

The London Borough of Richmond upon Thames
St Mary Magdalen's Catholic Primary School

Minutes of the Full Governing Board Meeting
Thursday 2nd November 2023 at 6.30pm

Present: Anna Brown *Foundation Governor* (Chair) (AB)
Sally Derby *Staff Governor* (SD)
Celine Carter-Smith *Foundation Governor* (CCS)
John Conway *Headteacher* (JC)
Claire Grindal *Foundation Governor* (CG)
Glyn Wallis-Jones *Parent Governor* (GWJ)
Fr Adrian McKenna-Whyte *Foundation Governor* (AMW)
Chris Hopkins *Foundation Governor* (CHo)
Christopher Whitmore *Foundation Governor* (CW)
Amy Wallis-Jones *Clerk* (AWJ)

Apologies: Liam O'Connell *Foundation Governor* (LO), Catie Terry *Parent Governor* (CT), Shelia Butterly *Foundation Governor* (SB)

1.	<u>OPENING PRAYER</u> The meeting started at 18:40 with a prayer led by AMW	Action
2.	<u>APOLOGIES and OPENING REMARKS</u> Apologies received from LO, CT, SB	
3.	<u>DECLARATIONS OF INTEREST</u> There were none.	

<p>4.</p>	<p><u>ELECTION OF CHAIR and VICE CHAIR</u></p> <p>Clerk to the Governors takes over as Chair of the meeting to direct the election of Chair and Vice Chair.</p> <p>Clerk stated there had been one nomination for CH to stand as Chair taking over from AB. No self-nominations received. Nomination for CH to stand as Chair seconded. Clerk announces CH duly elected as Chair of Governors for a period of one year.</p> <p>Clerk stated there had been one nomination for CCS to stand as Vice Chair taking over from CH. No self-nominations received. Nomination for CCS to stand as Vice Chair seconded. Clerk announces CCS duly elected as Vice Chair of Governors for a period of one year.</p> <p>CH and CCS congratulated.</p> <p>CH & AB agrees AB will remain as Chair for this FGB.</p>	
<p>5.</p>	<p><u>MINUTES OF LAST MEETING and MATTERS ARISING</u></p> <p>Minutes</p> <p>Draft minutes of the full governing board meeting held on 22/6/2023 had been circulated prior to the meeting.</p> <p>AMW queried the recording of a comment he made relating to the reporting of how the school filter and monitor school systems online. This was briefly discussed and all minutes were agreed as a true and accurate record by all those Governors present and signed by the chair.</p> <p>Meetings</p> <p>Proposed timings for meetings in 2023 - 2024 had been circulated in advance of this meeting with one full GB meeting per term. Meeting times may be changed to evenings depending on commitments of Governors.</p>	

<p>6.</p>	<p><u>GOVERNANCE</u></p> <p>Code of Conduct signed by Governors present</p> <p>Thanks given to those Governors that responded to Committee Membership query. One more governor required on Pay Committee, one needed for Admissions Committee, CW to sit on Curriculum Committee.</p> <p>A Governor suggested a revision to the Catholic Ethos Documentation of the school and proposed a slight rewording. This was discussed at length and Governors were in broad agreement to a change of wording to the schools Mission Statement. This will need amending in all relevant documentation and on the website. Stakeholders to be consulted when appropriate.</p> <p>Not all governors were able to access the skills audit.</p> <p>Governing Board protocol and etiquette document accepted by all.</p> <p>AB highlighted the need for a Safeguarding Lead Governor. CG accepted this role.</p>	<p>Statement to be revised</p> <p>AMW to email AWJ</p> <p>AMW to liaise with diocese</p> <p>New governors to email Clerk the skills audit forms</p>
<p>7.</p>	<p><u>CHAIR OF GOVERNORS REPORT</u></p> <p>The Chairs Report had been previously circulated. Main points included:</p> <p>Headteacher Position</p> <p>AB thanked JC for taking on the headteacher appointment. Headteacher recruitment to commence in the Spring Term. All governors can take part in the process but must have completed Safer Recruitment training.</p> <p>Academisation</p> <p>There is a need to speak to others regarding this and meetings to be arranged.</p>	<p>CW & CG to complete safer recruiting training</p>

