

# Our Lady of Lourdes Catholic Primary School

## Minutes of a meeting of the Full Governing Body – 23 September 2021 6.30pm held at the school

### 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, Bola Ayonrinde, Paul Barber (Headteacher), Mel Fane (Chair), Giulia de Rosa (Vice Chair), Bryan Rossi-Anderson, Dee Simson

**Apologies:** Emma Briggs, Helen Snow

**Not present:** Chikodili Emelumadu

**In attendance:** Ian Watson (Associate Member Admissions)

**Quorum:** Five governors. Seven governors were present. The meeting was quorate.

**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**

1.	<p><b>Welcome</b></p> <p><u>1.1 Prayers</u></p> <p>The Headteacher opened the meeting with prayer.</p> <p><u>1.2 To consider Apologies for Absence</u></p> <p>Apologies were <b>received and accepted</b> from Helen Snow and Emma Briggs. No apologies were received and therefore not accepted from Chikodili Emelumadu.</p> <p><u>1.3 Declaration of business interests or interests of loyalty in agenda items</u></p> <p>Ian declared an interest in agenda item 4 as he has connections to Coder Dojo. Governors agreed that he should not withdraw from the discussion as he is an Associate Member and would therefore not be voting. His presence to answer any further questions about Coder Dojo would be appreciated.</p>	Actions
2.	<p><b>Declarations</b></p> <p><u>2.1 Annual declaration of Personal Interests</u></p> <p><u>2.2 Acceptable Use Agreement</u></p> <p><u>2.3 Photo and video consent form</u></p> <p><u>2.4 To confirm all have read “Keeping Children Safe in Education 2021”</u></p> <p>All these were completed and collected in by the clerk. <b>Any outstanding would be followed up.</b></p>	RA

	<p><u>2.5 To review and agree to subscribe to Governor Code of Conduct</u>  The new NGA model Code of Conduct was circulated prior to the meeting. Changes from the previous model were highlighted; these were in connection with equality and inclusion.  Referring to the Nolan Principles – Objectivity – governors requested that “to our knowledge” should be added after “using the best evidence”.</p> <p><b>Agreed:</b>  <b>Subject to this addition the Code of Conduct was adopted and thereby all governors agreed to subscribe to it.</b>  <b>The Code of Conduct will be published on the school website.</b></p>	<p>RA</p> <p>RA</p>
<p>3.</p>	<p><b>To discuss and to agree whether to join the LA’s In-Year co-ordinated Admissions Scheme</b>  Governors discussed extensively:</p> <ul style="list-style-type: none"> <li>• What are the current arrangements and are they working well?</li> <li>• Would the school be at a disadvantage in terms of numbers of applications if part of the LA’s In-Year coordinated scheme?</li> <li>• How does the In-Year process work with regard to applications from East Sussex?</li> </ul> <p><b>Agreed:</b>  <b>As there was some uncertainty as to the answers to these questions, FGB agreed to ask the Headteacher to make further enquiries with the Schools Admissions Team and to email FGB with a recommendation. Governors felt that they would be ready to vote by email to approve the recommendation, as extensive discussions had already been held at this meeting.</b></p>	<p>PB</p> <p>All</p>
<p>4.</p>	<p><b>Lettings</b></p> <ul style="list-style-type: none"> <li>• <u>To discuss and if thought fit to agree to let the hall to Coder Dojo free of charge</u></li> </ul> <p>Governors were advised that Coder Dojo is an international movement run by volunteers who provide children with the opportunity to practice coding free of charge. They were previously based at the University, but are now looking for a new venue. Participants bring their own laptops, but would need to use the venue’s Wi-Fi.</p> <p>It was noted that Coder Dojo are looking for premises to use on a Saturday morning when there is an existing booking.</p> <p>However, this has flagged up the question whether governors would hire out the hall for a charity/voluntary organisation free of charge.</p> <ul style="list-style-type: none"> <li>• <u>To review the Hire Agreement section on Hire Charges, ie under what circumstances the Governing Body may agree to waive lettings charges</u></li> </ul> <p>Governors discussed:</p> <ul style="list-style-type: none"> <li>• Should lettings charges be waived, the cost of heating, lighting etc would not be recovered.</li> <li>• Any such application must be of benefit to the school or enhance learning.</li> <li>• Applications would be considered on a case by case basis by the governors.</li> <li>• It must be ensured that the Scheme of Delegation is consistent with the Hire Agreement.</li> </ul> <p><b>Agreed:</b></p>	

