



LONDON BOROUGH OF REDBRIDGE

ST BEDES CATHOLIC PRIMARY SCHOOL

**Minutes of the Full Governing Body Meeting Held
At the School on 7th December 2023**

PRESENT: P Osei-Mensah (Vice-Chair)
L Fernandes
S Heins
B Lenkalapally
G Mathew
G Notts (Headteacher)

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

1. **WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1. It had been agreed for Vice Chair P Osei-Mensah to chair the meeting in the absence of the Chair M Butcher. The Chair opened the meeting with a prayer and welcomed all in attendance to the meeting.
- 1.2. Apologies for absence were received from M Butcher, A Dayson and N Johnson. Consent was given to all absences.
- 1.3. It was agreed for an update to be provided on exit interviews under any other business.

2. **DECLARATION OF INTERESTS**

There were no declarations of interest.

3. **MEMBERSHIP OF THE GOVERNING**

- 3.1. The constitution list was received and noted by the governing body.
- 3.2. There were no proposed changes made by the governing body to the current instrument of government.
- 3.3. All governors were asked to update any changes to their details on GovernorHub.
- 3.4. Governors noted the end of term for:
 - 3.4.1. Anna Dayson staff Governor – 16th January 2024
 - 3.4.2. Correction was made to Geo Mathew's Foundation Governor's term to end on 31st December 2023. Governors agreed to seek to extend Geo Matthew's term commencing on 1st January 2024 for 4 years.

ACTION: HGS

- 3.5. Governors noted the following governor vacancies:
 - 3.5.1. 1 x Foundation Governor to be filled by Fr Henry Mobela.
 - 3.5.2. 1 x Local Authority Governor. Governors were advised of a possible parent interest in the vacancy. The Chair would follow up with parent and advise governors at spring term FGB meeting.

ACTION: Chair

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

- 4.1. The minutes of the previous meeting held on 13th July 2023 were agreed subject to the following correction:
 - 4.1.1. Agenda item 8.1.4 from "attendance was reported at below 96%" to "just below 96%".
- 4.2. The following were matters arising from the minutes (not included elsewhere on the agenda):
 - 4.2.1. Any other business (Minute 5.2.1 refers): M Butcher had added the new parent governors to the Governing Body Wat's App group.

- 4.2.2. Headteacher's Report (Minute 8.2 refers): The Headteacher confirmed the completed School Development Plan (SDP) targets had been displayed in the school's reception area.
- 4.2.3. Committee and Governor Link Reports (Minute 12.2 refers): It was confirmed this action was still outstanding.
- 4.2.4. Policies (Minute 13.3 refers): The Headteacher advised this action was work in progress and he would have a further update in spring term FGB meeting.
- 4.2.5. Governor Training (Minute 16 refers): T Lawlor confirmed both S Heins and B Lenkalapally had completed their safeguarding and Diocesan governor induction training.
- 4.2.6. Dates of Meetings (Minute 19 refers): Dates for the academic year 2023-24 meetings has been agreed and circulated to all governors.

5. **CHAIR'S REPORT**

- 5.1. T Lawlor informed governors of the cheque payments over £5k which had been approved by M Butcher as Chair of Governors. All governors agreed for P Osei-Mensah to sign the list of payments made and approved by the Chair of Governors previously, in the absence of M Butcher.
- 5.2. A CMAT meeting was scheduled with M Butcher, the Headteacher, Fr Andrew Headon, the Project Manager and Michael Corcoran, CAO (Chief Accounting Officer) of the CMAT (Catholic Multi Academy Trust) The Good Shepherd Trust however, it had been postponed until January 2024.

6. **CODE OF CONDUCT**

Governors Code of Conduct document was viewed with attention drawn to highlighted sections of the document. All governors agreed and adopted the Code of Conduct 2023-24.

7. **HEADTEACHER'S REPORT**

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

- 7.1.1. A breakdown of ethnicity of pupils was shared and compared to historic data. A governor inquired about there being no data under the White European descriptor. The Headteacher stated it was based on how parents identified their children when they were admitted to school.

