

## St Mary Magdalen's Catholic Primary School

### Minutes of the meeting of the Full Governing Board held via Zoom videoconference on Thursday 25 June 2020

#### 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	Serena Sexton (SS)	6/6/22
	Archbishop of Southwark	Fr Adrian McKenna-Whyte (AMW)	18/12/23
	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	Catie Terry (CT)	12/11/23
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 (CHu) – Associate Member  
Jan Hopkins (JH) – Clerk

<b>1.</b>	<b>OPENING PRAYER</b>	<b>ACTION</b>
1.1	The meeting commenced at 6.05pm with a prayer led by AMW.	
<b>2.</b>	<b>APOLOGIES AND OPENING REMARKS</b>	
2.1	There were no apologies.	
2.2	HF, who was retiring as Headteacher, was welcomed to her last full governing board meeting.	
2.3	PK, who had resigned as a Foundation Governor with effect from the end of the current term, was also welcomed to his last full governing board meeting.	
<b>3.</b>	<b>DECLARATIONS OF INTEREST</b>	
3.1	There were no declarations of pecuniary or personal interest for this meeting.	
<b>4.</b>	<b>MINUTES OF LAST MEETING AND MATTERS ARISING</b>	
4.1	The draft minutes of the full governing board meetings held on 1/4/20 and 27/5/20 had been circulated to all governors prior to the meeting.	
4.2	Governors confirmed these minutes were an accurate record of the meetings so a copy of AB's signature along with today's date will be added to them and JH will file them in the Minute Book.	<b>JH</b>

4.3	AB and FK had met with Liz Maitland, the proprietor of the Montessori nursery school in the church hall, and no issues had arisen. FK had obtained cones that the school was using in the church car park.	
5.	<p><b>COVID 19 – SCHOOL UPDATE</b></p> <p>5.1 The school is now entering Part 3 of Phase 3 with a letter going out to all parents/carers tomorrow advising that regrettably there is not capacity to welcome other years back to school as all staff are already placed across bubbles, and the key worker bubble has increased. The letter also advised that there will be ‘goodbye drop-ins’ for all children currently not able to attend school. They will get the opportunity to say goodbye to their teacher this year, receive a small gift and their report. This will be staggered during the week on the quieter days – Wednesdays and Thursdays - and will take place in the playground.</p> <p>5.2 In September, the new YR will take over the present YR bubble and become a bubble of 30 children, however it was acknowledged that there will be problems with, eg music lessons.  Q: <i>Is this because the social distance is being reduced from 2m to 1m?</i>  A: Yes.  Q: <i>Will key worker children return to their specific year groups?</i>  A: Yes  Q: <i>When will the weekly deep clean of the school take place?</i>  A: Unsure when but it will be at the end of a school day.</p> <p>5.3 The meeting for the new YR intake had been held virtually, and the school was putting together a pack for them. Unfortunately, no ‘welcome’ events could take place, nor would the meeting that CHu would normally attend with nursery providers at the LA. The risk assessment also precluded the ‘Meet the Teacher’ morning meeting where all children and parents of the new YR intake would come into school. Instead a mini website had been created for the new YR, linked to the school website, containing all the information that parents required and opportunities for interaction, video tours, etc. The school was looking into the YR teacher and TA carrying out virtual home visits, both in July and in September.</p> <p>5.4 It would always be difficult to keep a class of 30 children 1m apart so maintaining these bubbles was important so that social distancing within them could be relaxed. It was also acknowledged that congregating in the playground would not be permitted and it would be important that the school day was not too long.  Q: <i>Does the Key Worker Provision stop at the end of term?</i>  A: Holiday provision will be provided at LA level, not by the school.</p>	
6.	<p><b>CHAIR’S REPORT</b></p> <p>6.1 The Chair’s report had been circulated to all governors prior to the meeting. Highlights included:</p> <p>6.2 A tribute to HF, who had led the school through many changes, including the environment, providing a rich curriculum, and forged strong relationships with four parish priests at the church during her time at the school.</p>	

