



St Vincent de Paul Catholic Primary School

Governing Body Meeting Minutes

Tuesday 11th October 2022 (55) 6:30pm

Present:

Mary Hewitson (MH) Foundation (Chaired in John Sloan's absence), Jon White (JW) Headteacher, Alex Whitty (AW) Deputy Headteacher, Nathan Barry (NB) Co-opted, Simon Crump (SC) Staff, Siobhan Morgan (SM) Parent, Geraldine Cartwright (GC) Foundation, Gloria Enock (GE) Foundation, Charli Lahiff (CL) Co-opted, Sajan Sebastian (SS) Foundation,

Via Teams: Ryan Pearse (RP) Associate Governor

Sally Lorimer: Temporary Clerk

Apologies were received from: John Sloan (JS) (Chair) Foundation, Fr Nigel Woollen (NW) Foundation, Damon Carr (DC) Co-opted, Rakhee Shah (RS) Co-opted, Bernadette Bullock (BB) Parent

Absent:

	Agenda Item	Summary	Action
1	Welcome from Chair (MW sitting in for JS)	All were welcomed	
2	Governor's Prayer	Was said	
3	To receive apologies and approve absences	Apologies were received from John Sloan (JS) (Chair) Foundation, Fr Nigel Woollen (NW) Foundation, Damon Carr (DC) Co-opted, Rakhee Shah (RS) Co-opted, Bernadette Bullock (BB) Parent	
	Declarations of conflicts of interest that may arise during the meeting.	None	
4	Adoption of Code of Conduct for Governors (CES) and declarations of conflicts of interest that may arise during the meeting. a) Update governor contact details b) Update declarations on GovernorHub i) Declaration of Interest ii) KCSIE 2022	Governors were asked to up date their details on Gov Hub and read through policies and confirm each declaration. Governors were also asked to complete the skills audit and return to Sally Lorimer, either paper or electronic copy. Agreed to check at next FGB	Clerk

	<ul style="list-style-type: none"> iii) Code of Conduct (CES) iv) Governor skills audit (CES) v) Child Protection Policy vi) Governors' Standing Orders 		
5	Approval of the minutes of the meeting held on 12 th July 2022	The minutes were agreed as a true and accurate record and signed by Mary Hewitson, standing in for John Sloan.	
6	<p>To consider any matters arising from minutes of previous meeting not detailed elsewhere on the agenda.</p> <ul style="list-style-type: none"> a. Academy: An Extraordinary Meeting of the FGB has been held at which authority was given to JW to move forward with the process of exploring academisation. b. Governor training: JW, JS and SM will meet next week to discuss a focus on training and development following the Covid hiatus. We have an inspection coming up and we will plan training for coming year. 	<ul style="list-style-type: none"> a. Academy: To be discussed under 16.d The meeting took place and will be reported on b. Governor Training: JS, JW and SB will be discussing next week. ML asked governors to look through any training they require or would be interested in as welcome to take up any of the courses. 	
7	Election of a Chair & Vice Chair of Governors	<p>Mary Hewitson asked if anyone would like to step forward: In his absence GC nominated JSloan and this was seconded by SS.</p> <p>MH also asked about a Vice chair person? No-one offered. JW explained how important this role would be moving forward as the Board needs a representative in JS's absence.</p>	
8	Approve FGB Schedule of Business 2022/23	MH pointed out the schedule to all governors and in particular Chairs of sub-committees.	
9	Review Committee and sub committee memberships & terms of reference	<p>Agree membership, chairs and terms of reference of the following committees:</p> <ul style="list-style-type: none"> A) Admissions: It was agreed admissions needs more members. The timing was discussed as these meetings take place during the day (9.00am) JW explained that this is because LL, who works in the office needs to be present at most of the meetings as she co-ordinates and collates the admission applications. Members discussed availability. SB, RN offered to help when needed. B) Health & Safety: went through the current members, + AW (DHT) C) Resources: went through the current members, also needs more members (RS to come off) D) Safeguarding: went through current members E) Teaching & Learning: Went through members: SM, JW, AW, NB, BB, MH, GC. SB to come off Invited RRichards to try the next meeting. F) Headteacher's Perform Manag: MH, JS, BB useful to have another couple of governors 	

