

St Mary Magdalen's Catholic Primary School

**Minutes of the meeting of the Full Governing Board held at the school on
Wednesday 16 October 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	Francis Keeling (FK)	22/5/23
	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>	
LA (1)	Governing Board	Nick Gardner (NG)	5/1/22
Parent (2)	Parent election	Josh Desouza (JD)	13/3/22
	Parent election	<i>Vacancy</i>	
Head Teacher	Ex officio	Helen Frostick (HF)	n/a
Staff (1)	Staff election	Melissa Farrell (MF)	3/9/22

bold = absent

Also attended: Fr Adrian McKenna-Whyte (AMW) – Foundation Governor designate
Catherine Hughes (CHu) – Associate Member
Jan Hopkins (JH) – Clerk

1.	OPENING PRAYER	ACTION
1.1	The meeting commenced at 6.35pm with a prayer led by AB.	
2.	APOLOGIES AND OPENING REMARKS	
2.1	Apologies had been received from FK and PK.	
2.2	AMW, the new Parish Priest of St Mary Magdalen Catholic Church in Mortlake since September 2019, was welcomed to the meeting as Foundation Governor elect. Everyone present introduced themselves.	
2.3	Governors were advised that the Parent Governor election process was underway, with a letter inviting candidate nominations having been sent to all parents/carers on 4/10/19; the deadline for which is noon 21/10/19.	
3.	DECLARATIONS OF INTEREST	
3.1	Blank declarations of pecuniary or personal interest forms had been circulated to all governors prior to the meeting and JH will collate the completed forms to create and publish the Register of Interests on the school website.	JH
3.2	There were no declarations of pecuniary or personal interest for this meeting.	

<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>ELECTION OF CHAIR AND VICE CHAIR</p> <p>JH took the chair and declared that AB had been nominated for the role of Chair. She asked if there were any further nominations for this role and, there being none, declared that AB was elected unopposed as Chair for a one-year term of office.</p> <p>JH then declared that CHo had been nominated for the role of Vice Chair. She asked if there were any further nominations for this role and, there being none, declared that CHo was elected unopposed as Vice Chair for a one-year term of office. AB then took the chair again.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p>	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>The draft minutes of the full governing board meetings held on 17/6/19 and 5/9/19 had been circulated to all governors prior to the meeting.</p> <p>The minutes were then signed and dated by AB and JH will file them in the Minute Book.</p>	<p>JH</p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>GOVERNANCE</p> <p>The governing board code of conduct had been circulated to all governors prior to the meeting. Governors approved this document and signed a signature sheet to confirm that they will adhere to it, which JH will file in the Minute Book.</p> <p>Details of current committee membership had been circulated to all governors prior to the meeting. Governors were offered the opportunity to amend their committee membership structure and JH will arrange for the finalized document to be published on the school website.</p> <p>Details of current named link governors had been circulated to all governors prior to the meeting. Governors approved these which JH will communicate to the local authority (LA).</p> <p>The delegation to committee documents (curriculum, finance & resources, premises, admissions, pay) had been circulated to all governors prior to the meeting. A couple of minor amendments had been made to the finance & resources document; governors approved these documents.</p> <p>Blank skills audit forms had been circulated to all governors prior to the meeting for them to complete. JH will collate the completed forms and complete the matrix, filing both in the Minute Book.</p>	<p>JH</p> <p>JH</p> <p>JH</p> <p>JH</p>
<p>7.</p> <p>7.1</p> <p>7.1.1</p>	<p>CHAIR'S REPORT</p> <p>AB's written report had been circulated to all governors prior to the meeting. Highlights included:</p> <p>Governors were reminded of the best practice of planned governor visits, linking them to the School Development Plan. A governor visit on Safeguarding/SEND would soon take place with Wendy Burns, the school's Inclusion Manager.</p>	

