



FINAL MINS Full Governing Body Meeting - 26th March 2024

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

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

Apologies: Philip Gilbertson,

ALL DOCUMENTS CAN BE FOUND IN THE GOOGLE SHARED DRIVE:

[FGB Shared Drive - meeting folder](#)

Standard Agenda	Specific items to be covered	Minutes	Action
Apologies Declarations of Interest	<ul style="list-style-type: none"> • Any changes to be noted 	Apols received from PG Absent - AB No changes to Declarations of Interest to be noted	
Actions arising and minutes agreed of FGB meeting held on 07.12.23	Actions from previous minutes: <ul style="list-style-type: none"> • Contextual Safeguarding update (JK) • Medical room GDPR (JK/SH) • Membership (KB/AB) • CSI Preparation (ALL) • Comms re; Govs Fund (ALL) • Website popup (CE) • Leavers Form (JK/SH) • Twitter visibility (CE) • Website compliance (DK) • FGB Training updates (SH) 	Only one item remains outstanding: Website compliance - will be carried over to next meeting ACTION DK	DK

Safeguarding	<ul style="list-style-type: none"> • Safeguarding update 	<p>Verbal update given. Most up to date information is included in HTs report to gov; available in shared folder. A number of governors not completed their safeguarding training - reminder to be sent to those gov; - please complete this as a matter of urgency ACTION JK /CH DSL forum - nothing significant to report. KCSIE update focused on filtering and monitoring which school has already taken action on and continues to work with Local Authority.</p>	JK/CH
Academisation update	<ul style="list-style-type: none"> • Verbal update on movement towards academisation. 	<p>Over the Christmas holidays six schools in the first phase were granted Academy Orders (AOs). At the beginning of the year the project mgmt team and diocese rep met and the summary of that meeting is that from Jan until now a number of things have arisen around next steps for those schools with AOs and the interpretation of individual schools of the implications of having AOs . There has not been an official communication with stakeholders until all schools align their communications. At the moment there is no aim date for conversion. DfE are keen for an aim date as this will support schools to be able to draw down conversion grants. At this time the majority of schools have given consent for their conversion grants to be paid into a dormant account at St Cecilia's school. The costs to date of project mgmt is being met by all 15 schools. Conversion grants will be drawn down and likely consumed entirely by conversion costs such as legals etc.. Would have been beneficial to have an executive team recruited but there is no ability to recruit without funds drawn down. Project mgmt team (Place Group) have paused their work with Sancta Familia at the moment due to the slower rate of progression and accruing of costs. They are in position to pick up again once grants have been drawn down and if all schools are in agreement for Place Group to continue as project managers. A letter was sent to the directors from the six schools with AOs in respect to some concerns they have. A response has been received from the directors and the six schools will meet shortly to review this. There are 2 other CATs progressing at the moment within the diocese. They have also had challenges with their journey but at least one is further along than we are at the moment. The diocese has made it clear that the direction to form families of schools as CATs continues and are expecting schools who have committed to have converted to a CAT by the end of 2024, although they are aware that obstacles may occur. Until we have an aim date in place for conversion we are unable to work backwards to the recruitment of the exec team and plan for the cost / funding for those</p>	

		appointments. Substantive job specs are ready for the CEO and CFO. Appointment would involve directors and diocese. If interim appointments Headteachers would not be involved but will likely be involved when substantive appointments take place.	
Governing Body Membership update	<ul style="list-style-type: none"> • Update on governing body membership and committee structures 	<p>One position remains open for Foundation Gov</p> <p>No response from advert recently placed in the parish newsletter - do we wait for the new academic year to try to fill the position?</p> <p>Need to confirm that ABs membership has been completed ACTION SH</p>	SH
Committee updates from Chairs	<ul style="list-style-type: none"> • Quality of Operations • Quality of Education • SEW • Admissions • Pay 	<p>All minutes available in shared meeting folder</p> <p><u>QofOps (FH)</u></p> <p>We have been meeting the costs of our needs by using reserve funds but the crossover point has now been reached whereby reserves are diminished.</p> <p>We have implemented a number of actions to slow / reduce the expenses as well as creating income.</p> <p>We are predicting a deficit for 23/24 which triggered a meeting with the Local Authority (L/A) for discussion.</p> <p>Plans were presented to address the deficit however these would not fully meet the issues which then gave us the opportunity to hear what the L/A would present.</p> <p>We had made assumptions on forecast income and increased costs however those figures were challenged by LA as too optimistic. L/A Indicated that income will be less than 3% and staff salary increases will likely be higher forecast long term.</p> <p>There is an expected growth in extended services - which L/A recognised as a vital part of the schools budget.</p> <p>The L/A commented that the quality of education in schools was not adverse to being compromised which was shocking but realistic.</p> <p>JK/GT have worked around how we will implement changes - HR have been engaged with as some plans will include redundancy</p> <p>2023/24 financial year closed and our position was slightly better than anticipated.</p> <p>HR meetings have taken place and there are timelines now in place for the proposals leading to a position to submit a balanced budget for 2024/25.</p> <p>After Easter JK will be having conversations with staff.</p> <p>School must focus on extended services to ensure it's full potential is met.</p> <p>We will have to be blunt with parents about the needs of the school in regards to donations and appeals.</p> <p>Parents will be becoming aware of the hard lines that school is taking and will give them an understanding of the position school is in.</p> <p>Approx. £50/£60 per child is what we need and we are currently far below that.</p> <p>DK/AvW - what has that done for future years?</p>	