		<p>available, after training.</p> <p>G) Staff discipline: G-K depends of the nature of the appeal, or grievance. Need to have enough governors trained in them. Will discuss at the training meeting to see which training and governors are needed.</p> <p>H) Staff discipline appeal</p> <p>I) Pupil discipline/exclusion</p> <p>J) Pupil discipline/exclusion appeal</p> <p>K) Grievance</p> <p>JW suggested the new governors may want to visit several committee meetings to see which they would like to join long-term.</p> <p>Talked about changing some committee timings to 4.30? Will try Teaching and Learning, so staff are not waiting until 6.30pm.</p> <p>All terms of reference for each committee agreed. JW pointed out that the new Diocesan protocols had been updated and been amended or added to the appropriate sub-committee. All agreed at sub-committees in the summer term, before being presented at this FGB.</p>	<p>JS, JW, SB</p> <p>All</p>
10	Assign link governor roles	<p>Link Governor roles for:</p> <p>EYFS (MH)</p> <p>H&S (SC)</p> <p>IT (RS)</p> <p>PSA (AW)</p> <p>Pupil Premium (MH)</p> <p>RE (MH)</p> <p>Safeguarding (GC)</p> <p>School Parliament (JW) SM may join JW at the Parliament meetings with children.</p> <p>SEND & CLA (GC)</p> <p>Social (BB)</p> <p>Diversity & Equity (SS)</p> <p>Staff Wellbeing (SC)</p> <p>Training (SM)</p> <p><i>(brackets link gov as listed on GovHub)</i></p>	
11	Review Governor Induction Pack	<p>Agreed and new Governors have received their copy.</p> <p>Discussed what form is useful for new governors.</p>	
12	Approve School Development Plan 2022/23	<p>JW highlighted the RE and Catholic Life of the School section, particularly with Sec 48 coming up. It is geared towards lots of national changes in relation to national frameworks and the inspection</p>	

		<p>frameworks, prayer and literacy directories as well as RE framework, which the school is well on its way with.</p> <p>Everything in the plan is something the school needs to do and the school is making good progress.</p> <p>Racial justice, the diocese would like all schools to review their policies that relate to racial justice and this links to another local project which JW and AW are working on, Great Representation. They have had one training session already and it is about ensuring our pupils feel that they belong and are represented through all that they experience. The hub consists of two other primary schools and two senior schools. They will be meeting again after half term.</p> <p>Leadership and management: embedding some of the changes in leadership team and DHT new role, making sure they are pushing forward an agenda of pedagogy, focus on teaching and teaching outcomes and also ensuring subject leaders are empowered to lead their subject. In an inspection we will have a deep dive, the subject leaders will need to ensure they have a good development in subjects from early years to KS2. The leads will be the ones talking to the inspectors. AW is working with that area.</p> <p>Teaching and learning: The data will be looked at later in the meeting but this is a key area in relation to early years. We have involved an early years advisor and a local project that the school is engaged with. There has been the introduction of Little Wandle (phonics scheme) with a heavy investment. This will have an impact on both KS1 and KS2 with a focus on writing in relation to following a very determined sequence of writing so all pupils can succeed in terms of refreshing maths, hands on maths, allowing them to work abstractly to show a real depth of understanding. Those who are able can go to a deeper understanding rather than moving on, ensuring a cementing and securing of their knowledge. They are all linked to data from this year and currently happening.</p> <p>AW explained working with maths hubs. This has started in KS1. It is a hands on approach, every afternoon, in addition to the maths and it about securing their understanding. AW has had some very positive feedback.</p> <p>Governor asked how many children? AW explained it is for all children.</p> <p>Personal development and wellbeing: JW talked about pupil mental health being prioritised. Waiting for 15 pupils to be trained as Mental Health Champions. They will address what good mental health means. There is a HCC commissions visit on Thursday which will be about helping the school move forward.</p> <p>STEPS approached now moving forward. It will be now called Therapeutic Thinking.</p> <p>AW and MC have just finished their training.</p> <p>JW explained the other priority is about working beyond the classroom and working outside and engaging with the environment and with the Red Shed project.</p> <p>Staff wellbeing – high priority, if staff are helping pupils with their mental then we need to ensure</p>	
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		they are also being helped. Governor asked if Staff questionnaire has been sent out? Not yet. JW explained that it is a large document but difficult to reduce. Governors approved the plan	
13	To receive notification of Any Other Urgent Business:	None	
14	Headteacher's report (verbal) Catholic life Admissions RE Exclusion Staffing Standards Sports premium	<p>RE and Catholic Life</p> <p>Pupil voice has been carried out in each KS2 class, with teacher's present so that they hear the voice of their children and are able to act upon anything that comes up. Pupils were positive in their response and articulated how their RE lessons help them to live a life inspired by faith. Pupils explained that they wanted to find out more about other world religions and their responses demonstrated that we could work further on helping them to articulate the skills that help them to be better in RE. This was very positive experience which explored in more depth at T&L.</p> <p>The school continues to prepare for our Sec48 inspection which is due in December under a new inspection framework. Our next RE advisory visit is on 31st October and will be a pre-inspection check.</p> <p>The school is heavily involved in the planning of the visit of the relics of St Bernadette to St Josephs on 17th & 18th October. The school is hosting a morning's visit from 60+ pupils from 10 schools in and beyond the deanery prior to welcoming the relics to St Joseph's at 1pm. The children will be guided through 10 'be spirited' prayer stations, thematically planned based upon themes from the apparitions of St Bernadette.</p> <p>Governor (MH) – commended JW and SLT regarding their work in hosting and inviting other schools. It is not just about turning up, the Be Spirited experience is amazing and MH explained how wonderful it was to watch the pupils visit the various stations and they each have ideas or questions. It is a very fitting thing to do and she is sure the other schools will benefit from the day. JW explained that older JHN ex-pupils will be joining in for the day.</p> <p>The school Parliament met last week and discussed two aspects of our Catholic Life that they will lead on – Food bank Friday for the next few weeks (donations for Bedwell SVdP); and nominating their peers for 'Common Good' ambassador awards. The first common good ambassador award was presented to a child for always looking out for other on the playground.</p> <p>The school is hoping to be able to work with Caritas in the provision of hot meals on a regular basis outside of the school day (e.g. on a weekend) as has been trialled in other locations. Early stages of fact finding to judge feasibility.</p>	

