

## **St Mary Magdalen's Catholic Primary School**

**Minutes of the meeting of the Full Governing Board held at the school on  
Thursday 21 June 2018 at 6.30pm**

### Constitution and Membership

Membership Category	Appointed By	Name	End of Term of Office
Foundation (7)	Archbishop of Southwark	Amanda Barrett (ABa)	21/9/18
	Archbishop of Southwark	<b>Anna Brown (ABr)</b>	31/8/18
	Archbishop of Southwark	Chris Hopkins (CHo)	31/8/18
	Archbishop of Southwark	Paul Kenny (PK)	31/8/18
	Archbishop of Southwark	Canon Francis Moran (FM)	19/6/22
	Archbishop of Southwark	Liam O'Connell (LO)	15/12/19
	Archbishop of Southwark	Serena Sexton (SS)	6/6/22
LA (1)	Governing Board	Nick Gardner (NG)	6/1/22
Parent (2)	Parent election	Josh Desouza (JD)	14/3/22
	Parent election	Francis Keeling (FK)	11/7/20
Head Teacher	Ex officio	Helen Frostick (HF)	n/a
Staff (1)	Staff election	Rachel Cooke (RC)	30/10/21

**bold = absent**

**Also attended:**

Catherine Hughes – Associate Member (CHu)  
Jan Hopkins – Clerk (JH)

<b>1.</b>	<b>OPENING REMARKS AND APOLOGIES</b>	<b>ACTION</b>
<b>1.1</b>	The meeting commenced at 6.30pm with a prayer led by Canon Francis Moran.	
<b>1.2</b>	Apologies had been received from ABr, and FK had advised that he would arrive at 7.30pm.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	
<b>2.1</b>	There were no declarations of pecuniary or personal interest for this meeting.	
<b>3.</b>	<b>MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING</b>	
<b>3.1</b>	CHo thanked SS, who was continuing as a Foundation Governor for a further four-year term of office commencing 7/6/18.	
<b>3.2</b>	CHo also welcomed Canon Francis Moran, Parish Priest of St Mary Magdalen Catholic Church, Mortlake, who had been appointed as a Foundation Governor for a four-year term of office commencing 20/6/18.	
<b>3.3</b>	CHo also welcomed Josh Desouza, appointed as a Parent Governor for a four-year term of office commencing 14/3/18.	
<b>3.4</b>	The draft minutes of the full governing board meeting held on 1/2/18 had been circulated to all governors prior to the meeting. One correction was made on page 3, 5.1.7 Liturgical Life of the School, ie this is on a five-year cycle. There being no further comments on these minutes CHo signed and dated them.	

4.	<b>CHAIR'S REPORT</b>	
4.1	The Chair's Report had previously been circulated. There were no comments.	
5.	<b>HEAD TEACHER'S REPORT</b>	
5.1	The Head Teacher's Report had previously been circulated. Highlights included:	
5.1.1	The school is top of the league tables.	
5.1.2	<b>Appendices</b> HF expressed her thanks to the governors for granting her recent study leave week. The article she had written demonstrated that the school was well prepared for the Denominational Inspection due before 20/7/18.	
5.1.3	<b>Denominational Inspection (Section 48) School Evaluation Form, Part 1</b> This was circulated to those present, the copy in the Head's Report being Part 2. It was noted that RE is formally assessed at set times, and these reports give good background information about the Catholic life of the school in case a governor is asked to meet with an inspector. Lots of charts were included although some of the data was not yet complete.	
5.1.4	<b>Teachers' Subject Reports</b> These were invaluable, and a testament to the children and staff, giving information about the work that was covered and children's achievements. Wendy Burns (Inclusion Manager) had also included a report on Inclusion, and SEND, to illustrate the achievements of the more vulnerable children in the school.	
5.1.5	<b>Letters from Parents</b> As an example, a letter from a parent commenting that the children looked very smart in their school uniforms at the school Mass is a good piece of evidence for Ofsted that the school is doing a good job.	
5.1.6	<b>Induction Mass</b> Parents had been delighted to see that the children had been involved in this event.	
5.1.7	<b>Safeguarding Review Article</b> This is a nice, accessible article that shows the outstanding work needing to be done. It had been published in a national magazine to which HF often contributes articles.	
5.1.8	<b>Email from Deputy Head Teacher at St Osmund's</b> This is an example of a good quality Inset Day with Caroline Clissold (Lead School Improvement Adviser at AfC), where St Osmund's staff joined St Mary Magalen's and is again, good evidence.	
5.1.9	<b>School Evaluation Form</b> A governor commented how useful the School Evaluation Form was, ie when going through the Mission Statement it can be hard to know how it is developed through the school. It was noted that, ideally, if inspectors were impressed with	

