

The London Borough of Richmond upon Thames

St Mary Magdalen's Catholic Primary School

Minutes of the Full Governing Board Meeting
held on Thursday 23 June 2022 at 6.30pm in the school

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	Catie Terry (CT)	12/11/23
	Parent election	Glyn Wallis-Jones (GWJ)	26/5/26
Headteacher	Ex officio	Catherine Hughes (CHu)	n/a
Staff (1)	Staff election	Melissa Farrell-Cotton (MFC)	3/9/22

bold = absent

Also attended: Jan Hopkins – Clerk to the Governing Board

1	OPENING PRAYER	ACTION
1.1	The meeting commenced at 6.30pm with a prayer led by AMW.	
2	APOLOGIES AND OPENING REMARKS	
2.1	Apologies had been received from MFC.	
2.2	GWJ was welcomed to his first full governing board meeting having been appointed a Parent Governor by parent/carer election on 27/5/22.	
2.3	Governors had approved LO becoming Premises Committee chair.	
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 10/3/22 had been circulated to all governors prior to the meeting (Appendix 4.1). JH will add an electronic	

	version of AB's signature, and today's date, to these minutes and file them in the Minute Book.	JH
4.2	The current Foundation Governor vacancy was being advertised in the parish newsletter, with interested parties being advised to contact AMW in the first instance.	
4.3	It was noted that the term of office of MFC (currently on maternity leave) as Staff Governor expires on 3/9/22. Governors were advised that if the new Staff Governor was not the Deputy Headteacher, then the Deputy Headteacher could be invited to attend full governing board meetings anyway.	CHu
5	GOVERNOR EMAIL ADDRESSES	
5.1	Governors were advised that the London Grid for Learning (LGfL) had issued them all with email addresses although they had never been activated. If they were then governors would be able to access the school's Google drive, however governors were concerned that this would be another email address to monitor. It was however agreed that using an online filing system to store and share documents might be good providing the Clerk were the only person to have uploading, editing and deleting capabilities.	
6	MULTI ACADEMY TRUST (MAT) STATUS UPDATE	
6.1	On 28/3/22 government published White Paper: Opportunity for all: Strong schools with great teachers for your child , the link for which was circulated to all governors prior to the meeting.	
6.2	On 21/4/22 CHu circulated the agenda, Vision Statement & Draft Letter for Stakeholders in advance of Kingston & Richmond CET Group meeting at St Elizabeth's on 27/4/22.	
6.3	On 27/4/22 the Kingston & Richmond Catholic Academy Trust Scheme of Delegated Authority was circulated by CHu.	
6.4	On 28/4/22 the letter to stakeholders V2 was circulated by CHu.	
6.5	On 9/5/22 the following documents were circulated by CHu: <ul style="list-style-type: none"> - Christ the Redeemer CET Vision - K&R CET Group meeting minutes of 27/4/22 - Xavier CET PowerPoint presentation dated 27/4/22 - K&R Letter of Intent dated 27/4/22 signed by Chairs of Governors 	
6.6	Governors noted that Christ the Redeemer was the name finally chosen for the academy however a letter from the Archbishop had been received advising that all planning meetings, discussion and forward motion regarding MAT's should cease. The diocese will go back to schools at the end of the month to advise them how they should proceed. Governors advised that they had not been happy with how the proposed CET had been progressing, ie there were serious questions regarding financial viability and what would be the tangible benefits for the children. Governors felt that Simon Hughes had pressurised the school into pursuing something, ie they had tried to get the school to consider becoming a CET along with two other single form entry primary schools. Governors agreed that it had been right to halt the process because the proposed CET was fraught with issues, although the one secondary and four one form entry primary	

