



**MINUTES OF THE FULL GOVERNING BODY (FGB)
OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL
WEDNESDAY 6TH OCTOBER 2021, HELD PHYSICALLY IN THE SCHOOL**
<https://st-scholasticas.com>, KENNINGHALL ROAD, CLAPTON, HACKNEY, LONDON, E5 8BS

Present:

Name	Initials	Category of governor / role	Term of Office	Presence
Sandra Brierley	SB	Head teacher	Ex officio	Present
Ann McKenna-Slade	AMS	Foundation, Chair of Governors to 6.10.2021	01/09/18-31/08/22	Present
Royer Vidal	RV	Chair of Governors from 6.10.2021	01/11/11 - 31/08/23	Present
Althea Marshall	AM	Foundation, Vice Chair of Governors from 6.10.2021	01/05/21 - 31/08/24	Present
Father Kingsley	FK	Foundation	19/10/2020-18/10/24	Present
Nick Blackham	NB	Staff	28/03/20 - 27/03/23	Present
Jimmy Healy	JH	Co-opted	17/10/19 - 16/10/22	Present
Davina Attara	DA	Local Authority	22/06/12 - 28/12/21	Apologies
Elaine Radburn	ER	Foundation	26/09/19 - 25/09/22	Apologies
Christina Boey	CYB	Foundation	01/06/2021-31/08/2024	Present
Frederic Permit	FP	Foundation	01/05/21 - 31/08/24	Present
Audrey Ngouadjje	AN	Observer		Apologies
Shara Channing	SC	Parent	01/05/21 - 31/08/24	No apologies received

Also present: Chandrika Sashidharan – School Business Manager
 Rabiya Khatun - Clerk to the Governors, LB Hackney Education

ACTION LOG

Item	Action	Responsible	Date by
5.2	AM to liaise with the Chair and NB about publicising and meeting parents for the Parent Governor vacancy.	AM/Chair/NB	ASAP
5.2	Headteacher to contact Shara Channing to discuss attendance and report back at the next full GB meeting.	Headteacher	ASAP
5.3	All governors to complete the skills audit and return to the clerk by 13 October.	All governors	13 October 2021
5.4	Clerk to email DA, ER, SC and AN to complete their annual business interest declarations	Clerk/Governors	ASAP
5.5	1.Headteacher to email the SEN training to CB. 2. All link governors to report back to the full GB by March 2022.	Headteacher Link governors	ASAP March 2022.
8.1	The SEN and Safeguarding link governors SB and ER respectively were asked to come in to undertake risk assessments.	SB & ER	ASAP
12.4	The Headteacher to consider the pros and cons of in-house school admissions and report back to the next full GB. 2.The Headteacher and the Chair to discuss admissions following the meeting.	Headteacher Headteacher & Chair	Next Full GB ASAP
12.5	Clerk to add Pay Policy on the next FGB agenda.	Clerk	Next Full GB

The meeting opened at 6.15pm
Part 1: Non-confidential – Main Business

(Ann McKenna-Slade in the Chair until item 5)

