

Our Lady of Lourdes Catholic Primary School

Minutes of a meeting of the Full Governing Body – 16 July 2021 12.30pm 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: Paul Barber (Headteacher), Emma Briggs (until 2pm), Chikodili Emelumadu (from 1.15 until 2.10pm), Mel Fane (Chair), Giulia de Rosa (Vice Chair), Bryan Rossi-Anderson (until 1.30pm), Dee Simson (until 2pm), Helen Snow (from 1.45pm)

Apologies: Pier Anscombe, Bola Ayonrinde, Sandra Hogan

In attendance: Ian Watson (Associate Member Admissions)

Quorum: Six governors. Between six and seven governors were present until 2pm. The meeting ceased to be quorate at 2pm.

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

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| 1. | <p>Welcome</p> <p><i>1.1 Prayers</i> The Headteacher opened the meeting with prayer.</p> <p><i>1.2 To consider Apologies for Absence</i> Apologies were received and accepted from Pier Anscombe, Bola Ayonrinde and Sandra Hogan.</p> <p><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.</p> <p><i>1.4 Declaration of business interests or interests of loyalty in agenda items</i> None.</p> | Actions |
| 2. | <p>Minutes of last meeting - 19 May 2021</p> <p><i>2.1 To agree accuracy</i> The minutes were agreed as a true record.</p> <p><i>2.2 To discuss action points and matters arising, if not on this agenda</i> Item 2.2: The Headteacher will consider lockdown practice in September, without bubbles. He will also ask other Headteachers how they have approached this. As the policy is due for review again in the Autumn term this was agreed to be a sensible approach.</p> | PB |

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| | <p>GDPR monitoring is an agenda item at this meeting. PPM feedback has been received, and governors thanked Giulia for her report.</p> <p>Min 3: Dee remembered the tree being planted and will find out more.</p> <p>Min 4: Governors will continue to be periodically reminded of the NSPCC Safeguarding training which is specific for governors. The LA also delivers training on the governors' role in Safeguarding. It was clarified that training in school, delivered by the Designated Safeguarding Lead (DLS), is aimed at staff and not governors. The DSL has also previously delivered training for parents volunteering in the school; it was suggested that enquiries could be made whether parents would find this valuable as well.</p> <p>Min 5: Governors agreed that they are satisfied with the verbal report given of the Early Years visit.</p> <p><u>2.3 Notes from informal meeting</u> Noted. The chair advised governors that the topic will be revisited. Another vision meeting is therefore scheduled for 2 September 2021.</p> <p><u>2.4 Other outstanding matters if relevant</u> None.</p> | DS |
| 3. | <p>Reports from Committees/Working groups/etc</p> <p><u>3.1 Q&S</u> Minutes were circulated prior to the meeting and taken as read.</p> <p><u>3.2 Resources Committee</u> Minutes were circulated prior to the meeting and taken as read.</p> <ul style="list-style-type: none"> • To agree to delegate lettings to the SBM <p>The Chair explained that the Hire Agreement previously had to be signed by a governor. For practical reasons it would be easier for this to be delegated to the School Business Manager (SBM), who would subsequently inform governors and give a general update on lettings.</p> <p>Agreed: Governors unanimously agreed to delegate the signing off of lettings to the SBM.</p> <ul style="list-style-type: none"> • To approve VASCA contract <p>Governors were advised that confirmation that the Voluntary Aided School Condition Allocation (VASCA) bid had been granted was received late, which caused the application to tender to go out late, so that it had not been possible to either discuss at the Resources committee meeting or to share relevant documentation with governors prior to this meeting.</p> <p>Morgan Carn (architects and project manager) have completed the paperwork. Two of three requested tenders have been received; the Diocese has confirmed that under the circumstances two tenders are sufficient. The Resources Committee Chair and Vice Chair have scrutinized the tenders in detail and explained:</p> <ul style="list-style-type: none"> • Approximately £38,000 had been quoted for the work (lowest quote, received from PD Harris), but as more funding had been allocated, roughly £10,000 was added to replace flooring etc in the surrounding area – total £48,919 • The total cost of £66,561.83 includes Morgan Carn fees, VAT and Diocese fee | |