<p>5.1.10</p>	<p>it they would use it to form the basis of their report.  <i>Q How far in advance would inspectors give notice of a visit?</i>  They would give two days' notice for a one-day visit.</p> <p>Governors noted that Richmond Park Academy (RPA) are currently taking as many pupils as St Richard Reynolds from our school, and HF advised that there are lots more children this year, there being two forms in Year 6, and a lot of these children are non-Catholic, also RPA is a rising school which parents whose children have a place there are very happy with. A lot of parents chose RPA as their first choice of school and so the more children that go there then the word spreads and more children want to go there.  <i>Q Do we have any Children Looked After at the moment?</i>  No.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.2.1</p> <p>6.2.2</p> <p>6.3</p> <p>6.4</p> <p>6.4.1</p> <p>6.4.2</p> <p>6.4.3</p> <p>6.4.4</p>	<p><b>SAFEGUARDING AND THE SINGLE CENTRAL RECORD</b></p> <p><b>KEEPING CHILDREN SAFE IN EDUCATION PARTS 1 AND 2 (2016)</b>  Governors had already been advised that it is best practice for them to have read Keeping Children Safe in Education Parts 1 and 2 (2016) in order for them to fulfil their safeguarding responsibilities. A form to confirm that they had done so was circulated to the meeting for governors to sign.</p> <p><b>SAFEGUARDING REVIEW</b></p> <p>The report of the Safeguarding Review held in the school on 16/1/18, and ABr's Record of Governor Visit to Wendy Burns on 19/2/18 had previously been circulated.</p> <p>ABr had made a further safeguarding visit on 8/5/18, the written record of which will be circulated to all governors in due course.</p> <p><b>SAFEGUARDING LINK GOVERNOR</b>  Since Hannah Richardson's term of office as a Parent Governor had come to an end, ABr was currently the only Safeguarding Link Governor. As it is recommended to have two, PK was appointed a further Safeguarding Link Governor.</p> <p><b>POLICY REVIEW</b></p> <p>The following draft policies had previously been circulated:</p> <ul style="list-style-type: none"> <li>- Safeguarding and Child Protection Policy.</li> <li>- Anti-Bullying Policy</li> <li>- Physical Intervention Policy</li> <li>- Intimate Care Policy</li> </ul> <p>Governors agreed to adopt these policies with the proviso that the minor corrections suggested by a governor prior to the meeting be made by the Clerk before they were published.</p> <p>The finalised Safeguarding and Child Protection Policy will be published on the school website as it is a statutory requirement to do so.</p> <p>The meeting agreed that, going forward, all policies would include the Mission Statement at the front, as being a Catholic school, this was a nice visual</p>	

