

St Mary Magdalen's Catholic Primary School

**Minutes of the meeting of the Full Governing Board held at the school on
Thursday 13 February 2019 at 6.30pm**

Constitution and Membership

Membership Category	Appointed By	Name	End of Term of Office
Foundation (7)	Archbishop of Southwark	Anna Brown (AB)	31/8/22
	Archbishop of Southwark	Chris Hopkins (CHo)	31/8/22
	Archbishop of Southwark	Paul Kenny (PK)	31/8/22
	Archbishop of Southwark	Liam O'Connell (LO)	15/12/19
	Archbishop of Southwark	Serena Sexton (SS)	6/6/22
	Archbishop of Southwark	<i>Vacancy</i>	
	Archbishop of Southwark	<i>Vacancy</i>	
LA (1)	Governing Board	Nick Gardner (NG)	5/1/22
Parent (2)	Parent election	Josh Desouza (JD)	13/3/22
	Parent election	Francis Keeling (FK)	10/7/20
Head Teacher	Ex officio	Helen Frostick (HF)	n/a
Staff (1)	Staff election	Melissa Farrell (MF)	3/9/22

bold = absent

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

1.	OPENING PRAYER	ACTION
1.1	The meeting commenced at 6.30pm with a prayer led by HF with a special intention for Canon Francis Moran, a Foundation Governor, who had died suddenly on 29/1/19.	
2.	APOLOGIES AND OPENING REMARKS	
2.1	Apologies had been received from LO.	
2.2	Provisional arrangements for Canon Francis are: Tuesday 19/2/19: Reception of the body at 4.00pm at St Mary Magdalen's Catholic Church Mortlake, then Vigil Mass at 7.00pm. Wednesday 20/2/19: Mass at St George's Cathedral, Southwark at 12.30pm Thursday 21/2/19: Vigil Mass in Wales, then Funeral Mass at 12noon followed by burial service. <i>Q: Is the school arranging flowers or a charitable donation?</i> <i>A: The children are doing something, but nothing is known about flowers or charitable donations. It was considered that an enquiry should be made to the Archbishop's Secretary, who has been at the church the last couple of Sundays.</i>	
2.3	Governors noted that there were now two Foundation Governor vacancies. It was hoped that a new Parish Priest might be appointed soon who could also become a Foundation Governor, as the school is an integral part of the life of the church. The progress of FK's application to become a Foundation Governor	

	was noted, ie that the application had been sent to the Archdiocese, however this will be followed up to ascertain how far this application had been processed. Once FK had become a Foundation Governor then a Parent Governor election could take place.	
3.	DECLARATIONS OF INTEREST	
3.1	There were no declarations of pecuniary or personal interest for this meeting.	
4.	MINUTES OF LAST MEETING AND MATTERS ARISING	
4.1	The draft minutes of the full governing board meeting held on 11/10/18 had been circulated to all governors prior to the meeting. <i>Q: Under 6.3 Named Link Governors it states that these details will be forwarded to the LA, why is this?</i> <i>A: The list comes from the LA, who ask for its return when completed so that they can target their mailings etc appropriately. SS advised that she had met with MF two years ago regarding guided reading, linking with her role as Curriculum Committee chair and it was noted that AB had visited the school regarding RE and safeguarding. Governors were advised that it is most useful if their visits are linked to the School Development Plan, for example maths and literacy, so the list of Named Link Governors will be recirculated. A governor advised that scrutinizing the Subject Coordinator's report at the end of the academic year would also be a good way to be informed. SS also advised that she was attending a training course regarding the curriculum after the half term holiday.</i>	JH
4.2	The minutes were then signed and dated by AB and JH will file them in the Minute Book.	JH
5.	CHAIR'S REPORT	
5.1	AB advised that HF had recently met with a non-teaching member of staff regarding absence and had suggested targets for improvement using the school's Sickness Absence Policy and Procedure.	
5.2	The governing board Impact, Challenge, Evidence (ICE) folder was being updated. Using a template provided by Cambridge Education this file contains data regarding governors, for example their visits and the Code of Conduct, as well as school information, for example SATs and SEND. It is kept in the school office and was used during the Denominational Inspection (Section 48) in June 2018.	
5.3	Governors were reminded of the importance of completing an annual skills audit which could usefully inform any governing board recruitment if there is more than one candidate and can act as an informal training record.	
5.4	Governors were advised that the Single Central Record contains information regarding safeguarding, for example evidence of ID checks, including those of external contractors, volunteers and external sports providers. AB had last checked this on 8/2/19, following which there had been a list of follow-up questions and some gaps. It will be checked again in March 2019 to check if these gaps had been filled.	AB

