



FINAL MINUTES - Full Governing Body Meeting - 28th March 2023

Committee Members: Kate Blom (Chair), Therese Lord (Vice Chair), Janine Kenna, Philip Gilbertson, Fr. Matthias, Frank Huidobro, Daren King, Adrian Benedict, Debbie McCann, Alain van West, Louisa Asgill, Richard Fisher, Katie Newman

In attendance: Sarah Henley (Clerk), Claire Ellerker, Gabriel Toyos

FOR ACCESS TO DOCUMENTS VISIT THE GOOGLE SHARED DRIVE: https://drive.google.com/drive/folders/10NnWslWi3Cxd8ulP0FIJ459D1CGI34E?usp=share_link

Standard Agenda	Specific items to be covered	Lead	Minutes	Action
Apologies Declaration of Interest	<ul style="list-style-type: none"> Any changes to be noted 	KB	Apols AB/FrM/FH Declarations of Interest: DK - still a governor at R/Challoner PG - still a governor at Donhead GT to reissue forms Introductions given by all governors	GT
Minutes of meeting held on 7th December 2022 and any actions arising	<ul style="list-style-type: none"> Minutes agreed and matters arising Actions from previous minutes <ul style="list-style-type: none"> <i>(i) KB - to contact FrM re sitting on FGB</i> <i>(ii) Minutes from extraordinary meetings to be made available to FGB</i> <i>(iii) DK - to share document based on his experience of OFSTED at Richard Challoner</i> <i>(iv) TL to provide JK with Mental Health signposting document for staff</i> 	KB	Minutes agreed (i) KB unable to make contact with FrM although he did give his apols for this meeting via SH whilst he was at SJF. Suggestion made that Miriam Davies approached as possible replacement KB to attempt recontact with FrM and/or speak to MD (ii) Available in G/Drive (folder for this meeting) (iii) KB to share document provided by DK with FGB (iv) TL has shared doc with JK	KB

	(v) SH to share details of governor training		(v) Governor training opportunities continue to be shared by SH to FGB	
1. Safeguarding	<ul style="list-style-type: none"> Update on national, local and school safeguarding matters 	JK	<p><i>National</i> - not aware of any changes re KCISE 2023 - consultation usually via DSL forum - nothing advised yet Harmful sexual behaviour - still coming through strongly in recent OFSTED inspections: high priority and high focus OFSTED will speak to Upr KS2 pupils - separated by gender and then ask questions around experiences within school based on gender including if they have concerns who would they speak to This focus will be triangulated throughout other meetings during inspection</p> <p><i>Local</i> - continue to attend DSL forums JK / CH attend contextual safeguarding forums which are very useful for knowing/understanding local neighbourhoods especially for pupils who have siblings in secondary schools Gives greater understanding of what is going on locally Has been activity impacting a neighbouring primary school - from gang activity but has become quieter recently</p> <p><i>School</i> - HT report gives summary Low number of referrals Some activity does involve other officers within LA - SJF govs who are involved are kept updated TL - do you feel you are getting support from LA? JK - have to push to get the support and ensure it is sustained - persistence is key</p>	
2. Academisation update	<ul style="list-style-type: none"> Verbal update regarding SF's journey to academisation 	JK	<p>Background of academisation journey given by JK to update new Govs Strong group has meant that issues are being identified/raised/challenged Qs being raised to diocese May not get resolutions but beneficial to have identified the issues On agenda for RAB June 2023 - agreed at steering group last week - papers due 8wks prior SJF in first tranche (seven schools) Application form has been written by project managers DfE representative presents on our behalf - essential to have good relationship with representative, this is being established If successful we are granted academy order and can draw down £25k</p>	

