



Draft Minutes Full Governing Body Meeting at St John Fisher 24th March 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"> The vacant governor position within the governing body to be added to the Summer FGB agenda for discussion. 	
<ul style="list-style-type: none"> Chair of Committees to decide how Committee meetings will be conducted moving forwards. 	

The meeting opened with a prayer

Standard Agenda	Specific items to be covered	Lead	Minutes	Action
Apologies and DOI		KB	Apologies were accepted from Father Matthias, Sophie Poole and Sarah Powell. There were no changes to DOI to note for the Governing body.	
Safeguarding and Wellbeing	<ul style="list-style-type: none"> Safeguarding Update 		<p>It was confirmed to governors the majority of all safeguarding updates were covered in the minutes uploaded from the safeguarding meeting with DSL's CH, JK and safeguard governor TL on 2nd March 21.</p> <p>In terms of the general welfare of pupils and staff it was confirmed the COVID addendum for the Safeguarding Policy was in place once again in school.</p> <p>It was noted nationally within safeguarding update there were proposed changes to Keeping Children Safe in Education for Sept 21. It was noted there would also be more immediate changes around recruitment within the EU and Brexit.</p> <p>It was confirmed to governors the school are working in line with the new criteria for the recruitment of the DHT role.</p> <p>It was noted the school use Catholic Educational Services appointment forms which already been updated to be in line with new regulations.</p> <p>Governors noted all numbers in terms of Safeguarding in school will be covered within the headteachers report to governors.</p>	

			It was noted there had been some safeguarding related issues with some families where there have been incidents emerging following the most recent lockdown. It was explained the development of Early help offer by Merton will be discussed further at the SEW committee meeting	
Actions arising and minutes of meeting held on 9th December 20	<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 9th December 20 were agreed by governors and a copy signed by chair KB to confirm this.</p> <ul style="list-style-type: none"> KB to write to parents and staff to round up the academic school year. Action Complete JK to share photos of completed works in school to governors. Action Complete <p>It was noted there are were photos available of the PE shed available to share with governors.</p>	
Business critical decisions	<ul style="list-style-type: none"> Updated RA in mydrive 	KB/JK	<p>It was noted there were no business critical decisions needed at this time to support school leaders.</p> <p>It was confirmed in terms of Risk assessments and systems of control in school have not been changed significantly. It was explained the Risk assessment for the autumn terms remains the same with the addition of ventilation.</p> <p>It was noted Business critical decisions will hopefully not be required for the Summer term FGB agenda.</p>	
Governing body membership update	<ul style="list-style-type: none"> Review of governing body structure 	KB	<p>It was noted there was 1 vacant position within the governing body structure that would be delayed and added as a standard item for the FGB May agenda</p> <p>Action: The vacant governor position within the governing body to be added to the Summer FGB agenda for discussion.</p> <p>It was noted there were 2 governor terms due for renewal and the renewal process with the Diocese had begun.</p> <p>It was noted FGB minutes for 2020 were on the school website and FGB minutes for 2021 would also be available on the school website.</p> <p>Governors discussed how governing body meetings would be conducted moving forwards. It was agreed it would be beneficial to have a mixture of both virtual and in person meetings.</p> <p>Action: Chair of Committees to decide how Committee meetings will be conducted moving forwards.</p>	

Committee updates from Chairs

- Updates from committees

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All committee meeting minutes were available for all governors to read prior to the FGB meeting.

Quality of Operations

An update of the Quality of Operations committee was provided to governors. It was noted **there are regular risk assessments being carried out in school to ensure there are robust processes in place.** In terms of premises headlines it was noted the committee were aware the school would run at a low contingency if any repair works arose. It was noted there was a recent issue with **a pipe corroding in school costing approx. £2.5k. Governors noted there were also issues with tree roots and the drains in the carpark which was being looked at.** It was noted in terms of personnel JK had been looking at **a staff structure model going forward with a vision of it being as sustainable as possible in terms of costs and proposed possible models of change.** It was noted this action was required as the school are **currently running a budget that is making inroads into the contingency funds each year and requires significant action.** Governors noted that with the **changes within the staffing structure and other opportunities of areas to try and save money there will be a route map to set a sustainable budget** and not rely on carry forwards in the future. It was explained the proposed changes to the staffing structure are still under discussions.

It was confirmed there is **good news in terms of finance for 2021/22 as the budget is looking better and there are positive decisions** being made around saving money, identifying opportunities put together and regularly reviewed at committee meetings. There were discussions with governors on the impact, if any on children's' education with changes in the budget.

It was noted **DHT would be leaving at the end of the Summer term and the recruitment process for her replacement was underway.**

Pay Committee

It was noted the Pay committee met in December and January to make decisions about staff Pay, following the LA guidance.