	signifier.	<b>JH</b>
<b>6.4.5</b>	<p><b>Online Safety Policy</b> This draft policy had previously been circulated and governors agreed to adopt it. HF will discuss with the teacher responsible for IT how the Online Safety Policy will be shared with parents. Governors noted the appendices to this document that are signed by children and parents.</p>	<b>HF</b>
<b>6.4.6</b>	Governors were reminded of the need to take the original of their DBS Certificate into the school office so that the date on which they were sighted could be entered onto the Single Central Record.	<b>ALL</b>
<b>6.4.7</b>	JD was appointed the designated Online Safety Governor.	
<b>6.4.8</b>	Copies of Appendix 4 of the Online Safety Policy (Acceptable Use Agreement for staff, governors, volunteers and visitors) were circulated and all governors were invited to sign a copy to confirm that they have read and understood this policy, and will agree and adhere to the terms on acceptable use of the school's ICT systems and the internet.	
<b>6.5</b>	<p><b>TRAINING</b></p> <p>Since the last meeting the following Safeguarding and Child Protection training had been undertaken:</p> <p>CHo:</p> <ul style="list-style-type: none"> <li>- Safeguarding: The Governing Body's Role (AfC) – 24/4/18</li> <li>- Safeguarding Children – Level 1 (Richmond LSCB) – 28/3/18</li> </ul> <p>PK:</p> <ul style="list-style-type: none"> <li>- Safeguarding Children – Level 1 (Richmond LSCB) – 28/3/18</li> </ul> <p>JH:</p> <ul style="list-style-type: none"> <li>- Safeguarding: The Governing Body's Role (AfC) – 24/4/18</li> <li>- Female Genital Mutilation: Recognising and Preventing FGM V3 (Home Office) 25/4/18</li> <li>- Prevent e-learning training course (Home Office) – 24/4/18</li> <li>- Safeguarding: The Governor's Role (NGA) - 22/4/18</li> </ul>	
<b>7.</b>	<b>COMMITTEES</b>	
<b>7.1</b>	<b>CURRICULUM COMMITTEE</b>	
<b>7.1.1</b>	Since the last meeting, governors had agreed that SS becomes Chair of the Curriculum Committee.	
<b>7.1.2</b>	The minutes of the Curriculum Committee meetings held on 6/3/18 had been circulated to all governors prior to the meeting. The draft minutes of the meeting held on 12/6/18 would be circulated in due course.	
<b>7.1.3</b>	<p><b>Relationship &amp; Sex Education Policy</b> This had been reviewed and approved by the committee on 6/3/18 and was on the school website. Parents had been aware of the changes made to this policy and teachers were implementing the new schemes of work.</p>	

<b>7.1.4</b>	<b>6/3/18 Committee Meeting</b>
<b>7.1.4.1</b>	<p>Data had been discussed, including the SIP report from Jenell Chetty and CHu's data summary for the spring term assessments, various trends from which had been highlighted which was very useful. Most of the key priorities had been written into the committee minutes, eg increasing the number of pupils reaching higher standards at the end of KS2. At the time of the meeting, 19% had been on track to attain the higher level in mathematics, with the school putting in booster classes as no additional funding was available. The numeracy report aimed to get up to 45% but it might be around the 30% mark. The SAT's results have helped middle and higher attainers moving forward. Although it was not normal to offer it, the children had attended a weekly after-school maths class for about ten weeks, with teachers giving up their time to facilitate it. The children had been very enthusiastic about it and it had given them confidence. It had also offered the opportunity to focus on individual children, particularly those who were borderline high standard.</p>
<b>7.1.4.2</b>	<p>The STAT Sheffield system, the school's assessment tool bought in three years ago, had been considered. The general consensus was that it was meeting the school's needs at the moment, and as the school had invested time and money in it they would keep it. It now offered the opportunity to assess EYFS which could not be done before, so moderation policies are now all in line with other schools.</p>
<b>7.1.5</b>	<b>12/6/18 Committee Meeting</b>
<b>7.1.5.1</b>	<p>CHu had advised about the new guidance from the Diocese about how to achieve attainment levels in RE that are more in line with other core subjects, eg Maths, English, so that direct comparisons can be done with these subjects. Teachers were also assessing knowledge of other religions, and new guidelines – Learning from Religion – would be received next year, giving guidance about how we behave, ie not just beliefs and rituals but what actual religions mean in practice.</p>
<b>7.1.5.2</b>	<p>Various activities had taken place, eg the Night of the Proms, which was a joyous, enjoyable showcase of musical talents, and had been another great success this year.</p>
<b>7.1.5.3</b>	<p>Teachers had also organised various visits to enhance learning, for example to Twickenham and Thames Valley Beekeepers' Association, Holly Lodge, with Y4 attending several Richmond Museum visits. Various temples had also been visited by children, eg Richmond synagogue. Years 1-5 had also been fortunate to visit the Barnes Children's Literature Festival for the first time this year.</p>
<b>7.1.5.4</b>	<p><b>School Development Plan</b>  At the beginning of the year the overall target was set for the school, and within this were targets for each subject. It was continuously monitored through the year to see if it was still on track. HF had given a chart with targets for various subjects, with the school addressing them through the year, ie a target is given for RE and the action taken is then shown.</p>
<i>(FK arrived at this point)</i>	

