



FINAL MINS Full Governing Body Meeting - 7th December 2023

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

In attendance: Sarah Henley (Clerk), Gabriel Toyos

Apologies: Kate Blom (Chair), Richard Fisher, Claire Ellerker

Standard Agenda	Specific items to be covered	Minutes	Action
Apologies Declarations of Interest	<ul style="list-style-type: none"> Any changes to be noted 	Apologies received from Kate Blom, Claire Ellerker, Richard Fisher Absent: AB / FrF / MD No Declarations of Interest	
Actions arising and minutes agreed of FGB meeting held on 26/09/23	<ul style="list-style-type: none"> Skills Audit (SH) Hot topics to be shared (CH) Short Bio for website (MD/FrF) Advert for Foundation governor EYFS Governor contact req'd 	Skills Audit in progress SH to action CH to share Hot topics SH to chase To be provided SH to action JK/KB to discuss skills gap and advertise for foundation governor at start of 2024 EYFS Governor - DMcC is contact (JK to review minutes)	SH SH SH JK JK
Safeguarding	<ul style="list-style-type: none"> Safeguarding update (including response to KCSIE updates September 2023) 	Summary document available in shared drive (previously shared with SEW Committee) with details of changes to KCSIE. Filtering and monitoring changes - Derek Crabtree and Mark Hovell (DPO) have visited SJF. As we use LGfL the filtering is mostly covered. They spent time with DSLs and GT regarding the monitoring, where there are gaps and where it needs to be tested. DK is named governor. This is an ongoing work project. CE will work with DK. Issues are not always around things viewed but also around relationships with pupils and discussion around topics / words which they may be searching. Safer recruitment - online checks for shortlisted candidates (updates regarding these also in summary document). Allegations against staff. Local Safeguarding: CH attended the Contextual Safeguarding forum recently. JK will discuss and give a summary at the next meeting. HT report gives detail around school position with families Q: 16 'concerns' mentioned in HT report - are these low level concerns? Yes	JK

		Discussion around medical room confidentiality - blinds will need to be drawn when light is on / darkness etc... (photos / names are clearly visible) JK/SH	JK/SH
Academisation update	<ul style="list-style-type: none"> ● Verbal update on movement towards academisation. 	<p>Document in shared drive - provided by project managers. Level of information known by FGBs varies from school to school - therefore summary document created. JK met with the DfE yesterday to discuss recovery plans for SJF. Hoping that Academy orders will be in place by the end of December. Which is necessary for April conversion which was the original plan (a first tranche school has had a lot of discussion with governors following staff consultation). Directors are working with that school to support and allay those concerns). Draft version of the Scheme of Delegation has been issued which may help address concerns from any schools regarding pay and conditions / local governance.</p> <p>Director of Diocese (Angela Cox) wants to attend the directors meeting in January to discuss Scheme of Delegation and how accountability / responsibility / management of is made clear.</p> <p>The Finance and Ops T&F group will be looking at data from schools without CAT costs. They will also ensure that comparable items are clear and relevant.</p> <p>Directors are discussing the legality of 1% contribution from schools not converting. Other models could possibly see them paying more when they do convert to offset the set up costs</p> <p>3/12ths of 2.5% or 1% has been ring fenced by schools - Finance T&F group are looking at these figures to see what is available for the initial CAT formation (central team).. Also looking at procurement / cancelling contracts and the phasing of this.</p>	
Governing Body Membership update	<ul style="list-style-type: none"> ● Foundation govern ● ors update 	<p>FH has renewed his governorship AB membership is due to expire - KB will contact</p> <p><i>DK Joined meeting 17:36</i></p>	KB
Committee updates from Chairs	<ul style="list-style-type: none"> ● Quality of Operations ● Quality of Education ● SEW 	<p><i>QofEd - summary given by DMCC</i> School is still responding to OFSTED actions - CE working with staff around learning expectations. Need to be clear with subject leaders about what pupils need to learn and retain as they move through the school. Geog and History were the key subjects to start with. Challenges around releasing subject leaders as cover not always available to provide. JK/CE covering lessons to reduce costs.</p>	