			<p>Browne Jacobson (legal firm directed by Diocese) will be engaged</p> <p>One religious order school in group (Wimbledon College) will have to have a representative on the MAT board and be reflected in articles of association. However StP & UHS were previously RO schools and want to protect their charisms</p> <p>SF have asked for that to be reflected in articles but diocese will likely say no and suggest that it is recognised in Scheme of Delegation</p> <p>EDI - raised as risk issue by SF and also recognised by Diocese as area of need</p> <p>Members of the Board are shareholders and not bound by EDI under Equalities Act</p> <p>The Finance and Operations working party have met a few times now. This week's meeting will be to decide the top slice payment. 7 - top slice and funds from associate members</p> <p>CEO/CFO/Governance and growing model for SI</p> <p>Diocesan support from Penny Pemberton has been invaluable - but she has to return to Diocese for response / clarification on a lot of issues raised</p> <p>KB: difficult to attend steering group meetings due to scheduling clash</p> <p>All points raised in steering group are good to be raised</p> <p>Financial affordability model looked at</p> <p>Mark Harris CFO KCSP presented to Stg group - excellent - presenting to F/Ops this week</p> <p>Associated members (those schools not in the first tranche) want to know what they are getting to tell their govts: not a lot - initially building the Trust</p> <p>Planned timeline: April 2024 conversion CEO/CFO in place Jan 2024 Worked backwards for recruitment</p> <p>DMcC - Government still very committed to academisation and are encouraging all primaries to join a MAT</p>	
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			<p>JK - diocese won't confirm verbally or in writing that you have go to academisation but their plan is 6 MATS - 5 in place already, 6th likely to be sixth form - we either build what we want in the way that we want it or we are forced to join another MAT</p> <p>Angela Cox (Interim Director of Education) very clear that it is happening</p> <p>AvW - What are potential risks for slowing down the process?</p> <p>JK - Land issues and also you can withdraw from / stop conversion up until the moment it happens</p> <p>MH (KCSP) stated that it is important that the associated members are brought on board as quickly as possible</p> <p>DfE want to know what SI offer is - this can't be maximised until all school are in the MAT</p> <p>KB - presentation to RAB - anyone from SF there?</p> <p>JK - no, you work with your DfE rep and then you get feedback and / or approval</p> <p>Working parties for:</p> <ul style="list-style-type: none"> a) Branding and Comms (ITQ has gone out) b) School Improvement c) Catholic life of the CAT <p>Have asked for a HT to chair each of those groups as JK unable to chair more than she already does</p> <p>These working parties will be established after Easter hols</p> <p>PG: Legal/HR/GDPR from LA - what happens with that?</p> <p>JK - short term will continue to buy in to SLA - but long term CFO will oversee procurement of these services</p> <p>PG -any concerns about gaps in service?</p> <p>JK - HTs have discussion about quality of services. Sutton is different and some buy into Merton SLA. Merton LA happy to expand that but will need time to be able to prepare offer/ensure capacity</p> <p>DMcC - Will there be communications to stakeholders?</p> <p>JK - Headline stakeholder comms agreed which will go out after the Easter Hols.</p> <p>Consultation process will then take place with unions etc once we have approval</p> <p>All 15 schools will use same comms, with minor adaptation made for individual schools</p>	
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			<p>Have agreed schools will be named on the comms - feel that it is important to be open</p> <p>One school, JF, Purley - Sutton school - not in group. PP advising them comms is going out. JK has had conversation with their HT and will keep communication open</p> <p>DK: Has anyone expressed an interest in the CEO position? JK: SF have looked at blended / seconded role. Feel strongly that CFO should be a FT post in order to swiftly get SI ongoing National adverts will have to go out</p> <p>PG - hard to recruit posts? Esp CFO considering salary compared to private sector? JK - It may be a factor. Diocese also requires catholic CEO/CFO - this may be aspirational given the talent pool CSEL JD - HT experience shown as desirable not essential Difficult time of year to recruit - may be a factor</p>	
3. Governing Body membership update	<ul style="list-style-type: none"> Update re; gov body membership and committee structures 	KB	<p>One position open for foundation governor - if anyone knows a Catholic who might be interested please let KB know</p>	ALL
4. Committee updates from Chairs	<ul style="list-style-type: none"> Quality of Operations Quality Of Education SEW Admissions Pay 	PG DMcC TL DK PG	<p><i>QofOps (PG)</i></p> <p>2 meetings since last FGB</p> <p>Premises and works undertaken/planned in school - proactive and remedial. NS has done a lot of work around school. Repairs to P/ground equipment undertaken.</p> <p>Using grant funding to replace all lighting with LED - should show savings on future bills</p> <p>KS2 toilets - Diocese have given funding (£100k) for updated works JK - the funding will cover KS2 but not KS1</p> <p>Work will hopefully be carried out May - if not then the summer hols</p> <p>Cleaning Contract - work done by GT/NS/JK around changing service provider</p> <p>Staffing - levels remain where they need to be, good stability.</p> <p>Extended services biggest challenge to recruit esp for Extended Services Mgr - thanks to GT for taking on the additional work. JD has been re evaluated by LA - range increased so should hopefully gain more interest</p> <p>Budget - continues to be pressure on budget</p> <p>In-year deficit lower than expected £190k forecast - £150k real figure</p>	