<p>6.7</p> <p>6.8</p>	<p>schools all could have at least contributed to sharing resources and finances. The current thinking was to now move to a larger geographic MAT, thinking that Kingston/Richmond would incorporate The Holy Cross School, a girls Catholic secondary school in New Malden, but they had declined the offer to join. Governors were advised that none of the parish priests had been advised about the process; AMW had only heard about it from CHu.</p> <p>This was all in line with the government White Paper published on 28/3/22: Opportunity for all: Strong schools with great teachers for your child, which was very clear about the minimum numbers required. It was agreed to wait until the outcome in June.</p> <p>Governors were advised that there was a south-east London CAT – SELCAT. It was also noted that St Richard Reynolds Catholic College in Twickenham had spent years building capacity with specialist staff in their high school so that when they become part of a MAT they have got the excess teachers.</p>	
<p>7</p> <p>7.1</p> <p>7.1.1</p> <p>7.1.2</p> <p>7.1.3</p>	<p>CHAIR'S REPORT</p> <p>AB's written report had been circulated to all governors prior to the meeting (Appendix 7.1). Highlights included:</p> <p>Governors were reminded that the pupil numbers in the two Year 3 classes were very small and that it was proposed to combine the classes to form one Year 4 class from September 2022. The staffing situation meant that if this did not happen then the school would have to seek additional supply teacher cover which would cost a substantial amount. This combined Year 4 class will consist of 37 children, although three children's families may be relocating, and two children have sat entrance exams for private schools and may leave if the class merger takes place so that will mean the combined Year 4 class in September 2022 will probably have fewer than 37 children.</p> <p>It had been considered to potentially merge the classes in January or April 2023, or even when the class is in Year 5, ie from September 2023 onwards, however doing so now would maximise savings and should still maintain about £30,000 in reserves by the end of the year so the financial picture should be stable.</p> <p>Q: Would the merger be more disruptive mid-year? A: Yes.</p> <p>Q: Will the class keep the additional TA? A: Yes, the school is looking at having two TA's permanently within the class. When the staff was scrutinised it had been noted that one of the Y3 classes had a better adult/child ratio, with no higher needs in that class although children are taken out for interventions.</p> <p>Q: Could subjects be split, eg having PE at different times so that other children get focused sessions on some things in class? A: This is an opportunity that could be looked although it was noted that the school has very few additional specialist teachers. Governors noted that the PTA had been approached to fund an MFL teacher.</p> <p>CHu had drafted a letter to all Year 3 parents/carers about the proposed merger, which had been approved by Jenell Chetty (JC), the School Improvement Partner, which had been circulated to all governors beforehand. It was agreed that it was better for this</p>	

	<p>letter to be sent out to Y3 parents/carers only as soon as possible so if governors agreed it then it would be sent out tomorrow morning (Friday 24/6/22).</p>	
7.1.4	<p>It was noted that pupil numbers have dropped within that year group; the only year group where this has happened. It was also noted that teachers had advised that the current Year 3 classes perform much better when they are taught as a whole class. Governors considered that if several children from the current Year 3 leave then their siblings may leave the school with them. Currently there are 23 vacancies in Year 3 which is unviable, and only 19 younger siblings. However it was considered that if the school lost twelve pupils for example it would still be financially better off, and that opening up relatively smaller classes around the school makes it more attractive.</p>	
7.1.5	<p>Governors considered that if the proposed merger were happening in Reception class then parents/carers might be less happy. It was noted that the school had subsidised these class sizes throughout the school and can no longer continue to do so. It was also noted that throughout their school career the current Year 3 classes have not made accelerated progress. It was agreed that it would be useful to have some kind of plan going forward to monitor the classes in, eg assessment, which would show that the school is going above and beyond. Governors agreed that the letter to all Year 3 parents/carers would also state that the Curriculum Committee would undertake additional monitoring of the merged Y4 class.</p>	
7.1.6	<p>CHu had blocked out four days of her diary to let parents/carers book individual meetings with her, which governors agreed with. It was noted that some parents/carers will have very specific concerns about their child. CHu advised that she had taught one of the current Year 3 classes so knows them well.</p>	
7.2	<p>The LBRUT letter from Lindi Louw, School Travel Advisor, dated 18/3/22 advised a School Street Trial commencing 28/3/22 for six months for Worple Street. The operational hours will be 0815-0915 and 1445-1545, term time only. Signs will inform drivers of the restrictions at the entrance to Worple Street, and that the restrictions are not in operation in, eg school holidays. Temporary barriers may be used to reinforce the restrictions with volunteers managing them. There will be no changes to parking bays. Access will be granted to residents of Worple Street and certain exempt vehicles. Vehicles already parked within Worple Street will be able to exit at any time. Permits have been issued to the school, but school staff do not need a permit to enter Worple Street but it helps to identify them so permits have been issued to the school. These can be used for school visitors who are eligible for exemption.</p> <p>Q: Are there cameras? Q: No.</p>	
7.3	<p>Governors were reminded that if they take part in any recruitment panels they should have undertaken Safer Recruitment training, which both the diocese and LA offer.</p>	ALL
7.4	<p>Governors were also reminded of the need to undertake Safeguarding training, at a minimum of Level 2, and to refresh all training every three years. The LA recommend all governors complete eLearning: Safeguarding Training: Basic Awareness Level 1. The designated safeguarding lead governors, currently AB and CCS, should complete Part 2 (Safeguarding: the Governing Board's Role). Additionally, governors are invited to join any safeguarding training offered to staff as part of an Inset Day.</p>	ALL

