

The London Borough of Richmond upon Thames

St Mary Magdalen's Catholic Primary School

Minutes of the Extraordinary meeting of the Full Governing Board
held via Zoom videoconference on Monday 12 July 2021 at 6.00pm

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	Celine Carter-Smith (CCS)	1/2/25
	Archbishop of Southwark	Chris Hopkins (CHo)	31/8/22
	Archbishop of Southwark	Francis Keeling (FK)	22/5/23
	Archbishop of Southwark	Fr Adrian McKenna-Whyte (AMW)	18/12/23
	Archbishop of Southwark	Liam O'Connell (LO)	16/12/23
	Archbishop of Southwark	<i>Vacancy</i>	
Local Authority (LA) (1)	Governing Board	Sheila Butterly (SB)	25/11/24
Parent (2)	Parent election	Josh Desouza (JD)	13/3/22
	Parent election	Catie Terry (CT)	12/11/23
Headteacher	Ex officio	Catherine Hughes (CHu)	n/a
Staff (1)	Staff election	Melissa Farrell (MF)	3/9/22

bold = absent

Also attended: Jan Hopkins – Clerk to the Governing Board

1	OPENING PRAYER	ACTION
1.1	The meeting commenced at 6.00pm with a prayer led by AMW.	
2	APOLOGIES AND OPENING REMARKS	
2.1	Apologies had been received from AB, FK and CCS.	
2.2	In the absence of AB, CHo took the Chair.	
3	DECLARATIONS OF INTEREST	
3.1	There were no declarations of pecuniary or personal interest for this meeting.	
4	REVISION OF ADMISSIONS POLICIES 2021-22 AND 2022-23	
4.1	Change to the Admissions Code September 2021 (Document for The Maximilian) and Key Change to the Admissions Code September 2021 (Appendices 4.1/2), along with 2021-22 Admissions Policy and 2022-23 Admissions Policy (Appendices 4.3/4) had been circulated to all governors prior to the meeting.	

4.2	<p>Governors were advised that changes have been proposed to the <i>School Admissions Code</i>, the statutory guidance that schools must follow when carrying out duties relating to school admissions, to come into effect from 1/9/21. These changes will affect children who appear to the school, as its own admissions authority, to have previously been in state care outside of England. Currently, priority is given to Looked After Children and Previously Looked After Children who have been adopted. The proposed change appears to support children in care outside of England when they were adopted, so involves changing the school's admissions criteria nos. 1 and 8. The diocese has provided the suggested amended wording which JH has provided on Appendices ?? under tracked changes.</p>	
4.3	<p>It was acknowledged that the Admissions Policy 2021-22 is somewhat historical, having been used to determine the children admitted to Reception class from September 2021, however it was important that the change was made to the Admissions Policy 2021-22 because the new oversubscription criteria would be applied if there were any in-year admissions at any point to any year group in the academic year 2021-22.</p>	
4.4	<p>It was also acknowledged that changes to admissions arrangements normally require consultation, however consultation is not required in this instance because the change to the admissions arrangements will be bringing them into line with the legal requirement under the new <i>School Admissions Code 2021</i>.</p> <p style="text-align: center;"><i>(CT joined the meeting at this point)</i></p>	
4.5	<p>The deadline for objections by both Houses of Parliament expired on 1/7/21 so the new Code will come into force on 1/9/21. After this date, any children on the waiting list for admission to any year group who fell into either of these categories would need to be re-ranked on the list.</p>	
4.6	<p>A governor commented that they were surprised that the diocese had provided the legal terminology because it appears to only relate to children in England when they would have expected it to state "England and Wales". It was noted that the implication is that the current version of the policy only covers children in care in England. The meeting was advised that the parish is under the auspices of the Catholic Bishops' Conference of England and Wales, and that Wales does not have a devolved Parliament. It was considered that possibly this might be a consequence of Brexit.</p>	
4.7	<p>It was agreed that governors would vote to make the suggested changes to both these admissions policies, pending clarity from the diocese as to whether it should cover England and Wales.</p>	CHo
4.8	<p>CHu was asked if there were any waiting lists for any year group and she responded that there was not but that the situation was currently very fluid with a lot of interest in the current Reception and Y1 classes, so it was possible that there would be a waiting list next year for Y1, but at the moment, re-ranking children on waiting lists would not be an issue for the school.</p>	
4.9	<p>A governor commented that if there were children in these categories, how would the Admissions Committee know, ie is there an onus on the governing board to find out this information, or would they rely on parents/carers giving them this information, and how would it be presented, eg some form of documentation. Governors noted the wording</p>	

<p>4.10</p>	<p>in Appendix 4.1 provided by the diocese where it states “children who appear (to the admissions authority) to have been in state care outside of England ...” that this might suggest it was up to the admissions authority (in the school’s case, the Admissions Committee) to make their best judgement, but acknowledged that this might mean these decisions made by the Admissions Committee could then be challenged by parents/carers as some cases might require more scrutiny. It was agreed that the diocese should be approached to see if they could offer any advice as to how evidence for these two criteria could be obtained.</p> <p>Governors approved the changes to both these policies. JH will send the updated policies to CHu who will arrange for them to be published on the school website.</p>	<p>CHo</p> <p>CHu</p>
<p>5</p>	<p>ANY OTHER BUSINESS</p> <p>It was noted that the government had announced an additional bank holiday in 2022 to mark HM Queen’s Platinum Jubilee in June 2022. The May bank holiday will be moved to Thursday 2/6/22 with an additional bank holiday on Friday 3/6/22. The additional bank holiday reduces the number of days that teachers need to be available to work from 190 (plus five Inset days) to 189 (plus five Inset days). The total school year will therefore be 194 days. To accommodate the reduction of days in the school year it was proposed to finish the summer term 2022 one day earlier on Thursday 21/7/22. Governors approved this change to the school’s term dates for the academic year 2021-22. CHu will published these revised term dates on the school website and will advise parents/carers of this change in the school newsletter.</p>	<p>CHu</p>
<p>6</p> <p>6.1</p>	<p>CLOSING PRAYER</p> <p>The meeting ended at 6.20pm with a prayer led by AMW.</p>	

Anna Brown

Signed:

Anna Brown, Chair of Governors

Date:

 18 November 2021