		<p>FH - the changes will be long lasting with underlying impact. Assumptions around pay increases (5% / 3% / 2.5% in forthcoming years) At the moment we have a sustainable model.</p> <p>DMcC - parents likely have no idea of the position - can we ask parents to give for specific things? Precise resources might be more palatable for contributions/donations.</p> <p>JK - there will be a Yr1-6 resource fund & EYFS resource fund - will work on comms</p> <p>DK - when a child goes to secondary school the expectation for contributions increases substantially - can we ask for a lesser amount?</p> <p>AvW - have we considered bequests?</p> <p>JK - not yet.</p> <p><u>QofEd (DMcC)</u></p> <p>CH has attended the safeguarding forum - there is a new RAG rating tool to support referrals.</p> <p>Merton Childrens' Safeguarding Partnership (MCSP) will now include education representation (primary and secondary on rotation).</p> <p>School has more families focussing on early intervention.</p> <p>OFSTED actions: working hard on secure component knowledge - ensuring staff have capacity to be creative.</p> <p>History and Geography have been revisited - looked at component knowledge; 'knowing more, remembering more'</p> <p>Preparation for CSI inspection is still ongoing - 10% of time on RE in class is non-negotiable</p> <p>Currently have 19x EHCP</p> <p>Ed psych input - 'quality circles' program undertaken to help Yr2s understanding of problems and to enable them to understand different perspectives. DMcC came to one of the sessions and was impressed with the programme.</p> <p>MD - why was Yr2 chosen?</p> <p>JK - a lot of our challenges are with children who have had interruptions in early years (pandemic) and are unable to problem solve / look outside themselves. Parents also needed to understand the programme and to learn from that themselves.</p> <p>OAG from Merton L/A is in operation supporting staff in adapting provision to meet those with additional needs.</p> <p>Curriculum objectives are quite challenging to meet due to budget constraints and being able to release staff.</p> <p>Writing remains one of the challenges - we expect school to be monitored for the end of KS2 - evidence of writing work presented will need to be independent work (not scaffolded).</p> <p>CPD - trying to do a lot in- school. Curriculum extended - broad range of trips / activities.</p>	
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Headteachers Report to governors	<ul style="list-style-type: none"> • Headteacher report 	<p>Report in shared meeting folder CSI preparation continues.</p>	
SEF and SDP (School Development Plan)	<ul style="list-style-type: none"> • Included in HTs report to govts 	<p>Extended services - opening the offer to nursery pupils from after June half term for both am / pm FFC. At the moment the plan is for nursery pupils to join the main hall for breakfast club and the small hall (which is where YrR are based) for ASC. Have polled nursery applicants to ascertain if they would be interested for Sept '24. OFSTD and SDP curriculum - biggest area of challenge is allowing time for subject leaders to be out of class to do the actions required to meet the OFSTED goals. School has kept twilight sessions to a short input - allowing more time for staff to do work on actions. Last resort for class cover is supply staff which puts pressure on non-teaching SLT. Staff are aware of the situation but that doesn't make it easier for them. 427 pupils on-roll - 441 last year so figures are down. Oct census numbers were down 10 on-roll on the year before. Will be down by approx another 5 within a few weeks. This situation is reflected in all schools. We had 59 first preference - but some have already been crossed off 18th April is offer day for Reception.- then we will have a better picture of the position for school but this is going to become a real issue for all schools. The L/A has approached schools in other boroughs to reduce to a PAN of 15 We focus on September with our drive and our branding FH - are we making it clear that we will accept non catholics? JK - We remain a high % of catholics but always make it very clear that non-catholics should apply and will be considered. The archbishop wants strong Catholic schools to remain strong Catholic schools - but will welcome those who want a Catholic education. DMcC - might be beneficial to SJF that there is a new housing development locally. JK - the available spaces across the school are concerning. We have some visits from families this week for in-year places. Despite those figures we are considered to be in a healthy position in comparison to other local schools. There has been a high increase in the number of leave of absence requests. The amount of the fine is low especially in comparison to the savings and does not go to school. RF - parents don't understand the impact of the absence</p>	

