



# **MINUTES OF THE MEETING OF THE GOVERNING BODY OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL HELD ON WEDNESDAY 12 JULY 2023**

## **Members:**

Name	Initials	Role / category of governor	Term of Office End	Attendance / Apologies
Royer Vidal	Chair	Foundation / of Chair Governors	01/09/2019 – 31/08/2023	Present
Sandra Brierley	Head	Headteacher	Ex officio	Present
Nick Blackham	NB	Staff	28/03/2020 - 27/03/2024	Present
Christina Boey	CB	Foundation	01/06/2021 – 31/08/2024	Present
Audrey Ngouadje	AN	Foundation	01/02/2022 – 31/08/2025	Present
Davina Attara	DA	Local Authority	09/03/2022 – 08/03/2026	Present
Elaine Radburn	ER	Foundation	01/01/2020 – 31/08/2023	Present
Marsha Mollineau	MM	Parent		Apologies
Roseline Fadini	RF	Foundation		Absent
Fr Stewart Hasker	SH	Foundation		Apologies
Natasha Vock-Betton	NVB	Potential Foundation Governor (observer)		Present
Nicola Charles	NC	Parent		Present

## **Also in Attendance:**

Sarah Davies - Clerk

Chandrika Sashidharan – School Business Manager (SBM)

## **ACTION LOG**

Item	Action	Responsible	Date by
3.1	Head to check if the Co-opted Governor can be a member of support staff; alongside the elected Staff Governor role.	Head	Before first FGB meeting

3.1	Head to commence paperwork to extend the terms of office for the Chair and ER.	Head	ASAP
3.3	SBM to arrange link governor visit with ER to review the single central record.	SBM	ASAP
5.3	All Governors to active their accounts on GovernorHub; all details to be updated.	All	ASAP
5.3	Academisation to be discussed at November FGB meeting.	Clerk / Chair	November FGB meeting
5.3	All Governors to complete safeguarding training.	All	ASAP
5.3	Code of conduct and skills audit to be updated in September.	All	September
8	Head to discuss church nursery with Father Stewart.	Head	ASAP
9	More detailed attendance data to be presented at next FGB meeting.	Head	November FGB meeting
11	Head to circulate final Section 48 inspection report when received.	Head	When report received
14	Progress scores to be reviewed at the next FGB meeting.	Head / Clerk	November FGB meeting
18	Governors to inform Head and SBM if any issues with proposed dates circulated by the end of term.	All	Before end of term

The meeting started at 18:25

### Part 1: Non-confidential

1.	<p><b>Welcome, Opening Prayer and Apologies</b></p> <p>All governors were welcomed to the meeting.</p> <p>The meeting was opened with a prayer.</p>
2.	<p><b>Receive and consider apologies from Governors not in attendance</b></p> <p>Apologies were received and accepted from MM and Fr SH. No communication was received from RF and she was therefore noted as absent.</p>
3.	<p><b>Governing Body organisation</b></p> <p><u>3.1 Governing Body Composition</u> The current vacancies were two Foundation Governors and one co-opted Governor. Head to check if the co-opted governor could be a member of support staff. Both the Chair's and ER's term of office are due to expire at the end of August, Head confirmed she would start the paperwork around this. <b>Action: Head to check if the Co-opted Governor can be a member of support staff; alongside the elected Staff Governor role.</b> <b>Action: Head to commence paperwork to extend the terms of office for the Chair and ER.</b></p> <p><u>3.2 Link Governor visits</u> None undertaken.</p> <p><u>3.3 Governor training</u> The Head requested that all Governors must ensure they complete safeguarding training. The Head discussed the possibility of holding training at the beginning of the FGB meeting to ensure completed. The SBM stated that the single central record needed to be checked by the Safeguarding link governor on a half termly basis and the FGB informed. ER is currently the safeguarding link governor, the SBM would arrange meeting.</p>