5.5	<p>Parental contributions in the sum of c.£7,000 had recently been paid into the Governors' Maintenance Fund account, which means that £5,000 could then be paid out of this fund. A further cheque had been drawn for £1504.00 for the boiler works. The balance of the fund account is currently £2511.94. It was considered that the administration of this account should change to the BACS system.</p>	
6.	<p>HEAD TEACHER'S REPORT</p> <p>6.1 The Head Teacher's Report had previously been circulated. Highlights included:</p> <p>6.1.1 Targets for 2019</p> <p>6.1.1.1 The school is committed to achieving its very best, with assessment work being a good half way point to consider what the children need next. There had been a meeting regarding Year 2 about the half year assessment as new children had joined the class and it was a class of need. One of the temporary Spanish students currently in school had recently gone into Y2 as a Teaching Assistant, and data had been assessed as to how best to focus and deploy staff.</p> <p>6.1.1.2 Eight teachers had agreed to do extra tutoring, with the new targets being ambitious, and there were two new pupils in Y6 with SEND.</p> <p><i>Q: What is the process for setting these targets?</i> A: CHu is the Assessment Coordinator, and last year had used the Fischer Family Trust forecasting tool which uses a lot of prior context of the school. For this year there were some predictions, but individual cohorts were also being scrutinized, for example looking at end points and prior attainment at the end of the previous Key Stage, ie if a child achieved Level 3 they should be expected to achieve Exceeding/Higher Standard/Greater Depth, as this was natural progress. However, it was noted that it is no longer possible to compare 'like for like' as the new curriculum Level 3 was now harder to achieve than before. Reception was the hardest class to assess. There was so little data so the baseline was against all Early Years goals and must be carried out straightaway on entry otherwise it is not a baseline assessment, with forecasting carried out about four weeks later. It was noted that the school wanted to be aspirational with its targets.</p> <p><i>Q: Will a result be seen in September?</i> A: Yes, but tracking is carried out each term.</p> <p><i>Q: The school knows where the children currently are in Y2 and Y6 but what about children that joined in Years 3, 4 and 5; does the school get data from the child's previous school?</i> A: Yes, but only if that school is in the UK.</p> <p><i>Q: Are the Y6 targets then amended?</i> A: Yes, but no one has joined since this year. Many children joined Y1 last year.</p> <p>6.1.2 Staff</p> <p>Four strong applicants had been interviewed for the LSA/SMSA role for a Reception pupil with an Education, Health and Care Plan, as a result of which an excellent candidate had been appointed.</p>	

6.1.3	CPD	
6.1.3.1	The school's training budget was high but was a good use of money, eg Miss Tootill, the new Maths Coordinator, had attended an inspiring maths training course, which she had disseminated to the teachers in a staff meeting. As a result, Y2 now had Matty the Mascot for maths, who goes home weekly with different children and went, for example to add up the Strictly Come Dancing scores at the O2 Arena last weekend, and had also been involved in cooking and measuring at home. Regarding the recent Maths Day in aid of the NSPCC, the school was grateful to the parents who had come into the school to talk to the children about how they use maths in their careers.	
6.1.3.2	Mrs Derby was soon going to Ibstock School to hear an inspirational motivational speaker.	
6.1.4	Visits and Visitors This is a good illustration of the school's engagement with parents, for example a parent had come into school to talk about their father's experience as a Polish national who dressed as a German soldier in order to evade capture during World War II. A grandparent had also come into the school to talk to the children about an archaeological visit.	
6.1.5	Monitoring As an example, CHu had presented the data at the moderation staff meeting on Monday.	
6.1.6	Liturgical Life of the School As the parish is currently closed during the week following Canon Francis' death, and following on from the wonderful Year 6 Class Mass this morning, as there were three more class Masses coming up soon, HF thought it a good idea to invite local parishioners to attend class Masses in the school and it was agreed to put a notice on the church door to this effect. The children had set up a small prayer area in the school Reception area for Canon Francis and were frequently adding to it, for example they had made a little prayer box. AB commented that she would let Canon Francis' family know that the children were doing this for him.	AB
6.1.7	School Improvement Partner (SIP) Report, Self-Evaluation Form (SEF), Arbor Report These had been included for governors' information and it was agreed that these provided useful information.	
6.1.7.1	It was noted that Jenell Chetty, the school's SIP, comes into school each term and would soon be writing the school's spring term 2019 report, the last one having been added to with lesson observations.	
6.1.7.2	The updated section of the SEF had been completed by HF and CHu as is good practice, and a copy will be put in the governing board's ICE folder.	JH
6.1.8	Also included were details of all sporting events, with particular note being that the school netball team was once again top of the league. <i>Q: Regarding the School Development Plan, what initiatives are being put in place?</i>	

