

ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL MINUTES

Full Governing Board (FGB) Meeting Wed 6 July 2022, 18:00-21:00, held physically in the School In landscape format for easier screen reading



<https://st-scholasticas.com>, KENNINGHALL ROAD, CLAPTON, HACKNEY, LONDON, E5 8BS

A. ATTENDANCE Non-Governors in grey font. Alphabetical order by 1st name, but Chair first. See [Our Governors](#), [B Attendees' Notes](#) ¹⁻⁵ below this table, and DfE [Governance Handbook](#)

	NAME	INITIALS	CATEGORY OF GOVERNOR / ROLE	TERM OF OFFICE	LINK ROLE 09/03/2022*	ATTENDANCE
1.	Royer Vidal	RV	Chair of Governors from 6.10.2021 to Autumn 2022 ¹ Chaired meeting. Foundation	01/09/19 - 31/08/23 ²	Year 1, Curriculum & Teaching	Present
2.	Althea Marshall	AM not AN	Foundation, Vice Chair of Governors from 6.10.2021 ¹ , Teaching and Learning (T&L) Committee Chair 2021-22	01/05/21 - 31/08/24 ²	Reception, Diversity	Present
3.	Ann McKenna-Slade	AMS	Foundation, Chair of Governors to 6.10.2021	01/09/18 - 31/08/22 ^{2 3}	Year 6, Maths?	Present
4.	Audrey Ngouadje	AN not AM	Foundation Governor	01/02/22 - 31/08/25 ^{2 4}	Nursery	Not present
5.	Christina Y Boey	CYB	Foundation	01/06/21 - 31/08/24 ^{2 4}	Year 2, SEND	Present
6.	Davina Attara	DA	Local Authority, Resources Committee Chair	09/03/22 - 08/03/26 ⁵	Year 4	Present
7.	Elaine Radburn	ER	Foundation	01/01/20 - 31/08/23 ^{2 4}	Year 3, Safeguarding and Wellbeing	Not present
8.	Father Thevakingsley Arulananthem	FK	Foundation	19/10/2020 - 18/10/24 ²	Religious Education	Not present left the parish
9.	Frederic Pemit	FP	Foundation	01/05/21 - 31/08/24 ^{2 4}	Year 5, Premises	Not present, as resigned
10.	Jimmy Healy	JH	Co-opted	17/10/19 - 16/10/23 ⁵ (not 16/10/22)		Not present
11.	Nick Blackham	NB	Staff	28/03/20 - 27/03/23 ⁵		Present
12.	Sandra Brierley	SB, HT	Headteacher	Ex officio	Ex officio	Present
	Shara Channing	SC	Parent Governor ⁵	01/05/21 - 31/08/24 ⁵		Absent, resigned

	NAME	INITIALS	CATEGORY OF GOVERNOR / ROLE	TERM OF OFFICE	LINK ROLE 09/03/2022*	ATTENDANCE
			Parent Governor vacancy ⁵			

Also present

Chandrika Sashidharan (CS) – School Business Manager (SBM).

Jane Ware - School Governance Professional and Clerk, London Borough of Hackney (LBH) Education, drafts minutes.

B. ATTENDEES' NOTES

¹ **Term of office for the Chair and Vice Chair** is 1 year. Source: 10 May 2022, at 20:43, Royer Vidal.

² **Foundation Governors'** (x 8) terms end on the 31st of August after their 3rd anniversary, so less than four years but more than three. Source: IoG.

³ **Term expires soon**, AMS to stand down.

⁴ **Source:** Email 9 Apr 2022, 11:28, Sandra Brierley, "Re: St Scholastica's PS FGB Minutes 09/03/2022, pls reply by Sun 10 Apr".

⁵ **Governor roles** (x 14) are shown in the [Instrument of Government](#) (IoG): (a) "8 Foundation, (of whom 2 eligible for election or appointment as parent governors); (b) one head teacher governor; (c) two parent governors; (d) one LA governor; (e) one staff governor; (f) one co-opted governor...The term of office ... for foundation governors terminate on 31st August following the third anniversary of the date of appointment..."

⁵ Every other governor's **term of office** (except the Headteacher's) [and Foundations'] is four years. Source: IoG.

* Link roles to be reviewed each year.

ACTIONS

Colour key: **Priorities?** Outstanding Complete Action owners recommended to send progress updates 3 working weeks before the next meeting.

