

**ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL CHAIR AGREED MINUTES**  
**FULL GOVERNING BOARD (FGB) MEETING TUE 19<sup>TH</sup> APR 2022, 13:30, HELD PHYSICALLY IN THE SCHOOL**  
**EXTRAORDINARY GENERAL MEETING (EGM) TO CONSIDER ONLY THE BUDGET**



Don't use these EGM minutes as main reference minutes, instead use the previous 9 Mar FGB minutes

<https://st-scholasticas.com>, Kenninghall Road, Clapton, Hackney, London, E5 8BS. In landscape format for easier screen reading

**A. GOVERNORS' ATTENDANCE**

|     | NAME  | INITIALS  | CATEGORY OF GOVERNOR / ROLE  | TERM OF OFFICE                                     | LINK ROLE                                    | ATTENDANCE              |
|-----|---|-----------|--|--|--|-------------------------|
| 1.  | Royer Vidal   | RV        | Chair of Governors from 6.10.2021 to Autumn 2022 <sup>1</sup><br>Chaired meeting. Foundation                             | 01/09/19 - 31/08/23 <sup>2</sup>                   | 09/03/2022*<br>Year 1, Curriculum & Teaching | Present                 |
| 2.  | Althea Marshall                                       | AM not AN | Foundation, Vice Chair of Governors from 6.10.2021 <sup>1</sup> ,<br>Teaching and Learning (T&L) Committee Chair 2021-22 | 01/05/21 - 31/08/24 <sup>2</sup>                   | Reception, Diversity                         | Present                 |
| 3.  | Ann McKenna-Slade                                     | AMS       | Foundation, Chair of Governors to 6.10.2021  | 01/09/18 - 31/08/22 <sup>2 3</sup>                 | Year 6, Maths?                               | Present                 |
| 4.  | Audrey Ngoudje  | AN not AM | Foundation Governor.   | 01/02/22 - 31/08/25 <sup>2 4</sup>                 | Nursery                                      | Present online to 13:30 |
| 5.  | Christina Y Boey                                      | CYB       | Foundation   | 01/06/21 - 31/08/24 <sup>2 4</sup>                 | Year 2, SEND                                 | Present online          |
| 6.  | Davina Attara   | DA        | Local Authority, Resources Committee Chair   | 09/03/22 - 08/03/26 <sup>5</sup>                   | Year 4                                       | Apologies               |
| 7.  | Elaine Radburn  | ER        | Foundation   | 01/01/20 - 31/08/23 <sup>2 4</sup>                 | Year 3, Safeguarding and Wellbeing           | Apologies               |
| 8.  | Father Kingsley /<br>Rev? Thevakingsley? Arulananthem | FK        | Foundation   | 19/10/2020 - 18/10/24 <sup>2</sup>                 | Religious Education                          | Apologies               |
| 9.  | Frederic Pemit  | FP        | Foundation   | 01/05/21 - 31/08/24 <sup>2 4</sup>                 | Year 5, Premises                             | Apologies               |
| 10. | Jimmy Healy   | JH        | Co-opted   | 17/10/19 - 16/10/23 <sup>5</sup><br>(not 16/10/22) |  | Present                 |
| 11. | Nick Blackham   | NB        | Staff  | 28/03/20 - 27/03/23 <sup>5</sup>                   |  | Present                 |
| 12. | Sandra Brierley                                       | SB, HT    | Head teacher   | Ex officio   |  | Present                 |
|     | Shara Channing  | SC        | Parent Governor <sup>5</sup>   | 01/05/21 - 31/08/24 <sup>5</sup>                   |  | Resigned                |
|     |   |           | Parent Governor vacancy <sup>5</sup>   |  |  |                         |

**Commented [CB1]:** For four years. See 27 Jan emails "Re: nomination of Davina Attara" [Resources folder]. Old version that says ends 31/08/24 is probably an error. The IoG says the term is four years from date of appointment by FGB.

### Also present:

Chandrika Sashidharan (CS) – School Business Manager (SBM).

Chris AC Baker (CACB) - School Governance Professional and Clerk, London Borough of Hackney (LBH) Education, wrote minutes.

## B. ATTENDEES' NOTES

<sup>1</sup> **Term of office for the Chair and Vice Chair** is 1 year. Source: 10 May 2022, at 20:43, Royer Vidal.