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| | <ul style="list-style-type: none"> Governors are required to pay 10% of this (£6,656.18), and Mel confirmed that this amount is available in the School Improvement (Governors') Fund (total in fund £24,459.20). <p>Governors asked the Headteacher about practical arrangements for the work to be completed during the Summer holidays, as no site manager is in place at the moment, and were reassured that the cleaner subcontracted through Nviro will ensure that the area will be cleared, ready for work to commence on 26 July. This led to an update being given on the recruitment of a new site manager, and the Headteacher explained that no satisfactory applications were received for the Grade C role. However, there are a number of options available to manage the site during the holidays, including a site staff member from Cardinal Newman Catholic School (CNCS) being hired over the summer with a view to potentially employing them in September, should they apply for the role when re-advertised. The Headteacher and SBM also remain available over the summer.</p> <p>A new site manager would now be recruited to a Grade D role; as it has become apparent that this grade better reflects the type of candidate being sought.</p> <p>Agreed: Governors unanimously agreed to enter into a contract with PD Harris for the VASCA work, as recommended by Morgan Carn.</p> <p><u>3.3 Headteacher Appraisal Panel</u> The Headteacher Appraisal Panel has met and conducted a very successful appraisal. Objectives have been met and exceeded. Governors thanked the Headteacher for his hard work this year.</p> <p><u>3.4 GDPR Working Group</u> Notes of the Working Group meeting were circulated prior to the meeting. Ian highlighted that the group has considered the Governors' Acceptable Use Policy, which all governors will be asked to sign in September. He and Emma also looked retrospectively at the online learning provision and ascertained that there had not been any data protection related concerns.</p> | |
| 4. | <p>Policies and other statutory documents to review/approve/discuss</p> <ul style="list-style-type: none"> <u>To agree amendment to Admission Arrangements 2021-22 and 2022-23</u> <p>A briefing paper outlining the requirement to amend the Admissions Arrangements in light of the new Admissions Code was circulated prior to the meeting. The Admissions Policies have been amended as required with wording suggested by the Diocese. Further detailed information around the application of the changes is still expected from the LA and the government.</p> <p>Approved: The required changes to the Admissions Arrangements 2021-22 and 2022-23 were unanimously approved.</p> <p>The clerk will forward the updated documents to the LA and the Diocese and also update the school website.</p> <p>The Headteacher informed governors that it had been difficult to get definite numbers for Reception for September 2021 from the LA, but he can now confirm that Reception will be full.</p> <p>Numbers on roll in other year groups: Y1, Y4 and Y6 - 30 children</p> | RA |

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| | <p>Y2 – 27 children Y3 – 24 children Y5 – 25 children.</p> <ul style="list-style-type: none"> • <u>To discuss approach to reviewing Statement of Behaviour Principles</u> <p>The clerk was asked to circulate the current Statement of Behaviour Principles together with the Government Guidance and to ask governors who would be interested in being part of a small working group to review the Statement.</p> <ul style="list-style-type: none"> • <u>RE Policy</u> • <u>Dogs in School Policy</u> <p>Approved: Both above policies were unanimously approved.</p> <p>Review frequency and level of delegation of the Dogs in School Policy will be agreed at the FGB meeting in September.</p> | <p>RA</p> <p>RA</p> |
| <p>5.</p> | <p>Governor Body Business</p> <ul style="list-style-type: none"> • <u>To review committee structure and membership (this item would include both Collaboration Agreements)</u> <p>No changes to committee structures were proposed. The chair explained that she had been in contact with all governors about committee membership, and all are in agreement with the proposed membership, which would remain broadly the same as previously.</p> <p>The following appointments were made: Dee Simson as Associate Member to the Resources Committee, with her term of office commencing on expiry of her term as LA governor (8 October 2021). Chikodili Emelumadu was appointed to the Q&S Committee. Giulia de Rosa was appointed as the review officer to the Headteacher Appraisal Panel.</p> <ul style="list-style-type: none"> • <u>Election of Chair, Vice Chair and Committee Chairs</u> <p>The clerk informed governors that a number of nominations had been received, nominating Mel Fane for the role of Chair. It was agreed that the chair's term of office would commence on the first day of the new academic year, for the period of one year. In the absence of Mel, governors discussed the nomination.</p> <p>Elected: Mel Fane was unanimously elected as chair.</p> <p>Nominations for the role of Vice Chair had been received, nominating Giulia de Rosa. The period of office would be the same as that of the chair.</p> <p>Elected: Giulia de Rosa was unanimously elected as vice chair.</p> <p>Committee chairs and vice chairs were appointed as follows: Q&S: Helen Snow (chair), Emma Briggs (vice chair) Resources: Mel Fane (chair), vice chair to be reviewed during the course of the year. Admissions: Ian Watson (chair), Emma Briggs (vice chair)</p> | |

