



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

Minutes of the meeting of the SMM Full Governing Board
Thursday 7th March 2024, 18:30, held at school

Present: Chris Hopkins (*CH*) Chair
 Celine Carter-Smith (*CCS*)
 John Conway (*JC*)
 Fr Adrian Mckenna Whyte (*FA*)
 Sally Derby (*SD*)
 Glyn Wallis-Jones (*GWJ*)
 Sonica Mushi (*SM*)
 Claire Grindal (*CG*)
 Chris Whitmore (*CW*)
 Amy Wallis-Jones (*AWJ*) Clerk

Item	Title	Actions
1.	OPENING PRAYER	
2.	APOLOGIES AND OPENING REMARKS Apologies received from Shelia Butterly Meeting commenced at 18:30	
3.	DECLARATIONS OF INTEREST None received	
4.	MINUTES OF LAST MEETING AND MATTERS ARISING Minutes Approved	
5.	CHAIRS REPORT CH confirmed that everything of note that he would like to raise is already on the agenda and will be covered.	
6.	HEADTEACHERS REPORT JC commenced with the fact that in year admissions are relatively small, 10 have left 31 left in Y6 and only 23 started in reception. The finance team are currently putting together next years budget. Looking at the attendance table we’re at the 95/96 mark which is relatively normal – there are always peaks and flows. A governor asked if there was a link between SEND students and EAL and does the school have capacity for this as it appears to be a niche area for support. JC replied that there is a link but in not every case. There is a child in Y2 with these characteristics and the LSA in that class speaks the same language, a bonus for that child but has to be dealt with on case by case basis.	



SD advised that 4% of EAL students have additional needs whereas this is 13% of the school as a whole.

Regarding the PPG statement, **JC** informed that there is a legal expectation to publish this and for it to be reviewed. There have been very few changes since last year.

In relation to the SEN Report, **JC** briefly detailed issues relevant to this currently within the school and that in one particular case he has asked for an emergency cross-group meeting including AfC as support levels around this one case are unsustainable.

JC went on to explain that CPOM is where the school logs behavioural incidents of note. This report is a summary of these. Overall, behaviour in the school is very good. Where there have been occasional racist incidents – investigation finds that particular words have been used but out of context for example. The Senior Team meet once a week and go through any of these that have been logged. Parents are involved on a case by case basis.

JC explained that Admissions into SMM with it as their first or second choice are stronger than last year. Discussion commenced around the reasoning for this with potential reasons including that we now have our digital newsletter sent to prospective parents also, the look of the school is improving. Governors then talked about the safeguarding concerns around sending out the newsletter with children’s faces on to families not in the school and who could follow the school Instagram account.

In relation to staffing, **JC** confirmed that Mrs Millers change of role appears to have gone well at this stage. There were two teachers on long term sick which was very disruptive for the school but were through that now. There are currently no teachers on L/T sick and LSA attendance has improved.

Conversation turned briefly to the SEF

JC discussed Learning Walks and Monitoring. Since half term subject leaders are being given time to monitor others that teach that subject. This increases our strength in teaching. Teachers are looking for evidence of new learning in the classroom - this is a focus for all. It also increases conversations around teaching and learning and encourages communications about improving our school. **JC** stated that observing teachers look for two things that are done well and one area for improvement. The overall aim is to encourage all teachers to be good leaders, a leadership culture, to develop capacity and involvement. Builds a ‘we’ mentality instead of ‘them’ attitude. All the subjects need leaders.

HT/1 documents what teachers have completed in terms of CPD since the last meeting.

The meeting then focussed on clubs and trips available to children. Praise was given to Hassan Davis and the great feedback **JC** receives about him from both parents and children. The school is doing so well in PE and some Y6 children will be taking part in the London Youth Games. School also offers children swimming lessons in Y4, Y5 and Y6.

