



## **Full Governing Body Meeting - 26th September 2023 - FINAL MINUTES**

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

**Also in attendance:** Sarah Henley (Clerk), Claire Ellerker, Gabriel Toyos

**Apologies:** Katie Newman (will be late to meeting), Adrian Benedict, Fr Francis, Frank Huidibro

ALL DOCUMENTS CAN BE FOUND IN THE GOOGLE SHARED DRIVE: [https://drive.google.com/drive/folders/1tCAbLmwE40SfPaOBDUIW5sqI5GxuGJ5d?usp=drive\\_link](https://drive.google.com/drive/folders/1tCAbLmwE40SfPaOBDUIW5sqI5GxuGJ5d?usp=drive_link)

<b>Standard Agenda</b>	<b>Specific items to be covered</b>	<b>Minutes</b>	<b>Action</b>
Apologies	<ul style="list-style-type: none"> <li>Any changes to be noted</li> </ul>		
Election of Chair/Vice Chair	<ul style="list-style-type: none"> <li>To elect a Chair and Vice Chair for the Governing Body</li> </ul>	Nominations for Chair - KB - all agreed Nominations for Vice chair - AvW - all agreed	
Annual declarations and register of interests	<ol style="list-style-type: none"> <li>Completion of annual forms</li> <li>Governors Code of Conduct</li> <li>Governors Handbook</li> <li>Governors Skills Audit</li> <li>Start of Year letter from Angela</li> </ol> Cox: <a href="https://drive.google.com/file/d/130ID_SnVj5aM4bjoP_gwYwMKJBXWEG1QE/view?usp=drive_link">https://drive.google.com/file/d/130ID_SnVj5aM4bjoP_gwYwMKJBXWEG1QE/view?usp=drive_link</a>	GT to check Dec of Int - all to complete - MUST gave up-to-date version on website Code of Conduct NGA governors Handbook SKILLS AUDIT - SH TO ACTION (JK has found link) ALL TO ACTION AC is Interim Director at Diocese	

Safeguarding	<ul style="list-style-type: none"> <li>Annual safeguarding refresher training - reminder, review and update</li> <li>Ratification of updated safeguarding policy</li> </ul>	<p>Safeguarding &amp; Child Protection policy updated at beginning of new term - based on Merton policy - adapted to SJF  Presentation and Quiz sent by CH - ALL TO ACTION  We are waiting for Merton updated safeguarding audit, some small changes to KCSIE  DK / CE filtering and monitoring updates - will be named members  Email from DPO (Dereck Crabtree) MH / DC will make school visits  Training for key members</p> <p>Other s/g updates school context  No CP/CIN plans for any pupils  Staff have all accessed safeguarding training  CH will continue to record vignettes for hot topics and will share relevant ones with Govs  New staff have undertaken safeguard training and reporting system  <b>ACTION: CH to share hot topic videos with governors</b></p>	
Actions arising and minutes agreed of FGB meeting held on 04.07.23	<ul style="list-style-type: none"> <li>Minutes from FGB meeting held on 04.07.23 to be agreed and signed</li> </ul> <p>Any actions arising from FGB meeting held on 04.07.23:</p> <ul style="list-style-type: none"> <li><i>Fr Francis' DBS</i></li> <li><i>Ext Services Manager: Adverts (SW20/19Mums) DMCC</i></li> <li><i>Advert - Parish newsletter</i></li> <li><i>SEW Mins - to be agreed</i></li> <li><i>Analysis of data year on year to be completed for comparison/tracking purposes</i></li> <li><i>Updated Parent Forum protocol to go to P/Forum members</i></li> <li><i>Committee Document updated</i></li> <li><i>MD - Pen Portrait</i></li> </ul>	<p>Minutes agreed  DBS action resolved  Still no extended services manager - unable to recruit. Need to be more active with advertising. Now the new extended services offer is in place and we are more aware of what we need. Option for shared staff would be an option but currently no offers  Issues around the advert - please refer to GT  Staff member covering on an interim basis and DK picking up the admin work.  Option for admin rather than planning to be part of the role.</p> <p>Feedback on reconfigured provision: now that it has settled it is good but need more strategic planning  Caterlink provision is going well and feedback is generally positive  Increased enquiries - still coming in  Option to consider nursery in to extended services</p> <p>Is there still capacity for more pupils?  Floodlighting needs to be addressed  Contracted staff = hours can't be amended  P/Forum done  MD &amp; FrFr - short Bio for website</p>	
Governing Body membership update	<ul style="list-style-type: none"> <li>Any updates or changes to Governing Body membership</li> </ul>	<p>TL has left FGB  LA - SEN/Safeguarding role  AvW - Vice Chair</p>	