1.	Welcome and introductions Ann McKenna-Slade welcomed all present and an opening prayer was given. All those present introduced themselves.																								
2.	Acknowledgment and Agreement of Virtual Meeting in line with GDPR regulations and school policy. The meeting was held physically in the school.																								
3.	Receive and consider apologies from governors not in attendance 1.Governors AGREED the apologies received from DA, ER and AN. 2.Governors NOTED that no apologies for absence were received from SC.																								
4.	Minutes of the previous meeting 1. Minutes of the Full Governing Body held on 5th May 2021 Governors considered the minutes circulated prior to the meeting. AGREED the minutes of the meeting held on 5 May 2021 as a true and accurate record of the proceedings. 2. Action Items <table><tr><th>Item No</th><th>Action</th><th>Complete</th></tr><tr><td>5</td><td>Clerk to re-circulate the Governors' term of office table</td><td>Completed</td></tr><tr><td>7</td><td>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</td><td>Completed</td></tr><tr><td>8</td><td>Headteacher to re-circulate the academisation proposals to all governors</td><td>Completed</td></tr><tr><td>9.1</td><td>To provide a breakdown of the costs and reasons for FCRs E01, E08 and E22 within the Year End statement</td><td>Completed</td></tr><tr><td>9.2</td><td>Headteacher to circulate the Year End Statement to all governors and any feedback to be submitted no later than 6 May 2021.</td><td>Completed</td></tr><tr><td>9.5</td><td>The Headteacher and RV to review the Financial Procedures document.</td><td>Completed</td></tr><tr><td>10.1</td><td>The Nursery Restructure proposal to be referred to the next virtual special meeting of the Resources Committee to be set up on 11 May.</td><td>Completed</td></tr></table>	Item No	Action	Complete	5	Clerk to re-circulate the Governors' term of office table	Completed	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	Completed	8	Headteacher to re-circulate the academisation proposals to all governors	Completed	9.1	To provide a breakdown of the costs and reasons for FCRs E01, E08 and E22 within the Year End statement	Completed	9.2	Headteacher to circulate the Year End Statement to all governors and any feedback to be submitted no later than 6 May 2021.	Completed	9.5	The Headteacher and RV to review the Financial Procedures document.	Completed	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.	Completed
Item No	Action	Complete																							
5	Clerk to re-circulate the Governors' term of office table	Completed																							
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	Completed																							
8	Headteacher to re-circulate the academisation proposals to all governors	Completed																							
9.1	To provide a breakdown of the costs and reasons for FCRs E01, E08 and E22 within the Year End statement	Completed																							
9.2	Headteacher to circulate the Year End Statement to all governors and any feedback to be submitted no later than 6 May 2021.	Completed																							
9.5	The Headteacher and RV to review the Financial Procedures document.	Completed																							
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.	Completed																							

	11	RV and the Head teacher to correct the dates in Admissions Policy (2021/22).	RV & Headteacher to review again
	11.3	Headteacher to circulate the link to the RSE course to all governors.	Completed
	12	Headteacher to obtain the Hackney Education training code and circulate to all governors.	Completed
	13	JH to set up virtual school visits for Link Governors before end of term.	Completed
3. Matters Outstanding RV and the Head teacher to correct the dates in Admissions Policy (2021/22).			
5.	(Full) Governing Body Business 1. Election of Chair and Vice Chair of Governing Body 2021-22 Governors nominated and seconded RV for the Chair and AM for Vice -Chair and it was <ul style="list-style-type: none"> • AGREED that Royer Vidal be appointed Chair of the Governing Body for the academic year 2021/22. • AGREED that Althea Marshall be appointed Vice-Chair of the Governing Body for the academic year 2021/22 The Headteacher thanked AMS for her support as Chair of the full GB. (Royer Vidal in the Chair) 2. Governing Board composition The Headteacher reported that there was currently a vacancy on the GB and that she was working to recruit a Parent Governor by the end of term. AM volunteered to publicise and talk to parents to encourage them to apply for the post. The Headteacher was still chasing the Diocese for the paperwork relating to AN's appointment as a governor. ACTION 1: AM to liaise with the Chair and NB about publicising and meeting parents for the Parent Governor vacancy. The Headteacher indicated that she would be contacting Shara Channing to discuss her poor attendance and whether she wanted to continue in her role as a governor. ACTION 2: Headteacher to contact Shara Channing to discuss attendance and report back at the next full GB meeting. 3. Skills Audit Governors considered the skill audit form within the agenda pack. The Chair asked all governors to complete the skills audit and email them to the Clerk by 13 October 2021. ACTION 3: All governors to complete the skills audit and return to the clerk by 13 October. 4. Annual Business interests declaration form and register Governors considered the Business interests declaration form and Business register within the agenda pack.		

