

Our Lady of Lourdes Catholic Primary School

Minutes of a meeting of the Full Governing Body - Thursday 18 March 2021 6.30pm held remotely

Outstanding Governance reminder:

Governing bodies should have a strong focus on the core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Headteacher to account for the educational performance of the school and its pupils; and the effective and efficient performance management of staff, and
- Overseeing the financial performance of the school and making sure its money is well spent
- To maintain and develop the Catholic nature of the school

In this meeting governors will be mindful of equalities issues in all agenda items

Present: Pier Anscombe, Paul Barber (Headteacher), Emma Briggs (from 7.00pm onwards), Mel Fane (Chair), Sandra Hogan, Giulia de Rosa (Vice Chair), Bryan Rossi-Anderson (from 7.15pm onwards), Helen Snow

Apologies: Dee Simson

In attendance: Bola Ayonrinde (prospective new Foundation Governor)

Quorum: Five governors. At least six governors were present at any one time. The meeting was quorate throughout.

Clerk: Ruth Ali

Minutes signed by: _____ Agreed on: _____

Action points: **bold** Questions/challenges: **highlighted** Decisions: ***bold italics***

		Actions
1.	<p>To appoint Chikodili Emelumadu as Co-opted Governor The candidate's application was sent out prior to the meeting, including a statement outlining the skills she would be able to contribute to the board, and the Headteacher and Chair recommended her appointment. Agreed: <i>Chikodili Emelumadu was unanimously appointed as co-opted governor for a one year term of office.</i></p>	
2.	<p>Welcome <i>1.1 Prayers</i> The Headteacher opened the meeting with prayer. <i>1.2 To consider Apologies for Absence</i> Apologies were received and accepted from Dee Simson. <i>1.3 Declaration that remote participants are maintaining confidentiality</i> All declared that they are not in a situation where conversations can be overheard. <i>1.4 Declaration of business interests or interests of loyalty in agenda items</i> None. <i>1.5 Welcome to new governors and prospective new Foundation Governor</i> Chikodili and Bryan were not present. Bola was welcomed. <i>1.6 Introductions</i> All present introduced themselves and outlined their roles on the board.</p>	

3.	<p>Minutes of last meeting</p> <p>3.1 <u>To agree accuracy</u></p> <p>The minutes were <i>agreed as a true record.</i></p> <p>3.2 <u>To discuss action points and matters arising, if not on this agenda</u></p> <p>Min 3.2: Lockdown policy will remain on action points until completed, in preference to being deferred until September.</p> <p>The clerk will ask Emma and Ian about their plans for GDPR monitoring. Dee has been unsuccessful challenging the invoice for governor ad in Woodingdean Newsletter.</p> <p>Min 6 and 9: Feedback from wellbeing meeting is an agenda item at this meeting, as are actions in response to parent survey.</p> <p>3.3 <u>Other outstanding matters if relevant</u></p> <p>None.</p>	RA
4.	<p>Headteacher's Report</p> <p>The Headteacher took governors through his previously circulated report and highlighted or added:</p> <p><u>Catholicity of the School – Liturgical, Spiritual and Religious Education</u></p> <ul style="list-style-type: none"> • Catholicity has remained the number 1 priority. • RHSE consultation and policy have been concluded and feedback from the Diocese has been sought. All staff, including support staff, are currently being trained. • CSI Inspection is likely to take place 2nd or 3rd week of Autumn term • “Deans Sports Partnership” – not partnership as such but group of schools seeking to offer their pupils opportunities for sports fixtures. BACA has offered their facilities. • A Y2 INA is being trained as a registered Forest School Leader. • Parent council meeting is scheduled for Tuesday 23 March. <p>Governors offered to be present at this meeting. As there would already be some governor representation, it was agreed that Giulia would attend the next meeting. It was noted that parents had strong feelings at the last meeting around being informed of their children’s progress, but is not an agenda item at this meeting. The Headteacher will follow this up.</p> <p><i>Emma joined at 7pm</i></p> <p>Governors asked:</p> <ul style="list-style-type: none"> • Regarding After School Club (ASC), are all parents notified of the cost, or only parents whose children are using it? – Parents who had expressed an interest in the provision following the request for feedback, were informed. We are concerned about opening ASC up widely as there might not be the capacity to cater for all. This has since been followed up by a ping message to all parents. • Are costs roughly the same as under the previous provision? – Yes, although previous administration did not always cover the school’s own expenses. We are now making sure that costs are kept as low as possible, but also that school does not operate at a loss. The new ASC provision is Ofsted registered, which means that childcare vouchers can be used, which will be a big financial help to parents. <p>FFT Aspire and Pupil Tracking training was explained further, ie it is a change in data management, starting from children being benchmarked on their</p>	PB