Date ~	Item	Description	Responsible	Due By	Update 06/07/2022
- - 09/03/2022	5.2	AM to liaise with Chair and NB about publicising and meeting parents for Parent Governor vacancy . 09/03/2022: Recruit two Parent Governors.	AM/Chair/NB HT?	ASAP ASAP	Completed
	5.2	Headteacher to contact Shara Channing to discuss attendance and report back at the next FGB meeting.	HT	ASAP	Completed
	5.3	All Governors to complete the skills audit and return to, SB and RV by 13 October 2021	All Governors	13 October 2021	Completed
	5.4	Email DA, ER, and AN to complete their annual business interest declarations	Clerk/Governors AM, NB, DA, ER, AN, FP	ASAP	Completed
	12.4 7	1. HT to consider the pros and cons of in-house School admissions and report back to next FGB. 2.The Headteacher and the Chair to discuss admissions following the meeting.	Headteacher Headteacher & Chair	Next FGB ASAP	Completed
	12.5	Clerk to add Pay Policy on the next FGB agenda.	Clerk	Next Full GB	Completed
	11	RV and HT to correct the dates in Admissions Policy (2021/22). 06/10/21 & 09/03/22 minutes: Review again	RV and HT		Completed
09/03/2022	2	Write to FP and AN about attending meetings, and send AN the Annual Declarations of Pecuniary Interests form.	HT	Next FGB	Completed
09/03/2022	7	Send the Self-Evaluation Form (SEF) to both Committees.	HT	Next FGB	Completed
09/03/2022	8 (g)	GDPR: Ask the IT technician to set up email accounts for all Governors	HT	Next FGB	Completed
09/03/2022	8 (h)	Complete the Government's Dashboard	HT and SBM	Next FGB	Completed
09/03/2022	10	HT will keep a register of Governors completing KCSIE , and email Governors as necessary		Next FGB	Completed
09/03/2022	13	Share academisation information HT was given, for example about other schools. Academisation should go on the agendas for both Committees	HT Clerk	Next FGB	Completed

Date ~	Item	Description	Responsible	Due By	Update 06/07/2022
09/03/2022	21	CS will set out next year's meeting dates.	SBM	Next FGB	Completed
06/07/2022	6	All communications to be via school email address and all governors to update email addresses on Governorhub via Profile and Contact Details.	All governors	Next FGB	Pending
06/07/2022	10	Head Teacher to share the SIP report with governors.	HT	July 2022	Pending
06/07/2022	10	Head Teacher to bring attendance policy to the next Full Governing Body meeting.	HT	Next FGB	Pending
06/07/2022	10	Revisit the SEF at next Full Governing Body meeting.	All governors	Next FGB	Pending
06/07/2022	12	CS to confirm the letting agent's fee.	CS	Next FGB	Pending
06/07/2022	13	Head Teacher to share governor visits form by placing on Governorhub.	HT	July 2022	Pending
06/07/2022	15	Governors should confirm when they have watched the video and completed the quiz at the end.	All governors	September 2022	Pending
06/07/2022	18	Head Teacher will share from an existing academy the scheme of delegation which highlights SLT and Board of Trustees responsibilities.	HT	July 2022	Pending
06/07/2022	18	Governors to read both the delegation matrix and the scheme of delegation documents in the academisation folder on Governorhub, and a questions and answers document to be added for governors where they can put their questions.	All governors	September 2022	Pending
06/07/2022	18	An extraordinary Full Governing Body meeting to be held to discuss academisation in autumn.	All governors	Autumn 2022	Pending
06/07/2022	20	The Equality policy to be shared with governors by the Head Teacher on Governorhub.	HT	July 2022	Pending
06/07/2022	20	Positive Handling training to take place in the next academic year.	HT	Autumn 2022	Pending
06/07/2022	20	The Admissions policy to be reviewed and agreed by Governors at the next Full Governing Body meeting.	All governors	Next FGB	Pending
06/07/2022	20	Head Teacher to email governors the Staffing Structure.	HT	July 2022	Pending
06/07/2022	21	DBS and new governor training to be booked.	CS	September 2022	Pending

The meeting opened at 18.05. Documents were stored on GovernorHub.

