



FINAL MINUTES - Full Governing Body Meeting - 4th July 2023

Committee Members: Kate Blom (Chair), Therese Lord (Vice Chair), Janine Kenna, Frank Huidobro, Daren King, Debbie McCann, Alain van West, Louisa Asgill, Richard Fisher, Katie Newma, Miriam Davis

In attendance: Sarah Henley (Clerk), Claire Ellerker

Apologies: Philip Gilbertson, Adrian Benedict

FOR ACCESS TO DOCUMENTS VISIT THE GOOGLE SHARED DRIVE:

https://drive.google.com/drive/folders/1bivSToQAzBgYUU0FgaJxPziE_R76Ewx

Standard Agenda	Specific items to be covered Information to be presented	Lead	Minutes	Action
Apologies Declaration of Interest	<ul style="list-style-type: none"> Any changes to be noted Apols received from PG/AB/ Fr M/MD 	KB	Apols received from PG/AB/Fr M/MD No changes to Declaration of Interest	
Minutes of meeting held on 28th March 2023 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) KB to attempt recontact with FrM and/or speak to MD (ii) Parent/carers survey and staff survey already gone out - closing on Thursday SH/JK - reminder to staff and parents/carers (iii) BEAT THE STREETS - active campaign - SH to send details to FGB (iv) SH contact RCAOS re Gov training for CSI (v) Gov training programme - SH to circulate training to FGB (vi) JK/SH to do new dates for all committee meetings 	KB KB SH/JK SH SH SH SH/JK	Minutes were agreed No actions outstanding	

1. Safeguarding	<ul style="list-style-type: none"> Update on national, local and school safeguarding matters 	JK	<p>No significant changes to KCSIE for 2023/24</p> <p>JK/CH/CE continue to attend DSL forums and CH attended contextual safeguarding forum</p> <p>Refer to HT Report to Govs for full details</p> <p>JK attended 'Corona Kids' - excellent training source to support pupils who may have a family member in prison</p>	
2. Academisation update	<ul style="list-style-type: none"> Verbal update regarding application for form Sancta Familia CAT High level timeline/Stakeholder comms/FAQs in Google Drive 	JK	<p>Sancta Familia</p> <p>Application submitted to RAB on 22/06/23 for all first tranche schools. Application to convert was approved in principle - however DfE have come back with questions around individual schools who are predicting deficit budget</p> <p>These questions have been responded to and responses submitted</p> <p>Consultation process underway for all stakeholders</p> <p>There has been a lot of union interest / opposition</p> <p>Stakeholder consultation meetings taking place for parents and staff on Thursday 6th July (FH to attend 6pm / AvW to attend 3:30pm)</p> <p>At this time feedback has been minimal from SJF stakeholders</p> <p>This is not the formal TUPE consultation which will take place at a later date</p> <p>Once consultation closes in September each FGB will receive a summary document from Project Management team</p> <p>Directors have decided that recruitment for CEO/CFO will not commence until consultation period has ended</p> <p>14/07/23 all union reps have been invited to meeting at SJF with JK/Place Group/Diocese rep</p>	AvW FH
3. Governing Body membership update	<ul style="list-style-type: none"> Verbal update - committee membership and structures 2023-24 Strategy for more Diverse Governance - publishing diversity of GB on website 	KB	<p>TL has resigned from FGB</p> <p>Fr Francis will represent the parish - there are some issues around processing DBS which SH is currently liaising with diocese to move forward</p> <p>Governance diversity will be discussed in September</p> <p>MAT Directors must also be representative</p> <p>Challenges to recruit</p> <p>Proactive recruitment</p>	SH

<p>4. Committee updates from Chairs</p>	<ul style="list-style-type: none"> • Quality of Operations • Quality Of Education • SEW • All minutes in Google Drive (link at top of agenda) 	<p>FH DMcC TL</p>	<p>QofOPs <i>Premises</i> - Yr5/6 toilets are being refurbished now Cleaning contractors will be new from September Kitchen floor needs to be addressed Nigel Swain is leaving at the end of term - his role has been advertised Extended Services - still looking for a manager. Proving very difficult to recruit SW20Mums /SW19Mums - DMcC to look to upload the adverts there Parish newsletter? Indeed? Also to be looked at for recruitment adverts GT to action Summer works are priority <i>Finance</i> - Extended services extremely successful in raising revenue 22/23 and looks positive for 23/24 however FGB are aware that nothing is guaranteed especially under current economic climate 1yr and 3yr budgets have identified that there is a continuing imbalance between income/expenditure Carry-over balance has been eroded and is minimal now There are longer term savings which will be created by the formation of the CAT although there is a cost to join the CAT There is not enough data around these finance implications yet</p> <p>QofOPs will meet with QofEd at the start of Sept</p> <p>QofEd Met in May - reflected on OFSTED inspection SEND / Inclusion reviewed and adaptation within curriculum to support needs Movement for some pupils to alternative provision CSI is being prioritized CSI inspection is due imminently - lots of prep work being done FGB to check website Pupil performance data was looked at and SATS review Writing remains a key challenge Nursery currently on lower side of attainment - expected to increase by end of year Last year for Yr2 SATS School will continue to do yearly assessments to be able to track progress CPD reviewed to ensure in line with SDP priorities and budget Subject leader release time recognized as a priority STEAM week successful</p>	<p>DMcC</p> <p>GT</p>
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5. Headteachers report to Governors	<ul style="list-style-type: none"> • Headteacher report to Governors • Pupil performance • SEF • Attendance • SEND • Report in Google Drive (link 	JK/CE	<p>HT report - Document in shared Google Drive SDP meeting prior to FGB covered most topics Staffing is stable this year: 1X tch SS retiring / 1X non-tchg SS leaving / 1X tchg staff starting maternity leave Admissions: 14 pupils leaving EOY across school - vacancies will be filled as a matter of urgency 60 for YrR - 3 on waiting list YrN - 6 spaces empty for pm session - these spaces are important for incoming YrR applications Attendance: PAs has decreased Safeguarding No children on Statutory plan at the moment SEN: 14 x EHCP / 5 x assessment / 4 x to apply for 3 will be going to alternative provision - 1 is a managed move Behavior Reports: External suspension linked to pupil who has now moved to new school Analysis of data year on year to be completed for comparison/tracking purposes PPG / Recovery Grant Most impactful delivery was delivered by Mrs Reuss (PPA Music Teacher) for writing. Significant improvements recorded 2023/24 anticipated allocation for recovery £74,900</p> <p>Ofsted: Inspector was impressed with comprehensive work done by KN around phonics</p> <p>DATA Document was reviewed Huge impact from Little Wandle - well done to KN KS1:teacher assessment combined with Yr2 SATS Writing continues to be area in need of development</p> <p>KS1 moving forward: there will be no SATS - there will be a</p>	JK/CE