Quality of Education

An update of the Quality of Education committee was provided to governors. It was noted the committee met last in January **during lockdown and there were discussions at committee around anticipating bringing pupils back after the Christmas break.**

		<p>It was noted there was high attendance in school during the period of restricted access with 94 children attending on highest day and over 100 key worker and vulnerable children registered to attend school.</p> <p>It was noted there were a high number of children in receipt of an EHCP attending school during the restricted access to school period.</p> <p>It was noted the remote learning offer and support was also discussed in great detail at the committee meeting.</p> <p>It was noted there were discussions for quality of Education governors to review google meet lessons however this was no longer required as children were now back in school.</p> <p><u>SEW</u></p> <p>A SEW committee update was provided to governors.</p> <p>It was noted relationship and sex education was made a statutory requirement to be taught in school.</p> <p>It was noted the school had been working collaboratively with Deanery schools to deliver the program of teaching.</p> <p>It was noted there were discussions around how teachers would feel about having these overt conversations and confirmed governors were satisfied there would be training and support for teachers.</p> <p>It was noted the communication plan stays an item on the agenda and governors will review items at the next committee meeting.</p> <p>In terms of wellbeing all families were welcomed back into school, in March with the exception of a few families who were stuck abroad.</p> <p>It was confirmed there had been a positive return to school and a focus of positive language was being used in school and no negative phrases such as 'loss of learning'.</p>	
<p>Headteachers Report to governors</p>		<p>JK</p> <p>JK provided governors with a detailed overview of the Headteachers report. It was noted the return of children to school, following restricted access was covered during the committee updates.</p> <p>It was confirmed to governors a lot of information provided in the Headteacher's report to governors will be included in the minutes from the meeting held with JK and Chair KB in terms of a safe return to school.</p> <p>In terms of the latest restricted access it was noted the information around the practical aspects for the school community was provided to families and governors to keep them up to date.</p> <p>It was confirmed the number of children attending school in these categories were significantly higher than in the first lockdown, with over 100 keyworker and vulnerable children registered.</p> <p>It was noted the remote learning provision was a different one to that that school were able to offer in the initial lock down.</p>	

Governors were provided with a full update on admission numbers for 2021. It was confirmed the **Reception 2021 is oversubscribed and the first round of offer letters will be sent to parents at the end of April.**

It was noted the **Nursery admissions process is complete and the Nursery is oversubscribed with a waiting list.** It was noted that the all children who secured places were practising Catholics.

It was noted there were some families in school whose circumstances had changed due to COVID and had moved away from the area.

JK explained to governors that the Deanery report on admission numbers had not been included in the Headteacher report. It was noted the **Deanery groups have been meeting with the Diocese to discuss admissions and concerns around pupil numbers.** Governors noted this was a new factor that the **school will have to work closely with the Diocese on.**

It was confirmed there were **14 destination schools this year for the yr. 6 children, which was wider than previous years.**

Governors expressed thanks to School Admissions Officer MA and her hard work around the admissions process.

It was confirmed to governors during lock down one of the **biggest concerns for both staff and pupils was screen fatigue.**

In terms of **safeguarding it was confirmed the number of safeguarding incidents reported were generated by the safeguard database used in school.**

A summary of the number of children with a **child protection plan in place was provided to governors.**

A summary of the **number of children on the SEN register was provided to governors.**

The behavioural report was shared with governors. It was noted there were **15 behaviour incidents reported for the Spring term.**

It was noted the new statutory Pupil **Premium Strategy had been uploaded to the school website.**

It was noted the number of children currently entitled to receive pupil premium was **42 (9%).** It was confirmed to governors the school are **continuing to encourage families to check their eligibility.**

Governors noted the percentage of children eligible for PP in school has risen over the **last 5 years from 5% to 9%.**

Governors discussed the Pupil Premium Grant in detail and it was noted the template for the strategy was provided by the DfE.

It was noted **the 1:1 tuition was delayed in school due to the school closure and parents feeling their children will not benefit from an online**

		<p>alternative. It was confirmed to governors face to face tuition will begin after the Easter holidays.</p> <p>Governors noted the tuition program was a very good structured 20-week programme. It was confirmed to governors one benefit is support staff and teachers were trained for free.</p> <p>In terms of Quality of Education, it was noted teaching staff were able to pick up the curriculum where it was left prior to lockdown. It was confirmed after consulting with teachers a project based approach was not required and children had settled very quickly back into school.</p> <p>In terms of RSE it was there had been slight changes in regards to the sex education part and school are consulting with parents.</p> <p>It was confirmed to governors all the materials will be sent out to parents over Easter holiday to allow for the 1st week back for phased groups to deal with any arising queries and issues from parents.</p> <p>It was explained there is now a thread of Diocesan materials used called 'Journey in love'.</p> <p>Governors were provided an overview of the changes incorporated for each year group.</p> <p>It was noted the biggest change is that the school now teach age appropriate RSE learning in all year groups and do not wait until Yr. 5.</p> <p>It was confirmed to governors parents can withdraw from the sex education elements of the curriculum but not the relationship or science elements as they are both statutory recruitments of teaching.</p> <p>It was confirmed to governors within the PHSE teaching the school are using 'JIGSAW' to deliver teaching and there are lots of units on safe and healthy relationships and consent which is very comprehensive.</p> <p>Governors asked at what age in school the 'JIGSAW' programme begins and it was confirmed it was used in all year groups.</p> <p>It was explained there is collaborate work being done as a Deanery looking at any contentious items and how teachers deal with these.</p> <p>Governors noted the collaborative work as Deanery around PHSE was discussed in great detail at the SEW committee meeting.</p> <p>It was noted there has been previous 'Stonewall' training for staff members to be in a position to address these areas with use of 'scripts'</p> <p>In terms of Behaviours and attitude in school it was noted behaviour had remained good.</p>	
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		<p>Governors noted there where some children requiring a more nurturing curriculum during restricted access into school. It was confirmed there are a few more pupils with increased emotional /anxiety, linked with COVID.</p> <p>In terms of relationships it was noted the model which emerged from restricted access into school was support staff members leading 'bubbles'. It was noted this brought real benefits and gains for everyone, to form productive relationships with each other and children.</p> <p>In terms of Personal development, it was confirmed the school will be offering a full curriculum but will be clear teachers need to develop building blocks and address areas that need to be looked at.</p> <p>It was noted that sports will begin to open up again and there may potentially be swimming for the children, after the Easter holidays.</p> <p>It was noted the transition process was underway for year 6 pupils into high schools with plans and preparations made for remote transition events.</p> <p>In terms of Leadership and management this will continue through CPD. It was noted as part of the COVID addendum personal development priorities will remain the same.</p> <p>Governors asked how the plan for the Catch-up funding spend was shared with parents and it was confirmed the catch-up plan would be updated regularly and available on the school website. It was confirmed to governors there has been more committed for next year for Catch up but there was no information on how much and what parameters would be.</p> <p>Governors were provided a summary of the NELI Intervention Programme and discussed the benefits for children in school. Governors asked if motor skills impacted for early years would be identified through the NELI programme as this is an area likely to be identified of increased need.</p> <p>Governors asked for an update on devices that were previously loaned to children during restricted access into school for remote learning. It was confirmed to governors devices had been returned and would be used in classrooms for children to benefit.</p>	
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		<p>Governors asked if there were any added benefits in school following the remote learning process and it was confirmed the google platform was being used more widely for children to complete home learning.</p> <p>Governors asked what processes in school were followed in the case of a burst 'bubble'. It was confirmed to governors the school have reverted to the processes that were in place for the Autumn term to include the remote learning offer.</p> <p>It was explained there had been no positive cases in school, there had been reported cases in Merton schools but reported cases remained reasonably low.</p> <p>In terms of the Catholic Life of the school all years are producing Easter art work for an Easter celebration.</p> <p>It was noted the Chaplaincy team are well established and doing as much as they can under COVID restrictions.</p> <p>It was noted the school was working closely with the Parish raising money for CAFOD.</p> <p>In terms of collective worship in school there continued to be weekly assemblies and Mases continued to be streamed to groups of children.</p>	
SEF and SDP		It was noted SDP workshops were arranged for June to review and set priorities.	
Policies		It was noted the exclusions policy was due for review by Feb 2022. JK advised governors she will be looking in detail at this policy next term, ready for governor's review. It was confirmed to governors there are no further policies due for renewal and review by governors.	
Governor training and development 2020/21	<ul style="list-style-type: none"> • Training attended by governors 	It was noted Chair KB had attended the Chairs briefing for the Spring term. It was noted there would be a training bulletin sent to governors for available training in the Summer term.	
AOB	<ul style="list-style-type: none"> • Term dates 	Governors were updated on the recruitment for role of DHT. It was noted the school had been very fortunate with the range of applications received and interviews would be taking place for the role of DHT this week. Governors discussed the google suite subscriptions following on from the last FGB meeting and it was agreed the free googlesuite offer is still serving all the needs of the school and there was no need for additional subscriptions to consider.	
Date of next meeting		<i>The next meeting is booked for 28th June 21 at 5pm</i>	

The meeting ended at 18:29pm