



**MINUTES OF THE GOVERNING BODY
OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL HELD ON
WEDNESDAY 7TH OCTOBER 2020**

Present:

Name	Initials	Category of governor / role	Term of Office	Presence
Sandra Brierley	SB	Head teacher	N/A	Present
Ann McKenna-Slade	AMS	Chair of Governors	01/09/2018-31/08/2021	Present
Royer Vidal	RV	Foundation	01/09/2019-30/08/2022	Present
Althea Marshall	AM	Foundation	22/05/2017 – 21/05/2021	Present
Father Kingsley	FK	Foundation	19/10/2016-18/10/2020	No apologies received
Nick Blackham	NB	Staff	28/03/2018-27/03/2022	Present
Jimmy Healy	JH	Co-opted	17/10/2019-16/10/2022	Present
Davina Attara	DA	Local Authority	26/06/2012-26/12/2020	Apologies received
David Akinyemi	DAk	Parent	01/12/2018-30/11/2021	No apologies received
Elaine Radburn	ER	Foundation	26/09/2019-25/09/2022	Apologies received
Frederic Pemite	FP	Observer	N/A	Present

Clerk: Mrs Sarah Davies (Clerk to the Governors, Hackney Learning Trust)

ACTION LOG

Item	Action	Responsible	Date by
3	Head teacher to set up Governors WhatsApp Group.	Head teacher	ASAP
4b	Clerk to add to the January meeting agenda.	Clerk	January 2021

4b	HT to circulate Complaints Policy.	Head teacher	For training at January 2021 meeting.
4b	RV to undertake risk assessment review the week commencing 19 th October 2020.	RV	Week commencing 19 th October 2020.
4b	AM to send details of training attended to RV.	AM	ASAP
4b	Admissions Policy to be discussed at Admissions Committee and next Governing Body meeting.	Head teacher	Admissions Committee and Governing Body meeting.
5a	Clerk to circulate declarations register to all Governors.	Clerk	ASAP
5d	Head teacher to discuss Governing Body membership with two potential Governors.	Head teacher	ASAP
5d	Head teacher to contact Father Kingsley to discuss term of office.	Head teacher	ASAP
5f	Head teacher to review last year's link governor roles and circulate to Governors for confirmation.	Head teacher	ASAP
5f	Chair to email Governors regarding sitting on the Head teacher's Performance Management Committee.	Chair	ASAP
5f	Chair to confirm date of Head teacher's Performance Management Meeting.	Chair	ASAP
5g	RV to circulate skills audit for Governors to complete.	RV	ASAP
5h	Clerk to send 19/20 attendance to Head teacher.	Clerk	ASAP
7	Head teacher to invite Maggie Kalnins to lead the complaints policy training at the January Governing Body meeting.	Head teacher	Before end of term.
12	School Development Plan to be finalised and circulated to Governors for the November Committee meetings.	Head teacher	Before November committee meetings

15e	ER to be added to Staff Handbook.	Head teacher	ASAP
15f	Head teacher to circulate Medical Care and Pastoral Policy and Pay Policy for Governors information.	Head teacher	ASAP
15g	RV to send Admissions Committee TOR to Head teacher.	RV	ASAP

The meeting opened at 6.30pm

Part 1: Non-confidential – Main Business

1. Welcome & Opening Prayer

Ann McKenna-Slade welcomed all and Sandra Brierley gave an opening prayer.

2. Acknowledgement and Agreement of Virtual Meeting in line with GDPR regulations and school policy.

Governors acknowledged and agreed that the meeting would be held virtually in these exceptional circumstances in line with GDPR.

3. Receive and consider apologies from Governors not in attendance

Apologies were received and accepted from Elaine Radburn and Davina Attara.

No apologies were received from David Akinyemi and Father Kingsley.

Governors agreed that a WhatsApp group would be established to remind Governors of meetings.

ACTION – Sandra Brierley to set up Governors WhatsApp group.

