



FINAL MINUTES - Local Governing Board Meeting St. John Fisher RC Primary School - Summer Term 2025

Local Governors: Kate Blom (Chair), Alain van West (Vice Chair), Janine Kenna (Headteacher), Frank Huidibro, Katie Newman, Miriam Davis, Louisa Asgill, Richard Fisher, Rachel Lim, Debbie McCann.

In Attendance: Gabriel Toyos (SBM), Sarah Henley (Clerk).

Item	Topic	Notes	Action
1.	Welcome Opening Prayer	KB welcomed DMcC and RL as new parent governors MD led opening prayer	
2.	Apologies for Absence	Apologies received from KN KN emailed a question as staff governor that she wished to be raised in her absence as regarding pay applications and pay committee - JK said she would speak to KN directly	
3.	Declaration of Interests	No changes to declarations New govs to sign ACTION SH/GT	SH/GT
4	Minutes of previous meeting <ul style="list-style-type: none">Governors to approve the minutes of the meeting held on 04.03.25 Matters arising <ul style="list-style-type: none">LGB to write to CEO regarding SH continuing as clerk (member of staff)Need to review gov visit feedback / formatNeed to review if any outstanding actions on last committee meetingsShare Complaints policy and Vexatious complaints with KB (Word)	KB to sign minutes of last LGB meeting (04.03.25) ACTION SH CEO has given approval for SH to continue as clerk Governor feedback following visits to school still to be reviewed as well as reviewing the overall structure of visits in-line with governance handbook and guidance. ACTION JK No outstanding actions from committee meetings Complaints policy: Trust policy will be ratified on 09/07 - in the interim it was agreed that the date to be changed on the policy currently on school website ACTION JK/KB	SH JK JK/KB



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	<ul style="list-style-type: none"> • LA to do safer recruitment training - GOV HUB • JK to verify if LGB can access Gov Hub • 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) • Governors to receive an update on whether the school has engaged with the DfE's Mental Health Lead Training and resultant actions • JK to confirm with GF (CEO) and ask him to agree to the process of governors from other LGBs supporting each other for panels etc. • Need to look at maximum number of pupils we can have in current nursery – guidelines may have changed offering us opportunity to increase numbers • Justin (HT at StT) looking at the 2yr old provision. JK to engage with JT • JK to add finance benchmarking • GT / LP getting quotes for tree services • Cyber Security must be completed to be compliant (staff and LGB) Link will be sent to all 	<p>LA to action safer recruitment on GovHub AvW/KB/RL have already completed and will renew when it expires ACTION JK Can LGB access training via GovHub</p> <p>Backfilling payment - not paid as of today. ACTION GT will produce invoice. (£9600)</p> <p>JK confirmed that school does engage with DfE Mental Health Lead training</p> <p>Actioned</p> <p>JK confirmed that Nursery numbers can be increased - further information will be given in Headteachers report</p> <p>Actioned</p> <p>ACTION to be carried over - CFO will be engaging with individual schools trees</p> <p>Agenda item - update to be given in meeting</p> <p>ACTION to be carried over JK ACTION</p>	<p>JK</p> <p>GT</p> <p>JK</p> <p>JK</p>
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	<ul style="list-style-type: none"> • (Chair's report) This may not be applicable to SJF but JK will speak to other schools • E-Safety (online safety) policy to be reviewed • All governors to consider documents linked in the agenda. • Add SJF logo to documents 	<p>JK confirmed this is not required</p> <p>ACTION to be carried over ACTION JK</p> <p>Actioned</p> <p>Actioned</p>	JK
5	<p>Minutes/ reports of Committees</p> <ul style="list-style-type: none"> • To consider minutes/reports of committee meetings (where these have been held). 	<p>Allocation of governors to roles was discussed.</p> <p>JK spoke about aligning the roles with the purpose of governor visits</p> <p>Standards of Teaching and Learning will be across all roles / responsibilities</p> <p>Governors day will continue - and JK ACTION will invite substantive CEO</p>	JK
6.	<p>Governing Board Business to include:</p> <ul style="list-style-type: none"> • Discuss and agree on the election process for Chair/Vice-Chair (if elections held annually in the Autumn term) and when nominations should be received. • To discuss Board membership / vacancies / appointments / terms of office due to expire. • To advise the clerk of any changes to contact details. <p>Website to include:</p> <ul style="list-style-type: none"> • Statutory compliance check • Awareness of the new DfE recommendation for GB diversity data to be collected and published on the school website. Governors to discuss and agree process for the 	<p>No change to process: elections will take place as usual in September</p> <p>No vacancies at present however some governors are coming to the end of the term of office (i.e. KB/FH) and according to Diocesan guidance they will be unable to stand again. Position to be discussed at Gobs day ACTION JK/KB</p> <p>ACTION - all governors to inform SH of any changes to their contact details</p> <p>SH to review WhatsApp groups ACTION SH</p> <p>This will be an ongoing review to ensure compliance KB ACTION</p> <p>Discussed - ACTION SH to confirm with CEP what info is required</p>	<p>KB/JK</p> <p>ALL SH</p> <p>KB</p> <p>SH</p>