<p>8.</p>	<p><u>HEADTEACHERS REPORT</u></p> <p>The Headteacher’s Report and appendices had been previously circulated. Main points included:</p> <p>Attendance when term ended was better than previous years. Query raised by CT (prior to the meeting) was discussed.</p> <p>JC stated there were questions for Governors in the report but ones which could be answered within individual committees.</p> <p>JC confirmed that Test Performance headlines are good but writing at KS1 is an area that requires focus. Various reasons for this were discussed. Writing is a focus for development over the next year.</p> <p>The Spark outcomes report was explored by governors, as were the processes regarding children with additional needs that are currently within the school and those that may join the school from preschools in the next academic year.</p> <p>One governor highlighted the point that there is an expectation of the national average of children requiring ECHPs is going to rise and questioned how this is being factored into the financial outlook of the school going forward. This point was considered by all.</p> <p>Parental support and volunteering was identified by JC as very strong compared to previous schools he has worked at but was not as systematic as possibly could be.</p> <p>A query was raised regarding the pastoral wellbeing of staff following the increasing level of children with additional needs in the school. JC confirmed that he is very conscious of this and is looking to establish a more systematic line management structure around staff but this will take time and training. Broadening and devolving leadership will also assist.</p>	<p>Free school meals letter to be revisited</p>
<p>9.</p>	<p><u>SAFEGUARDING</u></p> <p>Keeping Children Safe in Education Full Version – Signed by all present at the meeting</p> <p>Single Central Record Check 17/10/23 – Completed</p> <p>Safeguarding and Child Protection Policy - Approved</p>	

<p>10.</p>	<p><u>COMMITTEE REPORTS</u></p> <p>Admissions/Curriculum/Finance & Resources Committee Meetings and Reports briefly discussed</p> <p><u>10.4 Premises Committee</u></p> <p>GWJ reminded governors of the ongoing problem the school has with foxes and that there is a need to evict the current foxes that reside as well as securing the school premises longer term. A quote has been received from a specialist company that can provide a long term solution to the problem and provide a guarantee for their work. This work can be paid for using the Capital Fund.</p> <p>A governor queried what the Capital Fund is specifically for. GWJ confirmed that it is for issues that concern the safety, warmth and dryness of the school. The Diocese Buildings officer have confirmed that the fox problem is applicable.</p> <p>Given the financial cost of this it was agreed by all that a vote in principal for the works needed was required.</p> <p>AB requested a show of hands to support the option of humane removal of the foxes and barriering of the school against subsequent foxes. This option received <i>unanimous approval</i>.</p> <p>GWJ then raised the issue of the carpets in the upstairs and downstairs corridors as well as in two classrooms being replaced but highlighted that the Capital Fund cannot be used to fund this but a request was made for this to be paid for using the Governors Fund. This request also received <i>unanimous approval</i>.</p>	
<p>11.</p>	<p><u>POLICY REVIEW</u></p> <p>11.7 – It was noted that the Admissions Policy has incorrect dates on one of the pages – probably just a typo but that needed amending.</p> <p>All other Policy Reviews <i>unanimously approved</i></p>	<p>Dates on policy to be checked</p>
<p>12.</p>	<p><u>GOVERNOR CPD</u></p> <p>Since the last FGB GWJ and CG had been on additional training. CW to contact AfC to book relevant courses.</p>	
<p>13.</p>	<p><u>ANY OTHER BUSINESS</u></p> <p>A governor suggested it might be useful to think of ideas to be more visible as a Governing body to parents and the community. This point was discussed and it was agreed that the upcoming new Parent Governor election might be a good opportunity to do this.</p> <p>Also, updating the school website with pictures or a short biography of each governor would make Governors more obvious.</p>	<p>Chair to send a letter with changes to governing body</p> <p>Governors to send AWJ short bio</p>

14.	<p><u>HOW ARE WE IMPROVING OUTCOMES FOR THE CHILDREN?</u></p> <p>With vigilance and a commitment by all to keeping children safe in our school. Also, by ensuring safeguarding at all times and by providing a safe school environment.</p>	
15.	<p><u>DATES OF NEXT FGB MEETINGS</u></p> <p>Thursday 29th February 2024 18:30 – 20:30 Thursday 20th June 2024 18:30 – 20:30</p>	
16.	<p><u>CLOSING PRAYER</u></p> <p>The Meeting ended at 21:45</p>	

Signed _____

Christopher Hopkins, Chair of Governors

Date _____