



**THE GOVERNING BODY FOR ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON THURSDAY 02 NOVEMBER 2017**

**MEMBERS**

**FOUNDATION GOVERNORS**

\*Mr Graeme Bass  
\*Fr Tony Convery  
\*Mr Fabio Sidoli  
\*Ms Lisa Sturley (Chair)  
\*Mrs Melissa Ekwueme  
Mrs Rita Tracey  
3 x Vacancies

**PARENT GOVERNORS**

\*Mr Richard Gaskill  
\*Mrs Marilyn Amarteifio

**HEADTEACHER GOVERNOR**

\*Dr James Lane

**LA GOVERNOR**

\*Mr Ernest Ambe

**STAFF GOVERNORS**

Mrs Annette O'Connor

**NON-VOTING OBSERVERS**

\*Miss Z Flitton

**CO-OPTED GOVERNORS**

\*Ms Andrea Bilbow  
1 x Vacancy

\*denotes person present

**IN ATTENDANCE**

Christine Jesuthasan (Associate Clerk)  
Sarah Beaumont (Governance Advice Officer)

**PART 1**

Opening Prayer

**17/115 WELCOME**

The Chair opened by extending a warm welcome to governors.

**17/116 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies were submitted and accepted on behalf of Annette O'Connor and Rita Tracy. The Chair informed governors that Sarah Ball has resigned from the governing body as co-opted governor. The Chair noted her gratitude to Sarah Ball for her years of service to the Governing Body and stated that it would be good to invite the governors who have left to the governors' tea party.

## 17/117 DECLARATION OF PECUNIARY INTEREST AND CONFLICT OF INTEREST

None declared.

## 17/118 APPROVAL OF PART 1 MINUTES OF THE PREVIOUS MEETING HELD ON 19 SEPTEMBER 2017

The minutes of the meeting held on 19 September 2017, copies of which had been circulated prior to the meeting, were CONFIRMED, initialled and signed.

## 17/119 MATTERS ARISING FROM THE MINUTES OF 19 SEPTEMBER 2017

**SEF & SDP:** This has now been circulated by the Headteacher

**Staff Disciplinary Policy:** An item on today's agenda

**Health & Safety Report:** This has been completed by Marilyn Amarteifio

**Photos of Governors being displayed:** Zara Flitton informed the governors that governors who have not yet had a photo taken will be invited to the school when the photographer next visits. This would be at the end of November.

**Meeting of the Teaching and Learning Committee:** The Chair stated that this meeting is scheduled for tomorrow together with a learning walk which any governor is welcome to join.

**Chair of Catholic Life:** Melissa Ekwueme will now be chairing Catholic Life.

**Review of Governing Body membership:** The Headteacher noted that he has now spoken with Fr Dominic and will be speaking to the congregation at the end of November in order to identify suitable governors.

At the request of the Chair, Sarah Beaumont confirmed that the governing body's instrument of governance states that membership is constituted of 9 Foundation governors, 2 Parent governors, 1 Staff governor, 1 Headteacher, 1 LA governor and 2 Co-opted governors. This would mean that the governing body has 3 Foundation governor vacancies and 1 Co-opted governor vacancy.

**Minutes of Committee meetings to be uploaded to School website:** Richard Gaskill noted that when clicking on the minutes icon, the website directs the user to another place so this would need to be looked at.

*Action: Headteacher*

**Governors' Review:** An item on today's agenda.

## 17/120 REPORT OF THE EXECUTIVE HEADTEACHER

The report of the Headteacher, copies of which had been circulated prior to the meeting, was received and noted.

**School Development Plan (SDP)**

The 5 core areas of the SDP have been linked to Ofsted areas for development. These are:

1. Effectiveness of Leadership and Management

There have been significant changes in leadership recently and the school is working on establishing the new structures effectively and distribute leadership throughout the school so that higher levels of safeguarding, consistency and communication ensure excellence in outcomes for all pupils

2. Teaching, Learning and Assessment

Boys don't make the same progress as girls and disadvantaged pupils do not make the same progress as those who are not. The school is also focussed on monitoring how PP funds are spent to ensure progress of PP students.

The Chair asked if there may be some overlay and the Headteacher stated that there may be other factors linked in such as a PP student having additional needs.

The Chair noted that the school's PP numbers seem very low and requested these to be checked against Barnet's data. [Action James Lane]

3. Personal Development, Behaviour and Welfare

Consolidate the already good pupil conduct and high quality attitudes to learning through better involvement of parents, deepening pupil knowledge of moral development and improving our systems for supporting the most vulnerable.