<sup>2</sup> **Foundation Governors'** (x 8) terms end on the 31<sup>st</sup> of August after their 3<sup>rd</sup> anniversary, so less than four years but more than three. Source: IoG.

<sup>3</sup> **Term expires soon**, AMS to stand down.

<sup>4</sup> **Source:** Email 9 Apr 2022, 11:28, Sandra Brierley, "Re: St Scholastica's PS FGB Minutes 09/03/2022, pls reply by Sun 10 Apr".

<sup>5</sup> **Governor roles** (x 14) are shown in the [Instrument of Government](#) (IoG): (a) "8 Foundation, (of whom 2 eligible for election or appointment as parent governors); (b) one head teacher governor; (c) two parent governors; (d) one LA governor; (e) one staff governor; (f) one co-opted governor...The term of office ... for foundation governors terminate on 31st August following the third anniversary of the date of appointment..."

<sup>5</sup> Every other governor's **term of office** (except the Headteacher's) [and Foundations'] is four years. Source: IoG.

\* Link roles to be reviewed each year.

**C. ACTIONS** Colour key: **Priorities?** Outstanding Complete

Action owners recommended to send progress updates 3 working weeks before the next meeting.

Deferred to next meeting, no updates. Don't use this as main reference minutes, instead use the previous 9 Mar FGB minutes

| Date ~               | Item      | Description   | Responsible                                  | Due By               | Update 09/03/2022  |
|----------------------|-----------|---|--|----------------------|--|
| -<br>-<br>09/03/2022 | 5.2       | AM to liaise with Chair and NB about publicising and meeting parents for <b>Parent Governor vacancy</b> .<br>09/03/2022: Recruit two Parent Governors.                                | AM/Chair/NB<br><br>HT?                       | ASAP<br><br>ASAP     | Did the "Meet Governors" event, but not regarding the Parent Gov vacancy |
|                      | 5.2       | Headteacher to contact <b>Shara Channing</b> to discuss attendance and report back at the next FGB meeting.   | HT   | ASAP                 | To confirm resignation   |
|                      | 5.3       | All Governors to complete the <b>skills audit</b> and return to the Clerk, SB and RV by 13 October 2021   | All Governors                                | 13 October 2021      | Many done, all to re-send to Clerk, SB and RV                            |
|                      | 5.4       | Email DA, ER, and AN to complete their annual <b>business interest declarations</b>   | Clerk/Governors<br>AM, NB, DA, ER,<br>AN, FP | ASAP                 | Done, but AM, NB, DA, ER, AN, FP to check they've completed              |
| 09/03/2022, 8 c      | 5.5       | 1.Headteacher to email the SEN training to CYB.<br>2. All <b>link Governors</b> to report back to the FGB.<br>09/03/2022 update: Link roles to be reviewed each year.                 | Headteacher<br>Link Governors                | ASAP<br>March 2022   | DONE<br>Only roles identified.   |
|                      | 8.1       | The SEN and Safeguarding Link Governors CYB and ER respectively to come in to discuss the roles.  | SB, CYB & ER                                 | ASAP                 | DONE   |
|                      | 12.4<br>7 | 1. HT to consider the pros and cons of <b>in-house School admissions</b> and report back to next FGB.<br>2.The Headteacher and the Chair to discuss admissions following the meeting. | Headteacher<br><br>Headteacher & Chair       | Next FGB<br><br>ASAP | See 16 (b), page 13 and 12 (c), page 10                                  |
|                      | 12.5      | Clerk to add <b>Pay Policy</b> on the next FGB agenda.  | Clerk  | Next Full GB         | APPROVED today   |
|                      | 11        | RV and HT to correct the dates in <b>Admissions Policy</b> (2021/22). 06/10/21 minutes: Review again  | RV and HT                                    |                      | Update needed  |
| 09/03/2022           | 2         | <b>Write to FP and AN</b> about attending meetings, and send AN the Annual Declaratory of Pecuniary Interests form.   | HT   | Next FGB             | Agreed today   |
| 09/03/2022           | 7         | Send the Self-Evaluation Form ( <b>SEF</b> ) to both Committees.  | HT   | Next FGB             | Agreed today   |

