

Our Lady of Lourdes Catholic Primary School

Minutes of a meeting of the Full Governing Body – Wednesday 19 May 2021 4.30pm 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

Present: Pier Anscombe (until 5.57pm), Paul Barber (Headteacher), Chikodili Emelumadu (until 5.33pm), Mel Fane (Chair), Sandra Hogan, Giulia de Rosa (Vice Chair), Bryan Rossi-Anderson, Helen Snow (from 5.07pm)

Apologies: Emma Briggs, Dee Simson

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**

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

		Actions
1.	<p>Welcome</p> <p><u>1.1 Prayers</u> The Headteacher opened the meeting in prayer.</p> <p><u>1.2 To consider Apologies for Absence</u> Apologies were received and accepted from Dee Simson and Emma Briggs.</p> <p><u>1.3 Declaration that remote participants are maintaining confidentiality</u> All declared that they are not in a situation where conversations can be overheard.</p> <p><u>1.4 Declaration of business interests or interests of loyalty in agenda items</u> None.</p> <p><u>1.5 Welcome to new governors and prospective new Foundation Governor</u> The prospective new Foundation governor was unable to attend. Chikodili as recently appointed co-opted governor was welcomed.</p> <p><u>1.6 Introductions</u> Chikodili introduced herself.</p>	
2.	<p>Minutes of last meeting</p> <p><u>2.1 To agree accuracy</u> The minutes were agreed as a true record.</p> <p><u>2.2 To discuss action points and matters arising, if not on this agenda</u> Min 3.2: The Headteacher would like to bring this to a conclusion and is seeking advice from other Deanery Headteachers about how they prepare their</p>	

<p>school community for a lockdown drill. Whilst such a threat is a minor risk, preparation is valuable. He would like to propose a plan at the next FGB meeting.</p> <p>Ian and Emma have had an initial meeting between themselves to ascertain what they would like to discuss. A date for a meeting with the Headteacher has now been set; Bryan has also been invited to contribute.</p> <p>Min 4: Parent council members asked specifically for information around their children’s progress, and the Headteacher has actioned that by arranging for reports to parents around where their children are in Spring 2 in relation to age related expectations (ARE) in non-Covid times. There were some big gaps, causing some anxieties for parents, which he has sought to allay. Another report will be given at the end of the academic year. Raw scores in Reading Writing and Maths will also be presented to governors at FGB at the end of this year. Parent council will be asked for feedback on the format of the reports. The Headteacher confirmed that as always lessons are of the highest quality, which he is confident will be successful.</p> <p>As a follow up on inadvertent racism, B&H staff training has been arranged for an Inset day in September.</p> <p>Min 5: Pupil Progress Meetings were not conducted as intended, with governor attendance. However, the Headteacher updated Giulia, who will provide a report.</p> <p>Data of children of colour has not been specifically considered at this point. Data is randomized at the moment as children’s experiences over lockdown varied. However, from September children of colour will be added to the subgroup analysis and considered at committee level.</p> <p>Min 6: The school’s Single Central Record (SCR) is not encrypted. Experiences with encryption in other schools caused significant problems and encryption would not be necessary in a small school. Only a small group of staff need to access the SCR. The Headteacher will monitor the SCR every six weeks.</p> <p>Min 8: Bola’s appointment has not yet been confirmed; the clerk was asked to email the Diocese for an update. She would be asked to join the Q&S Committee due to her expertise in education.</p> <p>Chikodili’s experience would also suit the Q&S committee. She will be invited to the next meeting and then be put forward for appointment to the committee.</p> <p>What parents want to know about governors will be discussed under agenda item 7.4.</p> <p><u><i>2.3 Other outstanding matters if relevant</i></u></p> <ul style="list-style-type: none"> To confirm that Living Wage has been agreed <p>The Resources Committee has ascertained that no staff members are on that scale, meaning that the budget is not affected.</p> <p>Agreed:</p> <p>Agreement of Governing Boards of Voluntary Aided schools (as employers) to continue with the Voluntary Living Wage increase in line with community schools had been presumed by the LA, and governors now formally agreed to it.</p> <ul style="list-style-type: none"> To confirm decision around School Meals contract <p>Governing Boards had been asked to submit an indicative response to the offer of one of three options in connection with the LA’s School Meals contract. Views of relevant staff members had been sought and shared with governors by email.</p>	<p>PB, RA</p> <p>IW, EB, BRA</p> <p>GDR</p> <p>RA</p> <p>RA</p>
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	<p>The Headteacher’s recommendation was to go with option 2 (for the LA to extend the contract for one more year), and governors had communicated their agreement in principle by email.</p> <p>Agreed: <i>The decision to go with option 2 was now officially confirmed.</i></p> <p>Governors asked whether any feedback had been sought from parents or children. Staff members who were consulted communicated that they were not aware of any concerns from parents. Parent council members had no concerns about the quality but would like to see more choice. However, this is hampered by the size of the kitchen. The biggest amount of waste does not come from school dinners but from lunch boxes.</p>	
<p>3.</p>	<p>Headteacher’s verbal update to include</p> <ul style="list-style-type: none"> • <u>Update on wellbeing in school (refer to minutes of the last meeting)</u> This was discussed as the last bullet point under this item. • <u>Strategic Risk Register</u> The Headteacher introduced this new document, which details risks particular to OLOL (reputational, economical or other). He explained that, whilst school would do everything to safeguard against these risks, the most effective schools work out actions to minimise risk and actions they would take should the risk occur. The document would be reviewed on an annual basis by SLT and then shared with governors. The chair explained that this is not a statutory document for maintained schools but nevertheless from a governance point of view it is important that governors are aware of it as the consequences of risks occurring are under the remit of the governing board. The board’s remit is therefore to be aware of the document and to review it. Questions were encouraged. Whilst such a document would normally be reviewed annually at the start of a calendar year, it was proposed that as it is new, it would be good to do so earlier. There were no further questions or comments, and governors agreed that they are happy with the document and its purpose. • <u>Estate Vision Site Plan</u> The Headteacher’s proposal for a three year site plan was circulated prior to the meeting. He explained his reasons for some of the proposals: <ul style="list-style-type: none"> • The site should match expectations and standards in the same way as teaching and learning, as the school’s ministry. • Governors are custodians of the site. • Entrance area should give the impression that the site is tended and cared for. <p><i>Helen joined at 5.07pm</i></p> <ul style="list-style-type: none"> • As a follow up from the pupil survey, the Eco Council (majority of children in Y5 and Y6) were asked for their suggestions for quiet areas. It is therefore important that some of these suggestions are actioned before Y6 leaves. • Limiting factor is the absence of the Site Manager. • There would also be opportunity to create an area in memory of Adrienne Nnadi (previous governor). 	