		<p>CSI - thorough preparatory work is underway. ZN (RE lead) has been on training. There is a 1-page summary sheet available in shared drive to help prepare governors for the inspection - ALL TO VIEW</p> <p>SEND / Inclusion - numbers quite high for a school this size. SJF pays for additional external support staff for pupils in KS1 where needs are high and require increased support. Yr2 using 'quality circles' with the Ed Psych team as a way to support these children / classes.</p> <p>Increased work on adaptation to ensure curriculum is accessible to all pupils. White Rose workbooks have been ordered for 2 year groups to trial as opposed to colour copying. Will be trialled next term (Yr2 and Yr5) Maths subject lead will visit St Teresas to see how they work with the books.</p> <p>Reluctant to ask parents for additional monies to cover the costs May be a consideration to show parents that the govs fund is paying for XYZ and therefore please can you make your donation to the governors fund to support these expenses.</p> <p>TO BE DISCUSSED in 2024</p> <p>Writing is area of improvement with specific target groups identified KS1 SATS no longer compulsory but may be used for benchmarking FFC in main hall has not had detrimental effect on extra curricular offer</p> <p><i>SEW - Summary given by LA</i></p> <p>FrF and MD attended as new committee members. Local authority safeguarding audit has been submitted.</p> <p>The Catholic life of the school is strong and evident on social media. Positive feedback about the website. Parent prayer group has started.</p> <p>Staff and pupil well-being discussed.</p> <p>Recent Behavior and Relationship information session was useful - will run again in January and will ask Josh to run the Zones of Regulation session again as well</p> <p>Staff mental health wellbeing day will not be able to be offered in '23/'24 due to staff and cost pressures.</p> <p>Changes to Performance Mgmt - less focus on targets and more on what works well. Pupil attendance is now more reflective of pre-covid figures.</p> <p>Admissions continue to be an area of challenge. On-roll numbers are 10 less than this time last year.</p> <p>Residential trip for Yr4 already happened and Yr6 PGL planned for June 2024 Fr Francis expressed a desire for children to be more involved in the church Masses</p> <p><i>KN left the meeting 18:03</i></p> <p>DMcC - are parents aware that they can apply if they are not Catholic? JK - It does need to be more obvious on the website. It is <u>definitely</u> made clear on school tours / visits.</p> <p>POP UP on website TO INCLUDE ALL APPLICANTS</p>	<p>ALL</p> <p>ALL</p> <p>CE/JK</p>
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<p>Headteachers Report to governors</p>	<p>●Headteacher report</p>	<p>JK gave verbal summary</p> <p>2 full time teaching staff will be leaving at the end of term. CE and Louise Crane will cover the Yr5 class. Yr4 replacement from agency due to quality of applicants when position advertised.</p> <p>Increased workload for CE will impact on availability of cover which will impact on JK</p>	

		<p>Continuing with OFSTED recommendations but proving difficult to release subject leaders</p> <p>Attendance and admissions covered above Number of Leave of Absence forms submitted has increased - JK has written to all families</p> <p>Training across school continues - summary document in shared drive</p> <p>Inclusion - continue to push and challenge the local authority. JK/CH will produce finance summary to submit to local authority to evidence the expenditure that is being allocated for the support of pupils with needs</p> <p>Significant number of behaviours to manage in Yr5 - useful to put member of SLT into that year group</p> <p>Pupil Premium recovery grant - have not implemented the tutoring programme that we did last year. Funds are not sufficient. Comparatives for PP pupils will be added to data summary sheet ACTION by CE</p> <p>Link to published data is available on report - please view as improvement to position is now recorded - once pupils non-eligible were removed</p> <p>More sessions with parents planned to build relationships and understanding of school Behaviour and Relationship policy and the practice within school.</p> <p>Relationships continue to be developed with UHS and W/College. Identified that W/College needs to be more present and visible to ensure the transition to Wimbledon College continues to develop.</p> <p>Would like to push EDI development across curriculum planning. Release time for subject leaders continues to be a challenge.</p> <p>Will continue to advise parents and carers of the correct process for communications to avoid escalation of matters which can be dealt with at initial point of contact (class teachers).</p> <p>EYFS - some pupils identifying with high level of needs</p> <p>RE - website will be the initial point for CSI inspectors.</p>	CE/JK
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MEP - Autumn term report (Merton Education Partner)	<ul style="list-style-type: none"> ● Included in HTs report to govs 	<p>MEP report available in shared drive Updated attendance policy approved by KB JK/SH - Leavers Form to be designed</p> <p>Identified a high level of need in one particular year group Identified a need to ensure component knowledge is secure for all pupils</p>	SH/JK
SEF and SDP (School Development Plan)	<ul style="list-style-type: none"> ● Included in HTs report to govs 	SDP / SEF covered in website	
School Website	<ul style="list-style-type: none"> ● Website updates ● Compliance 	<p>No further updates Twitter not visible on website CE to action</p> <p>Compliance will be undertaken by DK (annual requirement)</p>	CE DK
Governor training and development 2022/23	<ul style="list-style-type: none"> ● Governing training programme 	<p>Lot of training available for governors - please engage whenever possible EDI training useful - would appreciate the feedback to FGB SH - to view the available training - liaise with JK/KB for attendees who will then feedback to all AND DK undertaking safer recruitment through his role as a governor at another school</p>	SH
AOB		<p>GT - Sickness insurance has been renewed. Wellbeing offer has been extended. Will circulate to staff when details are received.</p> <p>PTFA have been informed that the playground equipment will cost more than originally The Christmas fair was hugely successful - nearly £9k was raised.</p>	

Date of next FGB meeting Tuesday 26th March 2024 5pm