



**MINUTES OF THE FULL GOVERNING BODY
AT ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL HELD ON
WEDNESDAY 5TH MAY 2021**

Present:

Name	Initials	Category of governor / role	Term of Office	Presence
Sandra Brierley	SB	Head teacher	01/09/19-31/08/30	Present
Ann McKenna-Slade	AMS	Chair of Governors	01/09/18-31/08/22	Present
Royer Vidal	RV	Foundation	01/09/19 - 31/08/23	Present
Althea Marshall	AM	Foundation	22/05/17 - 23/05/21	Present
Father Kingsley	FK	Foundation	19/10/2016-18/10/2020	No apologies received
Nick Blackham	NB	Staff	/03/20 - 27/03/23	Present
Jimmy Healy	JH	Co-opted	17/10/2019-16/10/2022	Present
Davina Attara	DA	Local Authority	22/06/12 - 28/12/21	Present
David Akinyemi	DAk	Parent	01/12/18 - 30/11/21	Present
Elaine Radburn	ER	Foundation	26/09/19 -25/09/22	Present
Frederic Pemite	FP	Observer		Present
Christina Boey	CB	Observer		Present
Audrey Ngouadje	AN	Observer		Present
Shara Canning	SC	Observer		No apologies received

Also present: Maggie Kalnins

Clerk: Rabiya Khatun (Clerk to the Governors, Hackney Education)

ACTION LOG

Item	Action	Responsible	Date by
5	Clerk to re-circulate the Governors' term of office table	Clerk	ASAP
7	Headteacher to circulate the zoom meeting invite for the Teaching and Learning Committee scheduled in July 2021 to all governors – To receive presentations on Diversity and Mental Health & Wellbeing	Clerk/Headteacher	ASAP
8	Headteacher to re-circulate the academisation proposals to all governors	Headteacher	ASAP
9.1	To provide a breakdown of the costs and reasons for FCRs E01, E08 and E22 within the Year End statement	Headteacher	6 May 2021
9.2	Headteacher to circulate the Year End Statement to all governors and any feedback to be submitted no later than 6 May 2021.	Headteacher	6 May 2021
9.5	The Headteacher and RV to review the Financial Procedures document.	Headteacher & RV	ASAP
10.1	The Nursery Restructure proposal to be referred to the next virtual special meeting of the Resources Committee to be set up on 11 May.	Headteacher	11 May 2021
11	RV and the Head teacher to correct the dates in Admissions Policy (2021/22).	RV & Headteacher	ASAP
11.3	Headteacher to circulate the link to the RSE course to all governors.	Headteacher	ASAP
12	Headteacher to obtain the Hackney Education training code and circulate to all governors.	Headteacher	ASAP
13	JH to set up virtual school visits for Link Governors before end of term.	JH	Before end of term.

The meeting opened at 6.15pm

Part 1: Non-confidential – Main Business

1. Welcome & Opening Prayer

Ann McKenna-Slade welcomed all present and an opening prayer was given. All those present introduced themselves.

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

Governors AGREED that the meeting would be held virtually in these exceptional circumstances in accordance with GDPR.

3. Receive and consider apologies from Governors not in attendance

Governors NOTED that no apologies for absence were received from Father Kingsley and Shara Canning.

4 Minutes of the last meeting

a. Minutes of the meeting held on 27 January 2021

Governors considered the minutes circulated prior to the meeting.

AGREED the minutes of the meeting held on 27 January 2021 were a true and accurate record.

b&c. Action items and Matters outstanding

<i>Item</i>	<i>Action</i>	MATTERS OUTSTANDING
<i>5b</i>	<i>Clerk to circulate the term of office table to all Governors.</i>	<i>Completed</i>
<i>5c</i>	<i>Clerk to email a copy of the 2019/20 Terms of Reference for the GB.</i>	<i>Tof R could not be located. Leader of Governance Services to provide and discuss generic Terms of Reference template</i>
<i>6</i>	<i>The complaints policy training to be deferred to the Full GB May meeting.</i>	<i>Completed</i>
<i>8</i>	<i>Head teacher to email ER the number of laptops the school required and ER will submit bid.</i>	<i>Completed</i>
<i>11</i>	<i>Business Manager to submit business case for deletion of a Nursery post at a future meeting of the Resources Committee.</i>	<i>Completed</i>

11	<i>Governors to be kept informed on the process of academisation.</i>	<i>Item 8 on the agenda</i>
13	<i>To arrange a remote hearing of the Admissions Committee during the daytime hours and to invite Norma to attend the meeting to assist with paperwork that has been submitted to support applications.</i>	<i>In progress COMPLETED 25th February</i>

5 (Full) Governing Body Business

The asked those Governors that have not yet confirmed their term of office, to provide this information as soon as possible.

ACTION 5 – Clerk to re-circulate the term of office table to Governors.