	<p><b>Governors agreed the following changes to the Hire Agreements:</b></p> <ul style="list-style-type: none"> <li>• <b>Add: Where the governors discern that reducing or waiving fees is appropriate, this will be discussed at each application’s merit.</b></li> <li>• <b>Give point 16 (safeguarding) more prominence by moving it higher up to point 2.</b></li> <li>• <b>Amend the section about cancellation to clarify when a deposit would be forfeited. This should read: “Cancellation of bookings must be received by the school governors not less than 7 working days in advance of the date of hire. In the event of a cancellation within 7 days, the deposit will be forfeited.”</b></li> </ul> <p>It was clarified that Coder Dojo have not applied yet, but that the decision is made in principle. Should they apply, they will be advised that Saturday mornings are not available, <b>but Bryan would discuss other options with them.</b></p> <ul style="list-style-type: none"> <li>• <u>To agree amendment to Scheme of Delegation – to delegate management of lettings to SBM</u></li> </ul> <p>It had been agreed at the last FGB meeting to delegate lettings to the School Business Manager (SBM). The wording in the Scheme of Delegation has now been changed to reflect this.</p> <p><b>Agreed:</b> <b>The amended wording in the Scheme of Delegation was unanimously agreed.</b></p>	
5.	<p><b>Minutes of last meeting - 12 July 2021</b></p> <p><u>5.1 To agree accuracy</u> The minutes were <b>agreed as a true record</b> and signed by the Chair.</p> <p><u>5.2 To discuss action points and matters arising, if not on this agenda</u> <b>Min 2:</b> Dee ascertained the name of the child in whose memory the tree was planted, and school will ensure that this is honoured. <b>The Headteacher will add this to the site plan.</b></p> <p><b>Min 4:</b> <b>The clerk will circulate Statement of Behaviour Principles and Guidance again and ask for volunteers to review.</b></p> <p><b>Min 11:</b> Names of governors with Safer Recruitment Training have been added to the Safeguarding Report. <b>The SBM has also undertaken Safer Recruitment and will be added.</b></p> <p><u>5.3 Other outstanding matters if relevant</u> None.</p>	PB RA RA
6.	<p><b>To discuss the Headteacher’s Report</b></p> <p>The Headteacher’s Report was circulated prior to the meeting. It was highlighted that there was no update on data protection. However, <b>the clerk will be in touch with the GDPR Working Group to advise on how Data Protection could also be monitored.</b></p> <p>Governors asked:</p> <ul style="list-style-type: none"> <li>• <b>How will you deal with the lower attendance and punctuality? Is this likely to be a case of parents "re-adjusting" to pre-covid school times? Will it just be monitored this term to see if it improves? If it does not improve, what would be the plan?</b> – Attendance has dropped from 97%, mainly because parents have been taking children on holiday during the first weeks of September. This is classed as unauthorized</li> </ul>	RA

	<p>absence and school is working with the Education Welfare Officer (EWO). Fines will be issued for this. When there were Covid cases in one year group during the previous week, this led to parents taking their children out with symptoms. These turned out not to be Covid. The Covid code does not affect attendance figures, but these absences did not count as such.</p> <p>Some parents are also struggling to move back to stringent starting times; the register now closes at 8.50am. School addresses this through communication. SLT are at the gate in the morning, from 8.50-9.00, to have discussions about lateness. Repeated cases of lateness are dealt with as a safeguarding issue, and meetings with parents are held.</p> <ul style="list-style-type: none"> <li>• <b>Do you know how strictly attendance figures will be scrutinized in light of Covid, as the guidance is that children with symptoms should be kept at home?</b> – School submits the daily attendance return to the DfE. Guidance, with regard to symptoms, is different from what is observed in school. SLT is mindful that parents are not unreasonable when they believe their child is symptomatic or when they are worried about cases in class. Relationships may be damaged if school is too strict.</li> <li>• <b>How does our attendance compare to other schools?</b> – Compared to other Deanery schools, attendance is lower.</li> </ul> <p>Governors agreed that there is a need of flexibility in light of Covid and are satisfied that school is doing the right thing.</p> <p>Ian (Admissions Committee Chair and Associate member) indicated that he would have to leave, and the Chair requested that, prior to his departure, an amendment to the Admissions Committee Terms of Reference should be discussed. Due to governor availability and workload, it was requested that the minimum membership on the Admissions Committee should be reduced to three plus the Headteacher.</p> <p><b>Agreed:</b>  <b>The proposed change to the Admissions committee Terms of Reference was unanimously agreed.</b></p> <p><i>Ian left at 7.45pm</i></p> <p>As part of the Health and Safety Update in the Headteacher’s Report, the Covid Risk Assessment was also circulated, together with the Public Health England Outbreak Management Plan. Governors asked if they were useful and informative when responding to the case of the cases in year 4. This was confirmed.</p>	
7.	<p><b>To discuss the Sports Premium Impact Statement</b></p> <p>Due to only limited time being available at the last meeting, it had been agreed that the Statement should be discussed in more detail at this meeting. Governors recalled that previously the majority of the Sports Premium had been spent on the Deans Sports Partnership. <b>This having been disbanded, governors asked what other priorities the Headteacher had identified.</b></p> <p>The Headteacher explained that the school’s contribution to the Sports Partnership had been £10,000 per year and that school is required to spend</p>	

