from the committees available on Governor Hub.
 - 11.1.1. Finance, Personnel & Premises Committee – 8th February 2024. Governors noted an extra-ordinary meeting had taken place prior to the FGB meeting today.

Chair's Initials

11.1.2. Teaching & Learning Committee – 29th February 2024.

11.2. Governors were made aware that reports on specific areas following governor visits were available on Governor Hub.

12. POLICIES

12.1. Governors noted and approved the model Grievance policy from the Local Authority (LA). Governors were asked to review the policy and send any comments to T Lawlor and the Headteacher. Governing body approved the Grievance policy.

12.2. Governors noted there were no policies due for renewal in the summer term 2024.

13. HEALTH AND SAFETY

The Health & Safety report that had been presented at the Finance, Personnel and Premises Committee by the Site Manager. Governors noted report was available on GovernorHub. No further update was provided.

14. GOVERNOR TRAINING

14.1. It was noted safeguarding training level 2 had been completed. Governors were asked to email training attended to T Lawlor and A Dayson.

ACTION: All governors

14.2. It was confirmed 3 members of the governing body M Butcher, L Fernandes and P Osei-Mensah had completed safer recruitment training.

14.3. The Chair mentioned a training log would be produced for all training attended by governors.

15. MULTI ACADEMY TRUSTS (MATs)

The Chair reported no meeting had been attended which was also stated by the Headteacher. Meeting previously scheduled for January 2024 was postponed. No further update was provided.

16. ANY OTHER URGENT BUSINESS

At this point in the meeting, T Lawlor requested to discuss catering contract to which the chair agreed.

Chair's Initials

T Lawlor informed governors the catering contract with ISIS was due to cease in July 2024. A group of schools had come together to continue with ISIS. Governors approved the new contract.

The Chair requested for the Headteacher, staff governors and T Lawlor to leave the meeting so they could discuss the feedback from the Headteacher’s performance management meeting.

A governor suggested sending birthdays cards for all staff members from the governing body. T Lawlor to liaise with school office and provide update.

ACTION: T Lawlor

Headteacher, T Lawlor, A Dayson, K Roberts and N Johnson left the meeting at 18:31 hours.

17. PRIVATE AND CONFIDENTIAL ITEMS

See private and confidential items minutes

Headteacher, T Lawlor, A Dayson, K Roberts and N Johnson return to meeting at 18.38 hours.

18. DATES OF MEETINGS

The following dates were noted for future meetings:

Finance, Personnel & Premises Committee at 6.30pm

- 23rd May 2024.

Teaching & Learning Committee at 6.30pm

- 20th June 2024.

FGB Meeting at 6.30pm

- 18th July 2024.

The meeting closed at 18:45 hours.

Chair.....

Date.....

Summary of current actions	Name of Governor for action
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Chair's Initials

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3.4.2 Update on parent interest as an LA governor	Headteacher
5.2 Share internal meetings within school of GovernorHub	Chair
5.3 Update all outstanding declarations and confirmations on GovernorHub	Governors
7.8 Audited school private fund at next FGB meeting	HGS
8. New format on reporting safeguarding	Chair
9.2 Update GIAS regarding new governors	T Lawlor
16. Update on sending birthday cards to staff from the governing body	T Lawlor

Chair's
Initials