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| | <p>Headteacher Appraisal Panel: Mel Fane (chair) Pay Committee: Giulia de Rosa (chair)</p> <ul style="list-style-type: none"> • <u>Update on GB recruitment</u> <p>Contact has been made with two potential Foundation governors.</p> <p><i>Bryan left at 1.30pm</i></p> <p>For the upcoming LA governor vacancy, CNCS will approach their staff members, as a means of professional development for their middle leaders.</p> <p>Governors discussed the Foundation governor vacancies in more detail:</p> <ul style="list-style-type: none"> • Approach parents in September, when it is possible to meet face to face again • To ensure the GB is not too parent heavy, ask parents whether they know of a friend or relative who would be suitable • Advertise vacancies in parish newsletters • Promote the vacancy in church (Ian to do as part of marketing drive and requested leaflets to give out) • <u>Visible Governance – Governor Newsletter</u> <p>Not discussed.</p> <ul style="list-style-type: none"> • <u>Meeting dates proposal next year</u> <p>Proposed dates were circulated prior to the meeting.</p> | |
| 6. | <p>Governor Monitoring</p> <ul style="list-style-type: none"> • <u>Visit Reports</u> <ul style="list-style-type: none"> ○ Giulia PPMs <p>Noted.</p> <p>The Chair has discussed Maths data with the Headteacher and is confident that there is a focus on Maths and poor data is being addressed.</p> <p>Emma will write a visit report on her visit to a Reception assembly.</p> <ul style="list-style-type: none"> • <u>Training reports</u> <p>Giulia’s training report on Diocesan Relationships, Health and Sex Education training was circulated prior to the meeting. She explained that the Diocese approached the training from the perspective of staff on the job, dealing with the various issues. This was considered to be helpful, as schools want to know how best to support the school community.</p> <p>Giulia recommended that governors should attend the next training event.</p> <p><i>Helen joined at 1.45pm.</i></p> <ul style="list-style-type: none"> • <u>Update on Governor Action Plan</u> <p>The updated Governor Action Plan was circulated prior to the meeting. The Headteacher was asked for his perspective on how monitoring has worked and explained that he feels the plan has worked well, even during the pandemic, and governors have been flexible and diligent. He thanked governors for how they conducted visits and followed the plan; this has given governors a real understanding of priorities, strengths and areas to address. The chair thanked governors and the Headteacher for making monitoring possible even during Covid.</p> | EB |

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| | <p>A new monitoring plan will be drawn up in September, based on the priorities of the School Development Plan. This would still take into account Covid.</p> | |
| 7. | <p>Headteacher's Report</p> <p>The Headteacher's Report was circulated prior to the meeting and taken as read.</p> <p>The Headteacher highlighted:</p> <ul style="list-style-type: none"> • Face to face liturgical practice has resumed since the last FGB meeting • Residential trip has taken place; five days continues to be the way forward • Maths mastery training is addressing concerning Maths data • RE training was undertaken by the new Diocesan RE Advisor, to prepare teaching staff for the CSI inspection • The INCO's strengths and skills were recognised for pastoral needs • NQT will complete their NQT year in November. • School will be fully staffed with teaching staff in September <p>Prior to the meeting governors had submitted the following questions:</p> <ul style="list-style-type: none"> • Why is Year 3 attendance lower than other years? Is there a higher number of SEN children or another reason? – Absence in Y3 is not SEND related. • There seemed to be a bounce in attendance when children returned to school after lockdown, but three year groups have not maintained this in the Summer term. Years 2,3 and 4 have gone down with years 2&3 not reaching 97%. Is there a reason for this? – Parents were happy to send children back, but this has not been maintained. Each child is quite a high percentage. Parents tend to keep their children away to safeguard against having to isolate; this affects attendance codes. Covid isolation does not affect attendance. It is expected that more parents will keep their children at home during the last week of term. • Are there interventions which could raise this number or do you think it could be to do with the age of the children? – Parents just want to keep their children safe, and there are no other actions we can take except to keep to DfE guidance. • It is great to read of the training in RE and RHSE teaching which has been delivered; how are the non-Catholic teachers feeling about the inspection? Would these non-Catholic teachers be exempt from observations during the Inspection? – Non-Catholic teachers would not be exempt from being inspected, but they are feeling secure as they had training. It has also been requested to have the inspection a few weeks into the term. An open dialogue will be kept with inspectors, highlighting that teaching by non-Catholic teachers may not be a fair representation of teaching. <p><i>Emma and Dee left at 2pm, leaving only five governors in attendance – the meeting ceased to be quorate.</i></p> <ul style="list-style-type: none"> • I see sampling of music teaching is planned for Autumn, do all classes receive music input at the moment and how do you feel it is going? - | |