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	<p>collection and publication of such information, where appropriate.</p> <ul style="list-style-type: none"> Review/update GIAS <p>Governor Visits</p> <ul style="list-style-type: none"> Receive reports / feedback from Governors who have visited the school on behalf of the Board in relation to designated responsibilities (either physically or virtually). <p>Governor Training</p> <ul style="list-style-type: none"> To note/review/ identify needs the training programme for the Summer term can be viewed and booked at https://www.croydoneducationpartnership.org/courses/ Feedback from any governor training and impact 	<p>SH to contact CEP to confirm what information is needed on the GIAS page SH ACTION</p> <p>LA and AvW completed a visit focused on cyber safety. Feedback given. Positive visits including pupil feedback although some naivety about <i>what</i> pupils should be aware of in regards to cyber awareness..</p> <p>FH completed H&S visit with LP</p> <p>RF completed visit with class observation - feedback shared</p> <p>Planned visits - 10/06: FH/MD 02/07: LA/AvW(good opportunity to engage with parents and carers as sports day will be in progress)</p> <p>Recommendation is that govs undertake 1 visit that every 6 months but would be satisfied with 1 per year</p> <p>Discussion around training that is bespoke for SJF</p> <p>Governance services - discussion around what provision will be</p> <p>FH - has booked a course</p> <p>Diocese are still offering training services</p>	SH
7.	Report of Headteacher	<p>HT Report shared in drive - JK gave verbal review</p> <p>KS2 SATS results not received yet. High level of support from parents and Yr6 pupils engaged well</p> <p>Martin Jones (Exec HT Regina Coeli / St Elpheges / MJ) is leading pupil voice work with Yr6. Pupil focus groups in place. JK will share his feedback but it is evident that the work</p>	



