

MINUTES OF MEETING

School: Sacred Heart Catholic Voluntary Academy
Meeting title: Spring term meeting of the governing body
Date and time: Monday, 5th March 2018 at 6.00 pm
Location: At the Parish Centre, 99 Carlton Hill

SCHOOL DISPLAY

Membership
'A' denotes absence

A Mrs Ann Jackson
Mrs Antonietta Gardner
Mrs Elisabeth Cooper - Chair
Mrs Helen James
Reverend Joseph Wheat
Mrs Karen Taylor - Headteacher
Mrs Maria Molloy
Mr Reg Carter – Vice Chair
Mrs Trudy Clayson

In attendance Emma Walton (clerk to the governors)

The headteacher opened the meeting with a prayer.

GB/01/18 Apologies for absence

Action

There were no apologies for absence.

Mrs Helen James did not attend. Her absence was duly noted for the minutes.

GB/02/18 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

GB/03/18 Review of membership

Governors received and noted the governing body membership list, which had been previously circulated.

The clerk highlighted the following vacancies on the governing body:

- 1 x Co-opted governor vacancy
- 1 x Foundation governor vacancy
- 1 x Parent governor vacancy

Reverend Wheat asked if there was as yet a definitive answer from the new MAT with regard to structure of the governing body and the headteacher replied in the negative. She advised that she was to have a meeting shortly with the MAT and would be able to discuss the number of governors required by the school with governors following this meeting.

HT/JW

Mrs Ann Jackson commented that Mr Richard Pearson still appeared on the school website list of governors. The headteacher confirmed that she would have his name removed.

HT

GB/04/18 Approval of minutes of autumn term meeting

The minutes of the summer term meeting held on Monday, 13 November, 2017 at 6.00 pm, having been previously circulated, were confirmed and signed by the chair.

Review of actions

Governors noted that, unless detailed below or otherwise on the agenda, all actions listed had been addressed appropriately.

GB/41/17 – The headteacher advised that CPA had visited in December in response to the chair's letter of complaint about the playground surface. CPA's representative had agreed that the condition of the surface was not acceptable, however no action had since been taken by CPA to remedy the issue. Reverend Wheat commented that this was not satisfactory and the school should be expecting a guarantee of remedial work being done, with a fixed date for this work. Governors requested the headteacher to contact CPA urgently to ask for this date.

HT

GB/48/17 – The headteacher confirmed that she had contacted the diocese with regard to the skills audit but had been informed that the diocese was currently in the process of redoing the audit so it was not available for review at the present time. Governors agreed to carry this item forward as "ongoing" until they heard back from the diocese.

Ongoing

GB/05/18 Receipt of minutes and approval of policies from committees and working parties

The chair confirmed that the minutes of the previous Finance and Personnel Committee, Pupils and Ethos Committee and Achievement and Curriculum Committee had been previously circulated.

There were no matters arising.

Reverend Wheat confirmed that he was meeting with Andrea Burton, Assistant Headteacher, week commencing 12th March to discuss data.

JW

The clerk requested copies of the minutes of the committee meetings from the headteacher, for upload to GovernorHub, and a list of the current committee structure and members.

HT

GB/06/18 Headteacher's Report

The headteacher presented her report which had been previously distributed to governors.

The chair then invited governors to question the headteacher on any aspects of her report.

Staffing and HLN - **Confidential item**

The governing body discussed budgeting for HLN going forwards, and Mr Reg Carter suggested that the responsibility for finding a solution for this should be put in the hands of the DES rather than individual schools. Reverend Wheat and Mr Carter then asked the headteacher to prepare an impact statement, if only to present this to the new MAT board to prove the reduction in income/increase in expenditure, and to ask the MAT board who was going to address this issue? It was agreed that the headteacher and Vicky Bowen would work on this and Mr Carter could then submit to the DES for guidance.

HT

Mrs Ann Jackson **asked** whether there were any children on the waiting list who could fill the space in the number of pupils on role in Year 3? The headteacher replied that there were no applicants at the present time, and the number of pupils in Year 5 had now also reduced to 29.

Mr Reg Carter commented on the reports included with the headteacher's report concerning SEN and Pupil Premium. He complimented the school on the work being done in this area and said that the whole teaching staff seemed really committed in this area, led by Mrs Andrea Burton. Mr Carter said that the reports were clearly presented and enabled governors to see exactly what was being done, and easily access evidence of the progress being made in this area.