	<p>the funding within certain boundaries. He had been seeking to improve the infrastructure in terms of resources of what children can use during PE and lunch times. The Sports Leader has now returned from maternity leave and is actively contributing to a plan for this year's spending. This is likely to focus on specialist coaches for specific sports, and in particular around girls' participation and networking with other schools for competitive sports. With the school's focus on creating leadership opportunities in all areas, consideration has also been given to using the Sports Premium to create leaders for sport; this would be across the school and not limited to the older year groups. Access to leadership coaching would be sought and taken into different realms in the school, so that children will be leaving the school with a sense of leadership, compassion and having learnt to lead with emotional intellect. The Sports Leader's role will therefore encompass student leadership across the school.</p> <p>Governors asked:</p> <ul style="list-style-type: none"> <li>• <b>When sports leaders are developed, will pupil voice be taken into account?</b> – Yes, pupils apply to the role and are asked what skills they have. This is used as a starting point to develop them into rounded leaders.</li> <li>• <b>How do you increase knowledge and skills for staff? Will this also be part of the Sports Leader's role?</b> – The development that is being undertaken with the children has to be meaningfully communicated to staff. A standard response to leadership will be established among all staff.</li> </ul>	
8.	<p><b>School Development Plan</b></p> <ul style="list-style-type: none"> <li>• <u>To agree Strategic Priorities</u></li> </ul> <p>Prior to this meeting, the Strategic Working Group had already discussed the document. Suggested changes were included in the document which was circulated to FGB. Governors were advised that there might be further changes following the vision setting meeting, which would feed into this.</p> <p><b>Agreed:</b>  <b>Meanwhile governors agreed the SDP as it stands and will revisit it after the vision meeting.</b></p> <ul style="list-style-type: none"> <li>• <u>To agree Governor Monitoring</u></li> </ul> <p>Governors considered the priorities of the SDP and agreed to focus on:</p> <ul style="list-style-type: none"> <li>• EYFS – focus on the new curriculum</li> <li>• Catholic Life and targets in the RE SEF</li> <li>• Y3 quality of learning and outcomes</li> <li>• Inclusion</li> </ul> <p>All these will take into consideration wellbeing as per preamble to the SDP. A governor further highlighted the gap between girls' achievement and boys' and the need for boys to have a role model. Part of the use of the Sports Premium would be to bring role models in to be positive voices for boys.</p> <p>Next steps:</p> <ul style="list-style-type: none"> <li>• Specific monitoring activities will be discussed as part of the vision meeting.</li> <li>• A presentation on EYFS will be given at FGB in December</li> <li>• A governor would join the headteacher on a walk through Y3 and meet with the Y3 teacher. <b>Governors were asked to email the Headteacher to arrange.</b></li> </ul>	Any gov