D. PART 1: NON-CONFIDENTIAL

1. Welcome and introductions	<p>RV welcomed all present in the room, and opening prayers were given. All those present introduced themselves.</p> <p>Agreement of Virtual Meeting in line with General Data Protection Regulations (GDPR) and School policy</p> <p>This was not needed as the meeting was held physically in the School.</p>
2. Apologies from Governors not in attendance	<p>No apologies for absence were received from AN, ER or JH who were not present.</p> <p>There were 10 Governors eligible to attend. The quorum was half of membership (rounded up, excluding vacancies) so the quorum was five. Six Governors were present from the start, so the meeting was quorate.</p>
3. <u>Annual</u> Declarations of Pecuniary Interests	<p>The Annual Business Interests Declaration form and register was completed and up to date.</p>
4. Declarations of pecuniary interests in <u>this agenda</u> not already on the register	<p>No declarations of pecuniary interests in this agenda were made.</p>
5. Minutes of the previous meeting	<p>In terms of the previous minutes of 9 March 2022, the school's regular Clerk CACB had circulated a number of clarifications to the earlier drafts.</p>

	<p>The minutes were AGREED and finalised as “St Scholastica's PS FGB Minutes 09.03.2022 Chair Agreed V 4.docx”. There were no confidential items.</p>
6.	<p>Action Log - see Table B.</p> <p>It was noted that next year’s meeting dates are in the Business Manager’s Report.</p> <p>Action: All communications to be via school email address and all governors to update email addresses on Governorhub via Profile and Contact Details.</p>
7.	<p>Matters arising</p> <p>None apart from those already in these minutes.</p>
8.	<p>Governance</p> <p>HT has been part of an equality and diversity working party and written a policy for schools to use which has been shared within all schools within the Diocese, and the school will be adopting this following ratification by Full Governing Body in the next academic year. All key areas are covered. There is one potential Foundation governor who might be starting in September who is a former parent and a practising Catholic.</p> <p>There have been four responses to parent governor recruitment, two did tasks within the deadlines and both will be starting in September 2022. They both have children in the school. Their names are Marsha Molyneux and Richard Robinson.</p> <p>Therefore, there is only one space for a Foundation governor.</p> <p>There is a good diversity of skills within the Governing Body.</p> <p>A young governor is being sought for the last vacancy but they would have to be a practising Catholic and need a parish priest reference.</p> <p>Governors AGREED that there would be no limit on terms of office.</p> <p>The skills audit has been completed.</p> <p>Roles and responsibilities will be revisited next year.</p> <p>In terms of GDPR, the new website is nearly complete and will be compliant with requirements.</p> <p>The continuation of Hackney Education clerking will be confirmed and HT will feed feedback directly to Governance Services about this.</p>
9.	<p>Headteacher’s Report (see report)</p>

In terms of KS1 and KS2 results, this is the first time of statutory assessment since Covid. KS2 progress has not yet been confirmed.

Regarding attainment, the TAG process began at the start of year and teacher assessments last year were very low. This year attainment is in line or above national in all areas with 89% reading in KS2, 32% of which getting greater depth. Writing is 71%, maths is 71% and grammar, spelling and punctuation is 82%. These are very pleasing results and testament to decisions and teaching staff and the senior leadership team (SLT).

In 2019 national combined was 65% which has decreased to 59% and the school is at 68% which is 9% above national average. The results demonstrate good progress.

In KS1, targets were around 70% which were not met but there was some mobility, children joining with education health care plans (EHCPs) who are not working at expected standard, and there is one child from Ukraine with no English. Without them the figure is 76%.

The school has done well in key areas so is in a strong position and these results should be replicated over the next few years.

The school has opened up, with lots of opportunities for parents to join assemblies, reading, sports day, coffee mornings, and there is a long list of trips for educational visits and lots of visitors to the school too. The Friday celebration is going really well, allowing parents to share their children's achievements.

There are lots of continuous professional development (CPD) opportunities with training for staff at all levels. There is lots of work around special educational needs and disabilities (SEND) and personal development. The cost can be maintained by the budget and the school does as much inhouse training as possible.

There was a successful school improvement partner (SIP) visit on 22 June 2022 and information about this will be shared with governors by HT. A whole school transition day is planned.

In terms of finance, the challenge is with pupil numbers after the school loses a big year 6 cohort and will only receive 20 children in reception, so nursery and reception will be merged. The teacher in reception has not had their contract renewed as they were very experienced therefore very expensive. A local federation will support this merge.

QUESTION: Will there be no more half day spaces?

ANSWER: No, the same provision, just merged and separated for focused teaching. It is hoped to make a nice provision with lots of choice.