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| | <p>All classes receive music teaching through the Sussex Music Service. There is some disparity in the quality of provision for younger children and older ones, and there is concern that provision for the older children is not pitched at the right level.</p> <ul style="list-style-type: none"> • Are you therefore looking for other options? – Potentially yes. We have set out certain requirements for class teachers, and external providers as well as PPA cover should meet the same requirements. <p>In addition, some data was shared (percentage of children at age related expectations [ARE] in each year group).</p> <p><u>Maths:</u> Reception 80% Y1 89% Y2 36% Y3 74% Y4 84% Y5 74% Y6 69%</p> <p><u>Phonics:</u> Reception 83% Y1 93%</p> <p><i>Ian and Chikodili left at 2.10pm</i></p> | |
| 8. | <p>To receive an update on Partnerships</p> <ul style="list-style-type: none"> • <u>Deanery</u> <p>Notes from the Deanery Headteachers’ and Chairs of Governors’ meeting were circulated prior to the meeting and summarised by the Headteacher. He added that, subsequent to that, the CNCS Headteacher had sent out ideas of what closer collaboration could look like from September, for example in terms of student leadership and development of middle leadership for which St Mary’s had offered coaching.</p> <p>Mel reported that chairs also continue to work together, including a focus on marketing. All value the partnership meetings.</p> <ul style="list-style-type: none"> • <u>Deans</u> <p>Not discussed.</p> | |
| 9. | <p>Wellbeing</p> <ul style="list-style-type: none"> • <u>To receive an update on the Wellbeing Inset day and initial thoughts on moving forward</u> <p>The Headteacher reported that prior to the Inset day he had asked staff to give feedback on causes for anxiety. Responses had been invited either by email or anonymously. The number of responses was low, and the consensus was that what school is doing is helpful.</p> <p>Anxiety is caused by necessities to assure quality of standards; changes are therefore not possible.</p> <p>The importance of wellbeing was highlighted, and that it is a shared responsibility. Moving forward, every aspect of school life would take into consideration wellbeing, continuing to ensure high expectations but ensuring</p> | |

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| | <p>that these are carried out with consideration to areas SLT has control over, for example periods of notice for monitoring and flexible CPD.</p> <p>The chair reported that she had seen the responses and that these were very positive. Staff is appreciative of the way the school is led.</p> <p>Governors suggested that staff are anxious because they care about the standards and want to ensure that their work is good.</p> | |
| 10. | <p>To discuss the Sports Premium Impact Statement</p> <p>Governors thanked the Headteacher for drafting the statement and agreed that it should be published on the website by 31 July, as required. However, they would like to scrutinise it more at the meeting in September. The Headteacher welcomed this and would, on that occasion, like to discuss other ideas for using the premium in 2021/22, such as Forest School and Beach School. The Statement may therefore be updated and replaced in September.</p> | RA RA |
| 11. | <p>Safeguarding</p> <ul style="list-style-type: none"> <u>To discuss the Annual Safeguarding Report</u> <p>Governors appreciated the detailed and full report. The clerk was asked to add governors who have done Safer Recruitment training (Helen and Giulia). Mel will soon be trained. Although it is not a requirement it is now considered good practice for training to be re-done every three years. Governor's NSPCC training also to be added.</p> <ul style="list-style-type: none"> <u>To receive a report from the Safeguarding Link Governor</u> <p>Not taken place.</p> | RA RA |
| 12 | <p>Meeting Close</p> <p>Governors were invited to the Y6 leavers mass is at church at 9.30 at 22 July. The meeting closed at 2.35pm</p> | |

Documents circulated prior to the meeting:

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| Minutes of the last meeting | Deans Collaboration Agreement |
| Notes of informal meeting | Meetings Schedule 2021-22 |
| Q&S Committee minutes | Pupil Progress Meeting Visit Report |
| Resources Committee minutes | RSHE Training Report |
| Admissions Policies 2021-22 and 2022-23, amended | Governors' Monitoring Plan |
| Briefing paper for Admissions Policy | Headteacher's Report |
| RE Policy | Deanery CoGs and HTs meeting notes |
| Dogs in School Policy | Sports Premium Impact Statement |
| Proposed Committee membership and link roles | Annual Safeguarding Report |
| Deanery Collaboration Agreement Terms of Reference and Procedures | Tender Return (circulated after the meeting) |
| | Tender Report (circulated after the meeting) |

| Item | From when | Who | What | When by | Notes |
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| 2.2 | 01.10.20 | Paul | Consider lockdown practice without bubbles | In September | Policy also due for review |
| 2.2 | 19.05.21 | Dee | Find out more about tree near entrance | | |

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| 4 | 16.07.21 | Ruth | Forward updated Admissions Policy to LA and diocese and update website | | Completed |
| 4 | 16.07.21 | Ruth | Circulate Statement of Behaviour Principles and Government Guidance to all and ask who wants to be part of working group | | Completed |
| 6 | 16.07.21 | Emma | Write Reception Assembly Visit report | | |
| 10 | 16.07.21 | Ruth | Upload Sports Premium Impact Statement to website | | Completed |
| 10 | 16.07.21 | Ruth | Put Sports Premium Impact Statement on FGB agenda for September | | On planner |
| 11 | 16.07.21 | Ruth | Add governors who have done Safer Recruitment Training to annual safeguarding report, and add NSPCC training | | Completed |