		<p>MD - Joined FrF - joined One open position for Foundation Gov JK/KB to advertise</p>	
Headteachers Reports	<ul style="list-style-type: none"> <li>• 22/23 performance data</li> <li>• SDP priorities 23/24</li> <li>• CSI Inspection</li> </ul>	<p>CE: H.Line performance data 22/23 Ref to document in drive Provisional figures still - actual figs due December EYFS is still far above national figures - strong year group Emerging needs particularly in one class Yr1 phonics - excellent figs - Little Wandle has had a huge impact - thank you to governors for the funding of the program KS1 - above on all figs KS2 - figs will be altered as able to remove 2x 'new arrival' pupils. Only area below the national average was writing although it was acknowledged that there has been a dip in some areas.</p> <p>Progress/Attainment doc referenced Last yr was final KS1 Sats although LA has recommended that still undertaken for a marker point - but results won't be published Other info - recognise more support needed in Yr5</p> <p>SDP not updated yet. Priorities will be driven by OFSTED inspection. Curriculum development work not all completed. RE / Spiritual life - ZN action plan. As staff move into year groups gaps in triangulation have been identified so time has to be spent on this. Teachers put too much knowledge into subjects. Need to streamline and return to significant knowledge points not overload in lessons</p> <p>CSI Inspection - work continues to be done in anticipation of inspection SH to send bullet point info to all Govs SH/JK</p>	
Sancta Familia CAT update	<ul style="list-style-type: none"> <li>• Stakeholders consultation</li> </ul>	<p>To date - submitted to DfE - still waiting for Academy orders . DfE wanted in depth financial data and Qs around one particular school. Project Mgr and PP - have said enough is enough - pushed back slightly. Still waiting. Directorship - now have 8 directors following active recruitment. Includes Directors with invested interest in the area and wider community. Wide skill set. Identified gap around buildings etc. Looking at recruiting director with EDI experience SF incorporated in Sept</p> <p>Stakeholder consultation - parents and staff completed (no pupil consultation)</p>	

		<p>7 schools in first tranche (directors not keen on working name tranche) and have asked for phasing timeline from project mgrs. This mapping will enable schools to be more fluid with their progress on the academy journey  Closed 11/09 - individual consultation reports provided for the 7 schools  Govs now need to i) satisfied no significant objection recorded ii) to convert to academy status and join SF  ii) does not mean that it is an absolute - schools can withdraw at any point up until conversion  Document in shared drive.  Consultations - majority for staff were around T&amp;C. These will be explored further when TUPE consultation takes place. Unions were invited to SJF - two reps came including the most active union in the school.  Biggest concern would be around forced academisation  HR/TUPE consultations will bring more Qs</p> <p>Last Steering Group mtg this week - with plan to move to Reference groups.  Elaine Jones is current chair of Directors and has been very proactive in moving along. There are also Task &amp; Finish groups.  These meetings will be minuted and mins available to Govs</p> <p>Aim date to start to bring schools into Trust; April 2024 - but Govs aware not all schools in first tranche will be ready then.  Financial modelling will be difficult if numbers reduce for conversion</p> <p>CEO/CFO - not advertised yet. Directors wanted consultation to be closed first.  Packs are ready but financial modelling needs to consider substantive post against interim post.  St Benedict's have settled on part time interim CEO  Conversations have continued with Lambeth schools. EJ has excellent links with other schools.  TEG funding has been applied for (up to £50k for growth plan)</p> <p>Website - company instructed - Schudio - development work continues</p> <p>When will we know what we will be financially responsible for as a school as opposed to the CAT?  The work done by F&amp;Ops working party has been complex - based on 2.5% for first 7 schools - extremely complex to consider due to de-delegation differences.</p> <p>Will we be allowed to make decisions on our own as a school i.e. staff changes?  Depends on Scheme of Delegation. Will likely be made at trust level - as answerable to Trust.  Trust is not looking at redundancies - like-for-like is the plan</p>	
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Compliance	<ul style="list-style-type: none"> <li>• Website compliance including policies</li> <li>• School's complaints policy</li> <li>• HTs appraisal</li> <li>• Teachers pay &amp; conditions</li> <li>• School closure data</li> <li>• Educational visits</li> <li>•</li> </ul>	<p>Teachers p and c - November</p> <p>DK - cross referenced website recently</p> <p>SF schools all set one day for whole group inset day</p> <p>Yr4 - residential trip</p>	
Governor training	<ul style="list-style-type: none"> <li>• Governor training programme</li> </ul>	<p>MD on to the Welcome to Governance training</p> <p>There has been discussion around local FGB when CAT formed Want to keep the skills and knowledge that we have</p> <p>Governors Fund - lot of Qs around schools retaining their own funds raised</p> <p>Training programme in the shared drive</p>	
AOB	<ul style="list-style-type: none"> <li>• Governor visits 23/24</li> </ul>	<p>Thank you to everyone who attended today Govs day - please complete and return the form</p> <p>Gov visits - would like to attach gov's to specific core / key stages Could do with EYFS contact</p> <p>Doc - SEND TO KB / JK - to review - SEND / Safeguarding / RE (FRF and MD)</p>	
<p><b><i>Date of next FGB meeting Thursday 7th December 2023 5pm</i></b></p>			