



Minutes Full Governing Body Meeting at St John Fisher 9th December '21 at 5pm

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

In attendance: Claire Ellerker, Alain Van West Gabriel Toyos, Ceylan Luke (Clerk)

Decisions:

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Actions	Lead
<ul style="list-style-type: none"> • KB to speak with Governance support to clarify next steps if the Staff governor vacancy is not successfully filled. 	KB
<ul style="list-style-type: none"> • JK/CL to ensure FGB are available on the school website. 	JK/CL

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 Adrian Benedict, Mansoor Ahmed, Sophie Poole, Therese Lord and Father Matthias.</p> <p>It was noted Alain Van West was not officially a governor until his application with the Diocese is complete as Foundation governor but would be joining this meeting.</p> <p>There were no changes to DOI to note for the Governing body.</p>	
Safeguarding	<ul style="list-style-type: none"> • Safeguarding update • Harmful sexualised behaviour • Joint safeguarding review complete don 25.11.21 		<p>The safeguarding update to governors was included in the HT's report to governors and governors would be provided with a verbal update.</p> <p>Governors were provided a Safeguarding and wellbeing update from HT JK to include national and local updates.</p> <p>It was noted Merton representatives had carried out a safeguarding update as part of the governors day in September.</p> <p>It was noted the main changes to KCSIE included an increase in harmful sexual behaviour.</p> <p>It was noted the KCSIE document is very lengthy but following recent OFSTED inspections within Merton the main line of questioning for staff and pupils has been about harmful sexual behaviour.</p>	

		<p>It was further explained this also heightened the previous section on peer on peer abuse stating staff should challenge better and is key to build a safer environment.</p> <p>Governors noted the feedback from a recent OFSTED inspection within Merton and noted that as part of the inspection a group of Yr.6 children were grouped by gender and asked questions around the harmful sexual behaviour element of safety.</p> <p>JK informed governors that the school had requested an example of the line of questions asked and asked for support on how these questions could be unpicked.</p> <p>It was noted the joint safeguarding review would be covered in great detail in the HT report to governors. It was confirmed the review had identified strengths and opportunitie.</p> <p>Governors expressed the safeguarding review report will act as good piece of evidence in terms of due diligence in school. It was confirmed a good, strong safeguarding culture was identified in both schools.</p> <p>JK informed governors the report from the joint safeguarding review would be shared with governors as soon as it is received from Merton</p> <p>Governors asked if there had been engagement from the safeguarding link governor during the review and it was confirmed governor TL had a call with the inspector around governor engagement in school.</p>	
<p>Actions arising and minutes of meeting held on 28th September 21.</p>	<ul style="list-style-type: none"> Minutes and matters arising from the previous meeting 	<p>The minutes from the last meeting held on 28th September 21 were agreed by governors and a copy signed by chair KB to confirm this.</p> <ul style="list-style-type: none"> Governors to complete and return to CL the annual declaration of interests form. ALL Action ongoing Governors to read and sign the code of conduct for governors and email to CL. ALL Action ongoing All governors to complete the Safeguarding refresher training for 2021/22 and quiz by Friday 8th October 21. ALL Action ongoing JK to add a section on sexual harmful behaviour within safeguarding to a themed agenda for FGB. JK Action complete. JK to carry out a survey for Nursery and Reception children to ensure they have access to devices at home. JK Action complete. JK to send a list of subject leads and contact details to governors. JK Action complete. All governors to write a bio and send to KB to be included on the school website. ALL Action ongoing 2 Bio's outstanding. 	