		<p>Have built up FFC - increased income - £200k (30% above forecast budget)</p> <p>In yr deficit across SJF and Ext Services at £75k</p> <p>Will carry deficit £45k on main, £145k profit on Ext Services</p> <p>£100k overall credit - if this continue the extra funds will diminish</p> <p>Discussed expanding capacity of FFC</p> <p>Gov fund - still get regular donations - £11500 ytd - get gift aid on some donations so able to get monies back from HMRC</p> <p>Governors fund have made several donations to school recently</p> <p><i>PAY (PG)</i></p> <p>Minutes are stored in restricted Pay committee drive</p> <p>Decisions around tchg and non-tchg staff - have followed government and LA pay increases across all points on the scale</p> <p>Have considered several applications from staff / HT / DHT to move onto higher pay scales</p> <p><i>QofED (DMcC)</i></p> <p>Met end of Jan</p> <p>Safeguarding and academisation covered</p> <p>SEND - talked about Yr4/5 - increased needs for some pupils: prioritising interventions through PP funding</p> <p>Safety valve funding for 2022/23 - Merton LA have overspent on SEND budget - so LA had to have plan to reduce deficit</p> <p>First draft of OAP (Ordinarily Available Provision) document was out for consultation - trying to get agreement on what LA schools should be offering pupils</p> <p>M/Health - Yr5 survey done - schemes considered around that</p> <p>CAMHS - 18wks waiting time (reduced from 18mths) - very challenging to get approval</p> <p>Curriculum - lot of work with sub ldrs - esp to prepare for OFSTED</p> <p>Paul McGivern (LA MEP) presented OFSTED focussed twilight inset for tchg staff - excellent</p> <p>Subject ldrs must be able to identify areas of strength - and show evidence of that in classes</p> <p>Access for All - adapting teaching for SEND and higher attainers in all subjects</p> <p>Maths consultant in from LA to support SS (maths subject leader)</p> <p>Phonics - rolling out well in YrR</p> <p>Little Wandle embedded well</p> <p>Yr1 continuing to roll out - Yr2 finishing by Feb half term</p> <p>Training parent volunteers to support reading in school (3 times pwk)</p> <p>Screening in Y1 - results look promising</p>	
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		<p> Booster classes starting after half term for KS1 Broad range of extra curricular clubs Plans to expand FFC Coach transport; increase in cost impacting on trips Peer reviews undertaken with schools within SF MAT JK - these are excellent - would like to do more work as HT before it is expanded to SLT CPD - supporting subject leadership Impact of strikes - class closures </p> <p> <i>SEW (TL)</i> Met in march ZN - RE subject leader - gave presentation re CSI (Catholic Schools Inspection) Gave in depth look at what school has to focus on for new framework Pupil survey - will be sent out after Easter Parent/carers survey and staff survey already gone out - closing on Thursday SH/JK - reminder to staff and parents/carers P/FORUM well attended PTFA - May Mudder and Summer Fair upcoming fundraising events Equalities and Reading for Pleasure - books chosen by staff, due to be delivered shortly Wellbeing - children's Mental Health week before half term - lot of activities SJF continues work around regulation of emotions supporting pupils also helping parents - workshop provided on Zones of Regulation - mirroring work at school / home Perhaps needs to be more work done with parents - not a lot of attendees (Reading for Pleasure workshop recently no one came) TL - good to have recordings available to access in own time </p> <p> <i>Admissions (DK)</i> Main details in HT report Summary - numbers down Applications: 56 1st choice, 32 2nd choice 12 applications down overall - in line with other Catholic schools and better position than Morden cluster schools (overall 220 down on last yr) </p> <p> 30hr government offer - PVI can package 30hrs in variety of ways Up until now we have said that won't work but may have to review to ensure maximum take up of places </p>	SH/JK
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			<p>Nursery place numbers have impact on Reception place numbers Unfortunately we have limited places available due to size of SJF nursery site</p> <p>DMcC - less children or less Catholics? DK - drop in birth numbers</p> <p>PG - will MAT have any impact on admissions? JK - in essence no - you can retain own admissions policy How the MAT develops - will impact the secondary schools Diocese sent out models for 'certificate of practice' ; above 75% Catholic in school use model A below 75% model B - Diocese pulled that programme but Diocese are aware that Catholic schools must offer a Catholic education for ALL pupils SJF at approx 88% Catholicity - one of the highest in group JK - will send the document recently received from London Admissions to the admissions committee. Only LA on the right side of the line was Kingston LAS - who decides admissions policy? JK - ArchBishop / diocese JK in discussion to improve transition numbers to W/college as part of MAT development</p>	
5. Headteachers report to governors	<ul style="list-style-type: none"> Headteacher report 	JK	<p>Still waiting OFSTED. Delay is giving opportunity to learn from recent inspections at other schools Positive experience at SSPP/SH/WC within last few weeks We hope to be an ungraded inspection Focus on subject ldrs, how school moves forward and adaptation for all pupils Staff are feeling pressure - the pressure of waiting is almost worse than the inspection (LA recognises this) We continue to acknowledge significant challenge in KS1 cohort and pupils with complex needs (KS2 have also got pupils whose needs have escalated recently)</p> <p>TL came for a gov' visit (with CH). Visited different classes with CH who identified and showed evidence of some pupils' needs. Was enlightening to see the needs of pupils and how staff are struggling to meet those needs JK - staff are committed to pupils and individual needs. But when the needs impact the teaching of the whole class teachers struggle. Difficult to tell teachers the situation isn't going to change</p>	

