



Minutes Full Governing Body Meeting at St John Fisher 28th June 21 at 5pm

Members: Kate Blom (Chair), Janine Kenna, Philip Gilbertson, Therese Lord, Frank Huidobro, Anne King, Daren King, Adrian Benedict, Mansoor Ahmed, Father Mathias, Debbie McCann, Sophie Poole, Sarah Powell

In attendance: Angie MacKay, Gabriel Toyos, Ceylan Luke (Clerk)

Actions	Lead
<ul style="list-style-type: none"> Governors to report back to CL on any governor meeting dates for 2021/22 that are unsuitable. 	
<ul style="list-style-type: none"> CL to liaise with Merton to arrange input from PM and JC for the Governors day. 	

The meeting opened with a prayer at 5pm

Standard Agenda	Specific items to be covered	Lead	Minutes	Action
Apologies and DOI		KB	<p>Apologies were accepted from Father Matthias.</p> <p>There were no changes to DOI to note for the Governing body.</p>	
Safeguarding	<ul style="list-style-type: none"> Safeguarding Update and included in HT's report to govs. 		The safeguarding update to governors was included in the HT's report to governors.	
Actions arising and minutes of meeting held on 24th March 21	<ul style="list-style-type: none"> Minutes and matters arising from the meeting on 9th December 21 		<p>The minutes from the last meeting held on 24th March 21 were agreed by governors and a copy signed by chair KB to confirm this.</p> <ul style="list-style-type: none"> The vacant governor position within the governing body to be added to the Summer FGB agenda for discussion. Action complete. Chair of Committees to decide how Committee meetings will be conducted moving forwards. Action complete. It was agreed a mixed approach would be suitable and FGB meetings would be held in school and Chairs would be responsible to arrange with JK and CL for committee meetings to be in school in person or virtually. 	

<p>Governing body membership update</p>	<ul style="list-style-type: none"> • Review of governing body structure • Decisions on how committee meetings will be conducted moving forwards 	<p>KB</p>	<p>Governors reviewed the governing body structure. It was noted there was currently still 1 vacant position remaining and agreed that and KB and JK will discuss to agree how the vacant position is filled in the next academic year.</p> <p>Governors were updated on changes to the governing body membership and advised that updated changes were also sent via email to all governors. Governors were advised governor DK would be stepping down from September as Chair the Quality of Education Committee. Nominations were received by Debbie McCann for consideration for election in the Autumn term.</p> <p>Thanks was expressed to Daren King for acting as Chair for the Quality of Education committee for the past 2 years. Another notable change was Governor DK no longer formed part of the Pay committee. It was advised this change was made to allow for a sufficient number of governors available if there was a pay appeal made.</p> <p>Thanks were expressed to CL who would be stepping down from position as Clerk to the governing body.</p> <p>KB advised governors a governing body membership structure would be sent to governors by the Autumn term, and any additional change requests made by governors should be emailed to Chair KB.</p>	
<p>Committee updates from Chairs</p>	<ul style="list-style-type: none"> • Updates from committees 	<p>FH</p>	<p>All committee meeting minutes were available for all governors to read prior to the FGB meeting. Chairs provided an update of highlights and key areas from each committee.</p> <p><u>Quality of Operations</u></p> <p>Governors were advised there are a lot of planned premises works and were updated on the issues with drains and tree roots. It was confirmed to governors there had been a budget solution put in place and the school and committee would continue to monitor the issue with the drains, closely.</p> <p>Governors were updated on the LCVAP submission made to the LA. It was confirmed the submission for fire works for the amount of £148k was successful and planning arrangements for the work to be carried out would begin.</p> <p>In terms of finances it was confirmed JK had put together a business case for the staffing restructure to reduce staffing costs in school.</p> <p>It was explained due to increasing pressure of costs in school, in conjunction with Merton HR, ways to reduce costs were currently being explored.</p> <p>It was confirmed to governors the proposed staffing restructure had been presented to school staff and Unions.</p>	

Governors noted the school are now holding consultations with individual staff members, who are able to express preference for available roles.

Governors noted **the budget shows £20k carry over for the next financial year and considers the school using up contingencies, from previous years or would be in a negative situation as advised in previous reports.** As an impact of COVID, school lettings are huge variable in the budget. It was noted there are **also uncertainties around funding for redundancy costs, that may not be covered by the LA.**

Governors were advised the **3-year budget is complete** and will be submitted to the LA in the next few days.