4. Minutes of the last meeting

a. Minutes of the meeting held on 13th May 2020

Governors agreed the minutes of the meeting were a true and accurate record of the meeting held on 13th May 2020 and agreed that the minutes would be signed by the Chair.

b. Matters arising

- Church newsletter – this item remains outstanding as the Church newsletter is not taking place at the moment in the usual format.
- Complaints policy – it was agreed that this would be undertaken at the January 2021 meeting. It was agreed that the HT would send the most recent Complaints Policy to Governors.

ACTION – Clerk to add to the January meeting agenda.

ACTION – Head teacher to circulate Complaints Policy.

- Governor Training – it was confirmed that the training programme was now up and running for 20/21. Any Governors wishing to attend training should email HT.
- Risk Assessments Review – RV to complete week commencing 19th October 2020.

ACTION – RV to undertaken risk assessment review the week commencing 19th October 2020.

- SRE Resources – this action was completed.
- Training information – this remains an ongoing action. AM to send details of training attended yesterday to RV.

ACTION – AM to send details of training attended to RV.

- Potential Governor – this action was completed.
- Financial controls – this was reviewed on 16th July 2020 which was signed by Chair.
- Document relating to Financial Controls – this action was completed.
- DfE Benchmarking Report Card – the Head teacher confirmed that this is being worked on, a meeting is taking place on 21st October with the Business Analyst when the report card will be completed
- Admissions Policy – it was confirmed that amendments were made and the Head sent this to the Diocese. Information has been received from the Diocese that there is currently no one to check the policies. A privacy statement was received from Judicium and the Head is querying one aspect relating to the holding of application forms; Judicium confirmed that it is was for one year from the date of admission or non-admission. This has been updated in the policy and the policy is to be discussed at the Admissions Committee and the next Governing Body meeting.

ACTION – Admissions Policy to be discussed at Admissions Committee and next Governing Body meeting.

- Policy Schedule – it was confirmed that this was updated and circulated to all.
- Term Dates – this action was completed.

5. Governing Body Business

a. Declarations of Interest Register 2020-21

Clerk to send declarations form to all Governors to complete and return to school. Head to send a copy of completed forms to the Clerk.

ACTION – Clerk to circulate declarations register to all Governors.

b. Declarations of Interest Pertaining to current agenda not already included in the register

There were no declarations received.

c. Elections of Governing Body Chair and Vice Chair

AM nominated AMS, this was seconded by the Head. It was **agreed** that AMS would be the Chair of the Governing Body for the academic year 2020-21.

AMS nominated RV and AM seconded this. It was **agreed** that RV would be the Vice Chair of the Governing Body for the academic year 2020-21.

d. Governing Body composition

Jonathan Lafferty left at the end of last academic year. FP will be joining as a Foundation Governor. There are two potential candidates; the Head teacher is to contact and ask if they would like to attend the next Governing Body meeting.

ACTION – Head teacher to discuss Governing Body membership with two potential Governors.

Father Kingsley's term of office is due to end on 18th October 2020; the Head teacher is to contact Father Kingsley to ask if he would like to continue and will then contact the Diocese to arrange.

ACTION – Head teacher to contact Father Kingsley to discuss term of office.

e. Terms of Reference of GB and Committees 2020-21

These documents were circulated to Governors; the Head teacher confirmed that Hackney Learning Trust had been changed to Hackney Education and the policy schedule had been amended to reflect the one circulated to Governors.

It was agreed that the membership of the Committees would be:

Teaching & Learning

RV – Chair

AM – Vice Chair

DAk

NB

SB

Resources

DA - Chair

AMS - Vice Chair

NB

JH

ER

SB

FP

Governors **agreed** to the Terms of Reference (TOR) for the Governing Body and Committees for 2020-2021

The Head teacher stated that the Resources TOR previously stated that the Pupil Premium Grant and Sports Grant were to be discussed at FGB; previously the information had only been presented at Resources. Governors **agreed** that this could be amended.

- f. Committee Membership and Link Governors 2020-21
Membership as above.