<p>COVID Update</p>	<ul style="list-style-type: none"> Updated RA ad outbreak management plan. 	<p>The updated RA and Outbreak management plan was provided to governors prior to the meeting for review. JK provided governors with a detailed overview of both documents.</p> <p>Governors noted there was a normal return to school in the Autumn term but the school was now in a COVID outbreak situation for the past 2.5 weeks.</p> <p>It was reported to governors following a conference call with JK and the LA there are now currently 32 'outbreak' schools.</p> <p>It was reported to governors the first COVID outbreaks were in Yrs. 2, then 3 and now in 5.</p> <p>It was reported the confirmed cases were now coming down and there had not been a positive PCR test result in the last 2 days.</p> <p>It was confirmed to governors the LA had been invaluable providing support and regular telephone calls.</p> <p>It was noted the school are operating amber measures in one class and red measures in another class.</p> <p>In terms of the RA it was confirmed most procedures had stayed the same but the school are ensuring they are applied robustly.</p> <p>It was confirmed to governors children always remained in 'bubbles' and were allowed to mix in outside environments. It was noted these actions were deemed fine from Public Health.</p> <p>It was reported positive COVID cases for children aged 5-9 was very high within Merton and for children aged 0-5 remaining much lower, matching the picture in school.</p> <p>In terms of absences it was confirmed to governors there are now 6 children and 1 staff member absent from school due to COVID. It was noted there were huge operational challenges in school with there being no available supply teachers across London.</p> <p>It was confirmed the message from the LA was clear that schools have to update the management plan and prepare for another update if required over Christmas.</p> <p>It was confirmed to governors staff and children are aware of the changes in school but changes are lowkey, accepted and very transparent.</p> <p>It was reported in the main the school were coping well but there had been a negative impact on attendance in school.</p>	
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<p>Governing body membership update</p>	<ul style="list-style-type: none"> Update on GB and C/tee membership. 	<p>KB</p>	<p>Governors reviewed and discussed the governing body's membership 2021/22. Governors were updated on the current movement of governors within committees.</p> <p>It was confirmed DMcC was in the process of being transferred from Parent to LA governor.</p> <p>It was confirmed SP was in the process of being transferred from LA to Foundation governor.</p> <p>It was confirmed AVW was in the process of joining the governing body as Foundation governor.</p> <p>It was noted the changes within the governing body would take time to complete and there would be 1 Foundation and Staff vacancy to fill after this process.</p> <p>Action: KB to speak with Governance support to clarify next steps if the Staff governor vacancy is not successfully filled.</p> <p>Governors agreed unanimously for governor DK to re-elected as Co-Opted governor for a further 4 years.</p>	
<p>Committee updates from Chairs</p>	<ul style="list-style-type: none"> Committee meeting minutes available in mydrive 		<p><u>Quality of Operations</u></p> <p>It was noted there had been one Qu of Op's meeting this year and all procedural issues were updated and completed.</p> <p>In terms of premises governors were informed all planned works were now complete to include all the outstanding fire safety works following the successful bid for LCVAP funding.</p> <p>Governors were informed the committee had agreed for works to be submitted as LCVAP bids when the window opens for CCTV works and fire safety upgrades.</p> <p>Governors were updated on the new process for LCVAP bids to be made which included an external company to amalgamate and prioritise bids received from schools.</p> <p>It was confirmed to governors there had been no instruction received by the Diocese on what the new process would be for schools as yet.</p> <p>In terms of finances it was noted from previous reports the school had struggling to achieve an equal budget without deficit without using in the school's reserves. It was noted there was a 20k carry over into this financial year's budget, which meant a surplus 100k used.</p> <p>It was noted the committee had been working closely with the school to devise ways to mitigate the spend and to generate income and to minimise the costs of running the school that may include a staffing restructure.</p> <p>It was reported the work undergone was not enough to get the school finances to where they were needed but did generate the income planned.</p>	

Governors noted some financial decisions in the future may have an impact on education provisions in school. It was confirmed the **committee would work closely with the Qu of Ed committee to ensure educational decisions of the school are looked at as a whole and not just from a financial view.**

Governors noted the Pay Co met at the start of the academic year to deal with pay issues. It was reported most actions were now dealt with but the current Pay policy would be reviewed, with **advice from Merton HR to ensure the policy is reflective of best practices.**

Quality of Education

In terms of safeguarding it was reported the **OT offer from Merton was still missing since it had been outsourced.** It was confirmed this continues to be a worry and the committee will put this in writing to Merton.

Governors noted there had been reports from **Merton that the spend on SEN provisions were now unmanageable.**

Governors noted the Curriculum had been spoken about through the curriculum development plan to ensure there is a strong ethos and themes around humanities and encourages staff to work around their own subjects. It was noted curriculum plans were now complete for subjects and had been made available to parents. It was confirmed there had been a real focus on curriculum leaders ensuring their subjects show progression throughout school.

Governors noted there was **challenge around the cost impact of developing the curriculum to be able to release staff from teaching to complete the work necessary.**

Governors were provided an update of the current remote learning provision and noted this had become more difficult with more staff out of the classroom. It was noted there were **discussions around the possibility of live teaching but were not in a position to do this currently if staff were unwell themselves.**

In terms of pupil performance, it was expected normal assessment measures would be in place and the postponed Phonics screening check for Yr. 1 children would take place in December and would be key in understanding where the children are.

Educational recovery needs are becoming more evident now and emotional needs in some cases.

