



**MINUTES OF THE MEETING OF THE GOVERNING BODY
OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL HELD ON
WEDNESDAY 30 NOVEMBER 2022**

Members:

Name	Initials	Role / category of governor	Term of Office End	Attendance / Apologies
Royer Vidal	RV	Foundation / of Chair of Governors	01/09/2019 – 31/08/2023	Present
Althea Marshall	AM	Foundation	01/05/2021 – 31/08/2024	Apologies
Sandra Brierley	SB	Headteacher	Ex officio	Present
Nick Blackham	NB	Staff	28/03/2020 - 27/03/2023	Present
Christina Boey	CB	Foundation	01/06/2021 – 31/08/2024	Present
Audrey Ngouadje	AN	Foundation	01/02/2022 – 31/08/2025	Present
Davina Attara	DA	Local Authority	09/03/2022 – 08/03/2026	Present
Elaine Radburn	ER	Foundation	26/09/2019 – 25/09/2022	Present
Marsha Mollineau	MM	Parent		Present

Also in Attendance:

Sarah Davies - Clerk

Chandrika Sashidharan – School Business Manager (SBM)

ACTION LOG

Item	Action	Responsible	Date by
3.2	Clerk to confirm current instrument of governance.	Clerk	ASAP
3.3	Governors to complete skills audit and return to Clerk.	All	ASAP
3.3	Governors to complete safeguarding training.	All	ASAP
3.4	Governors to completed business interest forms GovernorHub	All	ASAP

3.7	Governors to sign code of conduct and upload GovernorHub	All	ASAP
9.1	AM to provide update from Teaching and Learning Committee at next FGB meeting.	AM	Next meeting FGB meeting
10	SB to circulate inspection framework.	SB	ASAP
11	Governors to read updated Racial Justice policy ahead of discussion at next FGB meeting	All	For next FGB meeting
14	Chair to arrange meeting with Jane Heffernan and Head of Hackney Education.	Chair	January 2023
14	Working group to be developed to discuss academisation.	Chair	ASAP
17.1	NB to add Governors to Class Dojo.	NB	ASAP
17.2	Governors to send updated contact details to Chair.	All	ASAP

The meeting started at 18:15

Part 1: Non-confidential

1.	<p>Welcome, Opening Prayer and Apologies</p> <p>All governors were welcomed to the meeting.</p> <p>The meeting was opened with a prayer.</p> <p>Apologies were received and accepted from AM. No correspondence had been received from Father Stewart Hasker and Roseline Fadaini.</p>
2.	<p>Agreement to virtual meeting in line with GDPR regulations and School policy</p> <p>Governors agreed for the meeting to be held virtually.</p>
3.	<p>Governing Body organisation</p> <p><u>3.1 Election of Chair and Vice Chair of Governing Body for 2022-23</u> SB nominated RV to be the Chair of the Governing Body for the academic year 2022-23; this was seconded by DA. All agreed that RV would be the Chair of the Governing Body for academic year 2022-23.</p> <p>RV nominated AM to be the Vice Chair of the Governing Body for the academic year 2022-23; this was seconded by DA. All agreed that AM would be the Vice Chair of the Governing Body for the academic year 2022-23.</p> <p><u>3.2 Governing Body Composition</u> It was confirmed that there remained two vacancies: Foundation and Parent. It was confirmed that the Clerk would review the instrument of governance and confirm with RV and SB. ACTION: Clerk to confirm current instrument of governance.</p> <p><u>3.3 Skills Audit</u> All Governors are to complete the skills audit and return to the Clerk as soon as possible. ACTION: Governors to complete skills audit and return to Clerk.</p> <p>Governor Question: is this a yearly task? Answer: yes, to enable Governors to review their competencies and reflect on any training completed.</p> <p>Governor Question: should training be logged on GovernorHub or within skills audit? Answer: both; the skills audit should be completed and training recorded on GovernorHub.</p>