return. Parents will be advised that this benchmarking data will be shared with them after Easter, informing them where their children are in relation to age related expectations (ARE). Early signs of benchmarking data for children who have completed it so far is quite positive, which is testament to the work of teachers and parents during the time of school closure. Governors were reminded of the opportunity to attend Pupil Progress Meetings (PPMs). No formal lesson observations are taking place; instead the Headteacher is dropping into lessons informally and frequently and is satisfied with what he has seen.

Pastoral

- Pastoral support continues with essential visitors coming into school to deliver this.
- During the second week after the return to school, a rise in student and parent anxiety has been observed. The forthcoming Easter break is unfortunately expected to disrupt a re-established routine.
- Governors were pleased to note that another dog has been introduced into school.

Leadership and Management

- The Headteacher is pleased with middle leadership development, especially in RE, RHSE and Reading.

Bryan joined at 7.15pm

- Subject leadership will be reviewed at the Inset day in June.

Quality of Education

- A broad and balanced curriculum was maintained during lockdown; creative curriculum continues now.
- FFT training undertaken by the Deputy Headteacher will result in specific and ambitious targets being set by teachers for students.

Early Years

- The Early Years leader also taught the Y2 class during school closure and was thanked by the Headteacher and governors.

SEND and Inclusion

- Definition of “vulnerable children” was slightly widened to include those academically vulnerable, which sometimes coincides with children at risk or neglect. This was because during the first lockdown data showed that children who attended school made more progress than children at home even though there were no formal lessons at that time.

Behaviour and Attitudes

- Thanks to Emma for her work with the Behaviour and Attitudes pupil survey.
- Lesson sampling showed that children’s behaviour is good – this provides an extra challenge to teachers as there are no behaviour related barriers for learning, and good progress should be expected.

Governors requested further detail around the follow up on the racist incidents, and the Headteacher clarified that the issue was in connection with children being treated unfairly by a member of staff. This led to two separate meetings between the Headteacher and the parents, followed up by conversations with the staff member involved who was not aware that their