	A: The SDP was focused on in the Curriculum Committee meeting so this will be covered under this agenda item later in the meeting however it is more than just the five-year plan and this year's targets, for example two sides of A4 all achieved from September according to the action plan.	
7.	SAFEGUARDING AND THE SINGLE CENTRAL RECORD	
7.1	<p>Governors are aware of the Single Central Record which is accessed online and that it is regularly checked. The Impact, Challenge, Evidence (ICE) folder is a physical resource kept in the school office which also needs to be regularly checked.</p> <p><i>Q: Can governors have a definition/crib sheet of both the Single Central Record and the Impact, Challenge, Evidence (ICE) folder?</i></p> <p>A: Yes, both.</p>	AB
8.	COMMITTEE REPORTS	
8.1	<i>CURRICULUM COMMITTEE</i>	
8.1.1	The minutes of the Curriculum Committee meeting held on 15/1/19 had been circulated to all governors prior to the meeting.	
8.1.1.1	<p><i>SDP</i></p> <p>HF updated the various aspects of the SDP at each Curriculum Committee meeting. One target is improved communication, with the website being the first port of call for prospective parents. Teachers were looking at their respective areas of responsibility, and FM had asked for the RE section to be updated.</p>	
8.1.1.2	<p><i>Enhancing Maths Provision and Progress</i></p> <p>Miss Tootill (Maths Coordinator) had received training on the Shanghai teaching method which was a worldwide success, focusing on achieving higher level maths mastery.</p>	
8.1.1.3	<p><i>Fine-Tuning Assessment</i></p> <p>There are two formal ones in January and May in line with the SATs and ongoing assessment through classwork.</p>	
8.1.1.4	<p><i>SEF</i></p> <p>This covers all results. As the school has not been the subject of an Ofsted inspection for some six years, and is outstanding, it is important to not 'coast' so the SEF is a good way to show evidence that the school remains outstanding. It was confirmed that the school is 158th in the country out of some 20,000 primary schools.</p>	
8.1.1.5	<p><i>Eco-Committee</i></p> <p>It was a target to make the school eco-friendlier, so a committee had been set up, from which two members had attended the last Curriculum Committee meeting to explain their focus, which centred on three specific areas: litter, energy and waste. The Eco-Committee had talked to all children and staff to ensure that everyone was working to pursue the same aims. Issues that were discussed were that they had written to the first plastic-free school in Devon, and that they were planning to visit Paddock School in SW15 who had a vegetable patch.</p>	