| Date ~     | Item  | Description  | Responsible | Due By   | Update 09/03/2022 |
|------------|-------|--|-------------|----------|-------------------|
| 09/03/2022 | 8 (g) | GDPR: Ask the IT technician to set up <b>email accounts</b> for all Governors  | HT          | Next FGB | Agreed today      |
| 09/03/2022 | 8 (h) | Complete the <b>Government's Dashboard</b>   | HT and SBM  | Next FGB | Agreed today      |
| 09/03/2022 | 10    | HT will keep a register of Governors completing <b>KCSIE</b> , and email Governors as necessary  |             | Next FGB | Agreed today      |
| 09/03/2022 | 13    | Share <b>academisation</b> information HT was given, for example about other schools. Academisation should go on the agendas for both Committees | HT<br>Clerk | Next FGB | Agreed today      |
| 09/03/2022 | 21    | CS will set out <b>next year's meeting dates</b> .   | SBM         | Next FGB | Agreed today      |

~ Some action dates missing in previous Clerk's minutes

The meeting opened at 13.30. Documents were stored on GovernorHub.

#### D. PART 1: NON-CONFIDENTIAL

|    |  |
|----|--|
| 1. | <p><b>Welcome and introductions</b><br/>RV welcomed all present (in person). All those present introduced themselves.<br/>The Headteacher uploaded a slightly revised version 0.4 of the agenda to GovernorHub during the meeting, and added the Surplus Spend Plan.</p>   |
| 2. | <p><b>Apologies from Governors not in attendance</b><br/>Governors <b>AGREED</b> the apologies received as in the attendance Table A.<br/>SC resigned, so there were 2 Parent Governor vacancies.</p> <p>There were 12 Governors eligible to attend. The quorum was half of membership (rounded up, excluding vacancies) so the quorum today was 6.<br/>Eight Governors were present from the start, so the meeting was quorate.</p> |
| 3. | <p><b>Declarations of pecuniary interests in this agenda not already on the register</b><br/>NB said his wife worked in the School.</p>  |
| 4. | <p><b>Minutes of the previous meeting</b> 6th Oct 2021. Deferred to the next meeting. HT said she will review the draft.</p>   |
| 5. | <p><b>Financial Planning and Risk Assessment, Resources / Finances.</b> See the reports on GovernorHub.</p>  |

a) *Year End 2021-2022* **AGREED UNANIMOUSLY**

There was an overall surplus of £136,242, which was mainly from previous years. The School was in a good position. For the year just finished, there was an in-year deficit of £67,818. However that was as planned, to reduce the surplus.

b) *Controls Assurance Statement 2021-2022* **AGREED UNANIMOUSLY**

c) *Best Value Statement* **AGREED UNANIMOUSLY**

This was similar to last year. The Headteacher read out some of the activities. Laptops from the Department for Education had been received. There had been an amalgamation and restructure of Early Years. School Office Services was contracted to run facilities. All accounts had been integrated into the Disbursement Account.

d) *Schools Financial Value Standard (SFVS) Formal Agreement.* **AGREED UNANIMOUSLY**

This had no benchmarking this year. The Chair of Governors had seen it earlier.

e) *Budget 2022-2023 Approval* **AGREED UNANIMOUSLY**

f) *Surplus Spend Plan* **AGREED UNANIMOUSLY**

The HT uploaded this to GovernorHub during the meeting. Less had been spent than anticipated.

g) Work will be done on the prayer garden, funded from capital. Carpets and furniture could be upgraded, and this would be from the revenue budget. There was a £7000 contingency.

h) For the 2022-23 intake, the Nursery had significantly more children on roll at the January census compared to lower predicted numbers. The Local Authority may claw back the financial difference in these numbers. Should the number remain the same, the clawback could be as much as £80,000. This was ringfenced and included in the Surplus Spending Plan. The School was actively recruiting to the Nursery. There were contingency funds which should help. Other schools were also affected by low school rolls. A trend appeared to be that fewer siblings were coming through to schools. The immediate goals were to work on the Nursery, the prospectus, and the website. Next year the entrance area will be reviewed.

i) This year may be more difficult financially. The School was looking into grant possibilities, and would like to find a bid writer. There was a challenge for the nursery in the long term. This had also been an issue in previous years, for example in 2017. The Covid Pandemic had an effect.

j) QUESTION: Could children be in the nursery not just for 15 hours, but for 2x15 hours?

