



Item	Topic	Minutes	Action
1.	Welcome Opening Prayer	<p>Attendees: KB / AvW / FH / MD / LA / KN Also in attendance: JK / CE / GT / SH (clerk)</p> <p>KB welcomed everyone to the meeting</p> <p>JK gave background on the agenda which was based on CEP template LGB agreed that current Chair and Vice Chair will continue in those positions - JK to share their experience with the Sancta Familia Board AGREED FrF has spoken to JK regarding him no longer being a governor. He will continue to be highly engaged with school.</p> <p>JK / KB ACTION - need to write to Diocese</p>	JK/KB
2.	Apologies for Absence <ul style="list-style-type: none">• Clerk to report on absences, apologies and reasons given.• Governors to decide whether to accept apologies.• To ascertain if the meeting is quorate.	<p>Apols received and accepted from RF Meeting was quorate</p>	
3.	Declaration of Interests <ul style="list-style-type: none">• Governors to update any business interest/related party transaction declarations.• Governors to declare any interests in any of the specific agenda items.	None	
4.	Board Business <ul style="list-style-type: none">• Discussion of the analysed collated results from the Skills audit, if not already undertaken in the Autumn Term.	<p>RF and LA applications to become Foundation governors are now with Diocese</p> <p>Currently only one nomination for the two vacant parent gov positions. Nominations</p>	

		<p>Trust are looking to have 'lead governors' which KB had already emailed to all (this is a minimum)</p> <p><i>Safeguarding</i> - LA / AvW <i>PP / Disadvantaged</i> - RF +1 <i>Catholic Life</i> - MD +1</p> <p>JK has spoken to Croydon Education Partnership (CEP) to say that SIP needs to be a key focus for LGB and gov training</p> <p>TofR for Local Governing Body shared with all and discussed Agreed that there was a need to have a H&S lead gov</p> <p>Will keep the annual Gov Day in September as already planned</p>	
5.	<p>Minutes of previous meeting</p> <ul style="list-style-type: none"> Governors to approve the minutes of the meeting held on 24/09/24 Governors to be assured that all historic, approved minutes have been signed by the Chair. <p>Matters arising</p> <ul style="list-style-type: none"> Governors to receive appropriate reports on matters arising / actions taken from these minutes (listed at end of minutes). 	<p>Minutes of meeting held on 24/09/24 agreed</p> <p>Need to review if any outstanding actions on last committee meetings SH ACTION</p> <p>Share Complaints policy and Vexatious complaints with KB (Word) SH ACTION</p>	<p>SH</p> <p>SH</p>
6.	<p>Minutes/ reports of Committees</p> <ul style="list-style-type: none"> To consider minutes/reports of committee meetings (where these have been held) 	As above (item #5)	
7.	Safeguarding and Safer Recruitment	LA to do safer recruitment training - GOV HUB - SH ACTION	SH

	<ul style="list-style-type: none"> Assurance required that the school policies and procedures are compliant with changes in KCSIE (2024) - review the Whistleblowing, Safeguarding and Child Protection policies, if not already completed in the Autumn term. Review and ensure the current e-safety policy has been updated, if appropriate. Review the actions identified from the 2024 LA Safeguarding Audit, the timescales in place and progress against these recommendations to date. Update from Safeguarding Link Governor. 	<p>JK to verify if LGB can access Gov Hub ACTION JK</p> <p>TRUST: Safeguarding for Sancta Familia discussed - schools will use their own local safeguarding policies at this time Trust Safeguarding policy currently being reviewed with named director and direct email address for any safeguarding issues Local policies are fit for purpose and fit the individual schools Will still be able to access contextual safeguarding forum and DSL forum</p> <p>SJF: InSchool - 1 x CP Continued engagement with Children and Families Hub. Have developed definition for parents, what constitutes 'safeguarding concern' which will be shared as and when needed to ensure concerns are routed and handled by appropriate personnel in appropriate manner</p>	JK
8.	<p>Staffing</p> <ul style="list-style-type: none"> Update on progress of any staff recruitment underway, in particular Headteacher Recruitment. Status report on any outstanding disciplinary, grievance, sickness, or other staffing procedures. Review staffing update from Head, focusing on; <ul style="list-style-type: none"> Absence levels and the use of supply staff. Workload. Well-being, including for the Head and their SLT. 	<p>TRUST: Working with Judicium for HR. They will be providing model policies shortly which will be aligned with CES Expect to have a suite of policies for Sept. Judicium currently working to support any schools who already had outstanding grievances</p> <p>SJF: Summary in HT Report There have been teaching support staff who have moved in-house. HLTA moved to YrR position - have recruited HLTA who started this week on FTC. Have had to put full time support in Yr3 and will have to do the same for child in Yr2 (this child attracts no funding)</p> <p>Tchg staff X1 on a fixed term contract. Need to review this with budget asap.</p>	