Link Governors areas are to be reviewed; each Governor to have an area and a year group.

It was agreed that the Head teacher would review last year's document and email to all Governors to confirm.

ACTION – Head teacher to review last year's link governor roles and circulate to Governors for confirmation.

Governors were reminded that it is Important for them to be involved in the school, even if this is virtually.

Head teacher's Performance Management Committee; it was noted that the Chair and DA are members, however another is needed. It was agreed that the Chair would contact other members of the Governing Body to see who else would want to sit on the Committee.

ACTION – Chair to email Governors regarding sitting on the Head teacher's Performance Management Committee.

Once the Committee membership has been agreed, then a date is for the performance management to take place, Chair to email to confirm.

ACTION – Chair to confirm date of Head teacher's Performance Management Meeting.

- g. Skills Audit and Identifying Training Needs for 2020-21

RV to circulate the skills audit to Governors for completion.

ACTION – RV to circulate skills audit for Governors to complete.

It was agreed that NB would collate the results of the audit.

It was agreed that AM would be the point of contact to support new Governors when completing the skills audit

- h. 2019/20 Meeting Attendance and Code of Conduct 20/21

Meeting attendance; it was agreed that the Clerk would send the attendance for the past academic year; this document should be on the school website.

ACTION – Clerk to send 19/20 attendance to Head teacher.

Code of Conduct; an example document was circulated.

i. Annual Work Planner

This document is included in the Terms of Reference document and linked to the updated Policy schedule.

6. Committee and Link Governor Reports

The Chair attended a walk round in the summer term and was very impressed with the visit, the Chair could see the amount of work that had gone into making sure the school was following the Government guidance.

7. Complaints Policy Training

It was agreed that this would be completed at the January meeting. The Head teacher is to invite Maggie Kalnins to lead the training.

ACTION – Head teacher to invite Maggie Kalnins to lead the complaints policy training at the January Governing Body meeting.

8. Headteacher's Report

All Governors confirmed that they had received and read the report.

Governor Question – what is FAST?

Answer – this relates to social services and stands for First Access Screening Team; if the school have a safeguarding concern then FAST are contacted who decide on the next steps.

FAST are being contacted regarding children who have not returned to school.

Key points of the Report were noted as:

- Attendance: the Head stated that this is an issue as there are a group of families not attending. The school have called and undertaken home visits. There are two families who the school have not heard anything from, these are to be referred to FAST. Attendance is currently at 92%.

Governor Question – is there any online learning or home support being offered to those who are not coming in?

Answer – the school are sending home packs as they do not have internet access, and continue to contact on a weekly basis.

Governor Question – was there a good uptake on parents evening?

Answer – the Head teacher confirmed that the uptake was about 60% of parents. It was confirmed that the attendance was higher when held face to face last year.

- Staffing: the Head stated that there had been issues as some members of staff are ill which is presenting a challenge. This is having an impact and the school are spending money on agency staff. In one week there were 7 members of staff off and this is significant in a one-form entry. It is anticipated that this would continue.

- Curriculum: the school are working hard to develop the curriculum and include equality and community cohesion. The Head teacher is looking to create a new TLR which would look at the curriculum and ensure it reflects the diversity of the students.
- School census – this was undertaken on 1st October, there are currently 188 on role, which is 1 more than last year. There has been an increase in pupil premium numbers; now at 115.
- Budget: the budget was at 38.95% on 16th September, it should be at around 50%, so is slightly under spent.

Governor Question – how many students are on role?

Answer – there are 188 on role, including nursery this increases to 211.

Governor Question – how is COVID spending affecting the budget?

Answer – it was confirmed that this was included in the budget from last year's overspend.

Governor Question – how is staff wellbeing and students mental health and wellbeing?

Answer – the Head stated that she felt the children had come back really well; in first 2 or 3 days back the Head was in the playground speaking to the students and they were pleased to be back. The children have settled well to learning.

Governor Question – how are the new Year 5?