<p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>At the end of this term, two Foundation Governor vacancies will exist, one of which will be filled by Liam O'Connell once the paperwork has been completed at the Education Commission. AB will liaise with AMW regarding potential candidates for the other Foundation Governor vacancy.</p> <p>Governors were reminded to make best use of the extensive online training opportunities provided by the diocese and LA when their time permits.</p> <p>No governor visits are currently planned but it was agreed that governors should endeavour to carry out visits again when it is permissible to do so.</p>	<p><b>AB/ AMW</b></p>
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p>	<p><b>HEADTEACHER'S REPORT</b></p> <p>The Headteacher's report had been previously circulated to all governors. Highlights included:</p> <p>HF included a letter to all governors thanking them for their support over her time as Headteacher of the school. She advised that she was going to become an Inspector for the Archdiocese of Southwark.</p> <p>The PE and Sport Premium 2019-20 Report, and Evidencing the Impact of the Primary PE and Sport Premium report, had been previously circulated to all governors. Sally Derby (SD) and Hannah Cassidy (HC) had prepared these reports, which illustrated that 70% of the Sports Premium had been spent on the children. These two reports will be loaded onto the school website, making the most of sport in a marketing sense. Any parent reading them would get a sense of the school being incredibly positive and supportive of sport, with all children getting involved. It was noted that it is difficult to meet individual requirements regarding sport in a global way but reading the report does demonstrate that there is a lot of sport for all in the school. This might also help encourage more parent volunteers.</p> <p>All staff had been very proactive in their CPD during this difficult time, supporting the school with their ideas as well.</p> <p>Two new teachers had been appointed for the autumn term 2020, one of whom was an NQT.</p> <p>The subject reports prepared by the teachers were impressive. Last year they had started to use RAG (red, amber, green) ratings, and this has continued and represents an instant ability to see progress. Governors noted that there were very few areas of red, so this was impressive.</p> <p><i>Q: How do you come up with these objectives? How do you set them, and how regularly? Are they completely self-governed, or how are they stretched in terms of those goals?</i></p> <p><i>A: Maths and English are slightly denser so there is more to report on. Normally results are looked at as well as feedback, eg questionnaires from parents. The SDP (School Development Plan) is set in June-July when achievements, assessments and SATs are all looked at. Then in the autumn term, teachers with key priority areas meet and work as a 4-5 person team to draw up the main plans for the year. Apart from that, all teachers have a subject to lead, and the Curriculum Committee review this process, so it is very dynamic. It was noted that governors would like to see more, ie progress throughout the year, SMART (Specific, Measurable, Achievable, Realistic,</i></p>	

7.7	<p>Timely) goals, timelines, etc. as this is important. The school received a lot of support from Jenell Chetty (the School Improvement Partner) who challenges HF and CHu with high level questioning about SDP proposals. The Five-Year Plan is where the governors work with the school to get a helicopter view of the next five years. This is carried out in the autumn term every couple of years or so to prioritise the next vision and always proves to be a particularly useful, collaborative day.</p> <p>The children's end of year reports had been written regarding attainment up to the end of February because it was unfair to judge children beyond February as not all of them had been able to access the curriculum.</p>	
7.8	<p>Examples of positive feedback received were at the back. On 1/6/20 the school had been delighted to welcome the BBC into school to report on their reopening for BBC Online, "Coronavirus: Navigating the first morning at school since March": <a href="https://www.bbc.co.uk/news/education-52879559">https://www.bbc.co.uk/news/education-52879559</a>.</p>	
8.	<b>SAFEGUARDING AND THE SINGLE CENTRAL RECORD</b>	
8.1	<p>Due to the COVID-19 pandemic, no inspection of the Single Central Record had taken place since AB undertook the last scrutiny on 13/3/20.</p>	
8.2	<p>In accordance with diocesan advice, AB will continue to ascertain which governors have not had a DBS check in the last five years and ensure these governors re-apply for one.</p>	<b>AB</b>
8.3	<p>Wendy Burns, the school's Inclusion Manager, was compiling a safeguarding report for the LA due in the autumn term, and AB and PK had met with her in March to assist with answers to some of the questions. AB will follow this up next term.</p>	<b>AB</b>
9.	<b>COMMITTEE REPORTS</b>	
9.1	<b>CURRICULUM COMMITTEE</b>	
9.1.1	<p>The Curriculum Committee had not met since the last full governing board meeting.</p>	
9.1.2	<p>The school's Relationship and Sex Education Policy will be reviewed by the committee at their next meeting.</p>	<b>SS</b>
9.2	<b>FINANCE &amp; RESOURCES COMMITTEE</b>	
9.2.1	<p>The minutes of the Finance &amp; Resources Committee meeting held on 3/6/20 had been circulated to all governors prior to the meeting.</p>	
9.2.2	<p>The main business conducted at this meeting had centred around reviewing the final budget for the financial year beginning 1/4/20. When compared to the draft budget in February when the predicted revenue reserve was about £30,000, the predicted revenue reserve was now around £74,000, representing a healthy carryforward, but not so high as to beg questions from the LA. If the revenue reserve is more than 8% of the school's annual income then the LA might start asking questions because most of the money they delegate to the school is supposed to be spent for the benefit of the children, not kept in case it</p>	