	<p>The Chair requested that those governors not in attendance be asked to complete their annual business interest declarations form and submit it to the clerk.</p> <p>ACTION 4: Clerk to email DA, ER, SC and AN to complete their annual business interest declarations form.</p> <p>5. Key roles and responsibilities (e.g. SEND/ Safeguarding / Careers link governors)</p> <p>Discussion ensued on the Governor link roles and the following governors were appointed to the key roles:</p> <ul style="list-style-type: none"> • Special Educational Needs (SEN) - Christina Boey • Safeguarding and Wellbeing - Elaine Radburn • Curriculum & Teaching – Royer Vidal • Premises - Fedrick Pemite • Diversity - Althea Marshall <p>The Chair indicated that all Committee Chairs and link governors were expected to report back at a full GB</p> <p>ACTION 5:</p> <ol style="list-style-type: none"> 1. Headteacher to email the SEN training to CB. 2. All link governors to report back to the full GB by March 2022. <p>6. Terms of reference for 2021/22</p> <p>Governors considered the documents within the agenda pack and AGREED the terms of reference for the following Committees:</p> <ul style="list-style-type: none"> • Resources Committee • Teaching & Learning Committee • Admissions Committee • Headteacher Performance Management Committee <p>7. Governor Code of Conduct</p> <p>Governors considered that the NGA's and CES' Code of Conducts within the agenda pack and noted that the CES code which took into consideration the values of a Catholic school had been incorporated within the Diocese's nomination process. Governors indicated that they were willing to sign up to the NGA's national code of conduct.</p> <p>AGREED the NGA's Code of Conduct.</p> <p>8. CES Model Code of Conduct for Governors of Governing Body</p> <p>Governors agreed to withdraw the CES Model Code of Conduct as discussed above.</p> <p>9. Governor Autumn programme of training</p> <p>Governors considered that the Autumn governors training within the agenda pack.</p> <p>NOTED the Autumn governors training programme.</p>
6.	<p>Headteacher's Report</p> <p>Governors considered that the Headteacher's report within the agenda pack.</p> <p>The Headteacher highlighted the following areas from the report:</p> <ul style="list-style-type: none"> • She had a meeting with the Director of Education and her deputy to discuss the context for the school's poor data and had also demonstrated that the poor results had been a blip. • The Director had offered the school additional support including additional funding and more time with the SIP worker without any additional costs.

	<ul style="list-style-type: none"> • The school had welcomed the additional support and scrutiny and Hackney Education had agreed the target for KS1 - 72% and KS2 - 70%. • The Headteacher was confident with the good teaching in place at the school, implementation of intervention programmes, improved pupil attendance, and the monitoring of pupils this would enable the school to narrow the gaps in learning and to achieve these agreed targets. • The additional meetings with SIP would assist the school to improve, monitor and support pupils. <p>QUESTION: Why are there fewer pupils on the Year 3 roll?</p> <p>ANSWER: This cohort has a low number of pupils since they started school and it is a similar issue in other local schools. This could be partly due to the low birth rate for that year and compounded by the ten pupils in this year group that moved out of Hackney during the Covid pandemic.</p> <p>QUESTION: We need to involve parents more in their children's learning?</p> <p>ANSWER: There has been a high level of engagement during the Covid pandemic but since the lifting of restrictions there are fewer parents engaging with the school. However, as Covid cases are rising it is unsuitable to hold large events for all parents due to social distancing measures.</p> <p>QUESTION: What is the update with the CAMHS worker?</p> <p>ANSWER: The school's former CAMHS worker has left a programme but we are awaiting a replacement.</p> <p>NOTED the Headteacher's report.</p>
7.	<p>Strategic Priorities for 2021 and beyond</p> <p>The Headteacher reported that the school's priorities remained unchanged. The school had focused more on diversity in the curriculum and challenges remained with low attainment. There were 110 pupils on pupil's premium; a number of pupils on the SEND register and absent pupils from the traveller community had further exacerbated the attainment gap. However, attendance had been improving traveller community pupils and the school was working to maintain this improvement by setting up Nurture Group.</p> <p>The school had shared its development priorities with Hackney Education and subject leaders. The two key priorities for the school were personal development and prayer.</p>