	<ul style="list-style-type: none"> • The plan would be driven through the line management of the caretaker; all governors would contribute to it. • A column would be added to the document for cost and funding streams. None of the proposals have been budgeted for in this year’s budget. <p>Governors were impressed with the document. They asked:</p> <ul style="list-style-type: none"> • Is there any way in which it can be shown near the gate that it is a Catholic school, for example a statue? – This will be taken into account. • What are the priorities for these proposals? For example what is the condition of the accessible toilet? – This has been discussed and will be actioned. In terms of other priorities, it is important that priority stems from student voice; this was asking for quiet spaces for reflection and prayer, which is limited at the moment. • Can the Eco council contribute by looking through catalogues? – They have been involved in the selection of a suitable bench. • We believe the tree near the gate was planted in memory of a pupil many years ago. Is it possible to mark this somehow? – Pier will find out more. • Referring back to the accessible toilet, could this be turned into a wetroom? - The issue is the cost. It should just be made welcoming. <p><u>Wellbeing update:</u> The Headteacher explained that he and the Chair had met to discuss the wellbeing of all connected with the school, including how it can be ensured that behaviour supports the wellbeing of everyone. Wellbeing would therefore be a focus on the next Inset day with a view to identifying actions the school is taking that have a detrimental impact on wellbeing. If processes which cause stress and anxiety are understood, they can also be addressed. The governing board and SLT have already started doing certain things differently with a positive effect on wellbeing, and staff will now be asked what they find effective. The Headteacher is collating these responses through email and a wellbeing box outside his office and will address these at the Inset day. Following the Inset day, the wellbeing group will meet again and report back to FGB.</p> <p><i>Chikodili left at 5.33pm</i></p> <p>Governors asked whether they are expected to attend the Inset day, and the Headteacher explained that the best approach at the moment would be for governors to observe at a distance. Once key behaviours are established, these can be monitored.</p>	PA
4.	<p>Safeguarding</p> <ul style="list-style-type: none"> • <u>Annual Safeguarding Report</u> <p>This was deferred to the next meeting, where it would sit best going forward.</p> <p>A March to May update was noted.</p> <ul style="list-style-type: none"> • <u>NSPCC Training Report</u> <p>The training report, also including subsequent questions asked of the Designated Safeguarding Lead (DSL), was circulated prior to the meeting, and</p>	RA