Answer – they are doing well and the school are using RUN outreach to support.

9. Risk Assessments and Safety Procedures

An updated risk assessment for the reopening of school in September was circulated to Governors on 16th September. The school now have an Emergency Planning Team who meet fortnightly, SLT are reviewing on a weekly basis. The school has not yet had a confirmed case.

Governor Question – is there a testing policy at the school?

Answer - there is no testing taking place in the school at the moment. The school has 15 tests to be used if needed.

10. Wellbeing, Mental Health, Resilience and Engagement

This was discussed within the Head teacher's report.

Safeguarding; staff have received training and the updated Keeping Children Safe in Education guidance.

Governor Question – how is the Head teacher engaging with students?

Answer – the Head is recording assemblies which are played in the classrooms by teachers.

Governor Question – has there been any communication from Father Kingsley regarding Catholic celebrations between now and Christmas?

Answer – there has been no guidance received but the school are adapting to continue teaching.

11. Staffing

This was discussed within the Head teacher's report.

Individual Staff Risk Assessments have been undertaken with each member of staff and precautions have been put in place following these.

The school has an NQT who is being supported by the SENCO and the Hackney School Teaching Alliance.

12. Wider Strategic Planning

The School Development Plan is due to be finalised by the beginning of next week and the Head teacher is to circulate once completed for discussion at the November Committee meetings.

ACTION – School Development Plan to be finalised and circulated to Governors for the November Committee meetings.

NB gave an update on the COVID contingency plan which the Emergency Planning Team are overseeing. Each staff member has a section to oversee should lockdown be enforced. NB discussed the specific areas of responsibility within the plan.

NB gave an overview of the current tiers being used by the Governors and stated that St Scholastica's are currently operating at tier 3.

Included in the plan are procedures for a full lockdown outlining what needs to be immediately with short and medium term actions needed.

Remote Learning information is included in the document and outlines what the children would receive. There is a legal requirement to offer full curriculum at home should a lockdown be introduced. The school have signed up to Class Dojo; parents would have an app, work would be sent on the app and parents can take a photograph to send back to the teachers.

The school also have Microsoft Teams to be used for online lessons.

Governors stated that this is a good piece of work and very thorough.

13. Self-Reflection

This was included in the Head teacher's report.

14. Catholic Life of the School

This term the school wished to ensure that there were opportunities for whole-school prayer and worship in a socially distanced way. To ensure these opportunities, there is a combination of Collective Worship planned by the Headteacher (a video is played in every classroom and the school comes together as a school community) and planned by the children in their classes.

Initially the Pupil Chaplaincy Team are leading on this and being supported by Teaching Assistants.

This term the school will be exploring other forms of Christian Worship including Christian Meditation, guided meditation and the daily Examen. Teaching Assistants and Teachers have received Diocesan training on promoting Spirituality in the Catholic School to support the modelling of this. This term staff are to receive Diocesan training on Art in RE and RE in the Early Years. The Headteacher and REC continue to be supported by the Diocesan Advisor and one virtual visit has been undertaken. Links have also been formed with Caritas, Mission Together to further develop the children's understanding of Catholic School Teaching and the Common Good.

15. Any other business

- a) Inclusion Policy; this has been reviewed a few changes had been made relating to how the support has differed.
- b) Home School Agreement; this is a COVID agreement and outlines what children, school and parents need to do.
- c) Remote Learning Policy – this is a new document.
- d) Staff Handbook 2020-21 – this is a very comprehensive document; ER to be added.

ACTION – ER to be added to Staff Handbook.

All **agreed** to ratify the above documents.

- e) Medical Care and Pastoral Policy and Pay Policy – the Head teacher to send around for Governors information.

ACTION – Head teacher to circulate Medical Care and Pastoral Policy and Pay Policy for Governors information.

- f) Admissions Committee Terms of Reference; RV to send to Head teacher.

ACTION – RV to send Admissions Committee TOR to Head teacher.

There were no confidential items for discussion.

Meeting ended at 8.30pm.