Admissions

There continues to be an in-year movement of pupils as families move out of the area - by next week the school will be full again all bar 1 afternoon nursery place (6 new starters next week across the school). Movement often relates to cheaper housing or job changes. Nursery admissions are already open and appointments have been made to view the school in person. Reception admissions open on 1st November.

Exclusions (part 2 item)

Staffing

We still have two full time teacher vacancies which are being covered by agency supply teachers. One of the two temporary teachers has agreed to stay on for the full year in order to provide consistency for the pupils and the other we are in discussions with and hoping that this may also be a possibility. All other posts are filled. Currently staffing (short and long term absence) is a challenge and has been since about the second week back. This week at one point 20% of the staff team were absent causing a logistic nightmare. We have broadened the range of supply agencies that we work with but at least we are covered (although not fully) through absence insurance which was reinstated this year. Some of this is covid related, other flu as well as more long term medical issues. Our aim, however, is to protect planned PPA time in order that staff in school are not put under extra pressure through changes to their statutory non-contact time.

Standards

Initial end of year data was shared (compared with 2019 a this is the last valid data set available) with the T&L committee and was scrutinised in detail.

Headlines were as follows:

- (a) **EYFS Good Level of Development** (that is, being expected in all prime areas – PSED, Physical Devpt, Communication & language) as well as the specific areas of Literacy and maths. GLD 50% - much lower than usual, some of it is cohort related, and in particular the needs of a group of boys) but not surprising given what children have missed. National and local data haven't been confirmed yet, but early indicators would suggest that this will be below Hertfordshire data. A strand in our SDP indicates how we aim to get this back to where it normally would be and has already involved and EYFS adviser visit from HfL which was very productive
- (b) **Phonics** 64% - again lower than we would normally expect. Worth noting that 8% were either disapplied (needs based) or were absent during the test window. Again a strand of the SDP looks at phonics and this year has seen the launch of our new Little Wandle Phonics scheme which is already beginning to have impact.

		<p>(c) KS1 teacher assessment was moderated this year via HCC for us. Although comparisons with 2019 are fairly favourable at the expected standard, they are significantly lower at the Greater Depth standard than previous years. A dip in greater depth in writing this year has been acknowledged by many schools. Again this isn't surprising, given the ground that needed to be covered to catch up.</p> <p>(d) At KS2 our attainment data is very pleasing and stacks up well against comparisons from previous year's national figures and was particularly pleasing at the higher standard in reading, Grammar punctuation & spelling & writing. A school development strand in maths based upon a CPA and mastery approach across the school and this will add benefit in future years. Progress measures – always looking for a positive score</p> <p style="text-align: center;"> Reading 2019 -0.43 2022 +0.6 Writing 2019 -1.15 2022 +0.2 Maths 2019 +1.38 2022 -0.5 (with a confidence interval of -2.0 to +1.0) </p> <p>Sports Premium</p> <p>We are on track with spending of our full Sports Premium. The impact of which has included wider participation in local events. This year we have already seen great success in Cross Country events, bringing home many medals and have won the Stevenage Girls' Football Tournament. We have much wider participation in free after school clubs (which include archery and gymnastics this term) – however 60 applications for twenty places each time has led to some disappointment inevitably. As well as the usual football and netball clubs. We are also trialling a Dance Club which is part-funded.</p> <p>One of the major differences in our use of Sports Premium this term, is less use of the external company Premier Sports who support curriculum PE and therefore this funding is being used to free up Roger for three days per week to support the teaching of PE and to ensure maximum participation beyond school events.</p> <p>MH thanked JW for a very detailed report and thanked him and the staff for all their hard work.</p>	
15	Update on Academisation	<p>GE fed back from the recent Working Party Meeting, held of 15th September. They discussed the current and future actioned needed.</p> <p>JW & SL had completed and submitted the Due Diligence paperwork to the Education Commission, summarised by the Diocese and shared with DOWAT. JW, JS and SL will be attending a meeting at DOWAT headquarters on 20th September.</p> <p>JW has agreed to send out a letter to all staff explaining the current situation and where the Governors are up to at this point.</p> <p>JW explained that staff are aware that it is on the horizon and know that it is something that is being explored.</p>	