<p>7.1.2</p> <p>7.1.3</p> <p>7.1.4</p>	<p>The Governors' Maintenance Fund account balance at the Nationwide currently stood at c.£700 since the c.£5000 cheque drawn over the summer. However, the letter recently sent to all parents/carers had yielded a good response so far, with over £3000 being received. A letter to personally thank parents/carers for their donations had been drafted.</p> <p>The Single Central Record, which, for example, records identity and safety check dates, was scrutinised by AB on 8/10/19. A copy of this record check was filed in the Impact, Challenge, Evidence (ICE) folder.</p> <p>Governors were reminded of the importance of their Continuing Professional Development in order to carry out effective governorship. The governing board subscribes to the service level agreement with the LA, who provide a comprehensive programme of training, both face-to-face and online. Governors were advised that at the LA Review on 10/10/19 the governor training record in the ICE folder was noted, and the importance of having a wide spread of governors attending a broad range of training courses was highlighted.</p>	
<p>8.</p> <p>8.1</p> <p>8.1.1</p> <p>8.1.2</p> <p>8.1.3</p>	<p>HEAD TEACHER'S REPORT</p> <p>The report on the LA Review held on 10/10/19 had been previously circulated to all governors. Highlights included:</p> <p>It was noted that Ofsted are moving schools forward far more than they had previously. The review had been a very thorough, challenging process and good feedback had been received. Four inspectors had been in attendance, including the school's School Improvement Partner (SIP), Jenell Chetty (JC), and they highlighted the school's numerous strengths. The inspectors looked at science, geography, maths, early reading and EYFS. In maths they carried out 'deep dives' in Y2 and Y3, meeting with the children in these lessons and looking at their neighbours to see progression. What became clear was that whilst the school has a curriculum map, they were less secure on 'sticky knowledge', ie sequential knowledge that has 'stuck' and stays with the children as they progress through the school. Focusing on these skills is, therefore, the area that requires attention, although it was noted that PE already had a good progression of skills, ie the visionary intent is in place, but more knowledge was required in skills progression. The three key questions that needed to be asked were:</p> <ul style="list-style-type: none"> - Why this? - Why now? - What next? <p>The new Ofsted framework is to do with intent, implementation and impact. When delivering the curriculum, using the school in context was a good starting point, eg children understanding about the River Thames, and then broadening out into learning about other rivers in the country, and then the world. There were a lot of positives and good results with the school's curriculum which is a big part of the school's 'oustanding' grade.</p> <p>CHo and SS were thanked for representing the governing board at this review, although it was noted that a safeguarding link governor would need to be available during an Ofsted inspection as this is their priority, although they are always interested in Special Educational Needs & Disability, and Pupil Premium. They will ask questions about specific areas, for example the finance</p>	

	<p>question might be; “How do you ensure the budget best supports the SDP?” Work has already started on the recommendations to consider. As an example, MF, as English lead, advised that phonics in the school is always good, and she and CHu will ‘map’ the English reading schemes, eg Oxford Reading Tree, matching the books to the children’s phonics knowledge. Some schemes practice different skills, utilising a mixture of different strategies, so putting them in order makes logical sense. As a further example in Y5, as the school has a lot of freedom of choice to match topics to the school, with a lot of children from eastern European countries, Poland is used as a geography topic.</p> <p>8.1.4. It was acknowledged that professional development was in place for support staff as within their CPD opportunities were identified in their performance management. They are sent on, eg EAL and SEND courses. The opportunity for Teaching Assistants to meet before the day starts was also considered. At the locality inset on 4/11/19 all support staff would have writing training from the ex Head Teacher of Barnes Primary School, Mark Hartley. The importance of this was noted as support staff often take small groups of children in intervention sessions.</p> <p>8.1.5 Marking is also moderated internally, and externally in cluster events. CHu advised that she had been an external moderator in her previous role in another school, but she does a lot of work with St Osmund’s and St Richard Reynolds. KS1 and KS2 used to be on a four-year cycle of external moderating but EYFS did not. A trigger used to be a change of staff, appointment of NQT etc, and it was thought that the school would be externally moderated for EYFS and Y1 this year. The school buys into SPARK credits with the LA, and Matt Brown, the Lead School Performance Adviser from AfC, comes into school.</p>	
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>FEDERATION PROPOSAL</p> <p>An Extraordinary Full Governing Board meeting was held on 5/9/19 to discuss the proposal received by AB in July 2019 from St Osmund’s Catholic Primary School in Barnes.</p> <p>On 27/9/19 governors met with the following representatives from St Osmund’s:</p> <ul style="list-style-type: none"> - Dominic Clark (DC), Foundation Governor and Chair of Governors - Nicola Cowell, Teaching & Learning Committee Chair - Monsignor Canon James Cronin, Foundation Governor and Parish Priest of St Osmund’s Catholic Church, Barnes - Andrew Cole, Associate Member of the full governing board <p>Dr Simon Hughes (SH), the Director of Education from The Education Commission in Orpington, also attended.</p> <p>At the end of the meeting AB had advised St Osmund’s that she would discuss the matter with the full governing board today and that they would consider any potential collaboration. It was acknowledged that there was already a lot of collaboration between the two schools, eg mentoring the Head Teacher, EYFS collaboration, and HF had produced a list of all current collaborations that had been emailed to all governors. However, it was felt that this list was one-sided with the flow going from St Mary Magdalen’s to St Osmund’s; sharing best practice should be two-way. Governors had been surprised that St Osmund’s had not been represented by any staff governors as it was felt that the meeting could then have produced these answers at the time.</p>	