4. Outcomes for Pupils: challenge and consistency in the curriculum  
Refine and embed challenge and consistency in the curriculum for reading, writing and maths so that it engages and motivates pupils to love learning. Working at greater depth is low so this needs to be worked on.

5. Outcomes for Pupils: interventions focused on maximising progress  
Systems and processes are embedded throughout teaching and learning and the curriculum to ensure interventions focused on maximising progress – especially for identified groups (disadvantaged, boys, Black African pupils).

### **Self Evaluation Form (SEF)**

The SEF is used to make a judgement on where the school is currently.

1. LEADERSHIP & MANAGEMENT is judged to 'Require Improvement'

Middle leaders have not yet been appointed. The school has a lot of young staff who want to be competent in the classroom before taking on leadership responsibilities.

The Chair queried if anything could be done on staff stability when doing staff surveys.

The Headteacher stated that this could be added as a measurable.

**2. TEACHING LEARNING AND ASSESSMENT are judged to 'Require Improvement'**

The measurable for this would be 100% teaching at good or better and governors will start to see teaching and learning being more adaptable. The measurable for this would not be just one good lesson but to see what the books look like.

Zara Flitton informed governors that the senior leaders have been spending a lot of time looking at Teaching and Learning.

A governor asked how staff have reacted to this and Zara stated that they have been very positive and this has brought the teaching staff together. Senior leadership is setting aside time to support the teachers and this did not happen in the past.

The Chair asked if there was a marking policy in place and the Headteacher stated that the school has worked with the LA and has given feedback on marking. Questioning is not a strong area so staff are being supported in higher order questioning.

The parent governors provided feedback on the homework grids which are being trialled and stated that this may require some explanation/clarification. The Headteacher noted that this will be evaluated after the first set and added that some notes on this could be sent home to parents.

Action Head teacher

**3. PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE are judged to 'Require Improvement'**

The children can be very compliant but this does not necessarily mean they are learning. The school is working on clear rules to encourage behaviour for learning. There are a very small number of children with challenging behaviour and the school is working with them and their families.

A governor stated that she is working on putting in programmes for behaviour management which has proved to be very effective in another school.

**4. PUPIL OUTCOMES are judged to 'Require Improvement'**

The Chair queried why the school is not aiming higher with Writing and the Headteacher noted that this has been a weak area for a year or two and has been an area of development which the school needs to focus on.

Action – I think James said he would take this away to see if the targets were challenging enough

5. OVERALL EFFECTIVENESS is judged to 'Require Improvement'

The Chair noted that the governing body would need a mechanism to monitor the SEF and this will form the basis of future governing body agendas. Some of the areas identified in the SEF could be linked to a governor to monitor. The Headteacher suggested that each of the committees could take on the responsibility of monitoring one area and the Chairs of the committees were in agreement with this.

Action – committee chairs or James Lane?

## 17/121 POLICIES TO BE RATIFIED

### Admissions Policy

The Admissions Policy was circulated to governors at the meeting and Ernest Ambe highlighted the changes that have been made. Under the oversubscription criteria, all staff have now been included whereas previously it was only teachers. Also, priority has now been changed to sibling of a child who has attended school whereas previously it was any baptised catholic child.

The governors discussed in depth whether it was fair to prioritise a child whose sibling no longer attended the school over those living closest in our parishes. On a show of hands, more governors were in favour of removing the sibling criterion than against hence it was agreed that this criterion would be removed from the policy.

It was resolved that the Admissions Policy is **RATIFIED** subject to the removal of the sibling criterion.

Action Ernest Ambe to update criteria and put out to consultation

## 17/122 REPORTS OF COMMITTEES

### Finance/Pay & Personnel

Richard Gaskill noted that viraments – taking funds from areas of surplus and moving to areas of deficit - are being presented to the governing body for approval.

The Head teacher stated that the committee is focussing on tidying up the budget-setting and the recovery plan indicates that the school will be in surplus in 2020/2021. Presentation of next year's budget will be in February 2018 and will be presented by someone from the LA.

The Chair explained that an old account has been identified and that she has contact Barclays Bank in relation to recovering this fund.

Pay policy and Senior Management policy will be presented to the next governing body meeting.

*Action: Richard Gaskill*

### Premises Committee

Copies of the minutes of the committee meeting held in early October were circulated to governors in advance of the meeting. The fence is now in place and the health and safety report has now been completed by Marilyn Amarteifio.

