



Draft Minutes Full Governing Body Meeting at St John Fisher 28th September 21

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

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

- Decisions:**
- KB appointed as Chair and TL and VC for the governing body.
 - Governors agreed the Safeguarding policy for 2021/22.

Actions	Lead
• Governors to complete and return to CL the annual declaration of interests form.	ALL
• Governors to read and sign the code of conduct for governors and email to CL.	ALL
• All governors to complete the Safeguarding refresher training for 2021/22 and quiz by Friday 8 th October 21.	ALL
• JK to add a section on sexual harmful behaviour within safeguarding to a themed agenda for FGB.	JK
• JK to carry out a survey for Nursery and Reception children to ensure they have access to devices at home.	JK
• JK to send a list of subject leads and contact details to governors.	JK
• All governors to write a bio and send to KB to be included on the school website.	ALL

The meeting opened with a prayer at 14:45

Standard Agenda	Specific items to be covered	Lead	Minutes	Action
Apologies and DOI		KB	<p>Apologies were accepted from Father Matthias and Sophie Poole. It was noted DK would arrive late to the meeting.</p> <p>There were no changes to DOI to note for the Governing body.</p> <p>Action: Governors to complete and return to CL the annual declaration of interests form.</p> <p>Action: Governors to read and sign the code of conduct for governors and email to CL.</p>	

Election of Chair/Vice Chair	<ul style="list-style-type: none"> Nominations and election for Chair/ Vice Chair of the governing body. 		<p>Nominations were received for KB as Chair to the governing body. Governors voted unanimously to elect KB as Chair and she accepted the position.</p> <p>Nominations were received for TL as Vice Chair to the governing body. Governors voted unanimously to elect TL as Vice Chair and she accepted the position.</p>	
Safeguarding	<ul style="list-style-type: none"> Annual safeguarding refresher training including updated to KCSIE Sept 20 Ratification of updated Safeguarding policy DSL supervision programme Safeguarding Update and included in HT's report to govs. 		<p>The safeguarding update to governors was included in the HT's report to governors.</p> <p><u>Safeguarding refresher training</u> Governors were provided safeguarding refresher training for 2021/22 and a safeguarding quiz to complete. Action: All governors to complete the Safeguarding refresher training for 2021/22 and quiz by Friday 8th October 21. Action: JK to add a section on sexual harmful behaviour within safeguarding to a themed agenda for FGB.</p> <p><u>Safeguarding Policy</u> Governors reviewed the Safeguarding policy for 2021/22. It was confirmed to governors that any changes made were as a result of the KCSIE Sept 2021 update and that the Merton model policy was followed. Governors agreed the Safeguarding policy for 2021/22.</p> <p><u>Safeguarding Review</u> JK informed governors of the planned safeguarding review to take place in school by Merton's Safeguarding Officer jointly with St Teresa's school after the October half term. It was noted with good working relationships the schools are able support each other and challenge styles in place in school and highlight actions to consider. It was confirmed to governors there would be a report presented to governors with findings from the safeguarding review.</p> <p><u>DSL Supervision Programme</u> Governors were provided an overview of the DSL Supervision Programme. It was confirmed to governors Merton children's social care had met with JK as DSL in school to discuss ways they would support the DSL team. It was confirmed to governors the Inclusion manager is already involved in a pilot under her SEN role and JK would be leading on the DSL Supervision programme. Governors noted the DSL pilot will run to March and JK will provide a further update to governors in the Spring term.</p>	

			It was confirmed to governors there are currently high number of children requiring early help interventions but low numbers of children in need of a statutory plan.	
Actions arising and minutes of meeting held on 28th June 21	<ul style="list-style-type: none"> Minutes and matters arising from the previous meeting 		<p>The minutes from the last meeting held on 28th June 21 were agreed by governors and a copy signed by chair KB to confirm this.</p> <ul style="list-style-type: none"> Governors to report back to CL on any governor meeting dates for 2021/22 that are unsuitable. Action Complete CL to liaise with Merton to arrange input from PM and JC for the Governors day. Action Complete <p>It was agreed by governors that committee meeting would be conducted virtually and FGB in person.</p>	
Governing body membership update	<ul style="list-style-type: none"> Update on GB and C/tee membership. 	KB	<p>Governors reviewed and discussed the governing body's membership 2021/22. It was noted governor Anne King had resigned with immediate effect due to personal commitments.</p> <p>It was confirmed there were two openings for foundation governors and one opening for staff governor. Governors discussed the best way to recruit the right candidates.</p> <p>Governors discussed the required skillsets for candidates to have to ensure they appoint the right candidates. Governors agreed legal, HR and Secondary education experience was required to meet the needs of the governing body.</p> <p>Chair KB confirmed she would revisit previous applications received from potential Parent governors.</p> <p>It was agreed the Foundation governors roles would be advertised in the Parish newsletter.</p> <p>JK confirmed she would look at the NGA website to explore avenues to recruit governors.</p> <p>In terms of Chairs of committees, it was confirmed DK would no longer be Chairing the quality of Education Committee.</p> <p>Governors agreed the need to begin to think about succession planning for chair and Vice Chair of the governing body.</p>	
Headteacher update	<ul style="list-style-type: none"> Debrief from governors day Curriculum development update SDP/SEF update 	JK/CE	<p>JK provided governors with a formal introduction of newly recruited DHT CE.</p> <p>It was confirmed to governors there had been a successful return to school and attendance by staff and pupil was good.</p> <p>It was confirmed to governors there were only a few reported COVID cases and guidelines state children don't need to isolate unless symptomatic and awaiting PCR results.</p>	

In terms of attendance in school it was noted **overall attendance has been very good** but there were 28 reported absences in school yesterday due to an increase in colds and flu viruses.