10. Strategic Priorities for 2022-23 and beyond: Strategic Development Plan (SDP) (see reports)

School Development Plan (SDP)

The SDP has been challenging because there was a lot in it but the focus is likely to be on four to five areas around wellbeing and pupil care. The wellbeing and mental health in schools (WAMHS) worker is supporting with a resources plan for staff wellbeing as well as children's mental health and wellbeing, ensuring a clear pathway to help across the school, and it will be shared in September 2022.

Parental engagement is being driven forward, there is an appetite for their involvement and it is hoped to see the positive impact of this in terms of supporting the children and the children's achievement. There is a cohesive approach. Parents need to feel like they are part of decision making with the school.

Governors offered to support the school with coffee mornings and other events, and it was acknowledged that they have attended previous events. Work that started this year will continue next year.

The school is taking a play based early years foundation stage (EYFS) approach. There is a lot of experience within early years staff.

The RE inspections start in the next academic year and leadership has been appointed to support the process.

School Improvement Partner (SIP)

The impact of work on maths shows consistent teaching across school, and recent CPD staff have received is evident in lessons. Books have been really effective and home reading is consistent. The training on phonics and way of working on groupings positively impacted phonics outcomes. It was noted that there was effective tracking, easter school and additional support for the year 2 teacher. Moderation of writing outcomes were all confirmed by the team. Outcomes were above the national average. Attendance is around 93-94% so there is still some work to be done but it has increased 2% since last academic year and persistent absence has reduced by 5%. There is a plan to continue to improve.

QUESTION: What action did the school take to make the improvement in attendance?

ANSWER: The Head Teacher worked closely with the school attendance officer, letters, surgeries, warnings and fines.

Action: Head Teacher to share the SIP report with governors.

Action: Head Teacher to bring attendance policy to the next Full Governing Body meeting.

Self-Evaluation Form (SEF)

Action: Revisit the SEF at the next Full Governing Body meeting.

11. Team Action Group

In terms of what was submitted at the April meeting, three targets were given at the beginning of the year and updates have been presented at various points in the year with progress shared. The school is at low risk of not meeting its targets and based on this, the SIP report and outcomes for Years 1 and 2 the school is in a strong position to come out of TAG as time could be better spent on the ground at school. The TAG sharply

	<p>focused on what needed to be done, and this allowed finance for investment but this level of scrutiny is no longer required. SIP visits are helpful and welcome.</p>
12.	<p>Premises - presented by School Business Manager (see report)</p> <p>Further to the report, the dinner hall improvements have made a significant, positive difference to lunch times. The premises manager will oversee summer works. Works have been done through the Diocese Capital Projects Fund, so the school only has to pay 10%. The new premises manager is a real asset and works well with staff. The schoolhouse will be rented out after the current tenant moves out on 13 September 2022, in accordance with the market rate identified by the letting agent. It was suggested that the rental rate presented to tenants should include VAT rather than presenting a figure + VAT.</p> <p>QUESTION: What is the letting agent's fee? ANSWER: This needs to be clarified.</p> <p>Action: CS to confirm the letting agent's fee.</p> <p>QUESTION: Does the school have an asset management company? ANSWER: Yes but it is not very good so other options are currently being sought.</p> <p>The dates of committee meetings were AGREED, using the hybrid model of virtual committee meetings and in person Full Governing Body meetings.</p>
13.	<p>Governor Visit Reports, and Summary of 19 Apr day long INSET, walk round, EGM</p> <p>Action: Head Teacher to share governor visits form by placing on Governorhub.</p> <p>The history of the site of St Scholastica's was explored in terms of how the parish and school came about. which was interesting and shared with students which started with year 6.</p> <p>QUESTION: Will this be on the website?</p>

	<p>ANSWER: Yes.</p> <p>The points for development were reviewed in real terms from the last RE inspection and the mission statement was finalised. The RE inspection framework was shared at the Extraordinary Full Governing Body meeting.</p>
14.	<p>Financial Planning and Risk Assessment</p> <p>End of year financial tasks were completed at the Extraordinary Full Governing Body meeting. Resources Committee feedback was about forecasting year end which was discussed at the Extraordinary Full Governing Body meeting.</p>
15.	<p>Safeguarding update</p> <p>The safeguarding document comes into effect in September. The Head Teacher will share a training video on this.</p> <p>Action: Governors should confirm when they have watched the video and completed the quiz at the end.</p>
16.	<p>Wellbeing, Mental Health and Stakeholder Engagement</p> <p>The WAMHS worker attends fortnightly and is a Clinical Psychologist. A pathway will be presented in September 2022 in terms of support for staff and children and this will be presented at the autumn Full Governing Body meeting. There is an open door policy and early help is available. There is joined up thinking with external workers so it is a whole school approach with support for children and their families and staff.</p>
17.	<p>Committee Chair Feedback</p> <p>Governors to refer to Committee minutes on Governorhub and in future Committee meeting minutes to be . CB is meeting Emma and the WAMHS officer on 19 July 2022. HE to continue to support Admissions.</p>
18.	<p>Academisation</p> <p>The Diocese have appointed, following two to three Hackney schools deciding to move forward with academisation. Jane Heffernan, Head of Cardinal Pole, will step down from there to become the chief executive officer (CEO).</p>