		<p>Absence - have continued to try to cover in-house where at all possible JK as acting Director of Education for SF (secondment) JK has asked Emma (CFO) for funds for back filling. Agreed that if GT has not had an email by end of week then LGB will address directly with Emma (interim CFO)</p> <p>GT ACTION</p> <p>Workload: professional development - releasing staff. Subject Leader release time has continued. Substantive CEO advert published recently with original closing date for end of March but that date has been pushed back due to Diocesan representatives not being available for interviews</p> <p>New MDS (bank) appointed A Teach Wimbledon student has been appointed this week to start in Sept (this will provide approx £2k income for SJF)</p>	GT
9.	<p>Pupil and Staff Welfare / Stakeholder Engagement</p> <ul style="list-style-type: none"> • Governors to review any survey results, from either staff or pupils, identify any key common themes arising and ensure these are reflected in the school's measures in place to support continued staff and pupil welfare and mental health. • To be assured that processes are in place to highlight those in need of additional support for mental health and ensure this is provided. • Governors to receive an update on whether the school has engaged with the DfE's Mental Health Lead Training and resultant actions. 	<p>Governors to receive an update on whether the school has engaged with the DfE's Mental Health Lead Training and resultant actions ACTION JK</p> <p>Pupil / Staff surveys will go out before end of Spring term Results will be reported to LGB in Summer term meeting</p>	JK

10.	<p>Governor Panels</p> <ul style="list-style-type: none"> • To confirm arrangements made for any parental complaint and pupil exclusion panels scheduled to be held this term. • To gain assurance that the Board has a wide pool of currently trained Governors to call upon in the event of Panels needing to be convened. 	<p>Governor panels will be formed as and when needed As the size of LGBs are much smaller now it will be difficult to ensure 'clean' govs available for panels so SJF govs may be called to sit on other panels AGREED BY LGB</p> <p>JK to confirm with GF (CEO) and ask him to agree to process of governors from other LGBs supporting each other for panels etc..JK ACTION</p>	JK
11.	<p>Report of Headteacher</p> <p>Headteacher to highlight key points and invite questions from Governors</p> <p>Report should include:</p> <ul style="list-style-type: none"> • Progress against priorities for development and improvement. • Exclusions and Suspensions data, including number of children currently attending Alternative Provision. • Attendance and persistent absence. • Number of complaints and racist / bullying incidents. • Number of safeguarding issues / concerns. <p>Headteachers Report Spring 2025</p>	<p>JK shared HT report (new format) and talked through each item</p> <p>Predictions for Yr6 reading and maths outcomes are lower than last year. In writing we have more time as we have until mid June to submit. Booster classes started for Yr6 Staff who have attended NPQ training show real accountability for whole school progress / impact. This practice needs to be reflected across other staff in middle leader roles.</p> <p>The Diocese informed SATs (Single Academy Trusts) that they will join existing CATs within the very near future (aim by Sept).. Schools within original SF can convert as soon as they are ready - no restrictions now on converting in groups etc.. We are looking at 20+ schools for Sancta Familia when fully formed.</p> <p>St Cecilia's have their Academy Order now - hoping to convert as soon as possible W/C staring consultation soon (possibly April) StPhil converting imminently - delays due to land issues</p> <p>JK/CH visited St T to speak to staff about conversion S/Heart currently recruiting new HT</p> <p>DfE will still want evidence of stability and growth plan</p> <p>Potentially there will be 10/11 schools by Sept but still have no substantive CEO which gave cause for concern</p>	