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		<p>being undertaken is showing positive results in the classroom but not so evident outside of it</p> <p>MJ will do a similar but diluted version of this work with Yr4 and Yr5 to ensure any themes in behaviour that are emerging are identified swiftly.</p> <p>Yr6 PGL - specific actions are being taken regarding conduct and behaviour</p> <p>CE - will continue to be absent from school until September 2025</p> <p>Martin Jones has been supporting SJF, particularly in lesson observations/learning walks and supporting subject leaders.</p> <p>MEP visit this morning focused on maths and MJ will continue that focus this term</p> <p>Michael Feely has been appointed as substantive CEO and will take up the position from Sept.</p> <p>Advert for substantive CFO out.</p> <p>Substantive HR lead appointed.</p> <p>Trust has done some modelling around what the central team will look like.</p> <p>St Cec due to convert 01/08/25</p> <p>Wimbledon College have completed their stakeholder consultation</p> <p>Croydon Single Academy Trusts have been directed to move to Sancta Familia</p> <p>Board of Directors: EJ has not returned following her illness. Fr Simon remains as acting chair.</p> <p>Discussion will have to be had regarding the election of board at next board meeting</p> <p>Pupils numbers - very low numbers for Reception 2025/26</p> <p>37 places offered - 32 places accepted</p> <p>Lot of work has been done to investigate the cause of the fall in numbers.</p> <p>Merton LA currently has 5 single-form schools but from Sept this will be 19</p> <p>Merton may need to look at school provision as whole piece</p> <p>JK has visited a number of PVI nurseries who confirmed that parents/carers were definitely under the impression that you had to be a Catholic to apply to SJF. JK working with these providers to ensure they understand that anyone can apply and we encourage applications from everyone</p>	
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	<p>Question was asked if the Cert of Practice could be removed from the website? JK</p> <p>ACTION</p> <p>KN has been appointed as EYFS lead.</p> <p>MM has applied for the EYTT (can teach 0-5yrs) position advertised internally as per planning for 2025/26 Reception places. FH and JK to interview Tuesday 10th June</p> <p>School is unable to go above 30 pupils in YrR classes but must also be able to offer a place as PAN roll number is 60. Plan is to have two small YrR classes - with staff then available for increased YrN numbers</p> <p>There is an option to reduce PAN but would need to go to consultation <u>now</u> for Sept 2027 - this would need Trust approval.</p> <p>KS2 results 2023/24 will have had an effect on applications</p> <p>JK will contact Vince Burke (HT @ St Cecilia's) as they are oversubscribed and may be able to encourage those families to apply to SJF JK ACTION</p> <p>Nursery: due to recent changes with regards to pupil numbers / space our nursery is able to go up to 48 pupils. Whilst not planning on having the max number school will look to increase our nursery numbers</p> <p>KN has a lot of plans / ideas for EYFS which will include transitioning to YrR</p> <p>It was suggested that the school has a coffee morning to welcome non-faith families and a safe space for them to ask questions.</p> <p>ACTION SH to invite governors to MP retirement Mass</p> <p>SEN report linked in HT report - governors to review</p> <p>Some special provision schools will give support / outreach to mainstream schools</p> <p>SJF has engaged with local specialist school and will look to further this engagement</p>	<p>JK</p> <p>JK</p> <p>SH</p>
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		<p>Safeguarding Report - in shared drive - governors to review</p> <p>PPG statement not updated yet and remain on website</p> <p>Curriculum Standards - MEP dashboard linked in report - governors to review</p> <p>End of KS2 data hoping to meet national 2024 in all levels</p> <p>Subject leaders will be updating Summer term data (07/07). Analysis will take place to be able to set targets for next year</p> <p>Yr4 have worked hard and expect good multiplication results</p> <p>Merton LA writing project: stripping back national curriculum expectations (NCE) has shown that we can then focus on what is needed to be taught</p> <p>All subjects will be asked to go back to NCE and review what the curriculum requirements are. MJ will be supporting with this as well</p> <p>SDP will be reviewed / updated and presented in Sept</p> <p>CPD - lot of focus on working together and moderating with other schools</p> <p>EYFS - report linked - governors to review</p> <p>Catholic Life and Mission - report linked - governors to review</p> <p>Thanks were expressed to MD for her help and guidance around the RE curriculum and lessons.</p> <p>Catholic Life of the School - upcoming twilight to introduce staff to new RSE / PHSE curriculum from Sept 2025 (TenTen - Diocesan recommended)</p> <p>Stakeholders Feedback - linked - governors to review</p> <p>Parent / carer - Low engagement but positive feedback</p> <p>Staff - low response rate but the proportion of staff who expressed unsatisfied/highly unsatisfied was proportionally high in comparison. JK has held round table sessions giving staff the opportunity to consider solution focused possibilities. Practical ideas / suggestions received were positive</p>	