Governors were informed the **annual NFER tests in school would go ahead to act as a good benchmark for learning, compared with last year's results.**

		<p>It was noted the Schools Improvement Officer visit for the Autumn term will be discussed and shared at this meeting with the FGB.</p> <p>In terms of curriculum enrichment governors were informed school trips would be reinstated.</p> <p><u>SEW</u></p> <p>It was noted the safeguarding element was covered in the safeguarding update to governors.</p> <p>Governors were informed there had been discussions around the Catholic Life of the School in preparation for the Catholic Inspection expected to take place within the next year.</p> <p>Governors were informed Clergy representation within school had resumed with regular school Masses taking place which was great for the community.</p> <p>Governors were informed the 'Boxes of love' campaign had been organised in school and it was an enjoyable experience to connect with the community.</p> <p>Governors were informed in terms of communications there had been a COVID survey sent to parents. It was noted the annual school survey was due in March but may be delayed due to the impact of the school being an 'outbreak' school.</p> <p>It was confirmed the normal questions and some of the COVID survey questions would be used to act as a good benchmark and get a round view.</p> <p>Governors noted the new school website had now launched and looked very attractive. Thanks was received by parents for the helpful video to ensure parents could successfully navigate around the website.</p> <p>Governors expressed thanks to DHT CE for all her hard work to launch the school website.</p> <p>In terms of Equalities & diversity governors noted there had been equalities training carried out by school staff and Black History Month had been embraced as part of the curriculum.</p> <p>Governors noted in terms of Wellbeing the school were very fortunate to be part of the 'Mental health trailblazer' project.</p> <p>Governors were noted the school had been very successful in the admissions process for 2021/22 and informed places in the Nursery and Reception are full.</p>	
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<p>Headteacher update</p>	<ul style="list-style-type: none"> • Debrief from governors day • Curriculum development update • SDP/SEF update 	<p>JK/CE</p>	<p>The HT's report to governors was provided to governors for review prior to the meeting.</p> <p>In terms of Attendance and admissions it was noted the school were fortunate to be full as there is a huge issue in Merton with surplus places in school, particularly in the East of the Borough.</p> <p>It was confirmed the earlier in the term attendance in school was 95% which was low for the school but looked good compared to the Merton and national statistics. It was confirmed to governors the sickness levels mostly relate to sickness and self-isolation. Governors were informed the EWO would be visiting the school this week to discuss PA cases.</p> <p>In terms of safeguarding matters governors were updated on the number of statutory plans in place for children in school and the number of referrals made to the family hub.</p> <p>Governors noted 'Hot topics' within safeguarding were shared with staff members by a short video and it was confirmed this process was working well.</p> <p>A SEN update was provided to governors with the main update around the Merton 'Safety Valve' around the remodelling of the SEN funding moving forward. Governors noted this would have a significant impact in school.</p> <p>Governors were updated on the number of behaviour incidents reported in school, logged in the 'safeguard' database in school.</p> <p>Governors were provided a summary of pupil premium grants received in school and the implemented changes to the funding process for this year.</p> <p>Governors were updated on process in place in school as part of the recovery plan for learning. Governors were informed the recovery plan in school includes, TA groups of 1-3 for targeted pupils, regular reading slots for children and the national tutoring programme.</p> <p>Governors were informed there was challenge presented from the changeover from catch up plan with lots of caveats around spending.</p> <p>Governors noted the HT report to governors follows the OFSTED framework and the framework has been followed during the curriculum development. It was reported to governors during the recent INSET day staff were supported in understanding and developing their subject knowledge across the school.</p>	
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<p>MEP (Merton Education Partner)- Autumn term report</p>	<ul style="list-style-type: none"> • Agree delegation of Qu of Op's Co 	<p>The Draft MEP report was provided to governors prior to the meeting for review.</p>	

SEF and SDP (School Development Plan)	<ul style="list-style-type: none"> • 		The SEF and SDP had been included in the HT's report to governors.	
School Website	<ul style="list-style-type: none"> • Website launch • Compliance 		<p>Governors reviewed the DfE document instructing what statutory documents must be published on the school website.</p> <p>It was noted the governor biographies still need to be uploaded to the website.</p> <p>It was confirmed the Subject leaders will update curriculum sections on the school website throughout the year. Governors noted there was now more information on the website in terms of a diverse curriculum.</p> <p>It was noted KB would be updating the governance section on the website within the next few days.</p> <p>Action: JK/CL to ensure FGB are available on the school website.</p>	
Governor training and development 2021/22	<ul style="list-style-type: none"> • Governor training programme 		<p>It was confirmed there is virtual training still happening with Merton available for governors to attend. Governors were advised to sign up and attend training courses of significance to their role.</p> <p>It was confirmed there had been no additional training bulletins circulates and governors should refer to the most recent one sent.</p>	
AOB	<ul style="list-style-type: none"> • Use of google drive for govs docs • Website Update 		<p>Governors discussed if the use of google drive would be better suited than the USO moving forwards.</p> <p>It was noted the school are publicly trying to recruit a professional Clerk and the intention will be for them to assist in moving the governance platform onto google drive.</p>	
Date of next meeting			<i>The next meeting is booked for Tuesday 29th March 22 at 5pm</i>	

The meeting ended at 6:56pm