8.	<p>Wellbeing, Mental Health and Stakeholder Engagement</p> <p>1. Link Governor The SEN and Safeguarding link governors were asked to come in to meet with the relevant school staff (SENCO and Designated Safeguarding Lead) and were reminded to take a lateral test before entering the school.</p> <p>ACTION 6: The SEN and Safeguarding link governors SB and ER respectively were asked to come in to undertake risk assessments.</p> <p>2. Discussion The Headteacher advised that counsellors were working with the pupils and their families and there was also a Worry Box in all classrooms. Parents and children's surveys would be undertaken this year. Home visits were being undertaken for pupils absent from school.</p> <p>QUESTION: How do teachers feel about the support? ANSWER: Staff have returned and adapted well. There are no assemblies being held in school, staff lateral testing is being undertaken twice weekly and vaccination rate at approximately 90% and leadership is listening to staff concerns including directed learning hours.</p> <p>3. Governor Training NOTED the following Governor training:</p> <ul style="list-style-type: none"> • Introduction – How do Governors Fulfil their Professional and Ethical Responsibility - 6 October 2021, 5pm • Safeguarding: How do Governors Fulfil their Responsibility to Safeguard and Protect Children - 14 October 2021, 9am • Safeguarding: How do Governors Fulfil their Responsibility to Safeguard and Protect Children -1 December 2021, 5pm <p>4. Papers NOTED the papers relating to Safeguarding.</p>
9.	<p>Quality of Education - curriculum, assessment and gaps in learning</p> <p>1. Letter to St Scholastica's - 14 September 2021 Meeting Governors considered letter from Hackney Education within the agenda pack.</p> <p>The Headteacher reported that the meeting had been productive. A third of the Year 6 cohort had special educational needs and monitoring cycles were in place to ensure standards were maintained in the classrooms. Provisions were in place including the Speech and Language Therapy and a Speech and Language Assistant, three additional staff in the Early Years, KS1 and KS2 and teaching assistants (TAs) across all groups. It was imperative to tackle speech and language issues early to improve attainment. The school had invested in software to create support plans that would be monitored and also help collect evidence for some pupils needing EHCP plans. There had been many children with high SEND needs and work was being undertaken to close the gap in attainment. The national tutoring programme was being used to target pupils requiring additional support. The money spent on the school's ICT equipment</p>

	<p>had been reclaimed through capital funding and the refund had been re-assigned to employ 2 additional TAs.</p> <p>QUESTION: Are all children prepared for home learning? ANSWER: The School has spent money on technology including buying iPads, investing in Wi-Fi and moving to “cloud” server technology for storing data.</p> <p>2. Link Governor / visit report Governors considered the following link reports within the agenda pack.</p> <ul style="list-style-type: none"> • Governor Visit – 13 May 2021 • Year 5 Virtual visit – 10 June 2021 • Year 2 Virtual visit – 23 June 2021 <p>NOTED the above link governor visit reports.</p> <p>Governor Training NOTED the following training:</p> <ul style="list-style-type: none"> • What do Governors Need to Know about the Ofsted Inspection Process - 5 October 2021, 9.am
10	<p>SEND, Inclusion and diversity</p> <p>1. SEND Information report Governors considered the SEND report within the agenda pack. The Headteacher reported that the SEND document had been updated following a review by staff at a meeting of SEND. NOTED the SEND information report.</p> <p>2. Policies for ratification Governors considered the following policies within the agenda pack:</p> <ul style="list-style-type: none"> • Safeguarding & Child Protection Policy - AGREED subject to minor changes to the dates. • Inclusion (SEND) Policy - AGREED <p>3. Governor Training The Headteacher recommended that governors attend the Unconscious Bias training. NOTED the following Governor training:</p> <ul style="list-style-type: none"> • Tackling Inequalities: Hackney Young Black Men Initiative – Understanding Cultural Competency, Racial Identity and Unconscious Bias - 20 October 2021, 5pm • Tackling Inequalities: How can Governors Improve Outcomes for those at Risk of Exclusion and What Should they know before Considering an Exclusion -10 November 2021, 5pm • Send Webinar for Governors - 14 October 2021, 5pm
11.	<p>Staffing</p> <p>1. Discussion – Staffing update Chandrika Sashidharan provided an update on staffing in the school. Four members of the staff had left including a teacher taking redundancy, a Teaching Assistant on a fixed term contract, the Business Manager and a staff member on sabbatical.</p>

