

Agenda for a meeting of the FGB 3 of St Albans Catholic Primary.

**Date: 23/01/24
Time: 7pm
Venue:Zoom**



In attendance: list

**John McDonald (Headteacher), Kevin Doogan (Chair), Peter Matthews (Vice-chair)
Colette Haig, Theresa Marnell, Brigid Gribbin Bartlett, Jill Formston, Charles Donnelly,
Lorraine Adamson**

Also in attendance: Joanne Holmes (Clerk)

NON-CONFIDENTIAL MINUTES

1	Welcome prayers and apologies		
	<p>The Headteacher welcomed the governors to the meeting, which began with prayer.</p> <p>Apologies had been received from RA and CM, which were accepted by governors.</p>		
2	Declarations of Interest		
	<p>There were no declarations to declare in connection with the agenda.</p>		
3	Minutes of the previous meeting/Matters arising 30-10-23 Standards 13-11-23 Assets 06-12-23 FGB		
	<ul style="list-style-type: none"> To review and approve the minutes of the meetings held on 30-10-23 Standards, 13-11-23 Assets and FGB 06-12-23. <p>All governors confirmed that they had read the minutes from the meetings held on 30-10-23 Standards, 13-11-23 Assets and FGB 06-12-23 and confirmed they were a true record.</p> <ul style="list-style-type: none"> Review actions from the previous meetings 		
	Minute	Name	Task
			Deadline

Ref			
Assets 6.3a	Headteacher	HT to meet with BM to discuss any governor applications received.	ASAP-Completed
12a	Business manager	BM to Purchase and set up governor hub	ASAP Completed
FGB 7	Headteacher	Contact FRA to get the list of names who would like to apply for a foundation governor role.	ASAP-Ongoing
FGB 10	Business manager	Business manager to ask Su from shaping governance about what the dates will look like going to 6 meetings.	ASAP Completed

4	Correspondence to the chair
	The chair confirmed there had been no correspondence.

5	Headteachers' Report
	<p>The Headteacher informed governors that the school is still working towards academisation.</p> <p>The HT went on to remind governors about the changes around the governor meetings and that there would be six full governor meetings per year and encouraged all governors to attend. He then notified the governors of the three current governor vacancies, two parent and one foundation and that the school has recently signed into an SLA with shaping governance.</p> <p>The HT told governors that all performance management has been completed.</p> <p>There are three main targets the school is focusing on, which are the development of leadership, embedding formative assessment and Improving writing. There is also a big focus on the development of maths and behaviour for learning. The HT ran through the behaviour report and told governors that the school has been working with the HFCMAT on behaviour as well as attendance. The attendance has dropped since Christmas, which is currently at 93.6% and the attendance lead has joined an attendance triad, which consists of other schools within the MAT. A staff risk assessment has been completed, and any actions noted and implemented.</p> <p>The headteacher informed governors that there have been no data breaches and no safeguarding incidents. The pupil strategy has been reviewed and published, and all SEND information on the website is up to date.</p> <p>When the HT has compared the school's figures the FSM the school is currently at 39%, which is twice the amount of the national average, EHCP is 2.4%, which is in line with the</p>

	<p>national average, and SEND is also around the national average. The headteacher explained to governors that the school website is currently being worked on to ensure that it is all up-to-date and accurate. He told governors that there has been nurture training for all staff and the outcome of the nurture groups is that it's having a positive impact.</p> <p>Action: Produce a presentation with questions and answers to show to governors to explain what a 'nurture' school is.</p> <p>The HT went through the end of key stage 1 data and the key stage 2 data. He identified the school targets and broke this information down for each curriculum area.</p> <p><i>Q- Does the school get Fisher Family Trust?</i> <i>R- No</i></p> <p><i>Q-Where do we get the targets from?</i> <i>R-Ofsted measures us against other children. The school is starting booster classes to help support pupils reach expected levels</i></p>		
	Action	Who	When
5a	Produce a presentation with questions and answers to show to governors to explain what a 'nurture' school is	HT	Before next meeting on 11-03-2024

6	Quality of education		
	<p>The Headteacher informed governors that when looking at the quality of education 80% is good or better. There are measures put in place to support staff and the school is identifying target areas. The school is aiming for improving writing across the school and developing the curriculum ensuring all opportunities reach across the whole school.</p> <p><i>Q- You said the quality of teaching needs improving in areas, and staff are being supported. Is there a timescale? Will the measures put in place allow the school enough time to get a good report if Ofsted visits?</i> <i>R- Ofsted will focus on the majority, they will ask what the school leadership is doing to support and that governors are aware of the support that is needed.</i></p> <p><i>Q- The support that is being put in place needs to be timely. How will this be done?</i> <i>R- We follow policy to help identify what support is needed, for example, action plans.</i></p>		

7	Governor training / Governors visits to school		
	<p>There have been no governor visits that have taken place</p> <p><i>Q: The headteacher asks governors if anyone has attended any extra training.</i> <i>R: Governors had not attended any other training.</i></p> <p>Two governors had attended school to carry out the headteacher appraisal.</p>		

	The chair of governors confirmed that he had attended school to meet with the bursar to review the P9 report as well as having update meetings with the headteacher.
8	Risk register
	The Headteacher informed governors that the risk register would be delayed and discussed at the next governor's meeting.
9	Diocesan Governors briefing
	<p>The Headteacher informed governors that he had sent out the diocesan briefing to governors. The Headteacher highlighted that the briefing included updates in regards to Ofsted</p> <p><i>Q: There is some training coming up on religious education in the diocesan briefing. Is the school being represented?</i></p> <p><i>R: We offered to be part of the trial period directory, but it doesn't come into force till 2025, The deputy head, as well as year one and year three staff, have been on training with dioceses. It is called the Vine and Branches, it is national and goes all the way through up until 18.</i></p>
10	Admissions
	The Headteacher informed the governors that he would be speaking to the MAT to get advice on what admissions would look like.
11	HSE survey
	The HSE survey was not discussed.
12	P9 Budget report
	<p>The headteacher informed governors that a meeting took place last week to review the P9 budget report. The report shows the school is expected to carry forward for the next two years; however, the budget will still need to be monitored closely. There is a reduction in pupil numbers which is reflected in the budget there are less than 30 in year three, and the expected pupil numbers for reception intake are no more than 30.</p> <p>The Headteacher informed the governors that he will meet with KD to look at what the school structure will look like next year.</p>

13	Dates and times of future meetings
	list...
	11-03-2024 Resources 06-05-2024 Education 17-06-2024 Resources

14	AOB
	<p><i>Q- Who is the link governor for attendance?</i> <i>R: It was thought that this was JF, and this was confirmed at the meeting. JF to contact the school to organise the link visit.</i></p> <p>ACTION14a: JF to contact and arrange link visit</p> <p>The Headteacher informed governors that he would be looking at link governors to remove any staff link governors and fill any gaps needed.</p> <p>ACTION14b: remove staff link governors and fill any gaps</p>

Actions from meeting

	Action	Who	When
5	Ensure governors understand what a nurture school is, gather some questions and make a presentation.	HT	Before next meeting on 11-03-2024
14a	JF to contact and arrange a link visit	JF	Before next meeting on 11-03-2024
14b	Look at link governors and make sure staff aren't link governors and fill any gaps	HT	Before next meeting on 11-03-2024