



FINAL MINS Full Governing Body Meeting - 24th September 2024

Committee Members: Kate Blom (Chair), Alain van West (Vice chair), Frank Huidibro, Daren King, Philip Gilbertson, Adrian Benedict, Louisa Asgill, Fr Francis, Debbie McCann, Katie Newman, Richard Fisher, Miriam Davis

In attendance: Sarah Henley (Clerk), Gabriel Toyos, Claire Ellerker

Apologies:

ALL DOCUMENTS CAN BE FOUND IN THE GOOGLE SHARED DRIVE: [FGB Meeting Folder](#)

Standard Agenda	Specific items to be covered	Minutes	Action
1 Apologies	• Apologies	Apologies received from PG and FrF Absent - AB No changes to declarations of interest	
2 Election of Chair / Vice Chair	• To elect Chair and Vice Chair for Governing Body 2024/25	KB elected as Chair AvW elected as Vice Chair	
3 Annual declarations of register of interests	1. Completion of annual forms 2. Governors Code of Conduct 3. Governors Handbook 4. Governors Skills Audit	Declaration of Interest - to be completed online ACTION ALL Governors Confidentiality - signed at meeting. Those not present will sign at the next available opportunity. Code of Conduct - remains in place. Will be under review when conversion to CAT is completed. Skills Audit - to be completed ACTION ALL Skills Audit will need to be reviewed when conversion to CAT is complete as part of possible governing body restructure	ALL ALL
4 Actions arising and minutes agreed of FGB meeting held on 04.07.24	Actions from previous minutes: <ul style="list-style-type: none">• Website compliance (DK/JK)• Governor membership (KB/AB)• Gov visit rota (AvW)• Governor Vacancy (KB/JK) (to be discussed as agenda item)	<i>Website Compliance:</i> Current website is in the process of being streamlined / reviewed by CE/MP. Not happy with current providers so have met with 'Schudio' and will meet with one other provider with a view to changing. Very favourable offer from Schudio; they are Sancta Familia website developers so we benefit from being part of CAT. Will look at compliance once we move across to new provider. <i>Governor Membership:</i> Agenda item	

	<ul style="list-style-type: none"> • Rising 3s - cost analysis as apprentice - (GT) • Research on rising 3s (KN) • Reconfiguration of Parents Forum (JK/SH) • Gov training rota / tracking (AvW) • Invitation to Govs day (JK/SH) 	<p><i>Governor Visit Rota: ACTION C/FWD AvW</i></p> <p><i>Governor Vacancy: Agenda item</i></p> <p><i>Rising Threes (cost and research): cost ACTION C/FWD GT. KN shared some info re; apprentice. Can have a Level 2 student from college. 30hrs p/wk with 6hrs college. Salary approx £10500pa. Would need a 'link' college to be able to find a student. May be concerns around reliability if they were to be considered a member of staff. ACTION KN to reach out to colleges to investigate further.</i></p> <p><i>Parents Forum: The current format will be reconfigured after the Oct half term. Parents/carers will be asked to nominate themselves as parent reps, there will be one face-to-face meeting where JK will explain redevelopment of parent/carer rep role (which will be to support school by promoting school). A FAQ will be developed and available for constant reference. Will need reps to promote and support the launch of the new School Resources Fund.</i></p> <p><i>Governor Training Rota: ACTION C/FWD AvW</i></p> <p><i>Invitation to Governors day: Actioned</i></p>	<p>AvW</p> <p>GT</p> <p>KN</p> <p>AvW</p>
5 Safeguarding	<ul style="list-style-type: none"> • Annual safeguarding refresher training - reminder, review, update 	<p>All to complete annual safeguarding refresher: training/quiz/policy ACTION ALL</p> <p>Summary of updates to KCSIE 2024 to be sent to all ACTION JK/SH</p> <p>JK attended safeguard forum last week. Focus on Early Help and enhancing ability for schools to signpost parents/carers and Merton forming a directory for schools to reference.</p>	<p>ALL</p> <p>JK/SH</p>
6 Sancta Familia update	<ul style="list-style-type: none"> • Update on journey to joining Sancta Familia CAT 	<p>Frank O'Donoghue (SOD working party) and Elaine Jones (Chair of directors) spoke to governors this afternoon to give some insight into the SOD and likely changes to the role of local governing body post conversion to CAT. SOD documents will be resent to all govs for review. ACTION JK/SH</p> <p>The SOD working party is waiting for feedback from Angela Cox (RCAOS) so the governor workshop will be postponed until 11/11/24, 6pm at UHS ACTION TBC JK. Govs who have indicated they will attend: AvW/KB/FH/LA/DMcC/DK. Additional SOD feedback meeting will be held 01.10.24 6:30pm (after QofOps) ONLINE ACTION ALL This will give govs time to review SOD and feedback/questions will be gathered at the meeting.</p> <p>There was discussion around what the local gov body might look like post conversion. JK gave some examples of how other CATs work with a streamlined SOD with additional documents for support.</p> <p>ACTION - SEND SOD DOCS ASAP - JK/SH</p> <p>Governors will meet in an extraordinary FGB after the workshop on 11/11.</p> <p>ACTION DATE TO BE AGREED KB/JK</p> <p>An interim CFO has been appointed: a company called SMS.</p> <p>They are working with SBMs for finance/payroll systems - Access company</p>	<p>JK/SH</p> <p>JK</p> <p>ALL</p> <p>JK/SH</p> <p>KB/JK</p>