6 Complaints Policy Training

Maggie Kalnins, Leader of Governance Services delivered the complaints training. A brief outline of the training is provided below:

Concern v complaint

- Concern
- Complaint
- A concern or unresolved problem becomes a complaint

What a complaints policy looks like – Part 1

- Structured, timed and aims to resolve swiftly:
 - Informal - encourages early resolution
 - Formal - Headteacher involvement
 - Review -restricted governor involvement
- Impartial fair and non adversarial
- Accessible to find and understand
- Reflects school ethos, culture and day today management

What the complaints policy looks like – Part 2

- Communication throughout process articulated
- Clear scope for complaints
- Outside scope - safeguarding, staff grievances etc
- Sets out only what can you deliver
- Requires the complainant to set out each point of their concern and what they wish to see improve/change
- Response to actual points of concern
- Regularly reviewed and used to inform/improved services

Formal to review- escalation to governors

- Two trigger points:
 - Unhappy initial formal response by Headteacher
 - Complaint is about the Headteacher
- Received the chair of governors/Clerk

- Chair/designated governor manages process
- Complaints Appeals Panel constituted

St Scholastica's Catholic Primary School's vision and how is the vision reflected through all the school's policies

What's happening in your school?

Reflecting on previous case, consider:

- What was the concern/complaint
- What was the trigger leading up to the initial issue
- Why did the complainant escalate the concerns to be reviewed by governors
- Was the concern investigated prior to the review
- How were the issues resolved
- What did the school learn from it
- What did you change to ensure resolution of concerns and build trust between all stakeholders
- Are there any training implications to enable school leaders/governors

Resolving complaints

- Apology
- Explanation
- Admission that the situation could have been handled differently or better
- Assurance that the event complained of will not recur
- Explanation of steps taken to ensure it will not happen again
- Undertaking to review school policies in light of the complaint
- Managing a vexatious complainant

Things to do next

- Review and revise your policy
- Staff & Governor training
- Log, tracker monitor complaints
- Reflect on lessons learned
- Thinking ahead to reduce risk of complaints

Governors commented that a model of complaints would assist governors to prepare and have a better understanding of the various stages of a complaint. As a part of their training and learning, governors requested that the school share any complaints it receives for training purposes. It was emphasised that staff would also benefit from training on the complaints policy.

The Headteacher replied that she would arrange complaints policy training for all staff on the school's inset day.

7 Headteacher's Report

The Headteacher briefly summarised the contents of the report, which was circulated prior to the meeting. She reported that the school's site manager would be retiring on 4 October 2021 and a leaving celebration would be held during an event for staff and governors on 9th July 2021.

Governor Question: One other staff is on sick leave due to an accident in the workplace, what happened?

Answer: A member of the cleaning staff tripped over a cord while vacuuming the office.

Governor Question: Do parents know of the school's use of Tapestry?

Answer: The Tapestry is an assessment tool used by teachers in the early years and can be accessed by parents.

Governor Question: How is staff morale in relation to the risk assessment?

Answer: Staff were involved in the risk assessment process and have adapted well since re-opening. Staff attendance is also good and there are no issues around safety, however, there is one member of staff suffering from anxiety. Children have also adapted and been following the Covid measures in school to minimise the risk of infection.

Governor Question: Have all the children returned back to school?

Answer: The attendance rate last week was 98%, and 21 of the 24 children from the travelling community are now back in school. SENCO and the school are continuing to work with external agencies such as the Traveller Education Service, FAST and the Education Attendance Officer to engage with the family of the remaining three children and address their concerns relating to Covid-19.

Governor Question: Noted the 31 laptops have been purchased from the funds raised through Crowdfunder?

Answer: The new laptops will be distributed to pupils so that they can be used to support learning at home and will be returned every term for servicing.

Governor Question: Is there any update on the Nursery consultation?

Answer: An update will be provided at item 10 on the agenda.

Governor Question: Is there any reason for the drop in pupil in Years 1 & 2 from 30 to 20?

Answer: There is a typing error; there has always been 19 or 20 pupils in the year group.

Governor Question: Has the school filled in the Diversity in Curriculum Lead post (TLR Post Holder)?

Answer: Yes, the post holder will be reviewing the curriculum to ensure it adequately reflects the cultural make up of the school. Work is currently underway in this area and the school is collaborating with schools further along this process. The Teaching and Learning Committee in July 2021 will be receiving presentations on the work carried out in relation to diversity and mental health and wellbeing. The Chair invited all governors to the Committee meeting.

ACTION 7: Clerk/Headteacher to circulate to all governors the zoom meeting invite for the Teaching and Learning Committee scheduled in July 2021

8 Academisation

Governors considered agenda item 8 under confidential business.

9 Finance

9.1 Year End 2020/2021

Governors considered the Year End 2020/21 document. The Headteacher highlighted that the school was in a strong financial position with a surplus fund of over £200k and the Business Manager would monitor the budget and surplus spending. The budget surplus would be spent on curriculum offerings including refurbishing all iPads, catch-up tutoring and employing an intervention teacher in 2022. The school's music and Spanish teaching would be outsourced.

Governors noted the increase and decrease in costs for the CFRs below and requested a breakdown and reason for these variations following the meeting.