<p>9.4</p> <p>9.5</p> <p>9.6</p> <p>9.7</p> <p>9.8</p> <p>9.9</p>	<p>SH had offered to advise governors by attending tonight's full governing board meeting but unfortunately he was unable to. He had indicated that he was open to offering any type of support but he was not advocating a federation or otherwise and that he would not support any movement towards a federation unless there was a clear advantage to both schools, otherwise the diocese would oppose it. It was agreed that SH should be invited to the next full governing board meeting on 6/2/20 so that the school could ask straight questions and get straight answers without the presence of St Osmund's representatives.</p> <p>Bringing in other Catholic schools in the locality had been discussed. AB had also emailed DC details of the forthcoming LA training events she was planning to attend and invited St Osmund's governors to attend with her in order to share that training journey but had not heard back from him. It was noted that DC's term of office as a Foundation Governor appears to come to an end on 24/11/19.</p> <p>A governor advised that they thought there was no advantage in a federation, and certainly not financially as it would involve only two single form entry schools. In order to be successful it would be necessary to have about 3000 pupils, so would need to involve about seven schools in order to be able to realistically move forward. There was a certain amount of scepticism as to whether the school would be being used as a prop for the future by St Osmund's trying to protect themselves by collaboration with a stronger school. It was noted that St Osmund's did not bring to the 27/9/19 meeting any of the data or facts that the school had asked for. The evidence seemed to indicate that St Osmund's had healthy reserves, and they appeared to have one more pupil vacancy than St Mary Magdalen's although they have amalgamated two of their additional classes into one. In conclusion there was no evidence of a school in crisis. However, the area of parental dissatisfaction was stark, they appeared to have a high turnover of staff, and there was no discussion in their full governing board meeting minutes of them intending to reach out to collaborate with another school. It was felt that such a move would distract St Mary Magdalen's, that they did not have capacity and need to focus on themselves. It was important not to impose on staff and governors any more than is necessary.</p> <p>HF added that she had been working with St Osmund's now for about three years, as a Consultant Head Teacher, and mentoring their Head Teacher for several years when one year was considered the norm. She added that she is doing great work with a school in Canada Water in south-east London which provided great income for the school but the work she is doing for St Osmund's is unpaid.</p> <p>CHu advised that the school is currently doing a piece of work that St Osmund's would like the school to share with them. It was noted that the seven locality schools also collaborate, eg the School Business Manager (SBM) collaboration with the recent GDPR document preparation.</p> <p>A governor advised that they knew of two federations: Trafalgar Infants with Juniors, and Carlisle Infants with Hampton Hill Juniors, both of which were more natural fits than any potential collaboration between St Mary Magdalen's and St Osmund's. A small primary school split over two different sites would present</p>	<p>AB</p>
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<p>9.10</p>	<p>difficulties for staff to travel between and make sharing any potential governing board difficult too. This was especially important when considering the new Ofsted framework which considered people's work/life balance. It was noted that our school's governing board is open and transparent, eg minutes are published on the school website.</p> <p>It was agreed that AB would advise DC that the school is prepared to continue to work with St Osmund's on collaborations but not progress towards any type of federation at the current time.</p>	<p>AB</p>
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p>	<p>NEW OFSTED FRAMEWORK 2019</p> <p>On 10/10/19 CHo and SS met with JC.</p> <p>From that meeting it had transpired that Ofsted will ask a spread of questions, eg how the governors hold the school to account, and the Head Teacher's report would not be enough evidence; it would be necessary to demonstrate this from a range of sources, eg Fischer Family Trust reports, governor visit records, etc. As an example with regard to providing a broad, balanced curriculum to prepare children for twentieth century Britain, if a visit to a Hindu temple takes place, it would be necessary to demonstrate what the children gain from the visit, backing up why it is carried out. The website needed to go into depth on the curriculum. It would be necessary for the Pupil Premium governor to be available at an Ofsted inspection, even if only over the telephone rather than face-to-face, as this, SEND, and safeguarding are key areas they focus on.</p> <p>JC had also asked about the parental survey, suggesting collaboration between the Senior Leadership team and governors in order to bring it more up to date and ask specific, detailed and direct questions in order to get the right feedback, eg asking for parents feedback about the SDP. It was something that needed to be looked at before the summer term. Other areas to include were questions about the website, Scopay, etc.</p> <p>The subject of a staff survey was also brought up and HF said that she was working on this.</p>	<p>ALL</p> <p>HF</p>
<p>11.</p> <p>11.1</p> <p>11.2</p>	<p>SAFEGUARDING AND THE SINGLE CENTRAL RECORD</p> <p>Governors had been requested to read Parts 1 and 2 of <i>Keeping Children Safe in Education (2019)</i>, with Safeguarding and Child Protection named link governors (AB and PK) being required to read the entire document. Governors were then invited to sign a signature sheet to confirm that they had done so, and JH will file this in the Minute Book.</p> <p>As mentioned under 7.1.3 above, AB had inspected the Single Central Record on 8/10/19.</p>	<p>JH</p>
<p>12.</p> <p>12.1</p>	<p>SIP REPORT</p> <p>On 11/7/19 the summer term 2019 SIP Report had been circulated to all governors. CHu had prepared the answers in response which would be dealt with at the next Curriculum Committee meeting.</p>	<p>CHu/SS</p>