			<p>progress record from end of YrR to Yr6 Schools will need to use internal measures to record progress KS2: - waiting for SATS results SATS were recognised nationally as being challenging this year</p> <p>JK in-class monitoring/supervision has been around specific areas of support Maths Hub have given staff / time to SJF for improvement The challenge in 23/24 will be allocating release time for subject leaders</p> <p>Peer reviews undertaken by SF identifying hubs of excellence Webinars set up for school to school support in specific areas across the 15 Santa Familia schools</p> <p>Relationships and Behaviour policy - we continue to work on developing and deepening this with all staff</p> <p>EBSA (Emotionally Based School Avoidance) - more pupils being identified Jackie from Jigsaw is leaving EOY - we will be allocated a replacement J4U worker Art therapist programme also starting Sept Transition to High School / Ninja Warrior programme underway</p> <p>Personal Development - parents and carers have volunteered to come in during Sports & Wellbeing fortnight - this has been very good to build on future steps for pupils and we will look to develop this area further Have engaged with other schools i.e. UHS W/Coll plans to engage with SJF more in 23/24</p> <p>MSSP - new options for <i>development</i> activities/competitions Release time for staff will be difficult for competitions 23/24 Possible to use Old Wimbledonians for enrichment Our PE offer is good but the release of staff to take to competitions is an issue</p> <p>Challenge is to keep momentum going following OFSTED inspection and in anticipation of CSI Use of TLAs in other classes is a challenge when they are needed in classes with specific pupils</p> <p>Handover for transition - one page summary sheets for</p>	
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			<p>handover: triggers / things to avoid etc... will be introduced this year for specific / identified pupils</p> <p>CPD - variety of courses/training completed - NPQ courses undertaken by number of staff - these continue to be funded by Government</p> <p>Bullying and harassment - Parents Forum - Updated Parent Forum protocol to go to P/Forum members</p> <p>Governance - continues to be excellent FGB who support and guide SJF</p> <p>EYFS - focus around curriculum. Would like to revamp roleplay and outdoor areas. Parents who helped with the woodland garden will help with items which need to be built - KN to liaise</p> <p>Preparation for CSI inspection is being done We are preparing pupils in an <i>obvious</i> way due to the changes in the framework Catholic Social Teaching mascots are visual and prominent tool in school / classes Changes include 'assembly' being known as 'collective worship' Prayer journals introduced for children - gives pupil freedom to use them as they would like to and be as creative as they want to Thank you to FGB for funding these journals</p> <p>RE curriculum has been rewritten - Come and See is being withdrawn. Bishop will recommend what program we now follow. Awaiting for that announcement</p>	<p>JK/SH</p> <p>KN</p>
6. SEF and SDP	<ul style="list-style-type: none"> Included in HT report to Govs SDP in Google Drive 	JK/CE	As above and discussed in SDP meeting held 04/07/23	
7. Governor training and development 2023/24	<ul style="list-style-type: none"> Governor training programme 	KB	<p>Governor training - please take up any offers when they are circulated by SH</p> <p>LA - attended racial equality conference and has signed up to attend future meetings</p>	

8. AOB	<ul style="list-style-type: none"> Governors annual statement to parents 	KB	<p>Committee updates - SH to send previous documents to committee chairs</p> <p>MD pen profile needed - will follow up</p> <p>Thanks to all governors for their support during OFSTED and throughout 2022/23</p> <p>TL was thanked for all the support and work she has given as a both a governor / Vice Chair and as a parent of SJF</p> <p>Would ask as many governors as possible to come to the final SJF event of 2022/23: <i>Music on a Summers Eve Friday 14th 5:30pm</i> - this will be an opportunity to recognise and give thanks to the outgoing PTFA exec committee who have done so much for SJF in both building the community and the raising phenomenal funds for the school</p>	<p>SH</p> <p>KB/SH</p>

SH:

[ADVERT to DMCC / TL - EMAILS \(Mark H\) / Invite to FH/AvW for consultation meetings](#)

Date of next meeting - Governors day and FGB 26.09.23