



Holy Family Catholic Primary School Governing Body

**Full Governing Body Meeting, Wednesday 20th June 2018
at 6.00 pm in the School.**

Present

Foundation Governors

Sharon Lewies (SL)
F. Gary Brassington (FGB) Chair
Andrew Szeliga (AS).

Parent

Guests

Vanessa Edwards - Bursar
Roy Stephen

Staff

Louise Brown. Karen Bathe (KB) Head
Mandie Thoburn (MT)
Linda Ostaszewska (LO) - Clerk

Hand in hand in God's loving family we will dream and learn, growing into the best we can be.

Link meetings between teachers and governors took place from 5-6pm

FGB opened the meeting with a prayer.

1 Apologies

1.1 Denise Slaght (DS), and Francis Mwangi (FM) work commitments. Dave Dawson (DD) and Danusia Thomas (DT) - personal commitments. DT attended the link meeting beforehand.

2 Declaration of pecuniary Interest

2.1 None

3 Minutes of Previous Meeting

3.1 These were approved.

4 Matters Arising

4.1 To be discussed in further items.

5 Head Teachers Report

5.1 Following Safeguarding training by Sarah Turner and at the request of Governors, KB reported anonymously on the number of child Protection incidents, including those children in need, those with early help records and referrals to the Multi-agency safeguarding hub (MASH) – 15 children in total. The children no longer needing support or who were escalated in the system were recorded.

- 5.2 There are 38 pupils on roll for September, indicating that the total number on roll will be 289. There are a further 4 offers to parents for in year spaces.
- 5.3 Phonics results are 83% (if threshold stays the same) and should be above national.
- 5.4 Writing moderation has taken place with Swindon Borough Council (SBC). This went well, and the staff were praised for accurate judgements and the quality of work put forward. The result is 80% will meet expected. This should be above National.
- 5.5 Year 2 and Foundation Stage teacher assessed results will be available next week and year 6 SATs results a week later.
- 5.6 KB said that she had also reported on fixed term exclusions. KB clarified that she did not take exclusion lightly but there were safety issues for the children excluded and those around them. This is affecting one year particularly, and these children are being supported with mindfulness and yoga sessions. A member of the Senior Leadership team is also supporting in the classes every day. Classes allocated for next year and teachers to be deployed are being considered carefully.
- 5.7 KB said that she had applied for more SEN funding and four children should have access to further support next year.

6 Samuel Partnership and Romero Trust

- 6.1 Father Gary and Dave Dawson met with KB to discuss the non-negotiable items for the Romero Trust application. This had subsequently been circulated. KB said that the deadline to respond to the Diocese was the 30th June when the working party would meet. KB said she did not anticipate any further discussions on the matter as the Holy Family stance was final.

7 Nursery status and Admissions policy

- 7.1 The consultation has ended, KB said that there were few responses, but they were all positive. There has been an application to the EFA for approval to go ahead with the nursery, this will be fast tracked and should take up to four weeks.
- 7.2 The Open day went well and AS was thanked for attending. Sixteen families have applied, and an offer will be made subject to EFA approval.
- 7.3 KB said that the Nursery needed an Admissions policy. This is not statutory, but the policy will be faith based and an over subscription criterion will need to be applied.
- 7.4 For two-year olds, the Governors agreed that priority to funded vulnerable families would allow early support and educational intervention. Therefore, firstly priority should be given to baptised funded two-year olds and then not baptised funded two-year olds.
- 7.5 For 3&4-year olds who are all funded, it was agreed that baptised Catholic children should take priority before other faiths.
- 7.6 KB said that she also wanted children of staff to have priority and this was agreed.
- 7.7 In terms of the waiting lists, KB said there needed to be a cut-off point to apply the over subscription criteria and offer places. The complication was that parents do apply for nursery places from birth. The Governors considered that applications could be considered two full terms before admission in line with the Reception places deadline
- 7.8 KB agreed to draw up a draft policy with the oversubscription criteria for approval. **KB**

7.9 It was agreed that the office would make Nursery offers to parents and the Governors contacted if there were any disputes.