	<p>Mel highlighted the recommendation of having a deputy safeguarding link governor to provide support. This opportunity has been offered to Helen. All governors were encouraged to take up this training.</p>	All
5.	<p>Governor Monitoring</p> <ul style="list-style-type: none"> • <u>Update on Monitoring Plan</u> As the Early Years link role is currently vacant due to a resignation, Mel has been in contact with the Early Years leader and will write a report. All other planned actions have been completed. • <u>Visit Reports</u> <ul style="list-style-type: none"> ○ Emma Staff meeting Governors noted the report and asked whether staff were happy for a governor to attend their meetings. The Headteacher confirmed that close relationships between staff and governors had been established and there is a good partnership. Staff would be confident to say if they are concerned. Emma has also attended assemblies. ○ Giulia Reading Noted. This had been discussed at the Q&S Committee meeting. ○ Mel Leadership Governors noted the report and recognised that development of middle leadership is the way to secure the culture of the school. The Headteacher explained that he would like to work with the other Deanery schools in developing middle leaders with a view to succession planning in Catholic schools. He will address this at their next meeting. Governors appreciate how supportive staff members are of each other. <p>Giulia gave a verbal update on feedback given from PPMs: The structure of PPMs has changed to develop middle leadership. Teachers analyse data themselves, lead discussions and are asked to outline teaching priorities, what resources they need and SEND plans. This approach brings classroom teachers into the whole school development, finance, training needs, coaching and developing the teachers' overview of the children.</p> <p><i>Pier let at 5.57pm</i></p> <ul style="list-style-type: none"> • <u>Training reports</u> None. 	MF
6.	<p>Reports from Committees/Working groups/etc</p> <p><u>6.1 Q&S</u> Minutes noted.</p> <p><u>6.2 Resources Committee</u> Minutes of the last meeting were circulated prior to the meeting and governors discussed:</p> <ul style="list-style-type: none"> • Budget - Whilst 78% spend on staffing appears good, this includes the underspend. • It is the biggest spend, but value for money due to the high quality staff in place. However, it will have to be a focus point going forward. • Will the situation improve once the long term absence situation is resolved? – Yes, but this may take some time and will have an impact 	

	<p>on the budget in the meantime. The Headteacher is currently seeking advice from a more senior staff member at HR. Procedures have been followed in line with the advice given.</p> <p>Governors recognised the efforts put in by the Headteacher to support and seek advice.</p> <ul style="list-style-type: none"> • <u>To note final financial position</u> <p>The final outturn report was circulated prior to the meeting. This showed an underspend of £75,024.</p> <ul style="list-style-type: none"> • <u>To approve the budget</u> <p>Mel, as Resources Committee Chair, drew governors' attention to the deficit in Year 2 and Year 3, but advised that the committee had recommended the budget for approval. Questions or comments were invited.</p> <p>Approved: Governors unanimously approved the three year budget plan for 2021-24.</p> <p><u>6.3 Admissions</u></p> <p>29 children were offered a place in Reception 2021. One parent has requested deferred entry for their child, so the final number will be 28. However, a number of tours have been conducted recently, and four late applications have been received. The final number should be available before half term.</p> <p><u>6.4 Chair – EHCPs</u></p> <p>The chair advised governors that she had provided the governors' statement for an application to have the school named on an Education Health and Care Plan (EHCP). This would increase the number of EHCPs to five. The INCo has applied for maximum funding, but it is not sure whether this will be successful.</p>	
7.	<p>Governor Body Business</p> <p><u>7.1 Outcome of Skills Audit</u></p> <p>All governors have completed the skills audit, and the Chair explained that there are no areas of concern. However, the skills audit matrix does not take account of low numbers and governor workload.</p> <p><u>7.2 Priorities</u></p> <ul style="list-style-type: none"> ▪ Discuss/confirm governor links <p>The "Priorities" document was circulated at the end of the last term, and governor comments on the proposed structure and links were invited. No issues were raised, and it is assumed that all are happy with their proposed link areas.</p> <p>Confirmed: The proposed new link roles were agreed for the new academic year.</p> <ul style="list-style-type: none"> ▪ Feedback from Strategic Meeting ▪ Discussion of approach to re-visiting our vision for the school <p>The "Priorities" document also referred to "vision". This was not intended to be a vision statement, but would lead into a review of the vision. However, there are a number of reasons why this cannot be a priority at the moment:</p> <ul style="list-style-type: none"> • Due to recent changes in roles and the small size of the board • Priorities have been slimmed down • Current HR and budget priorities • Current restrictions on face to face meetings <p>It was agreed that a similar discussion should be held at the beginning of September to ascertain the position then.</p> <p><u>7.3 Update on GB recruitment</u></p>	RA