8	HEADTEACHER'S REPORT	
8.1	<p>The following documents had been circulated to all governors prior to the meeting (Appendices 8.1/2/3):</p> <ul style="list-style-type: none"> - Head's Report - SDP Summary 2021-22 Spring Update - Diocesan letter 20220113 re School Condition Allocation Statlog 	
8.2	<p>Over the last three terms the context of the school had remained stable when compared to the last academic year. There was, however, a higher number of children with higher needs, and more mobility, with 23 children coming into the school, and 23 leaving; this year there had been far more in-year admissions to the school. Most leavers are relocations. The school remains very mobile, with the 2022-23 Reception Class projection being 29 as of today.</p>	
8.3	<p>SEND is an area that the school feels passionately about. There is a proper cycle in place but more work needs to be done in terms of having really bespoke provision for those children, with any CPD actually impacting on those children in class every single day. As various SEND services had disappeared for about eighteen months due to the pandemic, processing EHCP's had been challenging however it should be possible to catch up provided there are no high needs admissions. This is the first year in many that the school has had to go to a primary Fair Access Panel. A child had been refused entry to locality schools so all these locality schools must meet to decide which school will take the child. This will become more common going forward.</p>	
8.4	<p>Regarding PPG children, the statistics are dragged down by five children within that group. There is a need to be vigilant because although there is not a huge proportion of PPG children there is a need to make sure that the choices for them are at the heart of every decision. The pandemic disadvantaged them more as they found it more difficult to catch up so it is continuing to be a big focus. As the school has run out of school-led tuition it will be necessary to do a piece of work getting the buy in from all PPG parents/carers as some refuse additional tuition, and how to release teachers in school – before and after school, not during – to do this. It was noted that doing it at break or lunch time came across as more like a punishment. It was also noted that, particularly for younger children, little and often is best, eg twenty minutes per day.</p>	
8.5	<p>Governors wondered what the barriers to attendance for chronic non-attendees are, eg parent/carer mental health, that affect the parent/carer decisions about whether or not it is worthwhile bringing the child to school.</p> <p>Q: Would an Attendance Link Governor be a good idea?</p> <p>A: No. The Education Welfare Officer is a great help. Some absences are authorised, and for others, the school must ask why the child is not in school however this occurs only in very few families. It was noted that Y6 attendance is starting to tail off.</p>	
8.6	<p>Bilingual children are being tracked to see if they are making progress. In Y2 there is a relatively low number of EAL children not reaching the expected targets in reading and writing.</p> <p>Q: Are Black and Minoritised Pupils (B&MP) well represented across the curriculum?</p> <p>A: There are pockets where it is done really well, eg some books are really diverse, but it is not the case everywhere and the school is conscious of not wanting to be tokenistic. There are two issues: firstly, making sure they are visible in the</p>	