8 Resources committee

8.1 There were no questions

9 Facilities

9.1 There were no questions from the previous meeting.

9.2 VE presented the budget for 2018-9 with a forecast until 2022-23. VE also distributed a forecast year end budget for 2018. The budgets took account of the current capital projects – pre-school which was £106.5k match funded, the mound – 15k and the SEND project - £17.8k

9.3 It was noted that income exceeds expenditure for the next five years and that the rollover is providing a buffer to sustain current staffing levels. VE confirmed that income for 2018-9 was 1.56m and expenditure was £1.61m.

9.4 The Governors asked what percentage staffing took of the budget? VE said that it was 100% of the EFA budget. The school has to prove to the EFA that the level of expenditure is sustainable. KB said that the school, if necessary could live within its means with a skeleton staff, e.g. no TAs, only class-based teachers, less office hours and no parent support. There would be one less class in years 5&6. This option had been explained to the EFA.

9.5 KB said that current staff costs could be justified as it had an impact on standards and results. KB said that good quality staff and TAs make a difference to teaching and learning.

9.6 VE clarified that the budget still had to be refined but staffing costs were reasonably accurate and had included a worst-case uplift in salary for teachers and support staff with a corresponding increase in pensions. There will be a decrease in costs due to the appointment of two Assistant Heads to replace Louise Brown's secondment for a year.

9.7 The Governors asked to what extent the rollover was decreasing. VE said that it was £467k in 2016, £412k in 2017, and was forecast at £315 in 2018.

9.8 KB said that the lap top leases would need to be renewed next year and a decision would need to be made about the funding of them.

9.9 The Governors felt that the budget was still healthy and sustainable. It was approved subject to a final version which must be sent to the EFA by 21st July. VE to issue by email after input from the auditor Monahans. **VE**

9.10 KB said that SBC were predicting that the numbers for Reception should increase from 2019 which would positively impact income.

9.11 It was agreed that a separate budget would be required for the Nursery and that it should be included as a budget heading in the Primary school budget.

10 Policies

10.1 The Data Protection, Freedom of Information and the Data Retention policies were approved.

11 Correspondence

11.1 LO said that she had issued the new Financial Handbook which needed to be read by all Governors. The Keeping Children Safe in Education (KCSIE) was also circulated and needed to be read.

11.2 LO to obtain signatures that both documents have been read in the autumn term. **ALL/LO**

11.3 SL said that she had read the guidance and asked KB if the school met the statutory safeguarding requirements. KB confirmed that all regulations were met and that the safeguarding audit confirmed this.

12 Governor Achievements

12.1 LO distributed a list of Governor achievements for the year to show the impact that the Governors had made. LO said that this was also a good time to review the Governing Body's strength and weaknesses.

12.2 The Governors said that the difficulty in recruiting new Governors was a weakness. LO made the point that she had run three parent elections and there had been no interest. However, parents with children at the pre-school could now apply for parent and Foundation Governor appointments. The Articles of Association are the main problem requiring three Governors to have children in education.

12.3 The bureaucracy surrounding the appointment of Foundation Governors for a second term was also a disincentive to continue.

13 Health and Safety/pre-school

13.1 The Mound is being developed and is fenced in. The pagoda has been moved and is secured in the ground. The extension is underway and is cordoned off.

13.2 The pre-school has requested to put a canopy up under a tree, the pre-school cannot pay for it to be cut down. This is being reviewed by KB.

13.3 KB said that she had been over to the pre-school for a general chat and to maintain good relations.

14 Training and School Visits

14.1 Link Governor meetings between teachers and Governors took place prior to the FGB.

14.2 SL attended the new reception parents evening and will attend Assistant Head interviews. AS attended the Nursery Open Day.

14.3 FM brought an ambulance into school for Reception children with the theme of the "people that help us"

14.4 Father Gary Brassington attended the premier of a film made by pupils at Holy Family at Cine World in Swindon. He also took a school Mass.

14.5 Five Governors plus Clerk attended Safeguarding training run by Sarah Turner in Malmesbury.

15 AOB

15.1 Sports day will be held on the 27th June. All welcome

16 Action Plan

16.1 KB to issue draft Nursery Admission policy for approval	KB
16.2 VE to issue draft budget	VE
16.3 KCSIE and Finance handbook to be read and signed	ALL/LO

Next FGB meeting 10th October 2018