



## **FINAL MINUTES - Full Governing Body Meeting - 4th July 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:** Kate Blom, Richard Fisher, Louisa Asgill, Fr Francis, Adrian Benedict

ALL DOCUMENTS CAN BE FOUND IN THE GOOGLE SHARED DRIVE:

[FGB Shared Drive - meeting folder](#)

<b>Standard Agenda</b>	<b>Specific items to be covered</b>	<b>Minutes</b>	<b>Action</b>
Apologies Declarations of Interest	<ul style="list-style-type: none"> <li>Any changes to be noted</li> </ul>	KB / LA / RF / FrF / AB No changes to Dec of Int	
Actions arising and minutes agreed of FGB meeting held on 26.03.24	Actions from previous minutes: <ul style="list-style-type: none"> <li>Website Compliance (DK)</li> <li>Safeguarding Training (CH/ALL)</li> <li>AB Membership (KB/SH)</li> <li>CSI Knowledge files (CE)</li> <li>Governor Visits (ALL)</li> </ul>	<i>Actions Outstanding:</i> Website Compliance - <b>DK/JK to meet ACTION to be arranged</b> Governor Membership - <b>ACTION KB to discuss membership with AB</b> Governor Visits - Safeguarding (LA) and Health & Safety (FH) done. Other governors have visited school for other purposes and can be recorded as visits. Aim would be to have around 4 / 5 governor visits per year. <b>ACTION AvW TO ORGANISE ROTA FOR GOV VISITS</b>	DK/JK KB/AB  AvW
Safeguarding	<ul style="list-style-type: none"> <li>Safeguarding update</li> </ul>	JK gave verbal update. Nationally: Updates to KCSIE for September 2024 - training is available which CH will attend. Updates likely to continue to focus on filtering and monitoring / harmful sexual behaviour / safer recruitment. Local: Nothing significant to report from Contextual Safeguarding forum School: Safeguarding visit conducted by LA. Met with JK/CH and will meet with GT before end of term for SCR review. Undertook safeguarding walk with pupils. Waiting for Merton L/A safeguarding policy to be rolled out which will be used as template for SJF policy. Preparing safeguarding information as part of Yr6 transition to high school.	