	<p>curriculum and other pastoral things, and secondly, the cultural shift to do with racism, ie having dialogue around incidents that were not meant with racist intent. There have been two identified racist incidents this year however more occur but the school does not identify them as racist. Governors noted that B&MP is a standard term only used with AfC.</p> <p style="text-align: center;"><i>(FK left the meeting at this point)</i></p> <p>Q: Is training put against the School Development Plan priorities? A: Yes. Staff do a lot of training, however it is better to do less and have it make more of an impact.</p> <p>Q: What is agreement trialling? A: At the end of a key stage, samples of children’s work are used as evidence against key stage judgements.</p> <p>Q: Is this done with a group of schools? A: Yes, often locality or Catholic groups.</p> <p>Q: Is that moderation picked up in the SIP report? A: Yes.</p> <p>Q: With regard to the RE scheme of work, is the school moving away from Come and See? A: Journey in Love is a diocesan-approved Relationship and Sex Education scheme of work that is a bit more up to date and used by most Catholic schools. It will be put on the agenda for the next Curriculum Committee meeting but ultimately it will require full governing board approval. It has been trialed in Y5 and Y6.</p>	
9	SAFEGUARDING AND THE SINGLE CENTRAL RECORD	
9.1	The Safeguarding and Child Protection named governor visit report of 24/3/22 carried out by AB will soon be circulated to all governors.	AB
10	SEND	
10.1	The SEND Information Report 2022-23 had been circulated to all governors prior to the meeting. This is a statutory document which is produced annually and published on the school website, which CHu will arrange.	CHu
10.2	The next SEND governor visit will take place sometime after September 2022.	AB/CCS
11	SIP REPORT	
11.1	The SIP summer term 2022 visit took place on 9/6/22 and the ensuing report had been circulated to all governors prior to the meeting (Appendix 11.1).	
11.2	<p>The end of year outcomes were all lower than targeted. 52% of children had passed the phonics screening check at the end of Y1, the pass mark for which was 32, with five children being 1-2 marks away. For children that do not pass this in Y1 it is repeated in Y2. This is going to be an area of real attention next year.</p> <p>Q: Can this be attributed to staffing struggles? A: Yes, but not just this, the Reception class had had a lot of disruption.</p>	
11.3	The KS1 results need to be moderated. This is an area suffering the most impact and is	

<p>11.4</p> <p>11.5</p>	<p>slow to recover. There are fewer evidence-based interventions, eg writing.</p> <p>There have been seven new arrivals to the Y2 class, with all pupils being relatively new to English, and two of which have a high level of need.</p> <p>Regarding KS2 the school was trying to be over ambitious but realistic with targets, ie the school does not want to overinflate anything.</p>	
<p>12</p> <p>12.1</p> <p>12.1.1</p> <p>12.1.2</p> <p>12.1.3</p> <p>12.1.4</p> <p>12.2</p> <p>12.2.1</p> <p>12.2.2</p> <p>12.2.3</p>	<p>COMMITTEE REPORTS</p> <p>CURRICULUM COMMITTEE</p> <p>The minutes of the Curriculum Committee meeting held on 9/6/22 had been circulated to all governors prior to the meeting (Appendix 12.1).</p> <p>It was noted that CCS's list of questions sent through to CHu prior to Curriculum Committee meetings would form an appendix to Curriculum Committee meeting minutes going forward.</p> <p>It was also noted that a focus point for the next academic year would be monitoring.</p> <p>The deadline for the Religious Education Curriculum Directory consultation had been 20/5/22. Governors noted that the diocese continues to use the Come and See scheme of work which is very digestible. Governors also noted that there had not been a diocesan visit to the school since CHu had become Headteacher in September 2020.</p> <p>FINANCE & RESOURCES COMMITTEE</p> <p>The minutes of the Finance & Resources Committee meetings held on 22/3/22 and 6/5/22 had been circulated to all governors prior to the meeting (Appendix 12.2i/ii).</p> <p>Governors noted that the committee had also met on 10/6/22 and 21/6/22, the main purpose of which was to finalise the budget commencing 1/4/22 and submit it to the LA before the end of June deadline. This year had been especially challenging, the main reason being the astronomical costs involved in supply cover teacher agency fees, but also staff sickness and maternity cover, the latter made worse by the fact that due to Covid-19, staff have to be sent home before their maternity absence begins, ie from their 28th week of pregnancy, and then have to nominally work from home, making it necessary to fund a supply teacher whilst still having to pay the class teacher who is not allowed to come into school. All in all c.£119,000 is budgeted to fund supply teacher cover in the current year.</p> <p>If the Y3 classes are merged in September 2022 then the school is looking at an in-year deficit of about £4600, still with a predicted carry over revenue of just over £30,000 at the end of the year, which is a reasonable financial position. This does, however, also depend on funding.</p> <p>Q Is the Y3 classes merger incorporated into the budget?</p> <p>A: Yes, and the current staffing structure is also in the budget. There is no MFL teacher, and £10,000 to pay for an SLA in music which will cost £16,000 which the PTA have refused to pay. It was noted that the PTA have asked to be given more information relating to money that the school is asking for to fund items that the school has</p>	

