



**DRAFT MINUTES OF THE GOVERNING BODY  
OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL HELD ON  
WEDNESDAY 27<sup>TH</sup> JANUARY 2021**

**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	01/09/2019-30/08/2023	Present
Althea Marshall	AM	Foundation	22/05/2017 – 21/05/2021	Apologies received
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	Present
David Akinyemi	DAk	Parent	01/12/2018-30/11/2021	Present
Elaine Radburn	ER	Foundation	26/09/2019-25/09/2022	Present
Frederic Pemite	FP	Observer		Present
Christina Boey	CB	Observer		Present
Audrey Ngouadje	AN	Observer		Present
Shara Canning	SC	Observer		No apologies received

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

**ACTION LOG**

Item	Action	Responsible	Date by
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5b	Clerk to circulate the term of office table to all Governors.	Clerk	ASAP
5c	Clerk to email a copy of the 2019/20 Terms of Reference for the GB.	Clerk	ASAP
6	The complaints policy training to be deferred to the GB March meeting.	Clerk	March 2021 agenda
8	Head teacher to email ER the number of laptops the school required and ER will submit bid.	Head teacher/ ER	ASAP
11	Business Manager to submit business case for deletion of a Nursery post at a future meeting of the Resources Committee.	Head teacher /Clerk	To add agenda item to the next Resources Committee
11	Governors to be kept informed on the process of academisation.	Head teacher	ASAP
13	To arrange a remote hearing of the Admissions Committee during the daytime hours and to invite Norma to attend the meeting to assist with...?	RV	ASAP

**The meeting opened at 6.15pm**

## **Part 1: Non-confidential – Main Business**

### **1. Welcome & Opening Prayer**

Ann McKenna-Slade welcomed all and gave an opening prayer. 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 line with GDPR.

### **3. Receive and consider apologies from Governors not in attendance**

a. Apologies were received and accepted from Althea Marshall.

b. No apologies were received from Father Kingsley and Shara Canning.

#### 4. Minutes of the last meeting

##### a. Minutes of the meeting held on 7 October 2020

Governors considered the minutes circulated prior to the meeting.

**AGREED** the minutes of the meeting held on 7 October 2020 were a true and accurate record.

##### b&c. Action items and Matters outstanding

Item	Action	MATTERS OUTSTANDING
3	Head teacher to set up Governors WhatsApp Group.	Completed
4b	Clerk to add Complaints policy to the January meeting agenda	Completed
4b	HT to circulate Complaints Policy.	Completed
4b	RV to undertake risk assessment review the week commencing 19 <sup>th</sup> October 2020.	Pending – <b>RV to undertake risk assessment review</b>
4b	AM to send details of training attended to RV.	Completed
4b	Admissions Policy to be discussed at Admissions Committee and next Governing Body meeting.	Pending - <b>RV/Head teacher to circulate Admissions policy to all Governors. Clerk to add to March agenda.</b>
5a	Clerk to circulate declarations register to all Governors.	<b>Clerk to re-circulate declaration register form. All Governors to complete and return form to Head teacher &amp; Clerk</b>
5d	Head teacher to discuss Governing Body membership with two potential Governors.	Completed
5d	Head teacher to contact Father Kingsley to discuss term of office.	Pending- <b>Head teacher has submitted paperwork for all Governors including Father Kingsley and awaiting response from Diocese.</b>
5f	Head teacher to review last year's link governor roles and circulate to Governors for confirmation.	Pending - <b>DBS checks completed for new Governors but awaiting confirmation from Diocese.</b>
5f	Chair to email Governors regarding sitting on the Head teacher's Performance Management Committee.	Meeting cancelled due to Covid. <b>Chair is rescheduling meeting.</b>
5f	Chair to confirm date of Head teacher's Performance Management Meeting.	Chair is rescheduling meeting <b>Chair is rescheduling meeting</b>
5g	RV to circulate skills audit for Governors to complete.	Completed- NB circulated completed skills audit on 17 November 2020
5h	Clerk to send 19/20 attendance to Head teacher.	Completed
7	Head teacher to invite Maggie Kalnins to lead the complaints policy training at	<b>Defer item to March meeting.</b> Ms Kalnins was unable to attend meeting due to sickness.