		<p>secured for both. Penny Pemberton (PP) has been appointed as project manager until Dec 2024. Land and property searches have begun. Apparently a STAT transfer is required for a piece of land which appears to be at the edge of the nursery site. Also enquiries have been received in relation to the site mgrs house and tenants.</p> <p>Email received from a local councillor re: fencing on the other side of the river/stream beyond the school site. Clarion has indicated to the councillor that the land is ours and therefore the fences are our responsibility. They also said that they had been in contact with school already but nothing has ever been received. This was forwarded to PP and Mitchelmores are investigating further. Noted that the diocese will have deeds of property for reference to.</p> <p>The steering group continues to meet regularly.</p> <p>Four further Sancta Familia schools have expressed that they feel in position to move forward so directors will be writing to their govts/HT inviting them to pass the first resolution. Those schools will likely go to CAT Oversight Group late Autumn term to be issued consent to apply to RD. Likely to be Dec 2025 conversion.</p> <p>8th Nov is the last date that DfE can give the consent for the first tranche schools to convert on 1st December.</p> <p>TUPE mtg was held at SJF yesterday. Felt by govts that attended that it was a missed opportunity to promote the benefits of joining the CAT. First TUPE meeting of the six tranche one schools so lessons will be learnt and given to next schools. Good feedback about Browne Jacobson at the meeting and Union reps were fair.</p>	
7 Governing Body Membership update	<ul style="list-style-type: none"> Update on governing body membership and committee structures 	<p>PG has confirmed that he is stepping down from FGB. Thanks were expressed to PG in his absence for the commitment and work he has done for SJF throughout his time as a governor. This will leave two vacancies, possibly three if AB does not renew his membership. AvW will take place on QofOPs committee. Pay committee will have to have a replacement governor but will wait until after conversion to CAT when the format of committees will be understood more.</p> <p>Would ask that as many govts as possible attend workshop at UHS (as in previous item) then will discuss possible structure of governing body at extra ord' mtg. No point in advertising vacancies until the new structure is more understood as we may have to lose LA gov and Co-opted gov positions. Daniel Hudson is the governance for the board and will likely lead the meeting/workshop on 11/11.</p>	ALL