Cardinal Pole and Our Lady's will start off the process.
The process of academisation takes 12-18 months as there is a lot of consultation.
The first wave is happening.
The Head Teacher and chair met with Annie Gammon and Jason Marantz and they advised the school to take their time.

Action: Head Teacher will share from an existing academy the scheme of delegation which highlights SLT and Board of Trustees responsibilities.

Most governor decisions will be made by the Board of Trustees.

QUESTION: Is academisation the same for all schools?
ANSWER: Yes.

Governors will provide direction on whether the school moves to academisation.
The concern is that autonomy will be lost as local decision making might not be possible or it might be limited.
It might not be in the interests of the children and this will be concerning for parents.
The individual identity of the school is questionable in terms of academisation.
There are schools that are working well but it depends on the CEO in terms of their vision or the grass roots needs of the school.
There is a folder on Academisation on Governorhub.

Action: Governors to read both the delegation matrix and the scheme of delegation documents in the academisation folder on Governorhub, and a questions and answers document to be added for governors where they can put their questions.

Action: An extraordinary Full Governing Body meeting to be held to discuss academisation in autumn.

The school community should be asked for their views.
Support to be requested from the Diocese in terms of academisation.
Discussions should be taking place with other schools.

19. Staff

There have been two staff resignations by the RE coordinator and Year 1 teacher due to relocation, and one staff member on a fixed term contract which has not been renewed due to financial pressure.
Two phase leaders and a premises manager have been appointed.
Currently there are no vacancies.
The school is looking to recruit two teaching assistants, one for SEN and one general TA for a class, and these will probably be covered by existing agency staff.

20. Policies

Action: The Equality policy to be shared with governors by the Head Teacher on Governorhub.

Sustainability top tips have been added and will form the basis of the policy developed in September.

Positive Handling training is planned.

Action: Positive Handling training to take place in the next academic year – Head Teacher.

Governors AGREED and APPROVED the **Positive Handling, Business Continuity** and **GDPR** policies.

Action: The Admissions policy to be reviewed and agreed by Governors at the next Full Governing Body meeting.

Governors AGREED and APPROVED the **Leave Entitlement, Disciplinary** and **Allegations Against Staff & Adults** policies.

It was noted that the Health and Safety policy contains some errors. Notably, on page 10 where the Chair and Head Teacher are to sign, this is also at the end of the document and they both have different review dates in terms of one saying the policy should be reviewed every three years.

Subject to the above amendments, Governors AGREED and APPROVED the **Health and Safety** Policy.

Action: Head Teacher to email governors the Staffing Structure.

It was noted that the Disaster Recovery Plan is very similar to the Business Continuity Plan.

	Governors AGREED and APPROVED the Disaster Recovery Plan .
21.	Governor Training Action: DBS and new governor training to be booked - CS.
22.	Any Other Business (AOB) QUESTION: Regarding the budget, is the school happy with percentage? ANSWER: There is a slight overspend of 1.35 and this will be reviewed in autumn and is not of current concern.
23.	Items above which should be treated as confidential None. There were also no confidential items at the previous meeting.
24.	Agenda items for next meeting Only those already mentioned.
25.	Dates of Meetings 2022/23 See Business Manager's report.
26.	End of Meeting Prayer

E. PART 2: CONFIDENTIAL (None)

There were no confidential items.

This meeting's times: 18.05 - 20.55pm.

F. DOCUMENT VERSION CONTROL

The table below shows the history of this document and the changes made at each version

WHOM, DATE, CIRCULATION	FILE NAME	VERSION	SUMMARY OF CHANGES
Clerk CACB emailed 26 July 2022 to Chair & HT	St Scholastica's FGB Minutes 06.07.2022 V1	V.1	Original by Clerk

Agreed as a correct record, signed by Chair.....

Date.....