	<p>The Headteacher reported the school was fully staffed following the appointment of 2 new staff including a teacher and Early Career Teacher.</p> <p>QUESTION: Is there an induction pack for new starters? ANSWER: Yes, but diversity is not yet in the pack but the Diversity and Curriculum lead will offer support to staff and new starters.</p> <p>2. Governor Training NOTED the following Governor training: Staff Welfare, Morale and Workload: How do Governing Boards Create Excellent Workplaces that Support Staff Welfare, Manage Performance and Oversees Organisational Changes - 21 October 2021, 9am What do Governors Need to Know to Ensure the Performance Management of the Headteacher leads to School Improvement - 21 October 2021, 5pm</p>
12.	<p>Strategic business/ financial planning and risk assessment</p> <p>1. Finance Report 2021/22- Budget Overview Governors considered the Finance report 2021/22 within the agenda pack. Chandrika Sashidharan (new School Business Manager, SBM) summarised the income and expenditure in the Finance report up to 31 August 2021 and discussed further under the Business Manager report.</p> <p>NOTED the Finance Report 2021/22 Budget Overview.</p> <p>2. School Business Manager Report Governors considered the School Business Manager's report within the agenda pack.</p> <p>Chandrika Sashidharan highlighted the following key points in the budget:</p> <ul style="list-style-type: none"> • The School had overspent by 1% and had used some of its surplus. • The school had 9 pupils on EHCPs and received SEN funding, however, the school had to spend £6,000 from its own budget in addition to the additional SEN funding. • The income from catering was low and this could be due to the school holidays or a low uptake of school meals. • Under the COVID exceptional costs scheme, the school was able to claim back the money it spent on providing free meals for those eligible before the Covid voucher scheme was introduced. • The expenditure for teaching staff was low. • The school had purchased the Hackney Education CPD programme. • The school had spent a substantial amount on ICT • Agency supply costs were high due to Covid related absences • The professional service bought in included the upfront cost of the speech and language service bought from Hackney Education. <p>The Headteacher added that it was the intention to outsource the maintenance of premises and facilities management by December 2021 and she was currently awaiting quotes for the contract. The current staff would be protected under the Transfer of Undertakings (Protection of Employment) regulations (TUPE). Outsourcing would allow the school to concentrate on learning.</p>

The Headteacher highlighted that 1 supply teacher was on a fixed term contract and the school had undertaken informal sickness absence meetings with 4 members of staff. There were 2 insurances: Hackney Education covered the public liability and the Diocese's insurance covered the building and contents.

QUESTION: Will all pupils be able to attend the Kench trip?

ANSWER: I12 shows the payment received until the end of August. Those pupils eligible for free meals will have their trip funded and pupils that are unable to afford the trip will be assisted with the costs.

QUESTION: Will the fencing cover the front of the school?

ANSWER: The perimeter fencing work will be undertaken in March 2022 and re-fencing at the front of the school can be reviewed when funding is available.

QUESTION: Will you monitor catering?

ANSWER: Yes, we will keep monitoring the income for catering.

QUESTION: Were the agency staff of a good standard?

ANSWER: The school uses two good agencies for temporary staff to cover teacher and support staff absences. They have covered a long-term sickness absence and maternity leave, and the quality of work is good.

NOTED the Business Manager's Report.

3. Governor Training

NOTED the following Governor training:

- How do Governing Boards Make the Right Strategic Financial Choices for their School - 4 November 2021, 5pm
- How do Governing Boards Strategically Assess and Manage Risks in their Schools - 17 November 2021, 5pm

4. Model Admissions Arrangements July 2021 CES-Guidance

Governors considered the guidance within the agenda pack and discussion ensued on whether the school should administer the admission or if it should remain with Hackney Education.

The Headteacher indicated that most parents approached the school and administering the admission process would give the school more flexibility in assessing the potential child including any learning needs before granting admission. Hackney Education's admissions process was inefficient, causing delays in pupil admissions. The Headteacher advised that she would liaise with Headteachers regarding admissions and report back her findings.

QUESTION: The Diocese would prefer in-house admissions but the school will have 15 days to decide if it were to administer the admissions process?

ANSWER: The Headteacher wanted more autonomy to be able to gather more information on the child and their family and also assess the child's needs.

	<p>ACTION 7:</p> <p>1.The Headteacher to consider the pros and cons of in-house school admissions and report back to the next full GB.</p> <p>2.The Headteacher and the Chair to discuss admissions following the meeting.</p> <p>NOTED the Model Admissions Arrangements CES-Guidance</p> <p>5. Policies for ratification</p> <p>Governors considered the following policies within the agenda pack:</p> <ul style="list-style-type: none"> • Pay Policy – AGREED Governors noted that revised pay policy would be re-submitted at the next meeting. <p>ACTION 8: Clerk to add Pay Policy on the next FGB agenda.</p> <ul style="list-style-type: none"> • Admissions 2023/24 - AGREED <p>6. Papers</p> <p>NOTED the following paper: Institute for Fiscal Studies: School spending in England: trends over time and future outlook (2 September 2021)</p>
13.	<p>Any Other Business for Consideration</p> <p>Governors noted that Committee meetings will be held before full GB meetings.</p>

Part 2: Confidential: There were no confidential items.

Commented [CB1]: Correct?

This meeting's times: 6.15 - 8.46pm.

These minutes were approved at the 2022 meeting, and ready to publish on the School's website

Agreed as a correct record, signed by Chair:

Date: