



**MINUTES OF THE MEETING OF THE GOVERNING BODY  
OF ST SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL HELD ON  
WEDNESDAY 18 OCTOBER 2023 at 6.15pm**

**Members:**

Name	Initials	Role / category of governor / link	Term of Office	Attendance / Apologies
Royer Vidal	The Chair	Foundation / Chair of Governors / Assessment and Data Link	01/09/2023 – 31/08/2027	Present
Sandra Brierley	SB	Headteacher	Ex officio	Present
Nick Blackham	NB	Staff	28/03/2020 - 27/03/2024	Present
Christina Boey	CB	Foundation / SEND Link	01/06/2021 – 31/08/2024	Present
Audrey Ngouadje	AN	Foundation / Health & Safety Link	01/02/2022 – 31/08/2025	Present
Davina Attara	DA	Local Authority / Attendance Link	09/03/2022 – 08/03/2026	Present
Elaine Radburn	ER	Foundation / Safeguarding Link	01/09/2023 – 31/08/2027	Present
Marsha Mollineau	MM	Parent		Absent
Roseline Fadini	RF	Foundation		Apologies
Fr Stewart Hasker	SH	Foundation		Absent
Natasha Vock-Betton	NVB	Associate Governor / Potential Foundation Governor / Potential Curriculum Link		Absent
Nicola Charles	NC	Parent / Parental Engagement Link		Absent

**Also in Attendance:**

Jane Ware - Clerk

Chandrika Sashidharan – School Business Manager (SBM)

## ACTION LOG

Item	Action	Responsible	Status and/ or Date by
3.1	Head to check if the Co-opted Governor can be a member of support staff; alongside the elected Staff Governor role.	Head	N/A
3.3	SBM to arrange a link governor visit with ER to review the single central record.	SBM	Pending
5.3	All Governors to activate their accounts on GovernorHub; all details to be updated. <i>Update: RV to remind governors of this by email.</i>	All	Pending
5.3	All Governors to complete safeguarding training.	All	Pending
5.3	Code of conduct and skills audit to be updated in September <b><i>Update: Clerk to share skills audit with governors to complete and return for collatio on the dashboard.</i></b>	All	Partly completed
8	Head to discuss church nursery with Father Stewart. <b><i>Update: SB to meet with the nursery.</i></b>	SB	ASAP
14	Progress scores to be reviewed at the next FGB meeting.	SB / Clerk	November FGB meeting
18/10/23 , 3.1.2	Governors were directed to update governorhub under their profile with any outstanding declarations of interest.	Governors	ASAP
18/10/23 , 3.2	SB to share safeguarding and safer recruitment training links for governors to complete by the end of autumn term.	SB	ASAP
18/10/23 , 3.3.1	SB to chase Diocese regarding status of new governor terms starting 1 September 2023.	SB	SB
18/10/23 , 3.5.2	SB and CS to send the governors' code of conduct of the school's and of the Diocese to be read and signed by governors and uploaded to governorhub.	SB and CS	SB, CS and all governors
18/10/23 , 3.6.1	SB to introduce link governors to a contact at the school to arrange a link visit and share the link visit report template.	SB	SB and link governors
18/10/23 , 8.2	RV to circulate Paul Senior's letter to governors.	RV	October 2023
18/10/23 , 13.3	Extraordinary FGB to be scheduled to address academisation, once the timeline is confirmed.	SB, RV & Clerk	TBC

The meeting started at 18:25

## Part 1: Non-confidential

1.	<b>Welcome, Opening Prayer and Apologies</b>
1.1	All governors were welcomed to the meeting.
1.2	The meeting was opened with a prayer.
2.	<b>Receive and consider apologies from Governors not in attendance</b>
2.1	Apologies were received and accepted and those not received were marked as absent.
3.	<b>Governing Body organisation</b>
3.1	<u>Declaration of interests</u>
3.1.1	No declarations were raised.
3.1.2	<b>Action: Governors were directed to update governorhub under their profile with any outstanding declarations of interest.</b>
3.2	<b>Action: SB to share safeguarding and safer recruitment training links for governors to complete by the end of autumn term.</b>
3.3	<u>Governing Body composition – Committee organisation, terms of office, vacancies</u>
3.3.1	<b>Action: SB to chase Diocese regarding status of new governor terms starting 1 September 2023.</b>
3.3.2	
3.3.3	Link governor roles were assigned, as per membership list on page 1. Vacancies are one co-opted and two foundation governors, however one foundation vacancy will potentially be filled by NVB.
3.4	
3.4.1	<u>Chair and Vice Chair elections</u> - performed by the Clerk
3.4.1.1	RV was nominated by SB to be Chair of the Full Governing Body. RV left the room and governors voted and UNANIMOUSLY AGREED for RV to be Chair, which RV then accepted.
3.4.2	DA was nominated by NB to be Vice Chair of the Full Governing Body.
3.4.2.1	DA left the room and governors voted and UNANIMOUSLY AGREED for DA to be Vice Chair, which DA then accepted.
3.5	<u>Code of conduct</u>
3.5.1	It was agreed that all governors would confirm they have read the code of conduct and sign this.
3.5.2	<b>Action: SB and Chandrika to send the governors' code of conduct of the school and of the Diocese to be read and signed by governors and uploaded to governorhub.</b>
3.6	<u>Link Governor visits</u>
3.6.1	<b>Action: SB to introduce Link Governors to a contact at the school to arrange a link visit and share the link visit report template.</b>
4.	<b>Declarations of interest</b>
4.1	No declarations of interest were made.
5.	<b>Minutes of the Last Meeting</b>
5.1	<u>Minutes of the Previous Meeting held on 12 July 2023</u>
5.1.1	Governors considered the open and confidential minutes within the agenda pack and <b>APPROVED</b> the minutes of the meeting held on 12 July 2023 as a correct record.
5.2	<u>Matters Arising</u>
5.2.1	No matters arising were raised.
5.3	<u>Action log</u>
5.3.1	See the action log for updates.
6.	<b>Review agenda and agree any confidential items</b>
6.1	There were no confidential items raised for later discussion.
7.	<b>Urgent action taken since the last meeting</b>
7.1	The Chair reported that there was no urgent action undertaken.
8.	<b>Headteacher's report</b>
8.1	SB presented the report as read and invited questions.

<p>8.2</p> <p>8.3</p> <p>8.4</p>	<p>Highlights noted were as follows:</p> <ul style="list-style-type: none"> <li>• There were lots of real positives with the end of key stage outcomes, particularly in year 6.</li> <li>• The school received a letter from Paul Senior congratulating the school on its KS2 outcomes, particularly combined which was considerably higher than national and Hackney averages.</li> <li>• Expected progress was really good.</li> <li>• Maths is a focus.</li> <li>• Standard assessment test (SAT) results were really good.</li> <li>• Early years foundation stage (EYFS) has been very good and improving over the past few years.</li> <li>• Disadvantaged children performed really well compared with national averages.</li> <li>• Pupil premium children performed just as well as non PP national average children which is really positive.</li> <li>• Every class has an educational visit.</li> <li>• Currently there is a lot of spend on specialists in music, spanish and computing and there is enough budget to finance this over three years which includes BHM assembly and workshop and Anti bullying workshops in November</li> <li>• Forest school is available for two hours of learning every week at a nearby site which is a really amazing experience for the children, with activities such as reception children making items out of clay.</li> <li>• There had been two to three safeguarding referrals.</li> <li>• Those on child in need (CIN) or child protection (CP) plans were stepped down last term.</li> <li>• There have been no requests for information.</li> <li>• There has been lots of continuous professional development (CPD) training for staff.</li> </ul> <p><b>Action: RV to circulate Paul Senior's letter to governors.</b></p> <p><b>Governor Question:</b> Who decides which CPD the teachers do?</p> <p><b>Answer:</b> A combination of both. There are a couple of subscriptions including the Hackney package. specific areas were allocated to staff linked to school development priorities, for example developing subject leaders who disseminate to staff, adaptive teaching, history specialism to develop curriculum, based on data and results. particular areas of choice are supported too. One staff member is doing a Masters via an apprenticeship.</p> <p><b>Governor Question:</b> How are complaints dealt with in terms of there not being any for the year?</p> <p><b>Answer:</b> There is a complaints procedure which parents follow that would bring it to the governing body who would form a complaints committee for the purpose of addressing this. Issues are normally resolved prior to the formal complaint process. In November there will be a parent forum where parents will be invited to raise any issues.</p>
<p>9.</p> <p>9.1</p>	<p><b>Attendance - SB</b></p> <p>Highlights were:</p> <ul style="list-style-type: none"> <li>• Currently attendance is 95.4% which is a big improvement as it was 91.8% in autumn last year and 93.7% at the end of summer, so there has been a really positive start, whilst it is early in the term.</li> <li>• SB contacted the new head of attendance, and head of traveller community in Hackney to work collaboratively around issues of concern and share practice.</li> <li>• It was suggested that parents should be encouraged to contact the school with information about threats in light of recent concerns about the conflict in Israel.</li> <li>• Attendance will feature as an ongoing focus.</li> </ul>
<p>10.</p> <p>10.1</p>	<p><b>Committee Chairs Update</b></p> <p><u>Teaching and Learning Committee</u></p> <p>RV referred governors to the minutes of 27 September 2023 on Governorhub and highlighted:</p> <ul style="list-style-type: none"> <li>• Relationship education policy is set by the Diocese but also comes from government's statutory document, who stipulate that female genital mutilation (FGM) does not have to be taught in primary schools but the Diocese say it should so this is at consultation process and will be set in Catholic teaching context.</li> <li>• Staff FGM training was held and information will be shared with parents so they feel included, which will be graduated and age appropriate.</li> <li>• The following policies were reviewed: <ul style="list-style-type: none"> <li>○ Relationships Education</li> <li>○ Behaviour in Schools</li> <li>○ Behaviour principles written statement</li> </ul> </li> </ul>

10.2	<ul style="list-style-type: none"> <li>○ Supporting Pupils with Medical Conditions</li> </ul> <b>Resources Committee</b> This meeting was held earlier prior to the Full Governing Body today on 18 October 2023. Highlights were: <ul style="list-style-type: none"> <li>● There was a budget update.</li> <li>● Attendance and charging for late pick ups will be discussed at parent forums in terms of impact on staff who have to stay late behind.</li> <li>● It was discussed that paying for a staff member out of surplus is not felt necessary.</li> <li>● The following policies were agreed: <ul style="list-style-type: none"> <li>○ Capability Policy</li> <li>○ Lettings Policy</li> </ul> </li> <li>● The Charging Remissions Policy is going for consultation with the senior leadership team parents before returning for approval by governors.</li> </ul>
11.11.1	<b>Quality of Religious Education update</b> SB confirmed that this was outstanding.
12.12.1	<b>Staffing - SB</b> Highlights were: <ul style="list-style-type: none"> <li>● A part time nursery staff member has been employed and this is going well.</li> <li>● Attendance will be broadened to all staff being involved in attendance monitoring to ensure a broader approach and more accountability for parents.</li> <li>● An additional member of staff has been taken on due to an increase in a few extra pupils and funding will not cover this in full but will cover some of it.</li> </ul> 12.2 <b>Governor Question:</b> There has been an accounting error in the education department. Will it impact our school? <b>Answer:</b> No, it's only £600. The local authority emailed to advise a very insignificant amount of money due to minimum funding guarantee.
13.13.2	<b>Academisation - SB and RV</b> Highlights were: <ul style="list-style-type: none"> <li>● It was agreed that an Academisation sub-committee would be established and would be the point of contact between the school and Diocese.</li> <li>● It was agreed that RV would Chair the Committee and that DA, ER, CB and NVB would be members.</li> <li>● 60% of schools in Hackney are in process or already in the process of academisation. requirement is to be on the way to this by 2025. The Diocese will likely be in touch about this soon.</li> <li>● The working group will address academisation and report back to the next FGB, and following this a preliminary consultation with stakeholders to gain their initial views including staff and parents.</li> <li>● The concern is finance, most staff are at the top of their pay scale and pay range and specifically the concern is the long term impact.</li> <li>● The Governing Body would change too as it becomes more of a larger structure.</li> <li>● Staff may be destabilised, particularly if sufficient research was not carried out beforehand.</li> <li>● Currently the school is achieving well and standards and money are the main areas that trusts will consider so this should be the focus in terms of research.</li> <li>● There is a scheme of delegation in the academisation folder, and the power structure would be dismantled.</li> <li>● An extraordinary Full Governing Body meeting will be held to address academisation individually, prior to any consultation to ensure all the information is clear.</li> <li>● The Hackney school closures and amalgamations were discussed as moving parts and impactful in the local area.</li> <li>● SB will discuss academisation with schools that have been through the process in terms of further information and the timeline for completion and seek reassurances about what happens if a school academises in terms of declining pupil numbers and entering the watch list.</li> </ul> 13.2 <b>Governor Question:</b> Do you think parents will understand what academisation means? <b>Answer:</b> Possibly not, and it will be hard for the school to share information impartially.

13.3	<b>Action: Extraordinary FGB to be scheduled to address academisation, once the timeline is confirmed.</b>
14.	<b>Policies</b>
14.1	<ul style="list-style-type: none"> <li>• <u>KCSIE and Safeguarding</u> This is the new Hackney model policy updated in line with September 2023. Page 17 is to be updated.</li> <li>• <u>SEND updates</u> Two minor updates.</li> <li>• <u>CA Admissions</u> Minor amendments were made by RV to the policy from Hackney Education. This is a 2025-2026 policy which after being agreed goes on to the Diocese.</li> </ul>
14.2	Policy changes were highlighted and subject to agreed amendments all governors <b>AGREED</b> the policies.
15.	<b>Any other business</b>
15.1	No other business was raised.
16.	<b>Decide whether any of the above should be confidential and if there are any new confidential items</b>
16.1	No confidential items were raised.
17.	<b>Future meetings 2023-24</b>
17.1	Proposed dates were circulated and governors were asked to let SB know if there were any issues with dates by the end of term.
17.2	The Full Governing Body meeting will remain in person and committee meetings will be held remotely.

The meeting closed at 20:30.

Signed by **Royer Vidal**, Chair of Full Governing Body

Date