7.1.5.5	<p>The school was coming to the end of its five-year Planet Platinum programme, where the children have been very involved in living out the school Mission Statement. Governors were invited to let HF know if they have any bright ideas for the next theme.</p>	ALL
7.1.5.6	<p>If their diaries permit, governors were invited to join the school's Senior Leadership Team at the next Inset Day on Monday 3/9/18 where the SDP would be revisited in terms of the vision for the next five years. A facilitator from St Mary's University recommended by Oona Stannard would also be attending in order to help facilitate this. The day would then continue with lunch with the staff and the opportunity to mingle.</p>	
7.1.5.7	<p>The school had been invited by the DfE to become a Centre of Excellence for literacy teaching as per the five-year plan. This was based on the outstanding phonics results over the last three years, however the school is too small, ie it cannot provide five English specialist teachers for this, however it shows that other schools wanted to tap into its methods. The school had also been invited to be a Phonics Partnership school, which was flattering, but unfortunately would have been too much work.</p>	
7.2	<p><b>FINANCE &amp; RESOURCES COMMITTEE</b></p>	
7.2.1	<p>The minutes of the Finance &amp; Resources Committee meetings held on 1/2/18, 19/3/18 and 12/6/18 had been circulated to all governors prior to the meeting.</p>	
7.2.2	<p>The committee had gone through the budget put together by the school's Finance Officer, Rosemary McGuire (RM), and HF. The good news was that there is a carry forward of £26,000 revenue surplus from the last financial year ended March 2018. This year the school receives a one off £50,000 lump sum income to offset setting up and running an extra Reception class. This lump sum is only offered in Reception, regardless of the class size. Currently there are 53 children for the Reception Class 2018-2019. The school is running a flat budget income and expenditure. It was predicted that the end of year carry forward to next year would be £77,000, made up of £26,000 from last year plus the £50,000 lump sum. This was helped by losing two fairly experienced teachers and recruiting two new NQTs which has a positive impact on the budget. The committee also spoke about capital expenditure which would be discussed in the Premises Committee report later in this meeting. £12,000 of capital funds were left over from last year, which would be supplemented by the PTA and the Governors' Maintenance Fund, and some of the revenue surplus funding the capital expenditure. The committee had been happy with the budget, which was both rigorous and sound, and the planning for the current financial year was good. On the recommendation of the Finance Committee governors approved the budget plan which will be submitted to the LA by the end of June.</p> <p><i>Q How often does RM work?</i> 3 days a week.</p>	
7.2.3	<p><b>GDPR</b></p>	
7.2.3.1	<p>The committee had approved the Data Protection Policy and Fair Processing Notice (Privacy Notice), both of which are in the policy section of the school website. The cost of drafting these policies had been shared with seven local schools and represented excellent value for money.</p>	

### 7.2.3.2

#### **Photography & Video Consent Form**

Governors noted that the Photography & Video Consent Form had been sent to all parents, and a good response, ie completed forms, had been received.

### 7.2.4

#### **Critical Incident Policy**

This had been approved by the committee. The school was also looking into, and working on, lock-down procedures.

### 7.2.5

The following policies had been reviewed and approved by the committee:

- Best Value Policy
- School Fund Policy
- Spending & Virements Policy
- Whistleblowing Policy
- Critical Incident Policy

### 7.2.6

#### **Personnel Issues**

Two Newly Qualified Teachers, a part-time Music Teacher, and a full-time Teaching Assistant, all to take up posts in September 2018, had recently been recruited so the staffing complement was complete.

## 7.3

### **ADMISSIONS COMMITTEE**

### 7.3.1

The minutes of the Admissions Committee meetings held on 22/2/18, 28/2/18, 25/4/18 and 24/5/18 had been circulated to all governors prior to the meeting.