13.	COMMITTEE REPORTS	
13.1	ADMISSIONS COMMITTEE	
13.1.1	The minutes of the Admissions Committee meeting held on 17/9/19 had been circulated to all governors prior to the meeting. All siblings had received a Reception class place commencing September 2019.	
13.1.2	The draft Admissions Policy and Supplementary Information Form (SIF) for 2020-21 had been circulated prior to the meeting and governors approved the changes highlighted. Draft text regarding the admissions consultation 2021-22 had been circulated to all governors prior to the meeting. A letter dated 16/10/19 from Hatija Bhatia (Head of Admissions and Fair Access at AfC) regarding consultation and determination for admission arrangements 2021-22 had been received. This consultation was due to commence imminently and should ensure that there are no further problems regarding siblings. The consultation takes six weeks and can take place anytime from now until the end of February 2020. Governors noted that a new Register of Interest Form was now being used, and that the SIF now had the Archdiocese crest at the top. NG will liaise with JH to draw up the necessary documentation and will email to the full governing board.	NG/JH
13.1.3	It was also agreed to sign up for the LA SLA regarding appeals, which is free up to the point of use. If any appeals are received then the LA can arrange the appeals hearing for the school rather than the school having to do so themselves. <i>(NG left the meeting at this point)</i>	
13.2	CURRICULUM COMMITTEE	
13.2.1	Since the last full governing board meeting the committee had not met.	
13.2.2	The maths governor visit report by SS on 6/6/19 had been previously circulated.	
13.3	FINANCE & RESOURCES COMMITTEE	
13.3.1	The committee had met on 15/10/19, the minutes of which will be circulated in due course.	CHo
13.3.2	Regarding the Debt Recovery Policy, Evelyn Fernandes (EF), the school's SBM, had discovered that c.£500 was owed for school trips. It was acknowledged that within the Scopay system if parents/carers have not paid for a school trip it is shown in red, so this helps encourage payment.	
13.3.3	There is a GDPR issue regarding school staff using mobile 'phones on school trips as they should not be taking photos of children on their own 'phones. It was noted that Barnes Primary School have iPads available for staff to use on school trips and, as some staff prefer iPhones, it was agreed that the school should investigate purchasing one iPad and one iPhone for staff to use on school trips. Advantages included the ability to take the register on these devices as it is possible to logon to Integris, as well as access emergency contacts.	