might be needed at some point in the future. The situation can change during the year, eg extra grants being received, or additional expenditure, eg replacing kitchen equipment. The major portion of the increase in projected reserves was that the draft budget was pessimistic about the financial impact of recruitment, but then the appointment of MF as Acting Deputy Headteacher for one term commencing September 2020, and filling the vacancy that this created with an NQT, had had a positive impact financially. Another factor was the fact that much of the school's income is protected, eg PPG and sports grants. Even while not incurring expenditure due to the lockdown the grants were still received, and although NSSport were now coming into school a couple of hours a week this cost was negligible.

**9.2.3** The committee had carried out its scrutiny of each budget heading in collaboration with Evelyn Fernandes, the school's Business Manager, as it does twice a year, discussing the reasons for the amounts budgeted, paying due diligence that the school is on a sound financial footing, spending money in the right places and making savings wherever possible. The school carries out regular benchmarking exercises with other schools and is doing the best job that it can but it was noted that, moving forwards, schools will have to keep an eye on their budgets, unless the government decides to inject some more cash into schools. Even without the current pandemic, the medium-term future was going to get extremely tight, with a need to protect resources and maintain the school roll as there are currently many vacancies in the additional classes. It was noted that since the pandemic some people are planning to move back to their original homes.

**9.2.4** It was noted that any additional expenditure incurred by the lockdown, eg additional resources, deep cleaning etc, can be claimed back from the government fund set up to reimburse schools for these costs.

**9.2.5** SD had spent approximately nine hours a week on the Sports Premium and although the administration costs are high for a small school this can be paid for out of the Sports Premium grant.

**9.2.6** It was also noted that the parents/carers have in the past always been enormously generous in their support of the school through the PTA and the Governors' Maintenance Fund, and this may be reduced in the next academic year due to the financial uncertainties that many people are facing. Not having a Summer Fair this year would obviously have a big impact on finances.

**9.2.7** It was agreed that the school's presentation to prospective parents needs to be of a high quality to attract their attention and get them on board and was in the process of being looked at.

**9.2.8** Regarding the Sports Premium Grant, children were recognised even if they had not represented the school before. The Daily Mile had been introduced this year, and the netball teams were competitive and had done very well.

**9.2.9** A governor suggested that perhaps sport could be the subject of the next governor visit in the autumn term, providing an opportunity to explore and witness sport, and speak to SD and HC about it and so learn more.

**9.2.10** A governor questioned why the budget itself had not been circulated to all governors in order that they may approve it. It was explained that formal