		<p>Hours of learning lost JK - can send out the diagram etc..</p> <p>Filtering and monitoring - training with DC/MH DK has been actioned. Audit will be undertaken during summer term SEND register: 19 EHCP. 3 more in assessment and 3 more to be considered for assessment</p> <p>School continues to work with outside agencies around children for whom SJF is not the right environment and that the cost of the support for those children is impacting the school budget. Behaviour incidents were referenced Racist and Homophobic incidents are not required to be submitted to LA as in past but is part of our our safeguarding reporting system and can be analysed / drawn down from the system</p> <p>PP strategy - we have not been able to offer 3:to:1 tutoring due to staff availability Therefore the Government will claw back approx £3k</p> <p>School focus has moved on from Hist / Geog - now looking at cemented knowledge in science Pupil Progress Meetings will take place after Easter</p> <p>SDP - key actions form subject leaders focus Data will be updated as soon as latest figs available</p> <p>Looking at learning - preparing for CSI inspection Sancta Familia continues to share webinars - St Elphege's and Wimb Coll gave a very impressive presentation focussed on pastoral</p> <p>Zones of Regulation continues to be used in school and workshops have been offered to parents which have been well received Staff supervision is offered to 2x staff in year groups with high emotional need. This is not a free service, school is using its 'units' to support Solution Circles continue to be used in staff meetings</p> <p>The complexity of children's needs means that school is working with pupils whose needs can not be met at SJF but we have duty to provide for their education while they are on roll with us Brings difficult conversations with parents school and school understands the</p>	
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		<p>concerns of parents but have to understand the duty and legal obligation that school has</p> <p>School can not use a pupils educational need as an excuse / reason to remove that pupil from school</p> <p>School is experiencing more formal complaints</p> <p>It is not possible to permanently segregate / exclude - we have to continue to offer an education</p> <p>More will be brought to the attention of govs</p> <p>ELSA - art psychotherapy - we access as much as we can</p> <p>Merton LA MH team used to signpost and support parents</p> <p>Parents can self refer to the education wellbeing service</p> <p>Yr5 RAH - huge thanks to JR - it was an amazing experience</p> <p>Wide range of extra curricular clubs continue to be offered and this will form part of the business plan reform suggestions</p> <p>CPD accessed as much as possible and try to overcome the challenges this can result in i.e. staff cover</p> <p>Stakeholders - staff and parents surveys closed today, these will be reviewed over Easter holidays</p> <p>Staff: if they have any feeling of bullying and harassment, when they feel it is becoming unreasonable demand should approach JK / CE</p> <p>EYFS - update from Mrs Prior</p> <p>Nursery is a very settled group</p> <p>Thanks to governors for funding new equipment</p> <p>RE - CE</p> <p>Chaplains presence continues to - went to Oscar Romero Award Mass</p> <p>ZN attended RE leaders subject - useful</p> <p>Cross cluster chaplaincy team to be developed (Sutton / Merton)</p> <p>RE curriculum not published yet - waiting for resources to be received / shared.</p> <p>School has done all it can to prepare</p> <p>Website has been updated for CSI</p> <p>JK - CE currently updates website, MP Yr4 will take on the role and will launch social presence (Instagram account)</p>	
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School Website	<ul style="list-style-type: none"> •Website updates •Compliance 	<p>Updates covered above Heavy RE focus</p>	
Governor training and development 2023/24	<ul style="list-style-type: none"> •Governing training programme 	<p>Gov training schedule in training folder Please look at the training schedule when it is sent out</p> <p>Gov school visits - none this term although MD does come in to support weekly Gov visits should be plan after Easter STEAM / PE - anything we can add on to that? 20/05 - 24/06 health and wellbeing fortnight Later in summer term - lots of opportunity for gov visits - ACTION dates to be shared</p>	SH/JK
AOB	Maintained schools governance guide	<p>Maintained schools governance guide - Guidance - GOV.UK (www.gov.uk)</p> <p>Above is not statutory but new government guidance - unfortunately there is no</p>	

		<p>document to show what has changed, just the new full document</p> <p>DATES CONFIRMED FOR FOLLOWING:</p> <p>Qof OPs 14/05 PLUS TRUSTEES Qof ed 21/05 SEW - 04/06 QofOPs 27/06 TBC - CHANGE FGB 04/07 5pm SDP WORKshop 4pm</p>	ALL
<p align="center"><i>Date of next FGB meeting Thursday 4th July 2024: SDP workshop @ 4pm followed by FGB @ 5pm</i></p>			