	<p>SB noted that she had circulated the training information for Governors; all to ensure that safeguarding training has been completed. ACTION: Governors to complete safeguarding training.</p> <p><u>3.4 Annual business interest forms</u> Governors to complete via GovernorHub. ACTION: Governors to completed business interest forms on GovernorHub.</p> <p><u>3.5 Key roles and responsibilities</u> The following committee memberships were agreed:</p> <p><u>Headteacher Performance Management:</u> RV, DA and MM; meeting scheduled for 12 December 2022 at 2pm. <u>Resources Committee:</u> DA, AN, NB, ER, SB and MM. <u>Teaching and Learning Committee:</u> AM, CB, RV, NB and SB. <u>Admissions Committee:</u> CB, RV, AM, SB and ER. <u>Complaints Committee:</u> all non-staff Governors.</p> <p><u>3.6 Terms of reference</u> SB confirmed the FGB terms of reference were new and the Committee ones remained the same. All agreed to adopt the terms of reference for the FGB, Teaching and Learning Committee, Resources Committee, Admissions Committee and Headteacher’s Performance Management Committee.</p> <p><u>3.7 Code of Conduct</u> All Governors agreed to adopt the code of conduct. Governors are to sign and upload to GovernorHub. ACTION: Governors to sign code of conduct and upload to GovernorHub.</p> <p><u>3.8 Governor training</u> Governors reminded to log all training on GovernorHub.</p>
4.	<p>Declarations of interest MM noted that she was a school business manager at another primary school in Hackney; this was not a conflict of interest but recorded for transparency.</p>
5.	<p>Minutes of the Last Meeting</p> <p><u>5.1 Minutes of the Previous Meeting held on 6 July 2022</u> Governors considered the minutes within the agenda pack and APPROVED the minutes of the meeting held on 6 July 2022 as a correct record.</p> <p><u>5.2 Matters Arising</u> All actions had been completed.</p> <p><u>5.3 Action log</u> All actions had been completed.</p>
6.	<p>Review agenda and agree any confidential items There were no confidential items for discussion.</p>
7.	<p>Urgent action taken since the last meeting – Chair to report There was no urgent action undertaken.</p>
8.	<p>Headteacher’s report SB referred to the report circulated prior to the meeting and asked Governors for any questions.</p> <p>Governor Question – the report notes that a specialist teacher attends for only seven days across the academic year, is that enough? Answer – SB confirmed this was the standard allocation from the local authority and is based on the number of pupils with an EHCP. The specialist attends to support and train staff so they can continue to support pupils. The school can contact outside of these days if required.</p>

	<p>Governor Question – have there been no referrals to social services? Answer – no referrals have been made from the school.</p> <p>Governor Question – what are the numbers for nursery? Answer – there would be 20 to 25 pupils in January, the capacity is 26, however most of these were part time attendees.</p> <p>NB informed Governors that the key stage 2 results achieved in July 2022 were very good and above national average for reading, writing, maths and combined.</p> <p>The SIP report and SEF were circulated for Governors information.</p>
9.	<p>Committee Chairs update <u>9.1 Teaching and Learning</u> As AM was absent from the meeting, it was agreed that an update would be provided at the next meeting. ACTION: AM to provide update from Teaching and Learning Committee at next FGB meeting.</p> <p><u>9.2 Resources</u> DA provided a verbal update and confirmed the Committee discussed the house, premises and contracts, noting that the fencing works had been completed, toilets refurbished and emergency lighting fitted. Benchmarking against schools was to be completed. It was confirmed that the single central register was up to date. The Committee discussed the lateness of children being collected and agreed for a fee to be added if pupils collected after 4.45pm; this would be £6. SB informed Governors that they should be prepared that there would be an in-year deficit this year which the surplus would be used for. SB noted that the budget had prepared for a 5% teacher pay increase and a 4% support staff increase, noting that the school had experienced staff who were on the upper pay scale. The roll was now falling with 173 pupils (when SB joined the school, the roll was 186). Promotion of the school continued.</p>
10.	<p>Quality of Religious Education update SB confirmed the end of year subject report had been circulated for Governors review; this would be updated at the end of the term.</p> <p>Governor Question – the future development section showed the school as achieving at least good in the inspection, what was the grade? Answer – SB confirmed there were three areas to be judged – classroom religious education, prayer and collective worship and common good. SB confirmed she would circulate the inspection framework. ACTION: SB to circulate inspection framework.</p> <p>SB said the last inspection in 2016 achieved outstanding but the whole framework had changed and St Scholastica’s would be one of the first schools to be inspected under the new framework.</p>
11.	<p>SEND, Inclusion and Diversity SB confirmed the school had been working hard to diversify the curriculum following George Floyd’s death. SB had worked with Diocese to write the Racial Justice policy; SB to populate for the school. This would be discussed at the next Governing Body meeting. ACTION: Governors to read updated Racial Justice policy ahead of discussion at next FGB meeting.</p>
12.	<p>Staffing SB included the updated staffing structure. The school now had two assistant Headteachers, a school business manager and two phase leaders. SB confirmed she was happy with the current model.</p> <p>Governor question – are parents aware of the phase leaders and the tiered approach? Answer – not yet, more communication was needed to ensure parents were aware.</p> <p>SB confirmed that nursery and reception classes had been merged due to numbers.</p> <p>Governor question – is the catering manager responsible for all staff? Answer – there are two staff employed by the school; the manager and kitchen assistant and then two further employees employed via the catering company.</p>