Vulnerable groups – there were 63 pupils on the SEND (Special Educational Needs & Disabilities) register including a total of 12 on an EHCP (Education Health & Care Plan)

The impact of a reduced number of pupils taking the universal free school meals compared to last year on the school was discussed. There was a higher uptake in the lower years. It was confirmed funding came via the borough and was offset against the school's budget.

Figures for persistent absence had reduced to 5.7% compared to last year's 12.74%. Overall attendance was 96.9% which was slightly higher than last year's figure of 95.8%. Miss Ricketts was praised for the impact her continued work was having on attendance.

The Headteacher updated governors regarding the school's current vacancies and teacher rotation. A recently employed year 2 teacher would be leaving citing the school was not the right fit for her as the reason. There were 3 additional Learning Support role vacancies being recruited to.

Roles had been advertised with 15th December 2023 as the closing date. A governor enquired about what the contingency plan was if no suitable candidates were found. The Headteacher's response was to appoint agency staff as cover. Two class based Teaching Assistants would be appointed as well as one Learning Support role to work on a 1:1 basis with children.

- 7.1.2. The school was currently at full capacity with total number of 448 pupils including Nursery. This was celebrated as a reflection that parents wanted their children to attend St Bede's.

Data updated and regularly shared with governors by the Deputy Headteacher showed pupil subject performance. Data available for governors for the end of the autumn term was for Maths and reading with other subjects' data yet to be made available. It was stated

that due to year 2 and 5 teaching disruptions as a result COVID, results were not predicted to be strong. Governors thanked the Headteacher and the whole school team for their dedication and hard work which was reflective of last year's data.

There were no suspensions or exclusions for the term.

- 7.2. Governors were referred to key points from the SDP (School's Development Plan) which had been reported to the Teaching & Learning Committee meeting in November 2023. No other update was provided.
- 7.3. Governors noted the SEF (Self-Evaluation Form) summary. A governor inquired why the number of pupils "missing a play" was higher in years 5 and 6. The Headteacher expressed pupil behaviour was good however, there could be inconsistency by different teachers which might result in "missing a play". The Chair requested for the Headteacher to summarise and incorporate the St Bede's Way in his report for the spring term.
- 7.4. It was noted all inset days had been approved for 2023-24.
- 7.5. It was noted residential trips for 2023-24 had been agreed and approved.

8. **HEADTEACHER'S PERFORMANCE MANAGEMENT**

The Chair informed governors the Headteacher's Performance Management review had taken place. M Butcher and P Osei-Mensah were involved in the process. The review was reported to have been productive. Other aspects of the review would be shared with governors at the next FGB under private and confidential item.

It was also agreed for the next review would be conducted by July 2024 which would be before the 2023-24 academic year ends.

ACTION: HGS

9. **FINANCIAL UPDATE**

T Lawlor shared the financial monitoring report document with governors up to the period 30th September 2023. The projected end of year surplus at that time was reported to be at £51,690. An updated report up to the period 31st December 2023 would be shared at the finance committee meeting on 25th January 2024.

ACTION: T Lawlor

10. **SAFEGUARDING**

- 10.1. It was confirmed all governors had read and understood Keeping Children In Education Safe (KCSIE) and GovernorHub had been updated.
- 10.2. The Headteacher advised the annual safeguarding report had been changed to termly. Safeguarding training for governors would be conducted by accessing “The Key” online training.
- 10.3. It was confirmed that M Butcher was the Safeguarding Governor.
- 10.4. It was confirmed all governors were up to date with their safeguarding training. It was noted that M Butcher would present KCSIE at a higher level at a safeguarding training session with all governors at the start of every the academic year and also sign the KCSIE document at the FGB meeting to confirm this training had been received.
- 10.5. Governors were reminded to update GovernorHub with all training undertaken , including safeguarding.

