



Minutes
St Scholastica's Catholic Primary School
Full Governing Body Meeting
Wednesday 19 April 2023
18:15 – 20:15

MEMBERSHIP

Name	Role	End of Office	Attendance
Royer Vidal (RV)	Chair/ Foundation Governor	31/08/2023	Present
Sandra Brierley (SB)	Headteacher	Ex Officio	Present
Christina Boey (CB)	Foundation Governor	31/08/2024	Present
Marsha Mollineau	Parent Governor	15/11/2026	Present
Fr. Stewart Hasker (SK)	Foundation Governor		Absent
Roseline Fadini (RF)	Foundation Governor	31/08/2026	Present
Audrey Ngouadje (AN)	Foundation Governor	31/08/2025	Present
Elaine Radburn (ER)	Foundation Governor	31/08/2023	Present (online)
Althea Marshall (AM)	Foundation Governor	31/08/2024	Absent
Davina Attara (DA)	Local Authority Governor	31/08/2024	Present (online)
Nick Blackham (NB)	Staff Governor	27.03/2024	Apologies

ATTENDING/OBSERVING

Chandrika Sashidharan (CS)	Associate Governor School Business Manager	Present
Mr. Ahmed Yusuf (AY)	Clerk	Present

Action Log**Assigned to**

1. Add RF's term of office dates on Governorhub.	Clerk
2. Send RE-day visit reports to the Headteacher.	Governors
3. Request LA support for high absenteeism.	Headteacher/SLT
4. Form academisation working group by the next FGB meeting.	Governors
5. Send an anonymised performance management report to governors.	Headteacher
6. Send a reminder to the governors who have not yet completed the safeguarding training.	Clerk/Headteacher
7. Governors are to send the code of conduct to the clerk or upload it on Governor hub.	All governors
8. Re -circulate skills audit and follow-up for urgent return.	Clerk

No.	Agenda Item
1.	<p>Welcomes and introductions</p> <ul style="list-style-type: none"> The meeting started at 18:37 with a prayer.
2.	<p>Apologies for absence & signing of attendance register</p> <ul style="list-style-type: none"> Apologies received from Nick Blackham.
3.	<p>Governing body organisation</p> <ul style="list-style-type: none"> Royer Vidal and Elaine Radburn's term of office is set to expire on August 31 2023. The process to renew their term has started. The parent governor vacancy has been filled. The new governor will start once the DBS checks have been completed. There is currently one co-opted governor vacancy available. <p>AGREED: Governors agreed to appoint Chandrika Sashidharan as an associate governor.</p> <p>ACTION: The clerk will put the term of office dates for Roseline Fadini on Governorhub.</p> <ul style="list-style-type: none"> The following link governor appointments have been provisionally agreed upon: <ul style="list-style-type: none"> SEN: Christina Boey Wellbeing and Parent Engagement: Althea Marshall Safeguarding: Elaine Radburn ICT: Davina Attara Maths: Nick Blackham

	<ul style="list-style-type: none"> - English: Audrey Ngouadje - Foundation Subjects: Roseline Fadini - Website Compliance: Royer Vidal - Health and Safety: Marsha Mollineau. <p>ACTION: Governors to send governor visit reports for the RE day to the Headteacher.</p>
4.	<p>Declarations of interest</p> <ul style="list-style-type: none"> • No declarations of interest.
5.	<p>Minutes of the previous meeting</p> <ul style="list-style-type: none"> • APPROVED: The minutes of the meeting held on 30 November 2022 were agreed upon as an accurate record. <p>ACTIONS OUSTANDING:</p> <ul style="list-style-type: none"> - All governors to read the updated Racial Justice policy before the next FGB meeting. - Governors to form a working group to discuss academisation before the next FGB meeting. - Clerk/Headteacher to send a reminder to the governors who have not yet completed the safeguarding training. - Governors to send the code of conduct to the clerk or upload it on Governor hub. - Clerk to recirculate skills audit and follow-up for urgent return.
6.	<p>School business manager report</p> <p>The following documents were shared with governors in advance of the meeting:</p> <ul style="list-style-type: none"> • SBM Report, Year End Report, Surplus Spend Plan, Three Year Budget, Catering IE and the SFVS. CS, School Business Manager provided an update to the governors, the key highlights include: <ul style="list-style-type: none"> - The school reported an in-year surplus of £62k and an overall surplus of £198k. The overall surplus is 12.71% of the core budget. - The 2023/24 budget shows a deficit for the year, but an overall surplus. This pattern is expected to continue in 2024/25 but a deficit is projected for 2025/26.

- Governors were informed that changes in the borough may result in an increase in pupil enrolment at our school. To account for this possibility, the school has adjusted its projected pupil enrollment to include an additional 10 pupils each year. It was noted that if the pupil roll doesn't increase, the school may face financial difficulties in the 2025-2026 academic year.
- £10k will be allocated for marketing to attract students.
- Teaching and support staff will receive a 4% pay raise for the 2023-24 academic year.
- The staffing budget has increased to cover the following positions: Attendance and Welfare Officer, Nursery Nurse, Intervention Teacher, Nursery Teacher, SEND Teaching Assistant, and KS2 Teaching Assistant.
- The key planned capital works in 2023-24 include refurbishing the library and prayer garden and dividing the ICT Suite into a meeting room, PPA Room, and Business Manager's Office.
- The school's catering service is operating at a financial loss. The Headteacher will work with the kitchen team to help them understand budgeting and spending.