**AB**

	<p>agreement of the budget was sought at this meeting by the Finance &amp; Resources Committee, and that historically the budget had never been circulated beyond the Finance &amp; Resources Committee, only a summary given at the full governing board meeting along with the committee minutes. Nevertheless, perhaps next year the budget could be circulated so that governors could ask questions on specific items if they wished.</p>
9.2.11	Governors approved the budget for the financial year beginning 1/4/20.
9.2.12	The committee had reviewed and approved the Critical Incident Policy.
9.3	<b>PREMISES COMMITTEE</b>
9.3.1	The Premises Committee had not met since the last full governing board meeting.
9.4	<b>ADMISSIONS COMMITTEE</b>
9.4.1	The minutes of the Admissions Committee meeting held on 5/5/20 had been circulated to all governors prior to the meeting.
9.4.2	Thirty children had been confirmed for 2020-21 however one child had dropped out this week so the LA will offer this place to the next child on the waiting list, but it was predicted that YR will be full in September 2020.
9.4.3	c.240 children will be on the school roll in September 2020, which means there will be around 30 vacant places. It was acknowledged that it was vital to keep the school roll numbers up, and issues such as marketing the school, and media coverage, played an important part in achieving this. It was noted that the situation is quite fluid with people constantly moving into, and out of, the area.
9.5	<b>PAY COMMITTEE</b>
9.5.1	The Pay Committee had not met since the last full governing board meeting.
10.	<b>POLICY REVIEW</b>
10.1	<p><b>Anti-Bullying Policy</b>  <b>Governor School Visits Policy</b>  <b>Intimate Care Policy</b>  <b>Physical Intervention Policy</b></p> <p>The full governing board reviews all policies every two years, or more frequently if required. The above-named policies were due for review and were approved by governors.</p>
10.2	<p><b>Safeguarding and Child Protection Policy</b></p> <p>It is a statutory requirement that this policy be reviewed annually. Governors approved this policy.</p>
10.3	<p><b>Online Safety Policy</b></p> <p>With regard to the suggested addendum to school's Safeguarding and Child Protection policies proposed in Andrew Hall's weekly email Safeguarding Briefing, governors agreed to include section 10 'Children and Online Safety</p>

<p><b>10.4</b></p>	<p>Away from School' of this addendum into the school's Online Safety Policy. JH will redraft the policy and circulate to all governors.  <i>Q: What are the filtering and monitoring systems mentioned in 3.4 (The ICT Manager) of this policy? Do we have physical systems that sit on the school computers that provide this report monthly? How is it managed?</i>  A: The school's ICT Manager (ClickOn IT London Ltd) are the experts. FK will investigate this.  <i>Q: Do they provide us with a statistical monthly report of flagged areas?</i>  A: The whole process is overseen by London Grid for Learning (LGfL) and Peter Cowley, the LA's Lead Adviser for Online Safety and Security, who can provide reports if needed.</p> <p><b>Complaints Procedure</b>  <b>Managing Serial and Unreasonable Complaints Policy</b>  CHo explained that the wording for these two policies had been suggested by the LA at their School Complaints Procedure training event that he had attended on 4/2/20. Governors approved these policies.</p>	<p><b>JH</b></p> <p><b>FK</b></p>
<p><b>11.</b></p> <p><b>11.1</b></p>	<p><b>GOVERNOR TRAINING</b></p> <p>Since the last full governing board meeting, the following LA training had been undertaken:  <i>Catherine Hughes: Safer Recruitment (via Google Classroom)</i>  <i>Jan Hopkins: Clerks' Briefing (via Google Classroom) 18/6/20</i></p>	
<p><b>12.</b></p> <p><b>12.1</b></p>	<p><b>ANY OTHER BUSINESS</b></p> <p>There was none.</p>	
<p><b>13.</b></p> <p><b>13.1</b></p> <p><b>13.2</b></p> <p><b>13.3</b></p> <p><b>13.4</b></p>	<p><b>HOW ARE WE IMPROVING OUTCOMES FOR THE CHILDREN?</b></p> <p>It was acknowledged that a lot of good work had been done, eg subject reports, sports inclusion reports, although there had been no SATs this year.</p> <p>The school had been adapted to be as accommodating as possible for those children who were able to attend and was making good use of virtual work to provide a curriculum for those children that were unable to come into school.</p> <p>The scrutiny of finance &amp; resources, and of admissions, had been good.</p> <p>The most strategic issue that the school does is to appoint staff, and the involvement of governors is important. Although it is not compulsory, the Headteacher invites governors to sit on these Appointment Panels so it was a great way for them to be directly involved in the children's future.</p>	
<p><b>14.</b></p> <p><b>14.1</b></p>	<p><b>DATE OF NEXT MEETING</b></p> <p>The dates of the next full governing board meetings for the academic year 2020-21 will be circulated to governors in due course, with the dates for the forthcoming Finance &amp; Resources Committee meetings being scheduled around them.</p>	<p><b>CHu/AB</b> <b>/Cho</b></p>

<b>14.2</b>	It was agreed that full governing board meetings would be held termly, and Finance & Resources Committee meetings would be held twice a term.	
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The meeting ended at 7.30pm.

*Anna Brown*

Signed: \_\_\_\_\_  
**Anna Brown, Chair of Governors**

Date: 26 November 2020