<p>9.</p>	<p><b>Governor Body Business</b></p> <ul style="list-style-type: none"> <li>• <u>To receive an update on review of committee Terms of Reference</u></li> </ul> <p>The Headteacher, Chair and Clerk will meet to review the work of the GB with a view to streamlining and reducing workload; as part of this they would also review the Committee Terms of Reference. Proposals will be brought back to FGB.</p> <ul style="list-style-type: none"> <li>• <u>To discuss link role descriptions</u></li> </ul> <p>The clerk has sourced role descriptions aimed at supporting existing and new governors. <b>The chair will forward these to the respective current link governors, and the clerk will make all role descriptions available in the governors' files.</b></p> <ul style="list-style-type: none"> <li>• <u>To appoint LAC link governor</u></li> </ul> <p><b>Deferred.</b></p> <ul style="list-style-type: none"> <li>• <u>Academies discussion</u> <ul style="list-style-type: none"> <li>○ <u>To revisit discussions held in June</u></li> <li>○ <u>To agree content of response letter and approach to formulating it</u></li> </ul> </li> </ul> <p>The Headteacher reminded governors of the background to this conversation and summarised the content of the supporting documents. He reiterated that schools want to strengthen close partnership working, in preference to joining an academy trust, and this would be communicated to the Diocese by each Governing Board in a separate response letter, using mutually agreed wording.</p> <p>The Headteacher suggested that he would draft the letter, consult with governors and then forward to the other chairs and Headteachers.</p> <p><b>Agreed:</b></p> <p><b>Governors unanimously agreed to the proposal that they would seek to strengthen collaborative partnership working in preference to joining an academy trust and that the Headteacher should draft a letter to that effect.</b></p> <p>Governors welcomed the letter received from the diocese on 23 September, which clarified that schools will not be pushed into academisation, but will be supported by the Diocese irrespective of their status.</p> <ul style="list-style-type: none"> <li>• <u>Update on GB membership</u></li> </ul> <p>Pier's term of office as staff governor is expiring on 15 October. A staff governor election is under way.</p> <p>Dee's term of office as LA governor expires on 8 October. This will leave a vacancy on the Pay Committee which needs to be filled imminently. The role requires minimal commitment, and governors were asked to volunteer.</p> <p><b>Appointed:</b></p> <p><b>Due to no governor coming forward at the meeting, governors were invited to consider this further and email the clerk if they are able to put themselves forward for the role. The appointed committee member would be the person who comes forward.</b></p> <ul style="list-style-type: none"> <li>• <u>Visible Governance – collaborating with parents over vision statement</u></li> </ul> <p>Working with parents on the Vision will be a long term project. It was also suggested to bring back "governors' corner" at parents' evenings.</p> <p>The chair proposed the setting up of a WhatsApp governors' group, for urgent communications. Most agreed that they would be happy to be included in such a group.</p>	<p>MF RA  RA</p>
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10.	<p><b>To receive an update on Partnerships</b></p> <ul style="list-style-type: none"> <li>• <u>Deanery</u></li> </ul> <p>Nothing to report.</p> <ul style="list-style-type: none"> <li>• <u>Deans</u></li> </ul> <p>Headteachers are meeting w/c 26 September. The group now includes OLOL, Woodingdean, Saltdean, Rudyard Kipling, BACA, Longhill and Downsview. Governors were pleased that the partnership is growing back again with previous members re-joining. Chairs will seek to formalise this at their next meeting and feed back at the next FGB meeting.</p>	
11.	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• <u>To agree review frequency and level of delegation for Dogs in School Policy approved at the last meeting</u></li> </ul> <p><b>Agreed:</b> <b>Governors agreed to delegate the Dogs in School Policy to the Headteacher, to be reviewed annually.</b></p> <p>To approve</p> <ul style="list-style-type: none"> <li>• <u>Child Protection and Safeguarding Policy</u></li> <li>• <u>Information Security Framework</u></li> <li>• <u>Children with Health Needs who cannot attend school</u></li> <li>• <u>Attendance Management Policy</u></li> </ul> <p><b>Approved:</b> <b>All above policies were unanimously approved, subject to a minor correction in the Information Security Framework.</b></p>	
12	<p><b>Meeting Close</b></p> <ul style="list-style-type: none"> <li>• <u>Any other business</u></li> </ul> <p>None.</p> <ul style="list-style-type: none"> <li>• <u>Prayers</u></li> </ul> <p>The Headteacher closed the meeting in prayer.</p> <p>The meeting closed at 8.40pm.</p>	

**Documents circulated prior to the meeting:**

Declaration of Interests Form  
Acceptable Use Policy  
Photo/Video Consent Form  
KCSiE Confirmation  
Code of Conduct  
In-year coordinated scheme information  
Hire Agreements  
Scheme of Delegation  
Minutes of the last meeting  
Headteacher's Report  
School Development Plan

Bishop's Letter to CoGs and HTs  
Vision Meeting notes  
Deanery CoGs and HTs notes  
Sports Premium Impact Report  
Dogs in School Policy  
Child Protection and Safeguarding Policy  
Information Security Framework  
Children with Healthneeds who cannot attend school Policy  
Attendance Management Policy  
Covid Risk Assessment  
PHE Outbreak Plan

## Action Points

Item	From when	Who	What	When by	Notes
2	23.09.21	Ruth	Follow up governors who have not submitted forms	asap	
2.5	23.09.21	Ruth	Add bits to Code of Conduct	Asap	Completed
2.5	23.09.21	Ruth	Publish Code of Conduct on website	asap	completed
3	23.09.21	Paul	Make enquiries with schools admissions about in year admissions		completed
3	23.09.21	All	Respond to vote on in year admissions		Completed
5	2309.21	Paul	Add honouring child in whose memory tree was planted to site plan		Completed
5	23.09.21	Ruth	Circulate Statement of Behaviour Principles and Guidance again and ask for volunteers to review		
6	23.09.21	Ruth	Contact GDPR Working Group advising how data protection could be monitored		Completed
8	23.09.21	Any governor	Email Paul to arrange visit to Y3		
9	23.09.21	Mel	Send link role descriptions to respective link governors		
9	23.09.21	Ruth	Make link role descriptions available in governors files		Completed
9	23.09.21	Ruth	Ensure LAC link governor appointment is on next agenda		Completed