13.	<p>Strategic business, financial planning and risk assessment</p> <p>The School Business Manager noted that the report had been shared and discussed at the Resources committee. She confirmed that all toilet works were completed over the summer, the perimeter fencing and EYFS playground were also completed. All electrical and fire remedial works were being completed during a phased cycle.</p>
14.	<p>Academisation</p> <p>Governors discussed the academisation process and it was suggested that Governors invite Jane Heffernan to a meeting to discuss. The Diocese have requested all schools to be academies by 2025 or in the process of becoming a timeline and have requested a timeline from schools.</p> <p>All information had been included in a folder in GovernorHub as requested at the previous meeting. Information was also included in the folder related to the 2021 census and a Catholic paper which discussed academisation. It was noted that pressures regarding the school roll would continue whether the school was an academy or not.</p> <p>Governor question – who would lead the transition from a maintained school to academy? Answer – Governors would need to review and discuss financing. Governors should invite Jane Heffernan and Head of Hackney Education to a meeting to discuss without SB present; it was agreed the Chair would arrange a meeting in the new year. ACTION: Chair to arrange meeting with Jane Heffernan and Head of Hackney Education.</p> <p>Governors could also discuss with other schools in the borough who had become academies to ask their advice.</p> <p>SB noted that the scheme of delegation was included in the folder and outlined who would be responsible for which elements after academisation.</p> <p>Governor question – how soon could the decision be made? Answer – it could be made at any point. The process would take approximately 18 months following agreement.</p> <p>Governor agreed that a working party be developed to discuss the matter. ACTION: Working group to be developed to discuss academisation.</p>
15	<p>Policies</p> <p><u>15.1 Admissions policy</u> SB outlined the changes made to the policy and confirmed it adhered to the model policy as much as possible. She confirmed the PAN for September was 30. The policy had been agreed by the Diocese and is currently out for consultation.</p> <p>Governors agreed the Admissions policy.</p> <p><u>15.2 Attendance policy</u> The policy was circulated for information, following an earlier request.</p> <p><u>15.3 Safeguarding and Child Protection policy</u> SB outlined the changes made to the policy which linked mostly to KCSIE and recommendations following Child Q. SB confirmed information regarding searching pupils had been sought from the NSPCC and Hackney Education.</p> <p>Governors agreed the Safeguarding and Child Protection Policy.</p> <p><u>15.4 SEND information report</u> The report was circulated for Governors information.</p> <p><u>15.5 Inclusion (SEND) report</u> The report was circulated for Governors information.</p> <p><u>15.6 Home School Agreement</u> SB confirmed this had been updated following the COVID pandemic and included information on the school street. Staff had reviewed this and agreed with it.</p>

	<p>Governors agreed the Home School Agreement.</p> <p><u>15.7 Staff Handbook</u> The report was circulated for Governors information.</p> <p><u>15.8 Medical needs policy</u> SB confirmed no changes had been made to the policy.</p> <p>Governors agreed the Medical Needs policy.</p> <p><u>15.9 Behaviour policy</u> SB confirmed some minor amendments had been made regarding police carrying out searches.</p> <p>Governors agreed the Behaviour policy.</p> <p><u>15.10 Behaviour statement principles</u> This document was circulated for Governors information. The above policy was based on these principles.</p>
16	<p>Decide whether any of the above should be confidential and if there are any new confidential items There were no items that were confidential.</p>
17	<p>Any other business</p> <p><u>17.1 Prospectus</u> SB confirmed that 200 copies had been ordered. It was agreed that NB would arrange for Governors to be added to Class Dojo to enable them to receive updates. ACTION: NB to add Governors to Class Dojo.</p> <p><u>17.2 Contact details</u> It was agreed that all were to text the Chair their updated details to be added to WhatsApp group. ACTION: Governors to send updated contact details to Chair.</p> <p><u>17.3 Catering</u> SB and SBM have received finances and identified possible savings. It was noted that the kitchen was expensive to run and does not generate much income. One option was for the SBM to re-tender the contract for next academic year, the borough are undertaking a procurement and it was suggested that SBM attend to gain understanding of options. It was agreed that the SBM would attend.</p> <p>Governor question – how is the school charged by the current provider? Answer – currently £1.45 a meal per pupil with staffing costs charged separately, food ingredients are also paid for by the school, as are cleaning products.</p>
18	<p>Dates of future meetings 2022/23 Governors noted that the following meetings:</p> <ul style="list-style-type: none"> ● 30 March 2023 ● 12 July 2023

The meeting closed at 20.25.