ANSWER: The extra 15 hours was only allowed if both parents were working, as decided by the Government. However the School could in some cases allow an extra 15 hours at its own expense.

k) It may be necessary to amalgamate the Nursery and Reception in future years.

l) QUESTION: Would this affect the surplus?

ANSWER: Yes. Cuts had been made where needed, and spending was being made where needed. All costs were up, particularly energy which had doubled.

m) QUESTION: Would there only be a clawback when there was a surplus?

ANSWER: No, it was the difference in nursery numbers, based on the projection compared to the actual numbers. The census suggested 24 new children, however so far only 3 to 5 had been confirmed for September. So the School should be prepared to repay approximately £80,000 if needed.

n) QUESTION: Will there be a clawback again next year?

ANSWER: Maybe not, because it was based on the difference from the projection.

o) The three-year budget was based on current expenditure.

p) QUESTION: Why the change to the income from lettings?

ANSWER: The change was due to the amalgamation of accounts.

q) QUESTION: Why did rental income appear low?

ANSWER: Perhaps the rental income was less than the market value. The new contract will be renewed in August. The School was working with an estate agent. Rent will have to increase by at least 20% because VAT needed to be added. Rental income should be put on the Resources Committee agenda for fourth of May. [DONE]

r) **All six documents on GovernorHub were AGREED UNANIMOUSLY.** The relevant documents will be printed for signing, and signed.

|    |  |
|----|--|
|    |  |
| 6. | <b>Any Other Business (AOB):</b> None.   |
| 7. | <b>Items above which should be treated as confidential:</b> None.  |
| 8. | <b>Agenda items for next meeting:</b> Only those already mentioned.  |
| 9. | <p><b>Dates of Meetings 2021/22</b><br/> Resources 4<sup>th</sup> May 2022, 18:15 online<br/> T&amp;L 4<sup>th</sup> May 2022, 19:15 online<br/> FGB 6<sup>th</sup> July 2022, 18:15 (CACB to draft agenda. Jane Ware of LBH to write minutes as CACB has another meeting).<br/> All FGBs now meet in person, face to face.</p> <p><b>ACTION: CS will set out next year's meeting dates.</b></p> |

**E. PART 2: CONFIDENTIAL (None)**

There were no confidential items.

## F. DOCUMENT VERSION CONTROL

The table below shows the history of this document and the changes made at each version

| WHOM, DATE, CIRCULATION   | FILE NAME   | VERSION          | SUMMARY OF CHANGES  |
|---|---|------------------|---|
| Clerk CACB emailed 3 May 2022 to Chair & HT                     | St Scholastica's PS FGB EGM Minutes 19.04.2022 V0.1             | V0.1             | Original by Clerk   |
| Clerk CACB updated 8 June 2022, no circulation                  | St Scholastica's PS FGB EGM Minutes 19.04.2022 Chair Agreed     | Chair Agreed     | Updated from draft FGB Agenda 06.07.2022 V0.2 – mainly attendees <sup>1-5</sup> |
| Clerk CACB emailed 8 June 2022 to Chair & HT                    | St Scholastica's PS FGB EGM Minutes 19.04.2022 Chair Agreed V 2 | Chair Agreed V 2 | Re-saved because Word crashed   |
| Clerk CACB 24 June 2022 made ready for approval at July meeting | St Scholastica's PS FGB EGM Minutes 19.04.2022 Chair Agreed V 3 | Chair Agreed V 3 | Cleared unanswered and unresolved Comments                                      |
| Clerk CACB 24 June 2022 made ready for approval at July meeting | St Scholastica's PS FGB EGM Minutes 19.04.2022 Chair Agreed V 3 | Chair Agreed V 3 | Cleared unanswered and unresolved   |
| Clerk 4 July 2022, uploaded not em'd                            | St Scholastica's PS FGB EGM Minutes 19.04.2022 Chair Agreed V 4 | Chair Agreed V 4 | Added para 5 (h) from HT 28 Jun 2022, at 13:33                                  |

~~These minutes were approved at the subsequent 2022 meeting,  
and ready to publish on the School's website~~

**Agreed as a correct record, signed by Chair: .....**

**Date: .....**