	<p><b>Action: SBM to arrange link governor visit with ER to review the single central record.</b></p> <p><u>3.4 Governor update</u> A confidential item was discussed and recorded in the confidential minutes.</p>
4.	<p><b>Declarations of interest</b> None</p>
5.	<p><b>Minutes of the Last Meeting</b></p> <p><u>5.1 Minutes of the Previous Meeting held on 19 April 2023</u> Governors considered the minutes within the agenda pack and <b>APPROVED</b> the minutes of the meeting held on 19 April 2023 as a correct record.</p> <p><u>5.2 Matters Arising</u> None.</p> <p><u>5.3 Action log</u> The following updates were given:</p> <ul style="list-style-type: none"> <li>• All Governors details are to be added to GovernorHub; all governors must join onto active their account <b>Action: All Governors to active their accounts on GovernorHub; all details to be updated.</b></li> <li>• Attendance Officer; Head to advertise in September.</li> <li>• Academisation: Chair confirmed this had not been discussed. It was agreed this would be discussed at the November FGB meeting. <b>Action: Academisation to be discussed at November FGB meeting.</b></li> <li>• Safeguarding training; as discussed a reminder that training must be completed. <b>Action: All Governors to complete safeguarding training.</b></li> <li>• Code of conduct and skills audit to be completed at start of next academic year. <b>Action: Code of conduct and skills audit to be updated in September.</b></li> </ul> <p>All other actions had been completed.</p>
6.	<p><b>Review agenda</b> and agree any confidential items There were no confidential items for discussion.</p>
7.	<p><b>Urgent action</b> taken since the last meeting – Chair to report There was no urgent action undertaken.</p>
8.	<p><b>Headteacher's report</b> SB presented the report as read and invited questions.</p> <p><b>Governor Question</b> – 30 children are accessing speech and language support, is this high? <b>Answer</b> – this is the current needs in the school. The children are making progress. The nursery are good at picking up any concerns early. In September, the Speech and Language therapist will screen children when arriving with a scheme known as Welcome Screen. This will identify any support needs.</p> <p><b>Governor Question</b> – are the number of children with an EHCP high? <b>Answer</b> – there are four more children who are in the progress of obtaining an EHCP with another 2 or 3 children who would benefit.</p> <p><b>Governor Question</b> – how much is spent on the therapist? <b>Answer</b> - £35k a year.</p> <p><b>Governor Question</b> – are the number of part time children in nursery high? <b>Answer</b> – Many parents are not entitled to the 30 hours of support and therefore can only access 15 hours.</p> <p><b>Governor Question</b> – is the nursery still run at the church? <b>Answer</b> – yes, it is. The Head would discuss this with Father Stewart. Action: Head to discuss church nursery with Father Stewart.</p> <p><b>Governor Question</b> – do many children come from the church nursery?</p>

	<p><b>Answer</b> – the school have not tracked this but are aware that some do come.</p> <p><b>Governor Question</b> – how are children who are more able stretched?</p> <p><b>Answer</b> – the Head explained that the school had not had many more able children coming in school and therefore the majority of the work was ensuring pupils reach the expected level. The school do identify students and work to push those children within the subjects and there is more differentiation to ensure understanding at a greater depth. This will be a priority for next year, to focus on greater depth, noting that this year only 1 child obtained greater depth in all their SATs.</p> <p><u>8.1 SBM report</u> Circulated for information.</p>
9.	<p><b>Attendance</b></p> <p>The Head noted that this was a regular agenda item. There was renewed focus and updated guidance regarding the monitoring of attendance and Governors responsibilities. The current attendance was 94% with the Government target at 95%, however the persistent absence was very high at 25% with the English average at 21%. The persistent absence was restricted to a particular group of pupils.</p> <p>The Head aimed to appoint an Attendance Officer from September.</p> <p>The Head shared the attendance data with the stronger attendance being in upper KS2 years and the weakest in reception; children are not at statutory school age until they reach 5 and many parents are reluctant to send their children in if they are feeling unwell. The school have discussed the importance of regular attendance with the new reception cohort families during introductory visits.</p> <p>The school do present attendance certificates and have attendance assemblies for students.</p> <p>The Head noted that for SEND pupils and specifically those with an EHCP, attendance is quite high. A more detailed format would be presented at the next meeting to allow Governors to review trends and identify specific groups.</p> <p><b>Action: more detailed attendance data to be presented at next FGB meeting.</b></p>
10.	<p><b>Committee Chairs - update</b></p> <p>10.1 <u>Teaching and Learning Committee</u> CB gave a verbal update and the draft minutes were circulated for information. A confidential item was discussed and recorded in the confidential minutes.</p> <p>10.2 <u>Resources Committee</u> DA gave a verbal update and the draft minutes were circulated for information. The main discussion point related to the caretakers' house, the Diocese own the house. For years there had been an agreement that if school maintained the house, they could keep the rent. The Diocese wrote to the Head recently to state that the property was needed for retired priests. The Head wrote to the Diocese to explain that the rent had been budgeted; however no response had been received to date.</p>
11.	<p><b>Quality of Religious Education update</b></p> <p>The Head updated that the section 48 inspection took place three weeks ago. The school received the draft report on Monday 10 July and sent back to the inspectors with some comments; it was anticipated that the final report would be received by Friday 14 July. The Head would circulate this with Governors when received.</p> <p><b>Action: Head to circulate final Section 48 inspection report when received.</b></p>
12.	<p><b>Staffing</b></p> <p>The Head presented the new staffing structure for the coming academic year. Next year the focus would be on curriculum leadership and curriculum development as the school are keen to broaden the curriculum.</p> <p><b>Governor Question</b> – apart from nursery, are all staff the same?</p> <p><b>Answer</b> – yes.</p> <p><b>Governor Question</b> – is music still offered?</p>