<p>Academisation update</p>	<ul style="list-style-type: none"> <li>Update on journey to joining Sancta Familia CAT</li> </ul>	<p>Aim date for conversion to CAT is now 01/12/24 for x6 schools in the first 'tranche'.</p> <p>The intent is for x6 schools to go at the same time (which is DfE preference) however if x3 schools don't on that date they will then go on 01/04/25, Project Manager has been appointed: Penny Pemberton (PP), previously worked for the Diocese, has taken other schools within the Diocese through to conversion and has been involved with the Sancta Familia journey for a significant time. PP is working hard to ensure that x6 schools go together DfE is aware that AOs have been issued since December 2023 and would like there to be significant progress seen.</p> <p>Conversion grants have been deposited to the newly established SF bank account and signatories are in place (balance £25k x6 - but these funds will likely fall short of legal costs alone).</p> <p>Financial modelling has been agreed in principle. Originally there was to be a 1% associate member contribution but directors had concerns around this for audit purposes so it was withdrawn. However, following further comms from Archbishop it was reinstated as a CAT Establishment buy-in. 1% x15 schools then 2.9% top slice (GAG) on conversion.. For SJF this equates to approx. £16k.</p> <p>Aim is to establish day one services i.e. hr / payroll / finance system / insurance. Also need to fund the salary of CEO/ CFO (which will likely be interim positions initially).</p> <p>Vital that CFO is in position. Requirement is that the CFO is a qualified accountant and to preferably have MAT experience. There may be an option to approach a recently appointed CFO at another diocese CAT to support Sancta Familia.</p> <p>Merton schools are de-delegated which means that SJF would hope to break even financially once any initial 'lags' / overlaps of SLAs have been addressed. It is important to know what the funds available will be to be able to plan for day one of conversion.</p> <p>Working draft of SOD in shared drive.</p> <p>FOD (a governor at StElp) has done a huge amount of work to create this document with the working party. He is happy to support FGBs with any questions.</p> <p>There is information on the transition from local governing <i>body</i> to local governing <i>board</i>. Any feedback via JK by end of term.</p> <p>Pen Portraits - in shared drive . These will be branded for the Sancta Familia website.</p> <p>Portal - link on agenda - this is a confidential tool at the moment but a useful starting point for governors and is very informative.</p>	
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		Directors are keen to engage with governing bodies.	
Governing Body Membership update	<ul style="list-style-type: none"> <li>• Update on governing body membership and committee structures</li> </ul>	<p>1 vacant position for foundation governor however KB/JK will discuss changes to governance after conversion to CAT. <b>ACTION KB/JK VACANCY</b></p> <p>If anyone plans to leave please let KB know asap <b>ACTION ALL</b></p> <p>After conversion to CAT SJF committees may remain unchanged but there will be implications around the responsibilities and accountability to the Trust.</p>	KB/JK ALL
Committee updates from Chairs	<ul style="list-style-type: none"> <li>• Quality of Operations</li> <li>• Quality of Education</li> <li>• SEW</li> <li>• Admissions</li> <li>• Pay</li> </ul>	<p><i>Quality of Ops (FH)</i></p> <p>No premises issues other than car park gates.</p> <p>Diocese funding the project has been put into question however JK continues to liaise with the Diocese and is hopeful that they agree to fund. The cost for the gates is approx. £100k+ and school will have to find 10% of this. Have emphasised that this is a safeguarding and security issue.</p> <p>School has tendered for other quotes for comparison as a worse case scenario plan.</p> <p>Finance: Have submitted 1 yr and 3 yr budgets to LA. Yr1 budget was balanced.</p> <p>Currently have £87k surplus (projecting £125k surplus).</p> <p>Between LA income and school outgoings there is a £245k deficit (excluding extended services income).</p> <p>Despite originally saying that they would fund redundancies LA then advised that due to their budget constraints they would not be able to fund. Fortunately with staff changes there was no need for teaching staff redundancies.</p> <p>Staffing: Have recruited 3x full time teachers. Two on permanent contracts and one on a fixed term contract to give school options for 25/26 as will be unable to sustain CE being out of class ongoing. AvW gave very positive feedback on the interviews conducted by JK/CE during the recruitment process and school was happy with the strong pool of candidates.</p> <p>Support staff restructure is in its final phase with JK/CH meeting tomorrow to look at preference forms and place staff in positions available. There may be two more resignations which could offer scope for more hours available. May need to be a selection process if there are more applicants for particular positions.</p> <p><i>Quality of Education (DMcC)</i></p> <p>Safeguarding as per JK</p>	

SEN/inclusion; 62 SEN, 21 EHCP with 8 waiting for alternative provision.  
Merton trying to find / allocate specialist provision  
Some areas for development identified in the CSI report which school is already aware of.

Yr5 - high level of need / low maturity - reflected in their writing.  
General concern about writing across the school as discussed in the SDP meeting.

Writing moderation took place. Felt that overall judgements could have been higher following 'benchmarking' but unable to be changed.

CPD - hard to release time for internal focus such as subject leaders. Would hope that this can be improved from September when staffing capacity will be more flexible.

CSI preparation completed.

STEAM week took place and was well organised and received good feedback.  
Sport & wellbeing fortnight currently taking place - being enjoyed by pupils, staff and parents.

Would like to develop a careers focus 24/25.

*Admissions (DK)*

No meeting or changes since last FGB. Will move to a certificate of practice.

Need to look at ways to attract as many applications as possible.

Number of vacancies is inline with other local schools.

There is a decline in numbers overall.

*SEW (JK gave verbal report on behalf of LA)*

JK plans to visit SJF Mother and toddler group.

Staff and Parent Surveys completed.

Parent survey was positive with a high number of responses.

Staff survey - JK has spoken to support staff and will talk in detail to teachers.

There was a theme of concern around communications and that school leaders did not understand the pressure that staff were under.

JK felt that some comments were not wholly appropriate and overly personal. A

lot of comments around SEN and dealing with challenging behaviours.

JK feels that staff need to have a deeper understanding of roles within the school.

Is concerned that staff have not brought things stated in the staff survey to JK's attention beforehand.