		<p>Need clarity around SATs and the pace of their conversion Is CAT growing faster than the planning for the central team? Will SJF LGB need to have a plan B for the time in between? Project Manager - contracted until August as are interim CEO and CFO</p> <p>New systems have been introduced. Initial payroll run was successful Arbor - assessment data being reviewed - has not proved as straightforward as hoped re setting up reporting formats that meet SJFs requirements Arbor will be the preferred MIS system for Sancta Familia. Most schools have already moved / are moving over.</p> <p>Pupil Numbers In-year numbers continue to fall. 3x families have advised this week that they will be leaving at Easter / by September Forecast for Sept 2025: YrR: SJF overall applications have dropped. Drop of 20 first preferences. Most significant drop for Merton Catholic schools. 34 only first preference - with 27 second preference All families of all faiths is the messaging that must be clear Website gave a heavily religious flavour in run up to CSI Our end of KS2 data was not as good in comparison to some other schools Certificate of Practice introduced - discussion with Fr Francis / JK about numbers being down and the need to be ensuring all families that have baptised / Catholic children and who attend at any time meet criteria for Certificate of Practise (COP)</p> <p>Need to work VERY hard on sending the message. Need to redo the banner. JK MUST attend playgroup / Eveline / Bow Lane / Carousel. Leaflets etc.. for PVI Can't change data / results - need to give narrative - EYFS data is strong - need to celebrate this JK will lead school tours moving forwards</p> <p>Discussion with local Catholic schools to promote our school if they are oversubscribed</p> <p>Secondary school offers went out this week. Slight increase to W/College.</p>	
--	--	---	--

		<p>Attendance figures remain stable and good in comparison to local and national figures</p> <p>SEND numbers continue to rise with some pupils needing alternative provision which is not available at this time</p> <p>Behaviour Incidents: Number of racist incidents has increased SJF have reached out to borough for racist incident training - have been given details of companies that offer workshops etc...and links with HTs who have also recently seen a rise in number of reported incidents MPr attending BLM forum Would consider inviting adults who have no contact with the school to discuss the impact of racist language</p> <p>Progress and Attainment: CE gave narrative around the data in HT report - Autumn term date - standards and progress</p> <p>CPD Diocese are pushing CPD offer to be driven by CATS so SF will be expected to be part of and contribute to this</p> <p>Joining SF has brought more strength to the Catholicity of the schools in shared vision and mission Continue to work on priorities from CSI inspection</p>	
12.	<p>Admissions</p> <ul style="list-style-type: none"> Ensure admission arrangements for 2025/2026 have been determined by 28 February 2025, publish them on the school website and send a copy to the Trust and LA by 15 March 2025. Publish the School's Admissions Appeals 	<p>Nursery projections are looking better than YrR 30hr provision still in high demand CAT looking at offers around EYFS provisions - 2yr old offer being explored by some Need to look at maximum number of pupils we can have in current nursery – guidelines may have changed offering us opportunity to increase numbers GT/JK ACTION</p> <p>Justin (HT at StT) looking at the 2yr old provision. JK to engage with JT. JK ACTION</p>	<p>GT/JK</p> <p>JK</p>

	timetable for September 2025 on website by 28 February 2025 and send a copy to the Trust and LA by 15 March 2025.	Admissions policy consulted on last year - no action required this year	
13.	<p>Curriculum Planning, Assessment Information and the School Development Plan</p> <ul style="list-style-type: none"> • Review of pupil progress in the Autumn Term against targets (if not done at the end of last term), focusing on progress and attainment of the key's school's vulnerable groups. • To review and monitor progress against action plans for catch-up learning, particularly for vulnerable groups. • To agree which School Development Plan priorities will be focused on this term in LGB meetings. • Agree a monitoring plan to review curriculum provision and the key principles underpinning this. 	<p>Covered as above and in HT report</p> <p>Yr1 of the new three year SDP plan will continue as is and LGB will form part of review and updates in Sept at governors day.</p> <p>(all included in HTs report to governors)</p>	
14.	<p>Careers Provision (Secondary Schools only)</p> <ul style="list-style-type: none"> • Governors to be assured that effective careers provision is offered across their school. • Governors to be assured that the school's current careers provision meets the statutory requirements of the DfE's updated careers guidance. • Governor to monitor the school's progress towards complying with the 8 Gatsby Benchmarks. 	N/A	