	<p><b>Answer</b> – yes, music and Spanish are offered and from September there will be computing. Specialist teachers attend school for one day and teach across the whole school.</p>
13.	<p><b>Academisation</b> It was agreed that an Academisation sub-committee would be established and would be the point of contact between the school and Diocese. It was agreed that RV would Chair the Committee and that DA, ER, CB and NVB would be members.</p>
14.	<p><b>SATs results</b> The Head presented the results received as below:</p> <p><u>KS2</u> Those who reached the age expected level in reading was 88%, in writing was 85%, in maths was 84% and in grammar was 85%. These results exceeded both the national and local average.</p> <p>78% of pupils reached the expected level across all subjects with 4% achieving at greater depth.</p> <p>The Head noted it was a very positive outturn for KS2.</p> <p><b>Governor Question</b> – did the school achieve the targets set? <b>Answer</b> – we did. The Head noted it was a testament to the year 6 teacher and the Assistant Headteachers. The combined target was 76% and the school achieved 78%.</p> <p>Progress scores were not yet released and would be reviewed at the next meeting. Action: Progress scores to be reviewed at the next FGB meeting.</p> <p><u>KS1</u> Those who reached the age expected level in reading was 68%, in writing was 71%, in maths was 68% and in grammar was 68%.</p> <p>The Head was pleased with the results.</p> <p><u>Phonics check:</u> 71% of students passed the phonics check which was down on last year, the class had significant issues with attendance.</p> <p><u>Early Years:</u> 70% achieved the GLD. Staff had done very well and the Head noted she was very proud of the staff.</p>
15	<p><b>Policies</b></p> <p>15.1 <u>Complaints Policy and Procedures 2023</u> No changes had been made.</p> <p>All <b>agreed</b> the Complaints Policy and Procedures.</p> <p>15.2 <u>Health and Safety Policy</u> No changes had been made.</p> <p>All <b>agreed</b> the Health and Safety policy.</p> <p>15.3 <u>Financial Procedures</u> This was a standard policy from Hackney and all maintained schools are expected to follow these procedures.</p> <p>All <b>agreed</b> the Financial Procedures.</p> <p>15.4 <u>Pay Policy</u> This was completed in October 2022 and was ratified at the time. The SBM had updated the policy schedule and therefore it was to be agreed. The policy was a Hackney standard policy and there were no changes.</p>

	All <b>agreed</b> the Pay Policy.
16	<b>Decide whether any of the above should be confidential and if there are any new confidential items</b> Confidential items were recorded as noted.
17	<b>Any other business</b> Governors congratulated the Head on a great year. The Head said it had been a team effort.
18	<b>Dates of future meetings 2023-24</b> Proposed dates were circulated, Governors are to let the Head and SBM know if there are any issues by the end of term. FGB meeting will remain in person and committee meetings held remotely. Action: Governors to inform Head and SBM if any issues with proposed dates circulated by the end of term.

The meeting closed at 20:05