13.3.4	The government data on the website is two years out of date so the locality SBM's meet in November to undertake their own benchmarking exercise to ascertain who is paying more or less for various items of expenditure. Governors acknowledged that this is a good collaboration already being undertaken between the school, St Osmund's, and the wider community of schools.	AB
13.3.5	The level of reserves in the budget is c.£82,000 which is quite healthy. However, employer's contribution towards teachers' pensions had gone up from 16% to 23% and over 90% of school income is spent on salaries. There was a one-off grant from the government this year which would help with teachers' pay rises, but governors agreed that the next year would be quite challenging financially.	AB
13.3.6	The letter to all parents/carers sent in September 2019 requesting donations to the Governors' Maintenance Fund and accompanying Gift Aid Declaration Form had been circulated to all governors prior to the meeting. A new thank you/receipt letter had been drafted and approved by the committee and will be used to acknowledge and thank parents/carers for all donations. It will be personally addressed and signed by AB, and the first batch will be sent out on 18/10/19.	AB
13.3.7	The committee was investigating linking the budget and how expenditure is allocated to the SDP. Governors were advised that many years ago a sheet was included on the budget report that did this so HF and EF will look into this in order to include SDP priorities incorporated in order to track expenditure.	HF/EF
13.3.8	The committee had approved the updated terms of reference subject to a couple of minor amendments.	AB
13.3.9	The committee had approved the Lettings Policy. Governors noted that the school charges 10% of income to external clubs, and EF will investigate the charges made by other locality schools.	AB
13.4	PREMISES COMMITTEE	AB
13.4.1	Since the last full governing board meeting the committee had not met.	AB
13.4.2	A report from the electrical contractor who had upgraded the old plant had recently been received regarding the electrical distribution around the school that was very old and urgently required attention. Work had been carried out in the summer, and more would take place in the half term. LO would circulate the report to Premises Committee members.	LO
13.5	PAY COMMITTEE	AB
13.5.1	The minutes of the Pay Committee meetings held on 11/7/19 and 5/9/19 had been circulated to all governors prior to the meeting. The confidential minutes of these meetings are held separately.	AB
14.	WEBSITE AUDIT	AB
14.1	On 15/10/19 CHo had carried out an audit of the school website using the LGfL template. Governors noted that most of what was needed to be on the school	AB

	<p>website was present, although one or two items needed to be updated. Pupil Premium was up to date, and Sports Premium would be added on 18/10/19. Curriculum subject information was also planned to be added soon.</p> <p style="text-align: center;"><i>(AMW left the meeting at this point)</i></p>	HF
15.	TERM DATES 2020-21	
15.1	The term dates for 2020-21 had been circulated to all governors prior to the meeting, and governors approved them.	
16.	POLICY REVIEW	
16.1	<p>The following policies had been reviewed by the full governing board and were approved:</p> <ul style="list-style-type: none"> - Supporting Pupils with Medical Conditions - Health & Safety 	
17	GOVERNOR TRAINING	
17.1	The Education Commission have paid the licence fee for the first year for all governors of Catholic schools in the Archdiocese of Southwark to have access to a 'governor training app' called Firm Foundations. The basic details are in the handout previously circulated to all governors. Usernames and passwords have also been circulated to all governors. It was agreed that this would be considered at the next full governing board meeting.	AB/JH
17.2	<p>Since the last full governing board meeting the following LA training had taken place:</p> <p>Jan Hopkins: Clerk's Briefing 18/6/19</p> <p>New Ofsted Framework-Implications for Governing Boards:</p> <ul style="list-style-type: none"> - Anna Brown 12/9/19 - Serena Sexton 26/9/19 	
18.	ANY OTHER BUSINESS	
18.1	There was none.	
19.	DATES OF NEXT MEETINGS	
19.1	<p>The dates of the next meetings are as follows, both to be held in the school commencing at 6.30pm:</p> <ul style="list-style-type: none"> - Thursday 6/2/20 - Thursday 25/6/20 	
20.	CLOSING PRAYER	
20.1	The meeting closed at 8.15pm with a prayer led by JD.	

Signed: Anna Brown
Anna Brown, Chair of Governors

Date: 12 March 2020