CFR	Detail	2021 - 22	2022 - 23	2023 - 24
E01	Teaching Staff	760,621	810,636	804,422
E08	Indirect Employee Expenses	31,056	6,085	6,085
E22	Administrative Supplies	24,559	9,559	9,559

ACTION 9.1: Headteacher undertook to circulate the provide a breakdown of the costs and reasons for CFRs E01, E08 and E22 by 6 May 2021.

Resolved: That the Year End 2020/2021 be approved in principle and that the Chair and DA be authorised to sign the document following receipt of further information relating to CFRs E01, E08 and E22.

9.2 Control Assurance Statement 2021 – Page 6 of Year End

Resolved: That the Chair and DA be authorised to approve the Control Assurance Statement 2021 following the circulation of the document.

ACTION 9.2: Headteacher to circulate the Year End Statement to all governors and any feedback to be submitted no later than 6 May 2021.

9.3 Best Value Statement and Activities

Governors considered the document circulated prior to the meeting and **AGREED** the Best Value Statement and Activities.

9.4 SFVS – March 2021

Governors considered the document circulated and due to lack of time

AGREED to refer the SFVS - March 2021 to the Resources Committee for consideration.

9.5 Three Year Budget – 2021 – 2024

Governors considered the budget and

Resolved: That the Three Year Budget 2021 – 2024 be approved in principal and that the Chair and DA be authorised to sign the document following receipt of further information relating to CFRs E01, E08 and E22.

Policies for ratification:

- Financial Procedures – **AGREED** subject to minor revisions to the figures within document to ensure consistency.

ACTION 9.5: Headteacher and Chair to review the Financial Procedures document.

- Financial Controls – **AGREED**
- Best Value Statement – **AGREED**

10. Staffing

10.1 Proposed Nursery Restructure Update

The Headteacher reported that the consultation on Nursery restructure was due to end on 6 May 2021 and that a virtual meeting of the Resources Committee would have to be convened as part of the consultation process to consider the submitted representations.

AGREED that the proposals for the Nursery Restructure be referred to a virtual special meeting of the Resources Committee scheduled at 11.00am on Friday, 11 May 2021.

ACTION 10.1: Headteacher to circulate details of the zoom meeting invite to all members of the Resources Committee.

10.2 Resignations

Governors noted that the school's site manager would be retiring on 4 October 2021.

10.3 Policies for ratification

Governors considered the Staff Code of Conduct policy, which was circulated prior to the meeting.

- Staff Code of Conduct – **AGREED**

11. Quality of Education - curriculum, assessment and gaps in learning

11.1 SIP Visit Report – 24.02.2021

Governors considered the SIP Visit report circulated prior to the meeting and the Chair emphasised that the report was a credit to the school and staff's hard work.

NOTED the SIP Visit report

11.2 RSE Consultation – December 2020

The Headteacher reported that she had received one response to the consultation on the RSE policy undertaken in December 2020 and that she believed the children in Y6 would benefit from being offered both the statutory and optional lessons to enable them to have a better understanding of the issues around making babies. Governors were asked for their views on the optional lesson before the Headteacher discussed it with parents.

Governors felt the contents of the lessons were suitable and in line with their Catholic beliefs.

11.3 Implementing RSE in UKS2

The Headteacher reported that following a discussion with parents regarding the optional lesson, the school would be teaching both mandatory RSE and the optional lesson in Year 6 before the end of term. Parents would have the right to withdraw their child from the optional lesson.

ACTION 11.3: Headteacher will circulate the link to the RSE course to all governors.

AGREED that the school deliver the RSE mandatory and optional lessons.

Policies for ratification

A governor queried whether the date in the admission policy should be amended to 2023/24 from 2022/23.

- Admissions Policy (2022/23) – **AGREED** subject to the amended date.

ACTION 11: RV and the Head teacher to review and amend the dates within the Admissions policy.

- Emergency Action Plan – **AGREED** subject to the sentence being separated in the last bullet point of 'Ensure Emergency Services have been contacted'.

12. Governors Training Record

Governors received the updated record of governors training and were reminded to submit to RV details of any training or meetings attended.

Maggie Kalnins advised that the CPD Team/Elaine could set up a code for governors to directly book themselves on any courses at Hackney Education.

ACTION 12: Headteacher to obtain the Hackney Education training code and circulate to all governors.

13. Any Other Business for Consideration

- a. The Chair reminded governors that she would not be running for the Chair of the Full Governing Body for the academic year 2021/22. The Headteacher thanked the Chair for her support and guidance.
- b. JH highlighted that Link Governors had not been able to visit classes during the pandemic and suggested holding virtual school link visits. Governors indicated that they would be willing to attend virtual classes.

ACTION 13: JH to set up virtual school visits for Link Governors before the end of term.

14. Self-Reflection

None.

PART 2: Confidential

Item 8 - Academisation was considered during the private session of the Full Governing Body meeting.

Meeting ended at 6.15- 8.45pm.