8.1.1.6	<p>School Council They helped to organize the school Mass the day after hearing about Canon Francis and rose to the occasion beautifully, as did the Priest who took the Mass.</p>	
8.1.1.7	<p>RE ‘Come and See’ Scheme of Work This scheme of work has a sheet covering what the various classes are covering in RE, including what parents can discuss with their children.</p>	
8.1.1.8	<p>Night Zookeeper Blog This was very popular with Y4, where they can write stories, as well as read and comment on other children’s stories, and was a good resource for creative writing.</p>	
8.2	<p>FINANCE & RESOURCES COMMITTEE</p>	
8.2.1	<p>The minutes of the Finance & Resources Committee meeting held on 7/12/18 and 8/2/19 had been circulated to all governors prior to the meeting.</p>	
8.2.1.1	<p>On 8/2/19 the committee had gone through the current state of the budget in month 11, with an end-of-year predicted carryforward of £63,413 based on the carryforward from last year of about £38,000 and an in-year surplus of just under £25,000. In other words, the school is predicting spending £25,000 less than our income this year so financial management is sound.</p>	
8.2.1.2	<p>On the capital side, the school had received several grants which EF had applied for and so instead of looking at a deficit it would now be a surplus of over £3,000 for funding projects for the school.</p>	
8.2.1.3	<p>The committee will next meet on 26/3/19 to review the draft budget for next year, with the final plan needing to be approved by the full governing board at the end of June 2019.</p>	
8.2.1.4	<p>Whole School Pay Policy This had been circulated to all governors prior to the meeting, having been agreed by the committee on 8/2/19 and now required approval of the full governing board, which was agreed.</p>	
8.2.1.5	<p>Appraisal Policy and Procedure for Teachers Appraisal Policy and Procedure for Support Staff Capability Policy and Procedure Disciplinary Policy and Procedure Grievance Policy and Procedure Sickness Absence Policy and Procedure All the above policies had been circulated to all governors prior to the meeting, having been agreed by the committee on 8/2/19. Governors were advised that the Catholic Education Service produces these model policies and procedures, having agreed them with, for example, teaching unions, and the wording cannot be altered without consultation with the Archdiocese, with the exception being the elements that tailored them to individual schools. HF had provided this information. Governors were asked to agree them which they did. A governor commented that it was good that they incorporated the latest GDPR regulations, and were very straightforward and usable documents.</p>	

Q: Is computer equipment capital or expense?

A: This will be budgeted for next year and will come out of revenue, spread over six years it would come to £2,000 per year, with maintenance and warranty needing to be added to this. It was, however, agreed to pay this all up front now as there are funds in the budget this year.

Q: Is there any danger of the carryforward being clawed back?

A: There would need to be in excess of 8% carryforward. Although some classes are below 30 they are still viable and children are still coming into the school, for example a new Reception child today, and another prospective one tomorrow, so the two Reception classes will number 25 each, with two more children required to break even.

Q: What is happening with ParentMail?

A: WisePay is being replaced by Tucasi. EF had approached other local School Business Managers to find out about their communications package and the package offered by Tucasi was the most effective and competitive. With regard to communication, governors noted that the school website had been hacked the previous week so Antony Cooper, the school's website administrator, proposed that he hosts the school website as the service he can provide is very secure and he can offer a competitive rate for doing so, c.£75.00 per month.

8.3 PREMISES COMMITTEE

8.3.1 The minutes of the Premises Committee meeting held on 11/1/19 had been circulated to all governors prior to the meeting.

8.3.1.2 CCTV Policy

This had been circulated for information to all governors prior to the meeting, having been approved by the Premises Committee on 11/1/19.

8.4 ADMISSIONS COMMITTEE

8.4.1 Since the last full governing board meeting on 11/10/18 the committee had not met.

8.4.2 The next meetings will be held in the school as follows:

- Wednesday 27/2/19 at 9.00am
- Tuesday 5/3/19 at 9.00am

8.4.3 Applications for entry in September 2019 currently number 157, with 25 first place applicants, 30 second place applicants, 31 third place applicants, and 29 fourth place applicants, 29 fifth place applicants and 13 sixth place applicants.

Q: How many applicants are siblings?

A: About 10. It is hoped that the September 2019 Reception class will be full.

Q: Can schools have more than 30 children in Reception class?

A: Not in KS1 unless another teacher is employed.

8.4.4 The documentation for admissions, ie the Admissions Policy, Supplementary Information Form, and Register of Interest Form, will all be discussed at the meeting on 27/2/19.

8.5	PAY COMMITTEE	
8.5.1	The minutes of the Pay Committee meeting held on 14/12/18 had been circulated to all governors prior to the meeting. Confidential minutes of this meeting are held separately.	
9.	GOVERNOR TRAINING	
9.1	Since the last full governing board meeting on 11/10/18 no training had taken place.	
10.	ANY OTHER BUSINESS	
10.1	There was none.	
11.	DATE OF NEXT MEETING	
11.1	The next full governing board meeting will be held on Thursday 20/6/19 in the school commencing at 6.30pm.	
12.	CLOSING PRAYER	
12.1	The meeting closed at 7.45pm with a prayer led by AB.	

Signed: Anna Brown
Anna Brown, Chair of Governors

Date: 17 June 2019