	<p>actions had been picked up in that way. It was further clarified that the staff member was not the children's usual class teacher, as the incident took place when teachers were teaching from home. Governors were pleased that all staff members are now being supported and requested an update to be given at the next meeting.</p> <p><u><i>Personal Development</i></u></p> <p>No additional comments/questions.</p> <p><u><i>Attendance</i></u></p> <ul style="list-style-type: none"> • Target is now 97%. Overall positive, but some work to be done in some areas. This continues to be monitored. <p><u><i>Staffing</i></u></p> <p><u><i>Health and Safety/Maintenance</i></u></p> <p><u><i>Finance</i></u></p> <p><u><i>IT</i></u></p> <p>No additional comments/questions.</p> <p><u><i>Primary Sports Funding</i></u></p> <p>The Headteacher reminded governors that all schools had to contribute £2,500 towards the redundancy cost of the Sports Partnership leader. This cost was covered through the Sports Premium.</p>	PB
5.	<p>Governor Monitoring</p> <ul style="list-style-type: none"> • <u><i>Update on Monitoring Plan</i></u> <p>The updated monitoring plan was circulated prior to the meeting, and the Chair expressed her appreciation that it had been well populated.</p> <p>Following the Headteacher's comments at the last meeting that he finds governors' monitoring supportive and valuable, he thanked governors for their response to this and explained that he had witnessed growth in staff in showing the great work they are doing.</p> <p>Governors have been invited to attend PPMs and were asked to respond to a doodle poll to find convenient dates.</p> <p>Not all areas have been monitored due to some roles being vacant; this will be discussed later in the agenda.</p> <ul style="list-style-type: none"> • <u><i>Visit Reports</i></u> <ul style="list-style-type: none"> ○ Emma Staff meeting ○ Giulia Reading ○ Sandra SEND ○ Mel H&S <p>Reports were noted; there were no further questions.</p> <p>Emma will attend another staff meeting on 19 March.</p> <ul style="list-style-type: none"> • <u><i>Training reports –</i></u> <ul style="list-style-type: none"> ○ Sports Premium monitoring <p>It was noted that the both the staff Sports Lead position as well as the Sports Premium Link governor position are currently vacant, and governors recognised that, Sports Premium being a priority, this must be addressed.</p> <ul style="list-style-type: none"> ○ Unconscious bias and inclusion <p>It was pointed out that the training report recommended that data of students of colour should be monitored.</p> <p>It was further highlighted that children should be asked what terminology they prefer ("black"/"students of colour"). Assuming that one term is preferred over another is already unconscious bias.</p> <ul style="list-style-type: none"> ○ SEND Forum 	All EB PB

	Noted.	
6.	<p>Safeguarding</p> <p><u>Safeguarding Link Governor Visit report</u></p> <p>Noted. An answer in connection with encryption of the Single Central Record (SCR) is still expected. The Headteacher will find out.</p> <p>The Headteacher added that the School Business Manager (SBM) is working through the SCR to ensure it is up to date and historical staff details are also secure.</p> <p>Governors sought to ascertain how often their Disclosure and Barring Service (DBS) checks should be renewed. There is no legal requirement as to how often they need to be renewed, but schools have their own policies around that. They were reassured that the SBM will monitor this.</p>	PB
7.	<p>Reports from Committees/Working groups</p> <p><u>7.1 Q&S</u></p> <p>Minutes were circulated prior to the meeting and noted.</p> <p><u>7.2 Resources Committee</u></p> <ul style="list-style-type: none"> • To note Minutes <p>Noted.</p> <ul style="list-style-type: none"> • To approve SFVS <p>The Schools Financial Value Standard (SFVS) had been discussed between the SBM and Mel and was also considered by the Resources Committee.</p> <p>Approved:</p> <p><i>The SFVS was unanimously approved and will be signed by Mel.</i></p> <p>The Clerk will forward to the SBM.</p> <ul style="list-style-type: none"> • <i>To note Independent Examination Report (Governors' Fund)</i> <p>Noted.</p> <p><u>7.3 Admissions</u></p> <p>Minutes were circulated prior to the meeting and noted. Another meeting is scheduled to discuss requests for admission outside the normal age group.</p> <p><u>7.4 Wellbeing Working Group (to also review Governors' Statement of Behaviour Principles)</u></p> <p>The Wellbeing Working Group has met and shared outcomes from their meeting:</p> <ul style="list-style-type: none"> • Student council to be reestablished to evaluate wellbeing in the student body • Group is looking for opportunities to evaluate staff wellbeing; different options are being considered • Working party to be set up to work on a policy to cover procedures, with the outline of it ready for FGB in July; this would involve parents, staff and pupils <p>The Governors' Statement of Behaviour Principles is also due for review, and it was suggested that, in addition to the statutory requirements of this document, the review of it should also be approached from a wellbeing perspective.</p> <p>Further points raised were:</p> <ul style="list-style-type: none"> • In response to pupil survey, the Eco Committee is developing quiet spaces in the school 	MF RA