ACTION: Governors

11. **COMMITTEES AND GOVERNOR LINK REPORTS**

- 11.1. Governors approved and adopted the following Terms Of Reference reviewed by the committees:
 - 11.1.1. Teaching & Learning
 - 11.1.2. Finance, Personnel & Premises
- 11.2. Governors approved membership of the following committees:
 - 11.2.1. **Teaching & Learning Committee**
 - 11.2.1.1. John Delaney
 - 11.2.1.2. Mark Butcher
 - 11.2.1.3. Anna Dayson
 - 11.2.1.4. Nicola Johnson
 - 11.2.1.5. Geo Matthews
 - 11.2.1.6. Gary Nott
 - 11.2.1.7. Prince Osei-Mensah
 - 11.2.1.8. Sonalia Heins

11.2.2. Finance, Personnel & Premises Committee

- 11.2.2.1. Licia Fernandez
- 11.2.2.2. Mark Butcher
- 11.2.2.3. John Delaney
- 11.2.2.4. Benhur Lenkalapally
- 11.2.2.5. Gary Nott

11.3. Governors elected the Chairs for the following committees:

- 11.3.1. Teaching & Learning Committee – John Delaney
- 11.3.2. Finance, Personnel & Premises Committee – Licia Fernandez.

11.4. Governors agreed to maintain the same link governors for the academic year 2023 -24. Benhur Lenkalapally was appointed for the roles of Pupil & Parent Partnership and to oversee the Governors Newsletter.

ACTION: HGS

12. POLICIES

12.1. Governors reviewed and approved the following policies:

- Charging & Remission Policy
- Staff Code of Conduct
- Pay Policy
- Safeguarding & Child Protection Policy 2023 &
- Organisation of Financial Responsibilities Policy

12.2. Governors noted and approved the following policies reviewed previously by the Finance, Personnel and Premises Committee:

- Health & Safety Policy
- Managed Fire Plan
- Asbestos Management Plan Policy
- Pay Policy
- Charging & Remission Policy
- Organisation of Financial Responsibilities
- Staff Gifts & Hospitality Register, Pecuniary & Non Pecuniary Interest.

12.3. There were no policies due for renewal to review in the spring 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 was shared with governors. No other update was provided.

14. **GOVERNOR TRAINING**

14.1. In the absence of the link governor for training, no update was provided and it was agreed to be deferred to the spring term FGB meeting.

ACTION: HGS

14.2. The Chair shared, training sessions provided by the Diocese had been circulated and all governors were encouraged to schedule and attend any relevant training.

ACTION: Governors

15. **MULTI ACADEMY TRUSTS (MATs)**

The Headteacher informed governors of a meeting scheduled for January 2024 and said a further update would be provided after the meeting.

ACTION: Headteacher

16. **ANY OTHER URGENT BUSINESS**

A presentation produced by M Butcher about exit interviews undertaken by him at the end of the summer term was shared with governors. Discussions were held pertaining the various reasons given for leaving by members of staff. And areas where the school was doing well or there were room for improvement.

Governors thanked M Butcher for the detailed work produced.

17. **PRIVATE AND CONFIDENTIAL ITEMS**

There were no private and confidential items

18. **DATES OF MEETINGS**

The following dates were noted for future meetings:

Finance, Personnel & Premises Committee at 6.30pm

- 25th January 2024 – changed to 8th February 2024
- 23rd May 2024

Teaching & Learning Committee at 6.30pm

- 29th February 2024
- 20th June 2024

FGB Meeting at 6.30pm

- 28th March 2024
- 18th July 2024

The meeting closed at **20.40pm**

Chair.....

Date.....

Summary of current actions	Name of Governor for action
3.5.2 Follow up of a parent as a potential LA Governor	M Butcher/G Nott
8. P&C feedback from Head Teacher's Performance Review	M Butcher
9. Update report on financial monitoring at Finance Committee Meeting	T Lawlor
10.4 Schedule Safeguarding training session for governors at the start of the academic year	M Butcher
11.1 Update Link Governor Roles on GovernorHub	HGS
14. Attend Diocesan relevant training sessions	All Governors
15. Provide update from CMAT meeting	Headteacher

Chair's
Initials