	<i>the January Governing Body meeting.</i>	
12	<i>School Development Plan to be finalised and circulated to Governors for the November Committee meeting.</i>	<b><i>Defer item to March meeting. Head teacher indicated that the focus had been on remote learning, however a slimmed down version of the Plan could be produced.</i></b>
15e	<i>ER to be added to Staff Handbook.</i>	<i>Completed</i>
15f	<i>Head teacher to circulate Medical Care and Pastoral Policy and Pay Policy for Governors information.</i>	<b><i>Head teacher to recirculate policy documents by July 2021.</i></b>
15g	<i>RV to send Admissions Committee TOR to Head teacher.</i>	<i>Completed</i>

The Chair stated that in this exceptionally challenging time the school had had to adjust how it operated due to the planning and developing involved in and around Covid-19. The delivery of the risk assessment document, environment project, online packages and teaching were evidence of the school functioning at a very high level and commended the Head teacher and her team for their hard work.

## 5. Governing Body Business

- a. Declarations of Interest Pertaining to current agenda not already included in the register  
There were no declarations received.
- b. Governing Body composition  
Governors noted that the term of office for some Governors at the front of the agenda needed to be updated.

**ACTION 5b** – Clerk to circulate the term of office table to all Governors.

- c. Terms of Reference of GB and Committees 2020-21  
Governors considered the documents circulated prior to the meeting.

### **Governing Body - Terms of Reference**

The Headteacher indicated that she was not aware of a Terms of Reference for the GB for 2020/21.

**ACTION 5c** - Clerk to email a copy of the 2019/20 Terms of Reference for the GB.

### **Head Teacher Performance Review Committee Terms of Reference**

**AGREED** the Head Teacher Performance Review Committee Terms of Reference subject to the deletion of Staffing Committee

### **Resources Committee Terms of Reference**

**AGREED** the Resources Committee Terms of Reference

### **Teaching and Learning Committee Terms of Reference**

**AGREED** the Teaching and Learning Committee Terms of Reference

d. Committee Membership and Link Governors 2020-21

**AGREED** that the new Governors be appointed to the following Committees for 2020/21 and that the updated membership be reflected within the Terms of Reference for these Committees:

**Resources Committee**

Audrey Ngouadje (vacancy arising from Jonathan Lafferty resignation)

Shara Canning

**Teaching and Learning Committee**

Christina Boey

**Admissions Committee**

Frederic Pemite ((vacancy arising from Jonathan Lafferty resignation)

**AGREED** the membership of the Head teacher's Performance Management Committee as follows:

Ann McKenna-Slade

Royer Vidal

Davina Attara

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

The skills audit was undertaken in November 2020.

Reporting of governor training undertaken

Governors considered the document circulated prior to the meeting. RV reported that some courses had been cancelled and rescheduled. AM, CB and ER had attended training courses from September 2020 to present date.

The Chair indicated that attendance of the Chair's Briefing meetings should be included in the training spreadsheet.

The Chair encouraged all Governors to attend training and recommended the Introduction to Governors training for new Governors. AM had also indicated that she would be willing to be buddy up with any new Governors.

RV reported that ER had completed the Diocese's Introduction to Governors training.

**6. Complaints Policy Training**

The Chair advised that Maggie Kalnins was unable to deliver the complaints training due to sickness and the item would be deferred to the March meeting. The Chair encouraged all Governors to read the Complaints Policy.

**ACTION 6** – The complaints policy training to be deferred to the March 2021 Governing Body meeting.

## **7. Policies for approval**

Governors considered and discussed the following policies circulated prior to the meeting:

- Appraisal: Teachers and Support Staff - **APPROVED** subject to typographical errors in support staff policy.
- CPD – **APPROVED**
- Disciplinary – **APPROVED** subject to the amendments highlighted at paragraphs 4.2 and 6.4.3.
- Start and End of School Day – **APPROVED** subject to the deletion ‘at Baden Powell’.
- Staff Dress Code - **APPROVED**
- Educational Leave During Term Time - **APPROVED**
- Visitors Policy - **APPROVED**
- Whistle Blowing - **APPROVED**
- Data Retention - **APPROVED**
- Remote Learning - **APPROVED**

## **8. Headteacher's Report**

The Head teacher summarised the contents of the report circulated prior to the meeting.