Governors noted **the 1-year budget remains positive then beyond this is negative.**

Quality of Education

It was confirmed there had been **contingency plans in place in terms of the impact of COVID.**

Governors noted there were **a lot of children in receipt of an EHCP leaving, in the top end of the school and going to High school.**

Governors noted there had been a **carry-over of £8k of catch up funding for interventions that were delayed in school, due to restricted access from Jan – March.**

Governors noted there had been **additional TA's in school to meet children's need and had been included in the budget.**

It was noted routine **Ofsted Inspections would resume from September '21 but were currently running approx. up to 20 months behind schedule.**

SEW

Governors noted the **schools' communications audit was carried out in February and noted as a very useful piece of work with parents to inform the school of channels they use and what information from the school they found useful.**

Governors noted there were modifications on how the school communicate with parents following the feedback received following the communication audit. It was noted communications are an important area but there are other elements that will be the focus primarily.

In terms of wellbeing it was confirmed the school was working with other schools and sharing good practice. It was noted the impact of staff wellbeing had been immense on schools supporting each other.

Governors noted **'Worry Ninja' workshops in school were very successful.**

It was explained there had been **more anxiety in school recognising the support school has in place in terms of ELSA.**

Governors were informed of a **new 'Early Help' programme pilot the school are about to embark on and noted it had been well responded to.**