### 7.3.2

The meeting noted that for Reception Class 2018-19, East Sheen Primary had only filled 65 out of its 90 available places, and St Osmund's and Barnes Primary were not full either. The school had worked hard in the autumn term to attract prospective parents and children and this work will need to continue. It was noted that a good Ofsted inspection helps this process.

*Q Is it fair to say that no local school is full?*

Thomson House will say they were full but their class size is only 26. HF had mentioned at the February 2018 Admissions Committee meeting that the local Catholic nursery schools are struggling to fill their places, and that the percentage of Catholic children is 77%. The school's current Reception class is low on Catholic numbers. Two issues that needed addressing were firstly to maintain the publicity drive and secondly, to review the admissions criteria in October 2018.

*Q What happened about the Barnes Primary School (BPS) expansion?*

This had been postponed for at least a year to allow further consultation.

*Q Wasn't the BPS expansion going to include SEND?*

Yes, partly, so this will still go ahead. Lowther had said that they had applied a year earlier and been told that there was not any money. The unit at BPS would be sited in the old caretaker's house. All schools had agreed that a SEND unit was necessary and it was thought that it had gone out to all schools to tender however nothing had resulted from this. It was felt that the unit was to 'sweeten the pill' for the locality as a lot of pre-existing SEND children at BPS had been earmarked to fill these spaces.

### 7.3.3

Since the last meeting, governors had agreed that JD join the Admissions Committee.

<b>7.4</b>	<b><i>PREMISES COMMITTEE</i></b>
<b>7.4.1</b>	The minutes of the Premises Committee meeting held on 11/5/18 had been circulated to all governors prior to the meeting.
<b>7.4.2</b>	The committee had discussed the draft Safeguarding and Child Protection Policy which it had agreed with, and had been presented to the full governing board for their approval earlier in this meeting.
<b>7.4.3</b>	The issue of a separate Preventing Extremism and Radicalisation Safeguarding Policy had been discussed and it was considered unnecessary as these issues were now incorporated in the Safeguarding and Child Protection Policy.
<b>7.4.4</b>	<p>The school's Premises Manager, Adelino do Carmo Lima, had received training in fire safety and safeguarding, and he had developed his own action plan for further training. When he is absent, Elysia Cunningham (the school's Administrative Officer) is his deputy.</p> <p><i>Q Is there any news on the LCVAP bid for £53,000 for fire safety works?</i></p> <p>Eric Greber, the Chartered Surveyor who works on behalf of the Diocese, has been away, but has put the school at the top level for fire safety, eg wireless smoke alarms. Although there was a good reaction to the fire safety audit last year, more can still be done.</p> <p><i>Q Is it grant funded?</i></p> <p>Yes, it comes from the Diocese, and an extra bid has been put in. The school put 10% into the bid from Governors' Maintenance Fund contributions.</p>
<b>7.4.5</b>	HF had undertaken an Asbestos Management Plan.
<b>7.4.6</b>	The playground warranty had expired and a quote of £2,500 had been received.
<b>7.4.7</b>	Y6 had raised £1,500 at Shop 'til you Drop for a pirate ship to be built in the playground.
<b>7.4.8</b>	The conservatory requires replacement, with a quote of £50,000 to remove the current one and replace. A canopy over the roof is an option.
<b>7.4.9</b>	Portable air conditioning units are being considered as there is not enough money to fit air conditioning in all classes.
<b>7.4.10</b>	A 'Clockhouse' is being considered as a learning cabin, which would cost in the region of £15,000.
<b>7.4.11</b>	With regard to the capital budget, there is a reported £12,000 of carry forward, to be supplemented by a record amount of Governors' Maintenance Fund contributions totaling £8,000 this year. ABr had paid out two cheques; one for the fire safety works, and one for the boiler works, so c.£4,000 was now left.
<b>8.</b>	<b>POLICY REVIEW</b>
<b>8.1</b>	No changes other than updating contact information and re-dating were proposed to the following policies so governors approved them for a further two years:

