



Minutes Full Governing Body Meeting at St John Fisher 9th December 2020 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
KB to write to parents and staff to round up the academic school year.	KB
JK to share photos of completed works in school to governors.	JK

The meeting opened with a prayer by JK at 5:11PM

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.	
Safeguarding and Wellbeing	<ul style="list-style-type: none"> Safeguarding Update 		<p>In terms of safeguarding it was noted there was a brief summary of numbers in the headteachers report. It was reported school had been selected as part of a recent LA Ofsted visit and JK and CH had been interviewed by inspector remotely in conjunction with support provide by Merton families involved with children’s social care and early Help services.</p> <p>It was confirmed to governors all safeguarding systems and processes remain robust and in place throughout the school.</p> <p>Governors asked if there had been an increase in numbers linked to safeguarding related issues and it was confirmed there had been an increase in ‘early help’ needed.</p> <p>It was confirmed to governors Safeguard governor TL had had done a virtual meeting to consult, discuss and contribute to the annual LA safeguarding audit, which had been submitted to the LA and was shared with the SEW committee. It was noted the safeguarding audit is available for all governors to view. It was noted TL had attended the Merton safeguarding</p>	

			<p>training and reported there were no view changes or surprises to update governors.</p> <p>It was confirmed there had been no further changes to the safeguarding policy since the COVID addendum had been added.</p> <p>It was noted whole school safeguarding refresher training had been carried out via an online presentation and a follow up quiz in September. It was noted the presentation and quiz had also been adapted for governors.</p>	
<p>Actions arising and minutes of meeting held on 30th September 20</p>	<ul style="list-style-type: none"> Minutes and matters arising from the meeting on 30th September 20 		<p>The minutes from the last meeting held on 30th September 20 were agreed by governors and a copy signed by chair KB to confirm this.</p> <ul style="list-style-type: none"> Governors to complete the annual safeguarding refresher training and quiz by the 16th October 2020. Action ongoing CH to remind governors who have not completed the follow up quiz to do so. GT to look into costs to update the gsuite platform. Action complete and summary uploaded to mydrive for governors to review. CL to update the governors meeting dates in mydrive for 2020/21. Action complete. 	
<p>Business critical decisions</p>	<ul style="list-style-type: none"> Agree any decisions that are needed at this time to support school leaders. 	KB/JK	<p>It was noted there were no business critical decisions needed at this time to support school leaders.</p> <p>It was noted the COVID risk assessments were updated on 5th November and will be updated again after Christmas.</p>	
<p>Governing body membership update</p>	<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 not be filled until next year.</p>	
<p>Committee updates from Chairs</p>	<ul style="list-style-type: none"> Updates from committees 	FH	<p>All committee meeting minutes were available for all governors to read prior to the FGB meeting.</p> <p><u>Quality of Operations</u></p> <p>It was noted there were a number of policies updated to make dates current, with no change to the content.</p> <p>In terms of premises the new windows in the halls had been fitted and this was aiding better ventilation in school. The demolition and reinstatement works to the existing prefabricated classroom were showing great progress and continue to be ongoing.</p> <p>It was noted the LCVAP bids for 2021 had been submitted and were for upgrades to the fire alarm system and modification to the security system, approx.£144k each. Governors noted if the bids were not successful works to the fire alarm system/fire security would still need to be funded. It was confirmed to governors the committee were satisfied the Priority 4 works could safely wait until the LCVAP bid outcome was known.</p> <p>In terms of personnel it was noted JK and team were looking at the staffing structure going forwards and looking at options/proposals to reduce overall costs in line with budget constraints.</p>	

			<p>In terms of budget it was noted some spend was avoided (saving made) and that an item based budget tracker to monitor spend in specific areas and help identify potential savings was in place and being made good use of and that to identify key things that do not have to be spent to create more headroom within the budget.</p> <p><u>Quality of Education</u></p> <p>It was noted education this year had included remote learning for children. It was noted there had been interruptions to statutory assessments.</p> <p>There were no significant highlights from the committee.</p> <p><u>SEW</u></p> <p>It was noted there had been a Sept update to the KCSIE 20 and refresher training had been provided for all governors with a safeguarding quiz to complete.</p>	
<p>Headteachers Report</p>		<p>JK</p>	<p>A detailed overview of the headteachers report was provided to governors by HT JK and a copy also uploaded to myuso prior to the meeting for governors to review.</p> <p>It was noted the headteachers report had been brought in line with current Ofsted framework headings.</p> <p>It was noted the document contained an executive summary from the Headteacher that has been shared with governors across the term at committee meetings.</p> <p>It was noted the children had done very well in their return to school and the school had developed effective plans and procedures in terms of positive COVID cases.</p> <p>It was noted time demands on the SLT team had taken them away from their strategic roles.</p> <p>In terms of admissions it was confirmed the number of pupils currently on roll and in comparison with Dec '19 are Current: 441 2019: 445. It was noted there were 5 families who had joined and 4 that have left, since September.</p> <p>In terms of attendance the current attendance (Sept-Dec '20) and in comparison with same period in last academic year: Current 96.7% and Previous 97.1% It was confirmed to governors attendance in school remains above national averages. The Merton attendance update was updated to myuso for information for governors.</p> <p>It was noted in terms processes for monitoring attendance all systems were in place. It was noted referrals to the Educational Welfare Officer at this time were complex due to the nature of the scenarios around COVID. It was noted the school would continue to work with the EWO and support families.</p> <p>In terms of safeguarding it was confirmed to governors there were 20 concerns raised since 1/9/20 and in some cases the school looked at the 'Early help' offer for these families.</p>	

		<p>Governors were updated on the number of SEN children on the SEN register. It was acknowledged that parents are able to press ahead with their own request for a EHCP for their child if they wish but would rely on the school for support. In terms of behaviour incidents numbers were shared with governors. It was noted incidents that fall under specific categories (racist/homophobic/bullying nature) are referred to SLT to deal including involvement with parents/carers in regards to these incidents where necessary.</p> <p>Governors asked if the support required for parents with EHCP referrals increased workload for the Inclusion Manger and it was confirmed each referral takes between 8 and 10 hours to prepare paperwork to be submitted and then liaising with professionals in addition to that.</p> <p>In terms of behaviour incidents there were no fixed term or permanent exclusions. It was noted there were 25 behaviour incidents raised and 3 racist/homophobic incidents.</p> <p>Governors asked for the clarification on the racist/homophobic incidents reported and governors were satisfied with the detail and action taken.</p> <p>Governors asked if the number includes the same children or separate children and it was confirmed some reported incidents included multiple entries.</p> <p>Governors asked if these numbers were in line with previous reports and it was confirmed numbers were slightly lower, compared with last year. It was confirmed to governors all staff members were instructed to log all concerning/significant behaviour incidents on the safeguard software. It was explained this enables school to identify any trends/to see behaviour in school still remains good.</p> <p>In terms of PP children there are 40 children who are eligible. It was confirmed to governors the amount of PPG allocation received for April 2019– April 2020 was for the amount of £50,800. It was noted some pupil premium children have been prioritised for the NTP tuition funded through the catch up funding (6 pupils across the school).</p> <p>Governors asked if there were any pupil premium families experiencing hardship identified. It was confirmed to governors practical things had been offered to families and the PTFA team will also be supporting the school with offers of further practical support for families</p> <p>It was confirmed to governors the PP strategy was on website and that information re: PP support is offered via a leaflet that school provides.</p> <p>Governors discussed the Quality of Education to include the curriculum, recovery curriculum, catch up plan, monitoring of quality of education and remote learning provisions.</p>	
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MEP		This agenda item was covered within the headteachers report.	
SEF and SDP		This agenda item was covered within the headteachers report.	

School website		<p>It was noted there were few statutory items that needed to be updated on the school website. It was noted the 'Catch up' plan and 'Remote learning plan' would be added to the website. JK confirmed that the computing lead had contacted the web design and hosting company to discuss changes to layout and useability of current website.</p> <p>It was noted governor attendance would be updated and added to the school website asap.</p> <p>In terms of compliance the website will be up to date by the end of the term.</p> <p>Governors were satisfied with the progress made with the school website and were confident it was moving in the right direction.</p>	
Governor training and development 2020/21	<ul style="list-style-type: none"> • Training attended by governors 	<p>It was noted TL and SP had attended the diversity training for governors.</p>	
AOB	<ul style="list-style-type: none"> • Term dates 	<p>It was noted that school were advised by Merton they have the flexibility to finish use an INSET day at the end of this term to enable track and trace process to be complete by the 23rd Dec 20. It was confirmed to governors JK had decided to keep the school open as it would be short notice for parents and would need to be used as a planned INSET day. It was agreed JK would communicate with families about how to make contact, in terms of track and trace.</p> <p>Governors expressed thanks to staff for all their hard work this year and wished them all a happy Christmas and New Year.</p> <p>Action: KB to write to parents and staff to round up the year.</p> <p>Governors discussed the progress of building works carried out in school.</p> <p>Action: JK to share photos of completed works in school to governors.</p>	
Date of next meeting		<p><i>The next meeting is booked for 24th March 2021</i></p>	

The meeting ended at 18:29pm