<p>Headteachers Report to governors</p>	<ul style="list-style-type: none"> • Discussion and dialogue linked to specific items in HTs report 	<p>JK</p>	<p>JK provided governors with a detailed overview of the Headteacher’s report and made available to governors in MyDrive.</p> <p>Governors agreed the staffing restructure had to be first priority for HT JK during recent months.</p> <p>It was confirmed the school remain fortunate but on a daily basis do not know what the school may face, in terms of confirmed COVID cases. Governors agreed the school were now well set up and well established to work remotely, quickly when required.</p> <p>Governors noted school admissions remained strong but reported more mobility this year.</p> <p>Governors noted Nursery and Reception for September 21 were now full, with 100 percent Catholicity in Reception meaning some non-Catholics currently in the SJF nursery did not secure a place.</p> <p>It was confirmed there were still discussions with the Diocese in terms in regards to non-Catholic siblings but there was no update as yet.</p> <p>It was confirmed to governors there had been no ‘bubble’ closures since March.</p> <p>In terms of safeguarding governors were provided with national and local safeguarding updates.</p> <p>Governors were advised Merton were working hard on the ‘Early Help’ offer and a suite of material to assist school with early help knowing it will help to reduce escalation of cases leading to more children being subject to statutory plans.</p> <p>It was confirmed to governors the new training module is currently being rolled out to all staff.</p> <p>Governors noted the national consultations around changes to KCSIE were now closed and any changes to the document will be made in September, ready for the return to school.</p> <p>Governors noted this will ensure sufficient time for model policies to be updated and implemented in school.</p> <p>Governors discussed what Ofsted may be looking for in terms of safeguarding, on their next visit and it was confirmed Ofsted may be looking at safeguarding arrangements made during schools’ closure.</p> <p>In terms of safeguarding issues in school a school-based report as highlighted to governors in terms of numbers reported in school was provided via software (Safeguard).</p> <p>As a result of restricted access in school it was confirmed there had been an increase in MASH enquires. It was further explained the school were not made</p>	
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		<p>aware of the content of the MASH enquiry unless it progressed further into a statutory assessment (Section 47). Governors were updated on behaviour reports made in school and confirmed all behaviour and safeguarding issues were logged and updated on the schools Safeguard software.</p> <p>Governors noted the school had been made aware from the LA that there would be a reduction in Pupil Premium funding received. Governors reviewed and discussed the Pupil Premium strategy statement for review by Sept 21. It was confirmed to governors the school would receive another amount of Catch up funding in the autumn term.</p> <p>In terms of Quality of Education it was noted the curriculum areas were reviewed during the SDP workshops by governors, SLT and subject leads in school. DHT AM provided governors with a detailed overview of the updated 'Bigger Picture Curriculum'. Governors noted there was no standard reporting data as there were no statutory tests carried out but there had been standardised tests carried out for Yr2 and Yr6 in place of these.</p> <p>DHT AM provided governors with an overview of the changes made in the way the school reported back on results to parents, on the advice of the LA. It was explained the decision had been made to report to parents how their child did against the curriculum taught on a revised set of curriculum criteria to make results more meaningful. It was confirmed to governors that the school will revert back to reporting against the whole curriculum, following assessments next week to show a clearer picture for September. Governors agreed the school cannot always run a catch-up curriculum but will continue to use two reporting systems running parallel in school currently.</p> <p>In terms of remote learning, live stream scenarios for teachers having to isolate are being used and have successfully dealt with technical issues needed to deal with to ensure the school are in a good position to use the platform if required.</p> <p>Governors noted one area of quality of education is the ability or inability to carry out as much monitoring as we normally would have due to the impact of COVID. It was further explained with not as much engagement in class and interrupted time restraint meant there was little opportunity to carry out as much monitoring as usual.</p>	
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		<p>JK confirmed she had spoken with the Schools Improvement Officer who advised these areas of monitoring need to be recovered in school in the autumn term.</p> <p>In terms of behaviours and attendance it was confirmed the school are now beginning to see very small, significant signs caused by the impact of COVID.</p> <p>There were discussions with staff on how the school are working in house and with virtual behaviour services to ensure children are supported.</p> <p>Through revised structures, despite challenges, in the main it was confirmed to governors relationships remain good and a significant amount of work has been done to make staff feel they are well listened to.</p> <p>It was explained the school plan to conduct another staff survey before the autumn term on advice from the LA.</p> <p>In terms of personal development, all high quality CPD was maintained in school during restricted access into school. It was explained some wider opportunities were now resumed in school through workshops and themes. It was noted the school are now moving forwards with confidence with residential trips being booked for next year.</p> <p>In terms of physical and mental health it was confirmed the school are working as part of the mental health trailblazer to support children with anxieties emerging. Governors noted it is currently the 'Sports and Wellbeing' fortnight in school.</p> <p>In terms of leadership and management it was confirmed to governors the leadership team had finished conducting swat analysis in school and shared the results virtually with the schools Improvement Officer. JK confirmed to governors that the Schools Improvement Officer was satisfied with findings that were very good overall.</p> <p>Governors were updated on the 'HAF Hub' being run in school over the summer for Pupil Premium children.</p> <p>In terms of communications with parents it was confirmed to governors the school continue to engage with parents via the parent forum virtually with chair KB in attendance.</p> <p>As this is a successful way of communicating this will stay in place and will continue.</p>	
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SEF and SDP	<ul style="list-style-type: none"> As part of SDP planning workshop prior to the FGB meeting and included in HTs report to govts 	<p>It was noted SDP workshops to review and set priorities were carried in a separate forum, before the FGB meeting.</p>	
MEP reports Summer Term	<ul style="list-style-type: none"> Draft MEP report from virtual visit on 21/6/21 	<p>Governors reviewed and discussed the Draft MEP report for the summer term conducted by the Merton Education Partner PM on the 21st June.</p>	
Governor training and development 2020/21	<ul style="list-style-type: none"> Governing training programme for Summer term. Governors to feedback on training attended 	<p>Governors advised FGB on training attended. It was confirmed governor DK attended the recruitment and retaining diverse training for governors and will share training documentation with all governors.</p> <p>It was confirmed governor DM attended the Primary Curriculum training in March and reported the training was very informative and on topic with the need to plan for different scenarios.</p>	
AOB	<ul style="list-style-type: none"> Meeting dates 2021/22 	<p>Governors were made aware of all governor meeting dates for 2021/22 and advised to report back to CL if there are any governor meeting dates for 2021/22 that are unsuitable.</p> <p>Action: Governors to report back to CL on any governor meeting dates for 2021/22 that are unsuitable.</p> <p>Governors agreed the Governor's day and FBG meeting would be held in school and the remainder of the committee meetings would continue to be held virtually.</p> <p>Action: CL to liaise with Merton to arrange input from PM and JC for the Governors day.</p> <p>Governors noted the school were lucky to fill the role of DHT quickly with a very strong candidate. Thanks, was expressed to DHT AM on behalf of the governing body for her invaluable input to the governance of the school over the last 4 years.</p> <p>JK expressed thanks to the governors for their continued engagement to keep things moving forwards on behalf of all the staff.</p>	
Date of next meeting		<p><i>The next meeting is booked for Tuesday 28th September at 4pm.</i></p>	

The meeting ended at 18:20pm