15.	<p>Finance</p> <ul style="list-style-type: none"> • To consider any key financial issues. • To consider any actions required to mitigate the above financial pressure. • To review actual financial performance to date relative to budget. • To ensure that SFVS is completed, reviewed by the LGB and submitted to the LA by 31.3.25? <p>Refer to the Financial Planner below.</p>	<p>GT gave further feedback on documents in shared drive Summary Doc: Ending year with surplus of approx. £180k (includes clawback from LA of £64k)</p> <p>Draft budget (new financial year for Academy will run from 1st Sept)</p> <p>Will have approx one terms grace for finances based on numbers (impact will be felt later) See docs in shared drive: LGB 04.03.25</p> <p>CEO / CFO / HT / SBMs will have monthly meetings</p> <p>CFO will interrogate the finance figures</p> <p>JK to add finance benchmarking JK ACTION LGB 04.03.25</p> <p>GT will create dashboard for future LGB meetings with assumptions by extracting data from Access data sheet</p> <p>Funding for SF will be impacted by how swiftly others convert CEO and CFO are creating an appeal to apply for emergency funding for works</p> <p>Principles around SCA funding will be published shortly so that schools will know how to prepare their applications for funding</p> <p>STAT Log will continue</p> <p>ACTION - Ensure that items were loaded onto STAT Log for risk preparation</p> <p>Premises Document GT gave feedback on the premises document in shared drive Would suggest fixing defective fire doors and CCTV replacement Willow Trees - need to look at Building Insurance as was a condition that they were pollarded by certain time</p>	<p>JK</p> <p>LP / GT</p>
-----	--	--	--------------------------

		GT / LP getting quotes for tree services ACTION GT (Maybe ask Mrs Brown)	GT
16.	Estate Management <ul style="list-style-type: none"> To consider progress against scheduled or ongoing building works and review the potential outcomes of this on school finances, including where some works may need to be deferred. To review the results of any health and safety inspections and any resultant action plans arising. 	Discussed above (item #15)	
17.	Risk Management & Business Continuity <ul style="list-style-type: none"> To review and update the current Risk Assessment, where appropriate, to ensure it remains fit for purpose. To be assured that the school's cyber security framework is effective and remains fit for purpose. To review the school's data protection breach log and ensure appropriate action has been taken where required. 	Cyber Security must be completed to be compliant (staff and LGB) Link will be sent to all ACTION JK / SH	JK / SH
18.	Chair's Report <ul style="list-style-type: none"> Chair to highlight key points and invite questions. GB to formally ratify any Chair's Actions taken since the last GB meeting. 	This may not be applicable to SJF but JK will speak to other schools ACTION JK	JK
19.	Policy Documentation	E-Safety (online safety) policy to be reviewed JK/CE ACTION	JK/CE

	<ul style="list-style-type: none"> To consider any drafty statutory policy documentation for approval 		
20.	<p>School Trips and Travel</p> <ul style="list-style-type: none"> To consider the viability of any pre-booked school trips. To consider the implications of insurance and cancellation. 	<p>Yr4 September residential trip - new location this year (Ufton Court) sourced by staff member</p> <p>JK / CH visiting location shortly for pre-visit</p>	
21	<p>Governor Training and Visits</p> <ul style="list-style-type: none"> Board to determine which school visits should be prioritised for the Spring/Summer Term. Where Governor visits are agreed and undertaken, formal visit reports to be completed on a timely basis, shared with Governors and discussed at the next LGB meeting. To note the Spring 2025 virtual training programme can be viewed and booked at https://www.croydoneeducationpartnership.org/courses/ To discuss training needs and identify Governors to attend relevant training. To receive feedback from Governors who have been on courses. To discuss any changes in practice (impact) as a result. 	<p>Would be good idea to have short visits across the course of next term - JK to agree dates ACTION</p> <p>LA visit already in diary for 20th March - FH will join her. Will engage with the roles as outlined in SFCAT Gov handbook</p>	
22.	<p>DfE and OFSTED Updates</p> <ul style="list-style-type: none"> Ofsted Inspection Handbook Updates for 2024 Key Changes to Ofsted Inspections from September 2024 	<p>All governors to consider documents linked in the agenda. ACTION ALL</p> <p>OFSTED changes - need to feature on govs visit in Summer term and as part of govs day in Sept</p>	ALL

	<ul style="list-style-type: none"> • Teachers' Pay Recommendation • School Suspensions and Permanent Exclusions: Statutory Guidance 		
23.	<p>Confidential Matters</p> <ul style="list-style-type: none"> • To agree what, if any, items should be declared confidential and recorded under 'confidential items' 	No items to discuss	
24.	<p>Closure of Meeting</p> <ul style="list-style-type: none"> • Confirmation of date of next GB meeting. • Any future agenda items to be added. • Closing prayer 	<p>Thursday 5th June @5pm (trustees 4:30pm)</p> <p>Add SJF logo to documents ACTION SH</p>	SH