The issue of parents actively consenting annually to such things to be explored

Governors to be given access to links in this report



	<p>JC then touched on the Catholic Life of the School. Mrs El-Khoury is leading RE very well and FA assured that she is great to work with. First Holy Communion was discussed.</p>	
<p>7.</p>	<p>HEADTEACHERS RECRUITMENT UPDATE CH stated that the school received one applicant in the first round who was shortlisted but she then withdrew her application. The position will be re-advertised asap with the advert closing after Easter. SD highlighted this would give applicants chance to visit the school, also that some school offer an additional applicants pack with imagery and a governors letter. CH reminded that governors and advisers all need to find dates to convene. FA asked if a letter from pupils asking someone to be their headteacher might be helpful and different. CH suggested that the date for interviewing any shortlisted candidates should be early May. If there are no successful applicants on the second round then we will get advice from our advisers about how best to move forward.</p>	<p>SD to send an example of Dep Head pack she had seen to CH</p>
<p>8.</p>	<p>SAFEGUARDING AND THE SINGLE CENTRAL RECORD ANY OTHER BUSINESS CG advised that she has checked this in the Autumn Term. It was a positive experience and she found no significant gaps. Those that were found were being followed up on, she has confidence in the process.</p>	
<p>9.</p>	<p>COMMITTEE REPORTS <u>9.1 Admissions Committee</u> CH confirmed that admissions paperwork has been worked through and have been categorised. 22 applicants chose SMM as their 1st choice and 22 as their 2nd. 11 are siblings. There is hope that there will be 26 reception places filled in 24/25. Governors discussed that a Catholic primary school in the area no longer asks for Catholic Supplementary information forms to be completed.</p> <p><u>9.2 Curriculum Committee</u> CCS explained at the last meeting much discussion was around what is being done in school to elevate the role of the LSA role and the consistency of this across the school. Developing the flexibility of the LSA’s enabling LSAs not just to offer support continuously to one child but developing that child’s support into a team of individuals. There is some provision being given to them by Mrs Miller. The Committee also discussed the usefulness of Learning Walks. JC confirmed that all governors can go on Learning Walks as it gives a good degree of knowledge and is a good practice.</p> <p><u>9.3 Finance and Resources Committee</u> CH highlighted that this committee has not yet met this term but next years budget has to be submitted in a few weeks time.</p> <p><u>9.4 Premises Committee</u> GWJ summarized the works that have been completed recently including the fire doors, carpets, lighting and fox-proofing the huts. Money has been spent but more will be needed in the next few years as it is anticipated the main roof will need to be replaced in the next two years, this means that there needs to be a push to parents around the Governors Fund as we need to build up a reserve.</p>	<p>Governors are invited to attend Learning Walks individually or in small groups</p> <p>CCS to be added to the F&R Committee</p>



	<p>A governor asked how much money comes into the Governors Fund each year. GWJ replied that this is not clear as there isn't a separate bank account. GWJ went on to say that another large spend ahead is that of the removal of the huts and possibly the building of extra rooms under the first floor extension. Then the hut area could be astro-turfed or grassed over to provide additional outdoor space.</p> <p>A governor questioned how this would be possible with the existence of the graves in that area? GWJ explained that we could astro-turf over graves and not dig down but this is just a vision and not a plan, much more research would take place. FA stated that he was not happy with this and that there would have to be much engagement with the Diocese as the land is owned by the church. Another governor suggested that a plaque or some other type of memorial could be erected to acknowledge them as the space that would enable sports activities to develop significantly. Further discussion took place around the highlighting of the graves as well as the need to build further rooms or whether existing rooms could be used differently and to make best use of space.</p> <p>GWJ asked for approval from the FGB on the following items:</p> <ul style="list-style-type: none"> - Promoting the Governors Fund to all parents - The Governors Fund going into a unique bank account that is separate from the school one - Scoping longer term plans around removing the huts and developing new spaces for the children to learn and complete sports activities. - Pursue efforts to improve the school premises but not to commit to the spending of money - Approval to replace the black hoarding and for painting of the hall windows and soffits, and re weather proofing of the first floor extension wooden cladding subject to a procurement process. <p style="text-align: center;"><i>ALL APPROVED</i></p> <p>Finally, GWJ confirmed that the black hoarding at the back of the playground is his 1st priority and will get replaced asap.</p>	
<p>10.</p>	<p>POLICY REVIEW JC suggested that each of the policies that are up for renewal be assigned to the most relevant committee and reviewed to be brought back to the FGB with amendments to suggest or confirmation of approval.</p>	<p>Policies to be reviewed by relevant Committee</p>
<p>11.</p>	<p>GOVERNOR PREPARATION FOR INSPECTION CCS asked what governors could be doing to be more prepared for Inspection? SD advised that she knows a Head of Governors at another local school who has just been through inspection and who may be willing to share her experience/learnings. CH also suggested that someone from AfC may be able to come and talk to governors. CCS recommended the AfC Preparing for Inspection course that they run.</p>	
<p>12.</p>	<p>GOVERNOR CPD Governors were reminded to advise the Clerk of any training that they take part in so records can be updated</p>	
<p>13.</p>	<p>ACADAMISATION UPDATE</p>	



	JC updated the Board that the Christ the Redeemer Trust launch has been delayed.	
14.	HOW ARE GOVERNORS IMPROVING OUTCOMES FOR CHILDREN? Governors agreed that by looking to appoint a suitable headteacher, securing admissions numbers for the next academic year and by improving the look and environment of the school this also positively impacts the outcomes to children.	
15.	ANY OTHER BUSINESS CH mentioned the need to fill the two Foundation Governor vacancies that we currently have. FA stated that he had asked two individuals, one had declined and there had been no reply from the other. GWJ informed the meeting that he had applied for a stall at the Barnes Fair and advised that Governors will have their own stand at the Mortlake Fair this year. He will need help and support from governors to encourage prospective parents to consider our school for their children.	Governors to consider individuals to fill empty vacancies. Governors to consider helping at fair on 6 th July.
16.	DATE OF NEXT MEETING Thursday 20 th June - 18:30 - at School	
	CLOSING PRAYER (Meeting ended at 21:20)	

Signed: _____
Chris Hopkins, Chair of Governors

Date: _____