previously funded, however the school is unable to provide this information.

12.2.4 It was noted that a lot of schools do not have an MFL, Art or Music teacher; these are additional resources. CHu articulates what the school needs and why, and this is then communicated to the PTA.

Q: What ownership do the PTA have over the funds they have raised?

A: It is their money in their bank account. The PTA Trustees are responsible to the Charities Commission and they have Articles of Association. JH has a signed copy of the PTA Constitution dated 7/5/13 which she will forward to AB and CHu.

12.2.5 Governors voted to approve the budget.

12.2.6 On 22/3/22 the Finance & Resources Committee approved the following policies:

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

12.2.7 The Schools Financial Value Standard (SFVS) submission had been made before the 24/3/22 deadline, the purpose of which was to ensure financial probity.

12.2.8 Governors noted that 78 families had contributed £7543 to the Governors' Maintenance Fund (GMF). Four years of Gift Aid reclaims are being made. The balance in the Nationwide Building Society is around £3000 which is ring-fenced for Statlog purposes.

Q: Is the money sitting in school waiting to be transferred to the Nationwide Building Society?

A: It can be apportioned for some things but not staffing. As a church school we must find the 10% liability. A letter was sent out in the autumn term detailing what the GMF had been spent on in the previous year, and what it is proposed to spend it on in the current academic year.

12.2.9 Governors agreed that now was not the time to increase the suggested donation of £10 per month. It was noted that the donation shows up as "owed" in Scopay, the online payment system, which is misleading. It was also agreed that being able to pay through a PAYE system would simplify the process.

(AMW left the meeting at this point)

12.2.10 Governors noted that AB and CHO had been undertaking Performance Management of the Headteacher, for which March 2022 had been the mid-point in the annual cycle. JC was the Performance Management advisor and had met with CHu, CHO and AB on 24/3/22.

12.3 PREMISES COMMITTEE

12.3.1 Since the last full governing board meeting the Premises Committee meeting had not met. The committee were planning on meeting during the week beginning 4/7/22.