			<p>For some pupils specialist provision is essential but the provision is not available. CH excellent at pushing LA to meet needs and working with parents</p> <p>TL - the number of pupils with needs has increased significantly</p> <p>JK - lower school - pupils struggling with regulating themselves - parents need to understand that supporting these pupils comes from home as well as school</p> <p>LAS - we have a higher number of EHCPs - why?</p> <p>JK - CH very good at applying and moving applications forward</p> <p>Mobility slightly higher</p> <p>Moves have been for positive reasons</p> <p>Diocese reviewing admissions</p> <p>Attendance - good recovery</p> <p>CE - perspective light (newest tool) and Fisher Family Trust (they update nationally 2 wks) - we are consistently above average especially against disadvantaged pupil figures</p> <p>S/guarding Summary on report</p> <p>Where behaviour is logged victim /aggressor = double count, please bear in mind when reviewing figures</p> <p>Training - Hot topics on staff website for staff to revisit whenever they want to</p> <p>KB/GT - safer recruitment training recently completed</p> <p>SEN register summary: 3 EHCP in progress +15 already agreed - 4 more to be written</p> <p>Behaviour reports: in last week 2x external half day exclusions and one 1.5 day internal suspension</p> <p>Pupil Premium:</p> <p>Numbers up since last report (currently 51)</p> <p>Recovery grant - majority spent on writing focus - 3yr plan - reviewed termly</p> <p>2022/23 employed Mrs Reuss for additional tuition - impact significantly higher than when tutor programme staff used</p> <p>18:32 AvW left the meeting</p>	
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		<p>QofEd - continual focus of sbjt ldrs - using staff member recently returned from maternity leave to give release time to sbjt ldrs R4P and T4W priorities still high</p> <p>Have worked with LA to look at Maths Mastery</p> <p>Monitoring continues via s/ldrs - adaptation and what Access for All looks like. How subj ldrs can support class teachers Subj ldrs need knowledge of 'building blocks' - what their subject looks like in EYFS and KS1</p> <p>Behaviour and Attitude: using Relationships and Behaviour policy with Zones of Regulation to support pupils Some yr groups have issues of high anxiety with pupils - class teachers have been given 'supervision' forum which has been very useful. Gives opportunity to share / reflect / coach on some issues</p> <p>One pupil is following nurture base curriculum; outside class most of the time Another pupil awaiting change of provision</p> <p>Staff - pressure of OFSTED is reflected and felt at all levels. Challenge of meeting needs of all pupils as well as delivering on curriculum is showing to have negative impact on staff Staff survey - asked if staff feel they have a person at SJF that they can talk to if they feel a need</p> <p>Personal development - lots of links with secondary schools and SF</p> <p>BEAT THE STREETS - active campaign - SH to send details to FGB</p> <p>New VOTS elected - gave talk to RF on his Gov visit today</p> <p>Leaders engaging with staff - pressure brought to individual staff when complex issues arise</p> <p>Governance - very productive and effective FGB Please go via SH to meet with your Sub ldr</p> <p>Chaplains are active in school and will be leading Easter service - looking to arrange a trip to meet other chaplains in SF schools</p>	SH
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			<p>CSI Framework - new framework is very rigorous - we could possibly be contacted for CSI before OFSTED RE curriculum new directory in place</p> <p>SH contact RCAOS re Gov training for CSI</p>	SH
6. SEF and SDP	<ul style="list-style-type: none"> Included in Headteachers report to governors 	JK/CE	Reported within HT report above	
7. Governor training and development 2022/23	<ul style="list-style-type: none"> Governor training programme 	KB	<p>RF - welcome to Governor role course</p> <p>SH to circulate training to FGB</p>	SH
8. AOB		KB	<p>KB - would like to move FGB to Wednesdays - SH - do a google form JK/SH to do new dates for all committee meetings</p> <p>DK - website review done and passed to JK/CE - already being actioned.</p> <p>SDP workshop - same day as FGB 4pm-5pm (prior to FGB)</p>	<p>SH</p> <p>JK/SH</p>
<p><i>Date of next meeting Thursday 6th July 2023 5pm at SJF</i> <i>PLEASE NOTE: SDP workshop before FGB 6th July - 4pm</i></p>				