**Governor Question:** Is Stephanie Nelson the curriculum lead for Diversity and how will you ensure diversity in RE?

**Answer:** The lead for Diversity will look at diversity and equality and will review the representation of Jesus and the saints to ensure that they are diverse and reflect the community and also how to support the oppressed. The school will be liaising with a Catholic charity for social justice to help promote diversity.

**Governor Question:** Has the cost of repairing the car park gates been reclaimed from the Diocese Fund?

**Answer:** Yes, £8,000 has been reclaimed and the school is now awaiting payment from the Diocese

The Head teacher highlighted that remote learning was a statutory requirement and that the school would be delivering learning as set out in the policy. The school was funding raising for technology to ensure each child had a device for remote learning, which would make it easier to set online work and homework. There were currently 137 families with 2 to 3 children sharing a device. The school had raised £895 and the Head teacher thanked those that had donated money and old devices and asked Governors to relay the message to individuals and companies.

JH emphasised that a reliable internet service was also needed for remote learning. Children needed help with their internet provider to ensure that they had good internet speed.

ER indicated that she could bid on behalf of the school for old laptops.

**ACTION 8:** Head teacher to email ER the number of laptops the school required and ER will submit bid.

## **9. Risk Assessments and Safety Procedures**

Governors considered the document circulated prior to the meeting

The Head teacher reported that a few minor amendments were required to the risk assessment following a meeting with the local authority.

## **10. Wellbeing, Mental Health, Resilience and Engagement**

The Head teacher reported that 4 staff, 2 office staff and cleaners were currently on site. Teachers met every Wednesday. There were contingency plans should the number of staff increase and this included opening another bubble.

The Head teacher reported that she had attended training to administer rapid testing. Staff were now required to test twice a week off site with the results being available within half an hour and reported to the Head teacher, Assistant Head teacher, and track and trace team.

**Governor Question:** Are there any safeguarding concerns?

**Answer:** There are no safeguarding concerns at present. There are many opportunities to raise any concerns and the school has been providing mental health support, access to Hackney Employee Assistance Program and information on other services have been shared with staff.

**Governor Question:** Has a memorial been held in Year 5 for the pupil that passed away during the pandemic?

**Answer:** In memory of their late friend, classmates and friends released balloons in November 2020 and there are also pictures of the pupil at the school.

## **11. Wider Strategic Planning**

The Head teacher reported that the Nursery was open from Monday to Thursday for 3 hours per day and the Nursery staff consisted of a full time teacher, a support staff and part-time Nursery Officer. A nursery team restructure was currently underway as the low roll did not justify the current staffing levels. HR advice had been sought regarding the deletion of one post before September 2021. The Business Manager would be assigned the task of producing a business case for a future meeting of the Resources Committee

**Governor Question:** Will the union have to be consulted if the school plans to delete a post?

**Answer:** This is Nursery team restructure and as a non-statutory provision union consultation is not necessary.

**ACTION 11:** Business Manager to submit business case for deletion of Nursery post at a future meeting of the Resources Committee.

### **Academisation**

The Head teacher reported that the Diocese's had published The Academy Policy and Strategy in September 2017 setting out the proposal requiring schools to form and join the Catholic Academy Trusts. The school would fall within Tower Hamlets area. The Diocese was planning to move forward with the proposal in September 2021 and once the proposal was clear it would be shared with parents. Some schools had expressed concerns regarding the move from maintained school status and the need for a clear structure.

The Head teacher requested that all Governors peruse the Strategy document and look into the process before September 2021 as the Diocese could compel schools to become an academy. The academisation would impact on the school budget, which already had a shortfall of £30,000 due to lower numbers and further funding issues could arise if the numbers in Reception were lower than expected. The Head teacher would arrange for an acquaintance to look at the process and the Chair asked that all Governors be kept informed.

**ACTION 11:** Governors to be kept informed on the process of academisation.

### **12 Self-Reflection**

The Head teacher had successfully recruited 4 Governors.

### **13 Any other business**

#### **Admissions Committee**

**ACTION 13:** To arrange a remote hearing of the Admissions Committee during the daytime hours and to invite Norma to attend the meeting to assist with..?

There were no confidential items for discussion.

Meeting ended at 8.30pm.