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8.	Finance and estate management: <ul style="list-style-type: none">• FMR 2024/25• 3 year budget plan (25/6 – 27/8)• To consider any actions required to mitigate financial pressure.• To review actual financial performance to date relative to budget.• Building works scheduled/ongoing• H and S items/updates/actions	<p><i>LP joined mtg 18:50</i></p> <p>ESTATE MANAGEMENT: LP gave verbal feedback on the doc in shared drive</p> <p>PAT testing will now been done by LP in-house</p> <p>Caterlink organised kitchen PAT testing</p> <p>Sensory room - door removed</p> <p>CCTV inspected - work needs to be done. Quotes received to update the equipment and change CCTV areas</p> <p>Trees have been inspected and a list of maintenance work created</p> <p>General electrical works being carried out as per 5yr inspection report</p> <p>Telephony; conversion can be delayed now until 2027</p> <p>PTFA may fund the playground markings. LP has organised quotes (difference in cost relates to the removal of the existing markings)</p> <p>Discussion around the 'bark' pathway; this crosses the car gate entrance which raises issues around safety. The path was originally created during Covid restrictions and JK feels that it is still pertinent to be there so that we do not have a 'bottleneck' of parents/carers</p> <p>Lwr KS2 looking at sensory path in their building - that will need to be reviewed in conjunction with the flooring which has issues</p> <p>Tree survey maintenance - Merton LA coming in to complete that</p> <p>Need to replacement fire doors in x2 classes and KS1 toilets all main doors need to be replaced (classroom and playground side)</p> <p>JK confirmed that once a CAT reaches 3k pupils it is entitled to SCA funding. SFCAT has been allocated approx. £700k for those schools In the Trust. Schools must now prepare bids for what they would like to fund. SJF preparing 3 bids:</p> <p>FIRE: window in GT office, KS2 roof - no fire safety, Lwr KS2 - door frames, replacement of fire doors as above (£20k)</p> <p>FLOORING: Yr1 / YrR / Kitchen / Upr KS2 (£33k)</p> <p>CCTV: as above</p> <p>Bids have to be in by 11/06 and will be reviewed at meeting on 18/06</p> <p><i>LP left mtg at 1910</i></p>	
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		<p>FINANCES: GT gave feedback around document in shared drive Figs are indicative of 7mth 'year' due to conversion to CAT Low admission numbers will reflect in finances in 2yrs time 3.2% pay rise for support staff - backdated - will have impact on finances. GT ACTION - pay rise funding could be linked to efficiency / profitability £189k reserves starting this financial year. We expect to balance the budget for these 7mths. Question was raised about holding such large reserves. May not be an issue this year considering what SJF is facing in regards to admission numbers. It was asked if we need to look ahead regarding the budget impact.</p> <p>Extended services will no longer be a separate account but will fall under the 'umbrella' term of 'trading account'</p> <p>Extended services still creating income but profitability of that service will be impacted by the falling admissions numbers Energy costs are higher than budgeted for. Will have to look at technology provisions / costs. Trust is looking at CAT provision for IT</p> <p>Budget will need to be ready by the end of next week. Queries around the LGC responsibility for the budget. JK reviewed the Scheme of Delegation and confirmed that LGC are not accountable for the budget Clarification was requested on the term 'advice' for the role of the LGC. Monthly meetings held with CFO for risk. How those risks are communicated to the LGC needs to be reviewed / confirmed. Need understanding about how the LGC is engaged with for the budget finances ACTION JK to speak to ET (CFO) re above Can the school decide how it works this process? GT will share budget with all governors on Monday 9th June</p>	JK
9.	Risk Management & Business Continuity	<p>A condition of our RPA insurance is that cyber security is in place and effective SLA (Merton) has been looked at and school is looking to negotiate a lower price as only need a lighter package</p>	



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	<ul style="list-style-type: none"> To be assured that the school's cyber security framework is effective and remains fit for purpose. 	ACTION ALL - TO DO CYBER SECURITY	ALL
10.	Policy documentation <ul style="list-style-type: none"> To consider any draft statutory policy documentation for approval. 	To be reviewed	
11.	DfE and Ofsted Updates (see appendix)	Links included in appendix for govs to review	
12.	Confidential matters To agree what, if any, items should be declared confidential and recorded under 'confidential items'	No matters of confidentiality	
13.	Future Meetings	Wednesday 17th September: Governors Day and LGC Meeting Wednesday 19th November: 4:30pm Trustees - 5pm LGC Wednesday 25th February: 4:30pm Trustees - 5pm LGC Wednesday 17th June; 4:30pm Trustees - 5pm LGC JK asked if any govs are able to come to the New to Nursery (17th June 7pm) and/or New to Reception (24th June 7pm) AvW happy to attend both SH ACTION invite all govs and ask for responses SH ACTION send invites to govs for all EOY events	SH SH
14.	Closing prayer		