	<p>The Chair explained that she intends to ask whether any staff member at Cardinal Newman Catholic School (CNCS) would be interested to become a governor as part of their CPD. New ways of recruitment are continually explored.</p> <p><u>7.4 Visible Governance – Governor Newsletter</u></p> <p>Bryan has been working on the Governor Profiles part of a Governor Newsletter. Emma is also interested in contributing towards it with a view to producing a comprehensive and informative newsletter for parents.</p> <p>Bryan and Emma will discuss other content and seek governor input with a view to the newsletter being finished by 25 June.</p> <p>Referring back to the “Priorities” document, a governor asked what steps need to be taken to embed the “super six” teaching strategies. The Headteacher explained that he has a spreadsheet of each staff member’s development in each area. This will drive performance management next year. Five learning habits which children can do in lessons have been identified for pupils. Governors are welcome to monitor by joining in training or learning walks.</p>	BRA, EB
8.	<p>Policies and other statutory documents to review/approve/discuss</p> <ul style="list-style-type: none"> • <u>Discuss approach to reviewing Governors’ Statement of Behaviour Principles</u> <p>This was deferred to the next meeting.</p> <ul style="list-style-type: none"> • <u>Appraisal Policy</u> <p>Approved at Q&S committee meeting and noted.</p> <ul style="list-style-type: none"> • <u>SEND Information report</u> <p>Approved: The SEND Information Report was unanimously approved.</p> <ul style="list-style-type: none"> • <u>H&S Policy</u> • <u>Premises Management Documents Policy</u> • <u>Special Leave of Absence Policy</u> • <u>Scheme for paying governors’ allowances</u> <p>Approved: The above four policies had been recommended for approval by the Resources committee and were unanimously approved.</p>	RA
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>Date of next meeting: Friday 16 July 12.30pm</u> • <u>Prayers</u> <p>The Headteacher closed the meeting in prayer. The meeting closed at 6.40pm.</p>	

Documents circulated prior to the meeting:

- Minutes of the last meeting
- Voluntary Living Wage email
- School Meals response
- Strategic Risk Assessment
- Risk Management Guidance

Draft site plan
 Safeguarding report (March to May)
 NSPCC Safeguarding Training report
 Governors' Monitoring Plan
 Staff meeting report
 Reading report
 Leadership report
 Q&S Committee minutes
 Resources Committee minutes
 Final Outturn Report
 Budget 2021-24
 Priorities Document
 Governors' Statement of Behaviour Principles
 Behaviour and Discipline in Schools Guidance
 Appraisal Policy
 SEND Report
 H&S Policy
 Premises Management Policy
 Special Leave of Absence Policy
 Scheme for Paying Governors Allowances

Action points

Item	From when	Who	What	When by	Notes
2.2	01.10.20	Paul	Look again at Lockdown policy and prepare school community		Propose plan at next FGB meeting
2.2	04.02.21	Ian	Discuss GDPR monitoring with Paul		12 July
	04.02.21	Emma			
2.2	19.05.21	Giulia	Provide report on PPM feedback		Completed
2.2	19.05.21	Ruth	Email diocese for update on Bola's appointment		Completed, Bola appointed
2.2	19.05.21	Ruth	Invite Chikodili to the next Q&S meeting		Was done, but not seen due to email issue
3	19.05.21	Pier	Find out more about tree near entrance (in memory of a child who died) – check with previous staff member Linda Herbert		Email sent
4	19.05.21	Ruth	Put Annual Safeguarding Report on next agenda, and on generic planner for Summer 2		completed
4	19.05.21	All	Do NSPCC Safeguarding training (recommended)		
5	19.05.21	Mel	Write Early Years visit report		
7.2	19.05.21	Ruth	Put discussion on approach to re-visiting vision on September agenda		On planner
8	19.05.21	Ruth	Put Governors Statement of Behaviour Principles on next agenda		completed