	<ul style="list-style-type: none"> • All have behaviours that impact on others; need to find out impacts on everyone's wellbeing • Answers to this audit will be brought to FGB in the Summer Term • Approaches which promote people's wellbeing will also be discussed • Wellbeing updates to be regular agenda items <p><u>7.5 RHSE/CSI Working Group</u></p> <p>- to approve Relationships Health and Sex Education policy</p> <p>The new RHSE Policy was circulated prior to the meeting. A governor recommended that the wording on page 2 (emphasising marriage) should be made consistent with the wording on the following page (emphasising loving and stable relationships) in order to reflect the families in school. Governors agreed that this is a key point, but asked whether this change would need to be referred back to the Diocese. The Headteacher reminded governors of the consultation process and the feedback received from the Diocese and advised that he is confident the proposed change is not opposed to that feedback.</p> <p>Giulia will forward exact wording to the clerk, who will insert the change into the policy.</p> <p>Approved:</p> <p><i>Subject to amendment discussed above, the RHSE Policy was unanimously approved.</i></p> <p>- reminder of training</p> <p>Governors were reminded of the RHSE training circulated by email. At least all members of the CSI Working Group should complete this.</p> <p>- to discuss link governor role</p> <p>Covered under agenda item 8</p>	RA GdR RA
8.	<p>Governor Body Business</p> <ul style="list-style-type: none"> • <u>To revisit Governor links, proposing a strategic approach to ensuring the right governors are linked to the right areas (grouping monitoring areas, skills audit etc)</u> <p>The Chair and Headteacher have met to discuss a new approach. The Headteacher outlined key points, and due to time constraints governors were asked to comment/ask questions by email.</p> <ul style="list-style-type: none"> • Governors leaving and new governors joining has an impact on how the board approaches their monitoring • Key areas could be grouped together differently, for example all extra funding could be monitored by the same link governor • Governors' skills, expertise and knowledge to be considered when discussing best fit <p>It was agreed that</p> <ul style="list-style-type: none"> • A briefing paper outlining the proposals in more detail should be prepared for the next meeting • Some protected time should be allocated to this item – either at the next meeting, or as a special meeting (to be discussed and date set by the chair and the clerk). <ul style="list-style-type: none"> • <u>Update on GB membership</u> <p>Appointed:</p> <p><i>Bryan Rossi-Anderson was appointed to the Resources Committee.</i></p>	

	<p>The chair will discuss options for committee membership with other new and potential governors (Chikodili and Bola).</p> <ul style="list-style-type: none"> • <u>Visible Governance</u> The Chair reminded governors of the outcome of the last parent survey, where 87% of respondents knew what governors did, and 13% did not. The parent council will be asked what parents think they need to know. This will be fed back to the next FGB meeting. • <u>Annual Adrianne Nnadi award for services to the school awarded to one Year 6 leaver</u> Governors remembered Adrianne as a parent, governor and friend of the community whose death was acutely felt by the board. She was passionate about children understanding democratic processes and what their voice can do for the school and their lives. It would have been in Adrianne's interest to have the student and eco councils reestablished, as well as other opportunities for children to understand that they can change things and serve the school. It was therefore considered important to ensure that her legacy is remembered by an award for service to the school, the presentation of which would also involve her family and keep them entwined in the community. Governors agreed with this proposal and also suggested that the area of calm requested as outcome of the pupil survey could also in some way be dedicated to her. The Headteacher confirmed that the area will be established through democratic processes, and her name will therefore be referred to throughout the process. Governors asked the Headteacher to ensure that fair processes are used to identify student leadership. The Headteacher confirmed that he is bearing this in mind and outlined his plans for giving all pupils opportunity to give service to the school, ensuring it is not through a "popularity contest". 	MF MF
9.	<p>Updates on Partnerships</p> <ul style="list-style-type: none"> • <u>Deanery</u> <ul style="list-style-type: none"> ○ To subscribe to Deanery Collaboration Agreement • <u>Deans</u> • <u>Deans Sports Partnership</u> <p>Minutes of the Deans and Deanery Chairs meetings were circulated prior to the meeting. Headteachers' meetings also take place.</p> <p>Agreed:</p> <p>FGB unanimously agreed to subscribe to the proposed Deanery Collaboration Agreement (for governors to sit on panels at other schools in the Deanery if needed).</p> <p>Governors also agreed to an addition in the Code of Conduct, ie that they will also observe confidentiality when assisting boards of other schools.</p>	
10.	<p>Policies and other statutory documents to review/approve/discuss</p> <ul style="list-style-type: none"> • <u>Bereavement Policy</u> <p>It was noted that the reference to "pool" should be removed as this school does not have one.</p> <p>Approved:</p>	