Equality and Diversity will be a significant part of the next SDP

*PAY (PG)*

No meeting / changes since last FGB

<p>Headteachers Report to governors</p>	<ul style="list-style-type: none"> <li>• Headteacher report (including draft MEP report)</li> </ul>	<p>Document in Google Drive.</p> <p>Admissions - vacancies across school (14 more than this time last year). Have discussed the size of the nursery - may be able to increase capacity (ratio remains 1:13).</p> <p>St Cecilia's (North Cheam) are currently building a new building for their nursery provision to ensure they maximise the number of 30hr places. Schools can now take rising 3s - but funding only received if they stay at the school.</p> <p>Would like a cost analysis for staffing as an apprentice. <b>GT TO ACTION</b></p> <p>JK asked KN to undertake some research and to present back to JK/FGB <b>ACTION KN</b></p> <p>Attendance 96.3% would like to see it increase to position as pre-covid. Attendance policies to be updated.</p> <p>SEN 66 - 20 EHCP - 2 in assessment and 2-3 to apply - 4 transferring to alternative provision.</p> <p>Fixed term suspensions (relates to one pupil who will be moving to alternative provision in September).</p> <p>Pupil Premium - school was unable to implement tuition projects due to staffing constraints therefore some money will be claimed back and this funding is no longer available.</p> <p>Data - document in shared drive. CE gave a verbal update. Areas of concern identified by school and will be area of focus. SJF may be flagged to LA due to results (apportioned to writing results). Will need to make significant changes around Talk4Writing</p> <p>Support for behaviour and expectations.</p> <p>Staff wellbeing is a focus especially for those working with pupils where there are significant challenges.</p> <p>Targeted projects undertaken in specific year groups.</p> <p>Exit surveys will be undertaken for staff and Yr6 pupils and parents</p> <p>MSSP coach remaining 24/25.</p> <p>Sancta Familia has plans for shared priorities / projects (i.e. more able pupils, peer reviews).</p> <p>Staff CPD - plan to increase internal CPD from September with increase of staff availability.</p>	<p>GT</p> <p>KN</p>
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		<p>Have reissued guidelines to parents around communication channels, what to use for what and acceptable times / timescales.  Year group emails all have auto responses on them now.  Parents Forum - will be reconfigured for 24/25 with no termly meetings.  Parent Reps will push out messages to class parents/carers.  JK TO CREATE FAQ USING THEMES FROM P/FORUM Q&amp;R <b>ACTION SH/JK</b>  Will ask Class reps for other questions which can be added to the FAQs</p> <p>Extended services to include nursery pupils from September.  Finance team is gathering contracts for 24/25. Numbers are looking similar to 23/24 at this point.</p> <p>Chapalins went to Aylesford retreat in May - great feedback from them.</p> <p>May need to consider the impact that Labour manifesto promise of free breakfast club to all pupils will have on schools.</p> <p>Relooking at how school asks for funds from parents.  JK/GT have met with a member of PTFA who has experience in this field and is providing excellent advice and feedback.</p> <p>Governors Fund will be rebranded as 'SJF Educational Resources Fund' - in the region of £150 per child - and will be very specific about what these funds will pay for.  PTFA will be fundraising by events only. Summer Fair was very successful with on the day £9.6k raised - will likely go above £10k once matched fund giving included.</p>	JK/SH
SEF and SDP (School Development Plan)	<ul style="list-style-type: none"> <li>•Included in HTs report to gobs</li> </ul>	As discussed in the SDP meeting held the same day.	
School Website	<ul style="list-style-type: none"> <li>•Website updates</li> <li>•Compliance</li> </ul>	<p>Website - DK / JK to meet to discuss the website.</p> <p>Instagram presence is increasing and feedback is very positive.</p> <p>Website needs to be reconfigured and streamlined - less focus on the Catholic Life of the School as the initial impression when you view the website.  Although the religious life of the school is the main value to SJF our school needs to be accessible to families of all/no faith.</p> <p>Mollie Powell working with CE on the website.</p>	
Governor training and development 2023/24	<ul style="list-style-type: none"> <li>•Governing training programme</li> </ul>	All training will continue to be distributed to governors by SH when received. Governors should review what is on offer and complete training that is appropriate to them and FGB.	

		AvW to create rota / track training to ensure that training is undertaken regularly. <b>ACTION AvW</b> If there is any specific training that governors would like please let JK/SH know. Jk will invite directors and FOD to Governors Day (24/09/24). <b>JK/SH ACTION</b>	AvW  JK/SH
AOB		No AOB matters	
<b>2024/25 DATES TO BE CONFIRMED</b>			