12.3.2 The Statlog Site Survey carried out on 31/3/22 had been circulated to all governors prior to the meeting.

CHu/LO

<p>12.4</p> <p>12.4.1</p> <p>12.4.2</p> <p>12.4.3</p> <p>12.4.4</p> <p>12.5</p> <p>12.5.1</p>	<p>ADMISSIONS COMMITTEE</p> <p>The minutes of the Admissions Committee meeting held on 10/5/22 had been circulated to all governors prior to the meeting (Appendix 12.4).</p> <p>On 28-29/3/22 Daniel Coleman (DC), the diocesan Adviser for Religious Education and School Standards, had emailed his input as to whether to include a further category in the Admissions Policy (Item 5.2 of the Admissions Committee meeting minutes of 24/2/22). In addition to that input, Daniel also made some other suggested wording changes to the admissions documents package. These were all highlighted in the admissions documents for 2022-23 and circulated to all governors. The committee had agreed to these changes, which will then also need to be made to the 2023-24 admissions arrangements, and admissions arrangements for subsequent years. These changes can be made without consultation because they do not change our admissions arrangements, ie our oversubscription criteria, etc.</p> <p>Subsequently, on 5/6/22 the Obligation to Attend Mass was reinstated. Wording to use in the school Admissions Policy to reflect this had been provided by the diocese, which governors approved, though it was noted that the words ‘will lift’ should be replaced with ‘reinstated’ (Daniel Coleman’s email of 22/6/22 refers), thus:</p> <p style="padding-left: 40px;">“From 18 March 2020 through to 5 June 2022 the Bishops of England and Wales suspended the obligation to attend Mass in England and Wales. As of 5 June 2022, Pentecost, the Bishops reinstated the obligation to attend Mass on Sundays and Holy Days. Parents applying for a place at St Mary Magdalen’s Catholic Primary School under a faith based criteria will need to complete a Supplementary Information Form. Evidence of practice will be measured by frequency of attendance at Mass as validated by either a priest or minister, as was the case prior to 18 March 2020. These arrangements apply to the admissions round for 2023 and subsequent rounds.”</p> <p>JH will update the admissions documents for 2023-24 accordingly.</p> <p style="text-align: center;"><i>(LO left the meeting at this point)</i></p> <p>PAY COMMITTEE</p> <p>Since the last full governing board meeting the Pay Committee had not met.</p>	<p>JH</p> <p>CHo</p>
<p>13</p> <p>13.1</p>	<p>POLICY REVIEW</p> <p>The following policies were circulated to all governors prior to the meeting:</p> <ul style="list-style-type: none"> • Anti-Bullying Policy • Governor School Visits Policy • Intimate Care Policy • Physical Intervention Policy • Complaints Procedure • Managing Serial & Unreasonable Complaints Policy • Online Safety Policy 	

	<p>Governors voted to approve these policies.</p> <p>Q: With regard to the Physical Intervention Policy, what constitutes a staff member, eg NSSport?</p> <p>A: NSSport do safeguarding training with the school but they always have a member of school staff with them when they are teaching.</p> <p style="text-align: center;"><i>(SB left the meeting at this point)</i></p>	
14	GOVERNOR CPD	
14.1	Since the last full governing board meeting the following online CPD had taken place (all LA unless otherwise stated):	
14.1.1	<ul style="list-style-type: none"> • LA Education Inspection Framework (EIF) Targeted Virtual Briefing for Heads and Chairs 21/3/22: AB, SB, CHo • Religious Education in the Catholic Schools Inspection Framework (diocese): AMW 	
14.1.2	<p>Metropolitan Police (AMW):</p> <p>Module 1: Case File Preparation Overview 24/5/22</p> <p>Module 2: Case File Preparation Investigation 24/5/22</p> <p>Module 3: Case File Preparation Victim and Witness Support 24/5/22</p> <p>Module 4: Case File Preparation Pre-Charge advice 28/5/22</p> <p>Module 5: Case File Preparation Disclosure schedules 28/5/22</p> <p>Module 6: Preparation Charging decisions and beyond 28/5/22</p> <p>Agonal breathing course instructions: First Aid 28/5/22</p>	
15	ANY OTHER BUSINESS	
15.1	There was none.	
16	HOW ARE WE IMPROVING OUTCOMES FOR THE CHILDREN?	
16.1	Finance & Resources Committee governors setting budget and decision-making safeguards future provision for all pupils in the school.	
16.2	Governors are trained in Safer Recruitment which assists the Headteacher in appointing new teaching staff.	
16.3	Termly review of the Single Central Record ensures that all safeguarding administration details are complete, up to date and recorded accurately.	
16.4	Governors CPD attendance ensures they have the knowledge and skills required to meet the standard required for good governance.	
17	DATE OF NEXT MEETING	
17.1	To be advised.	
18	CLOSING PRAYER	

18.1	The meeting ended at 9.30pm with a prayer led by AMW.	
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Signed: _____
Anna Brown, Chair of Governors

Date: _____