	<p>Subject to this amendment, the Bereavement Policy was unanimously approved.</p> <ul style="list-style-type: none"> • <u>Attendance and Welfare Policy (to note - approved by Q&S)</u> <p>Noted</p> <ul style="list-style-type: none"> • <u>Designated Teacher for Looked After Children Policy (to approve – recommended by Q&S)</u> • <u>Intimate Care Policy (to approve – recommended by Q&S)</u> <p>Approved:</p> <p>Both above policies were unanimously approved.</p> <ul style="list-style-type: none"> • <u>Relationships, Health and Sex Education Policy</u> <p>Approved under item 8.5</p> <ul style="list-style-type: none"> • <u>Deanery Collaboration Agreement</u> <p>Approved under item 11.1</p>	
12	<p>Meeting Close</p> <ul style="list-style-type: none"> • <u>Any other business</u> <p>None.</p> <ul style="list-style-type: none"> • <u>Confirm date of next meeting</u> <p>Wednesday 19 May, 4.30pm</p> <p>The meeting closed at 8.32pm.</p>	

Documents circulated prior to the meeting:

Co-opted Governor application	Governors Fund Independent Examination report
Minutes of the last meeting	Admissions minutes
HT Report	RSE Policy
Governors Monitoring Plan	Deanery collaboration agreement
Four visit reports	Governors' Code of Conduct
Three training reports	Deanery Chairs Meeting
Safeguarding Visit report	Deans Chairs Meeting
Q&S minutes	Bereavement Policy
Resources minutes	Attendance and Welfare Policy
SFVS	Designated Teacher for LAC Policy
Governors Fund annual summary	Intimate Care and Toileting Policy

Item	From when	Who	What	When by	Notes
3.2	01.10.20	Paul	Look again at Lockdown policy and prepare school community	Not relevant at the moment	Keep as action point until completed
3.2	04.02.21	Ian	Discuss GDPR monitoring with Paul	Next FGB – 19.05.2021	Ruth to remind
	04.02.21	Emma			
4	18.03.21	Paul	Follow up with parent council about feelings around information about children's progress	23.03.2021	
4	18.03.21	Paul	Give update at next meeting on staff member support around racism	19.05.2021	

5	18.03.21	All	Respond to doodle poll for PPMs	26.03.2021	
5	18.03.21	Emma	Attend another staff meeting	19.03.2021	Completed and report received
5	18.03.21	Paul	Monitor data of students of colour (include in report to governors)	ongoing	
6	18.03.21	Paul	Find out about encryption of SCR		
7	18.03.21	Ruth	Send SFVS to Kim		completed
7.2	18.03.21	Mel	Sign SFVS		
7.4	18.03.21	Ruth	Add wellbeing update to planner as regular agenda item		On planner
7.5	18.03.21	Giulia	Send Ruth wording for RHSE Policy		Completed
7.5	18.03.21	Ruth	Amend RHSE Policy		Completed
8	18.03.21	Mel	Discuss committee membership with Chikodili and Bola		
8	18.03.21	Mel	Feed back from parent council about what parents want to know about governors		