		<p>JW explained that the school are now waiting for an outcome. JW also reminded Governors that the school is not committed until we have signed, which comes right at the end of the process. Discussion took place regarding the opportunities for collaboration within DOWAT and the advantages to being a part of it. JW explained that the school has already been invited to a meeting with DOWAT regarding assessment and Arbor (new MIS system), so the school will be involved in the learning. Development of curriculum is also another area which would be helpful moving forward. Governor asked about the wider political issue, given the current leadership issues? If Labour came into power in 2024, would they support academisation? JW has spoken to the Diocese, Labour have not indicated any backtracking. It could obviously change but no current indication. The Cardinal's intention remains for schools to consider joining CATs. JW was also given advice to hold back from announcing anything to parents in the early stages, schools must wait until there is sufficient information to have a clear and useful consultation. Governor asked about what costings are involved in the conversion? JW explained that there are legal aspects which will incur costs and there is a grant (£20k?) and possible additional costs, depending on land ownership etc.</p>	
16	<p>Committee Minutes and additional reports</p> <p>a. Resources Committee Minutes – 28/06/22 b. Safeguarding Minutes – 03/10/22 c. Teaching & Learning Minutes – 27/09/22 d. Academy Working Party – 15/09/2022 e. Proposed Pay awards presented by Resource Committee</p> <p>f. Virtual Schools Progress Report (Part 2) g. Safeguarding Report (re Summer Term – including Single Central Record & Personnel) (Part 2) h. SEND statement (for publication on website) i. Initial Standards Report j. Pupil Premium Update</p>	<p>No questions No questions No questions See above for feed back SL explained that schools had been asked not to put through any changes to either teacher or support staff pay awards until further announcements in mid-November. JW also mentioned that teacher unions are getting ready to ballot for possible strike action.</p> <p>No questions No questions</p> <p>No questions No questions No questions</p>	
17	<p>To approve the following policies:</p> <p>a) Teacher Appraisal b) Support Staff Appraisal c) Sickness Absence Policy and Procedure d) Complaints Procedure (DoW)</p>	<p>Agreed Agreed Agreed Agreed</p>	

	e) Alcohol, Drugs & Gambling at Work f) Child Protection Policy g) SEND Policy	Agreed Agreed Agreed	
18	Term dates 2023/24 presented and approved	JW explained that the school tries to match with JHN dates as closely as possible, particularly Christmas and Easter. Dates agreed.	
19	To receive verbal feedback on governor visits, including virtual visits	Discuss Governor visit reports: MH did visit an assembly and found it very moving, seeing the children back together and praying together, it was a very holy and prayerful experience. MH recommended governors to try and visit at some point during the school day, well worth a visit.	
20	To update on Governor Training	Reminder to governors to undertake training online. Use GovernorHub to book training via the training tab. The school use Educare for online training and encouraged governors to take a look.	
21	To update on governor vacancies	Foundation Governor - Paul Volske has retired – gift and card of thanks. MH again welcomed the additions to the Governing Board. Foundation Governor vacancy	
22	To discuss Any Other Business <i>Items only as put forward and agreed by Chair in Agenda item 7</i>	Academy Working Party: Agreed to cancel next week's meeting as nothing new to report.	
23	Close of meeting – Mission Statement	-	

Governor's Prayer

Spirit of God, who was with Jesus at the Jordan before his Ministry, at Mount Tabor before his passion and death and who was sent by Him at Pentecost, be with us now in our special ministry. Guide us with your wisdom as we seek to take responsibility for the education of our young people. May each of us give generously of our talents, growing to know one another. Show us how to build a community, sharing a deep concern and common purpose. May we find together the inspiration which is, and always will be Jesus Christ, Our Lord. Amen.

Mission Statement

We are called to be the hands and face of Jesus as we learn, love and grow together.

Part I minutes signed as a true and correct record of the meeting on the 11th October 2022

Signed(Chair of the Governing Body)

Date