It was confirmed to governors there had been a successful return to school by staff with this year being about resetting and not recovery.

In terms of gaps teachers are seeing the extent of these in the new academic year.

In terms of the **remote learning offer it was confirmed to governors there are contingency plans in place with a learning offer ready to go if required.**

Debrief from Governors Day

A safeguarding update was provided to governors by safeguarding governor TL from the findings from the governors day.

It was confirmed all children who had been spoken with had reported they felt safe in school.

TL confirmed there were a good use of variations in questions asked to children. It was confirmed some children thrived in lockdown and liked managing their own learning.

It was noted in relation to lockdown children did not talk about feeling confused and enjoyed communicating with friends via gaming or walks to the park during lockdown

It was confirmed to governors **children were able to identify different ways they could let a teacher/adult know if they had any concerns.**

It was confirmed to governors there was **no sense of anxiety raised by children on their return to school.**

JK provided governor with an update on the remote learning offer during lockdown. It was confirmed the **remote learning models were slightly varied depending on different subjects/ year groups.** It was confirmed all year groups had google meets and further up the school the meets were linked with the learning they should have been completing.

It was noted feedback received from children was that they were not always enjoyable all their friends were not there and some children didn't cope well with the online working.

It was confirmed to governors all **homework set for children in school is now online using google classroom and children/staff were keen to continue with this process.** It was confirmed to governors following learning from COVID the homework policy was reviewed to ensure it was clear it reflected the increase in work being completed online.

		<p>It was confirmed to governors teachers are able to see all homework that has been submitted by children.</p> <p>It was confirmed to governors staff are happy with the use of google classroom for homework.</p> <p>Governors asked if all children have access to devices at home and it was confirmed there had been surveys conducted in school to ensure all children have devices.</p> <p>Governors asked if surveys had been conducted with the Nursery and Reception children to ensure they have access to devices and it was confirmed this had not been done for the new intake of children.</p> <p>Action: JK to carry out a survey for Nursery and Reception children to see if they have access to devices at home.</p> <p style="text-align: center;">[Governor DK joined the meeting at 3:21pm]</p> <p>Chair KB and PG fed back on the findings from their visit with Yr. 2 from governors day. It was confirmed the children were very engaged with the programme which offered fun learning.</p> <p>It was noted the governors participated in watching a music lesson in Reception. It was noted they also visited the Nursey and had good conversations with Nursery teachers regarding children coming into Nursery slightly behind in social skills.</p> <p>Governors KB and PG were class based for Humanities and maths and expressed that children were very engaged in their learning.</p> <p>Governors confirmed throughout the day good examples of pupil voice and values were evident during the day.</p> <p>Governors agreed next year it would be good to also include the parent focus group.</p> <p>Governor DM and AB provided feedback seeing reception delving into phonics and confirmed they were very engaged and putting words together.</p> <p>It was noted teachers and support staff walked around the classroom checking all children were grasping the learning. It was confirmed following discussions with the class teacher there was a helpful insight provided on the main observations being the social and emotional side where there had been most impact following lockdown.</p> <p>Governors noted a highlighted strength in SJF EYFS provision in early years is PSED.</p> <p>In terms of wellbeing of staff TL confirmed staff spoke about their experiences of lockdown and how they handled children’s anxieties.</p>	
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Appraisal Arrangements	<ul style="list-style-type: none"> • Agree delegation of Qu of Op's Co 	<p>Governors agreed that the delegation of the appraisal arrangements would be delegated to the Qu of Operations committee as outlined in the SoW.</p>	
AOB	<ul style="list-style-type: none"> • Use of google drive for gov's docs • Website Update 	<p>Governors discussed if the use of google drive would be better suited than the USO moving forwards. It was confirmed in school the administration team are moving slowly to the use Google drive and being mapped carefully. It was noted there would be a need to transfer to googlemail and JK would confirm with Merton to ensure there are no compatibility issues to move documents and confirm the email change.</p> <p>Governors were provided with an update of the launch of the new school website by DHT CE. It was confirmed to governors the website would be ready within the very near future. It was noted KB would ask governor SP to look at the governors section of the website to ensure the governor section is compliant. Action: All governors to write a bio and send to KB to be included on the school website. Governors noted the parent forum would be taking place 3rd November 2021.</p>	

Date of next meeting			<i>The next meeting is booked for Thursday 9th December 21</i>	

The meeting ended at 3:55pm