Q: Would it be beneficial to have regular spending check-ins with the kitchen staff?

A: Yes, we plan to meet with the kitchen staff to review spending.

Q: How long will the Mayor's free school meal offer be in place for?

A: We think that the offer will be available for at least the next academic year and will be provided to all children

Q: How does catering work and who pays for it?

A: The catering company pays for everything and sends us an invoice. This invoice covers the cost of their staffing, management, consultancy, and food expenses. The food cost is usually the largest expense.

Q: What is the risk appetite of your school, because your figures suggest everything is going to be great and you will get 10 pupils year on year?

A: Our school has had a solid surplus for three-plus years, and while we are optimistic about enrolment projections, we are still being cautious.

Governor comment: The budget and surplus plan must account for inflation particularly in relation to food costs, rising energy costs and staff salary increases. Given the current context of potential school closures, income should be set aside to cover these expenses. It was recommended that contingencies are added to the budget and surplus plan.

	<p>The following have been approved:</p> <ul style="list-style-type: none"> • The 2022-23 School Year End Statement • School Financial Value Standards 2022-23 • Surplus Spend Plan 2023-26 • Planned Capital Works 2023-24 • Three Year Budget from 2023-2026
7.	<p>Attendance</p> <ul style="list-style-type: none"> • The Headteacher reported that attendance has been a persistent challenge at the school, particularly among a specific group of students. These students significantly affect the overall attendance rate. Without them, the attendance rate is over 96%, but with them included, it drops to 93%. • This has led to missed learning and knowledge gaps that have affected statutory assessments. Given the limited support from the Local Authority, the school plans to hire an attendance and welfare officer to build relationships and improve attendance. <p><i>Q: What are the working hours for this role?</i> <i>A: It will be a part-time, three days a week.</i></p> <p><i>Q: What will be the cost implications of this role?</i> <i>A: We have evaluated several similar roles and have based the cost on that.</i></p> <p><i>Q: How confident are we that the welfare and attendance officer will successfully manage the small number of students who have been consistently absent?</i> <i>A: This is a long-standing issue, so we need to ensure that the person we hire is aware of the challenges and has a strategy to approach the situation. We are aware that some students may use Covid as an excuse, but the issue of absenteeism has been present before the pandemic. While we haven't tried this approach before, we are hopeful that hiring an attendance and welfare officer will help address the issue.</i></p> <p><i>Q: How are other schools addressing this?</i> <i>A: Other schools, including one Catholic school I have a good relationship with, are also experiencing similar issues.</i></p> <p>ACTION: Contact the Local Authority to request support and ask about their plans for addressing the high absenteeism rates among a specific group of children.</p>
8.	<p>Committee Chairs Update</p> <ul style="list-style-type: none"> • Resources Committee: the key issues discussed was catering and spending, which were further reviewed at this meeting.

	<ul style="list-style-type: none"> The Admissions Committee: 24 offers have been made for first choice places. 19 applications were from current nursery students, while the rest were from outside. Letters will be sent to those who have accepted. <p>Governors were invited to attend a tour and talk for parents of new students on Thursday 06 July at 2:00 pm.</p>
9.	<p>Quality of Religious Education Update</p> <ul style="list-style-type: none"> Governors were informed of the three areas of focus for RE. <ul style="list-style-type: none"> Catholic life and mission of the school – there is a pupil chaplaincy team and students plan and lead assemblies. There are also workshops on Catholic teaching. On the last Friday of every term the school explores different caritas principles. Religious education – the RE coordinator meets staff at the start of every unit to ensure their plan has the correct religious content. There are murals of bible stories around the school to support learning. Parent survey shows 93% satisfaction with religious learning. Prayer room worship – pupils plan and lead small acts of worship. Last term the headteacher went to every class and participated in worships. The pupils are taking ownership and are leading acts of worship for events such as the earthquake in Turkey and Syria. KS2 attended exposition.
10	<p>Staffing</p> <ul style="list-style-type: none"> See Confidential Minutes
11	<p>Academisation</p> <ul style="list-style-type: none"> ACTION: A working party is to be formed by the next FGB meeting to discuss academisation. Governors will need to review the scheme of delegation and the financial handbook. They will assess how autonomy, budgeting control and decision making will be impacted and present their findings to the full governing body for agreement and action. The first meeting should be scheduled at the start of the next academic year.
12	<p>Policies</p> <p>The following policies have been APPROVED:</p> <ul style="list-style-type: none"> CPD Policy Appraisal Policy – Teachers Appraisal Policy – Support Staff Disciplinary Policy

	<ul style="list-style-type: none"> - Dress Code policy - Visitors Policy - Whistleblowing Policy - Maternity, Adoption and Paternity policy - Educational leave policy - Start/End of Day Policy - For Information only <p><i>Q: How does the school ensure consistency in the appraisal system?</i></p> <p><i>A: At the start of the academic year, the school development plan is set. Teachers have three targets and support staff have two. Two of the teachers' targets are linked directly to the school development plan for an area of improvement and one is a personal target. For support staff, one target is linked to the school development plan and one is a personal target. We review the progress of these targets three times a year and do a final review at the end of the year, where we determine whether the targets were met, partially met, or not met.</i></p> <p>ACTION: The Headteacher to send an anonymised performance management report to governors.</p> <ul style="list-style-type: none"> • Governors requested that policy changes be highlighted in yellow going forward.
13	<p>AOB</p> <ul style="list-style-type: none"> - No other business.

The meeting concluded at 20:40