		<p>It is important to understand SOD before decisions are made.</p> <p>Please contact KB if you thinking of stepping down as a governor ACTION ALL</p> <p>Responsibility to SJF first then to CAT</p> <p>Skills mix will be discussed when we know what is required.</p> <p>Diocese is actively recruiting directors across the area so could be a consideration for some.</p>	
8 Headteachers Updates	<ul style="list-style-type: none"> • 23/24 Performance Data • SDP Priorities 2024-28 	<p>Data in shared folder.</p> <p>Slight change from figures presented in Summer term: 3 papers were submitted for a review of the marking - 2 were successful.</p> <p>Figures are not confirmed until December published data</p> <p><i>LA Data reports</i> folder - useful tool for reference. Gives breakdown of published data for school / LA / national comparison.</p> <p>ARBOR - will be the new MIS system - other schools already onboard</p> <p>Needs to be a consistency of reports across CAT</p> <p>That will be the last LA report - post conversion will be able to benchmark nationally but not within LA.</p> <p>Elaine Miller (Merton) has been very supportive and offered to meet Arbor with CE/JK to present what school needs.</p> <p>No more SIMS support from LA (withdrawn by LA).</p> <p>Reporting figures are important for driving school priorities.</p> <p>KS2 writing is below LA and National figures.</p> <p>School has been approached to be part of a long term writing project (for teachers) - starts next week. LA writing scores are down. They will be looking at approaches / strategies to develop writing. SJF is happy to participate - but releasing staff may have cost implications we do not have the budget for.</p> <p>Merton LA writing data lower than London figures.</p> <p>JK needs to go back to Elizabeth Fitzpatrick (Merton LA) to look at SLAs - what price will they offer to buy into SIP service?</p> <p>Board has agreed to DPO services - approached Merton LA but they don't serve MATs at this time. 'School Pro' engaged.</p> <p>Sutton LA dont have SIP service - they broker in</p> <p>SDP 24-28 referenced. Three main priorities: Curriculum & Learning, Inclusion and Equality, Long Term Success of School</p>	
9 Compliance	<ul style="list-style-type: none"> • Attendance • Website compliance including 	<p><i>Attendance:</i> guidelines have changed JK to share with govs ACTION JK</p> <p>Attendance policy has been reviewed - summary doc to share with govs ACTION</p>	<p>JK JK</p>

	<ul style="list-style-type: none"> policies School's complaints policy HTs appraisal Teachers pay and conditions School closure data Educational visits 	<p>JK Focus on deterring absence and accelerating fine process <i>Website:</i> all statutory policies are on the website but may not be up to date. <i>Complaints policy:</i> Annual review due ACTION JK/KB. This policy may change in due course post conversion to CAT. JK - Trust policies will draw from CES / The Key / Unions (e.g. NAHT)</p> <p>(FH - what comms will be sent to parents regarding conversion on 01/12. JK - will send an update, but there is just the date to be shared. Some policies may change. SF website not live yet. Would be good to be able to share that with parents once we have it. KB - will it be clear we are part of CAT when you go onto our website? Yes we will show we are part of SF but our website will remain unique to us as will all SF schools).</p> <p><i>HT appraisal:</i> date to be decided <i>Teachers Pay & Conditions:</i> - approval needed from parliament for both teachers and support staff. SF will pay Dec salaries - may not include pay rises due to processing on first pay run. IMPORTANT to communicate this with staff as soon as possible. ACTION GT/JK <i>School closure data:</i> nothing to report <i>Educational visits:</i> Query regarding Yr2 going swimming. JK confirmed that Yr2 did not swim last year either and that due to the changes in the arrangements for booking swimming slots it is not possible to secure as many courses. Focus is on Yr6 top-up swimming and the Yr4/Yr5 swim to try to ensure that not as many Yr6 need top-up as part of national curriculum offer.</p>	<p>JK/KB</p> <p>GT/JK</p>
10 Governor Training	<ul style="list-style-type: none"> Governor training programme 	<p>Discussion around access to Gov Support when we become CAT. Murray Davis @ Merton is in contact with PP and looking at procurement Would expect Daniel Hudson to give training to governors as part of CAT. Would recommend that we continue to book training through governor support to maximise use of the programme while we are still able to. Training schedule to be re-sent to all governors ACTION SH</p> <p>Gov emails will still be in place</p>	SH
11 AOB	<ul style="list-style-type: none"> Governor Visits 2024/25 	<p>All gobs who attended today's Governors Day please complete the visit forms ACTION ALL</p>	ALL
<p>Date of next FGB: Thursday 5th December 2024</p>			