Mrs Trudy Clayson commented that she loved the fact that the pupils were now doing a daily Zumba class instead of the Daily Mile, and the headteacher commented that the children loved this activity which raised their heartbeat whilst promoting health and fitness on a regular, daily basis, using popular music.

GB/07/18 Reports from the Corporate Director for consideration and action

General Data Protection Regulation May 2018

The clerk advised the governing body that this report was uploaded to GovernorHub but has been removed for editing due to some errors. She informed governors of the content of the report.

The headteacher advised that herself and Mrs Janet Timewell were booked to attend an LA course on the topic in the next few weeks, and she would feedback to all governors after the course. She confirmed that the Pax Christie Trust were taking control of this issue for all schools within the Trust and would be working with the school to implement new requirements.

HT

Mrs Trudy Clayson said that she had a comprehensive information pack from a recent course that she herself had attended with regard to the new regulations which she would share with the rest of the governing body.

TC

GB/08/18 Academy Budget

Budgetary issues were mentioned in the headteacher's report and had been reviewed by Finance governors at the meeting on 23 January 2018.

GB/09/18 Policy Update - to approve policies referred from the previous meeting or committee meetings

Lunchbox Policy – Governors discussed the policy, which had been previously distributed. The headteacher commented that the school did not wish to come across as too forceful in this area, as many parents now don't qualify for FSM since the threshold had been raised and were really struggling to afford to provide healthy components for children's lunchboxes. Governors **approved** the policy.

GB/10/18 Communication

- **From Chair**

The chair distributed the Catholic Multi-Academy Trusts governor training schedule to the governing body and asked all governors to review their requirements against the schedule.

Reverend Wheat advised that the point had been made that training sessions held during the working day were not suitable for the majority of governors as many held full-time employment.

- **From clerk – Governor Newsletter**

The clerk highlighted the following articles as of particular reference to governors:

- Performance – 92% of Nottinghamshire schools are now good or better (3% better than the national figure!)
- Annual Governors' Conference – spare places still available at the present time
- ASP (analysing school performance) – a few places remained on the Wednesday 24 January session
- School Complaints – was the school policy up-to-date and fit-for-purpose? The clerk advised that Governor Services offered support through the Complaints Management Service.
- Outcome of School Holiday Consultation – from 2019/20 there would be a shorter summer holiday of five weeks and a two week half-term in October. 57% of respondents preferred this new pattern.
- School Websites – the clerk advised that Governor Services were now offering an ad-hoc checking service, the Website Compliance Check at a cost of £100 per school.
- Parents' Support Groups and the use of Social Media.

GB/11/18 Report from training co-ordinator including review of governor training requirements for 2018

Reverend Wheat and Mrs Trudy Clayton reported that they were currently undertaking the Safer Recruitment online training.

GB/12/18 Governor Monitoring Visits

Mrs Helen James had submitted a report via email (copied with the headteacher's report to all governors) regarding her visit to the school for the nativity play.

Reverend Wheat and Mrs Antonietta Gardner had visited the school to review and sign off the Admissions checklist. Reverend Wheat commented that all was in order however potentially three baptised Catholics within the catchment area would not be able to have places at the school if all places were taken up. The headteacher advised that the school was not the first choice in all cases for catchment applications so this should not be an issue.

Mrs Trudy Clayson had attended the school to provide CPD on feedback following "Working with Peers".

GB/13/18 Premises Update

Detailed in the headteacher's report.

The headteacher advised that she had now obtained whistles as a method of alerting all staff in the event of a lockdown, and would be trialling this method over the coming weeks.

GB/14/18 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governing body impact on school improvement:

- Governor participation in transition into MAT
- Monitoring visits by governors
- Mrs Clayson's assistance with CPD

Holding the school's leaders to account:

- Questioning and challenging the headteacher in the governing body meeting and with regard to her report

GB/15/18 Confirmation of dates for 2018

The governing body **agreed**

Summer term – Monday, 4th June, 2018 at 6.00 pm

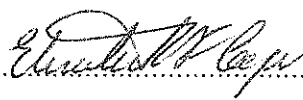
GB/16/18 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary, with the exception of items within the headteacher's report in connection with increased staffing to the Foundation unit.

The meeting closed at 7.03 pm.

Signed  (chair) Date 