The Chair inquired if cars were still coming to the site and the Headteacher stated that when he monitored this, approximately 5 cars were noted in a 10-minute period. However, none of these cars were for the school. Zara Flitton explained that the buzzer would need to be looked at too as the school buzzer is going through to the pastoral centre.

The Chair noted that this is about the safety of the children and that parents should be advised to keep their children on the footpath.

It was agreed that the Headteacher would speak to the pastoral centre regarding cars entering the site during busy periods.

*Action: Headteacher*

### Teaching & Learning

The committee will be meeting tomorrow.

### Catholic & Pastoral Life

Zara Flitton informed the governing body that a meeting was held in July and RE development plan was looked at in great detail as was the behaviour policy. The next meeting is scheduled for 16<sup>th</sup> November but this may need to be re-scheduled.

The Chair requested all committee chairs and new governors to revisit the governors information pack which includes the Terms of Reference that should form the basis of the agendas for all committees.

## **17/123 REPORTS FROM GOVERNOR SPECIALISMS**

### Safeguarding

Graeme Bass informed governors that he had looked through the single central record and accompanying paperwork for all new staff and all seems to be in place with the exception of a few explainable gaps which should have been resolved now. Graeme added that he would be reviewing these prior to the next governing body meeting.

There was one member of staff whose work visa was due to expire soon and the Headteacher stated that the school is working with HR on this.

### Health & Safety

Marilyn Amarteifio noted that some of the buildings did not have fire extinguishers and she was told that it is their policy to evacuate and not

tackle. Some of the fire extinguishers which were in place were out of date. The way the school evacuates is deemed to be safe and there are clear markings. An external review was held in July and there may be another one before Christmas.

Richard Gaskill stated that a fire-fighter will be attending the next Premises committee meeting to provide support and guidance.

### SEND

Richard Gaskill reported that he had visited the school and met with most of the SEN pupils. None of the interventions for the year had commenced then but it would be useful for the governing body to see the list when it is consolidated.

### British Values

Ernest Ambe reported that he visited the school in June and circulated a report shortly thereafter. This was discussed at the summer governing body meeting.

### Pupil Premium

The Chair informed the governors that she will be undertaking a visit tomorrow.

### Sports Premium

Fabio Sidoli informed governors that he would need to arrange a time to visit the school and requested clarification on the carried forward sum of £9,000. Zara Flitton explained that this is not carried forward but that the sports premium is paid in April and runs according to the financial year as opposed to the academic year.

### RE

Fr Tony expressed concern that the number of catholic teacher has declined and that training for RE curriculum should be looked at carefully. He also noted that there was no funding available for bereavement counselling.

### Fundraising Plan

Ernest Ambe informed the governors of the school's plans to build a new playground and the quotation from one company for this is £20,000. Some of the plans for fundraising are creating a Just Giving page (parents and community to make donations), pupils singing carols and the giving machine such as easy fundraising.

The Chair noted the importance of sending out letters to ask parents for contributions followed up by reminders. Ernest Ambe confirmed that the letters would be sent out by end of November.

*Action: Ernest Ambe*

## **17/124 GOVERNANCE REVIEW**

Fabio Sidoli noted that there were 33 items that needed to be addressed and only 14 of these are now left to clear many are in progress.

The Chair stated that a BPSI review should be undertaken early next year and the governing body should work towards clearing this list. The Chair noted that good progress has been made.

### **Action Chairs.**

## **17/125 TRAINING LINK GOVERNORS' REPORT**

Richard Gaskill noted the following training sessions coming up:

10/11/17: Governor Induction

18/11/17: Diocese Induction

Exploring stories provided by data: 22/11/17

Zara Flitton informed governors that the BPSI website has Safer Recruitment training for teachers which the governors can also sign up for. The Chair requested the link to be emailed to all governors.

*Action: Zara Flitton*

The Chair requested training links to be emailed to new governor Andrea Bilbow.

*Action: Richard Gaskill*

It was confirmed that all governors had attended Safeguarding training.

## **17/126 ANY OTHER BUSINESS**

### Register of Business Interests

The register was signed by Marilyn Amarteifio, Fr Tony and Andrea Bilbow who were not present at the last governing body meeting. The signed registers were passed to the Headteacher.

### Letter to Governors from Year 5 Parents

The Headteacher explained that some Year 5 parents have requested after school tuition, paid for by them, a few days per week.

Zara Flitton stated that first aid provision and school admin costs would be among some of the things to consider. The governors discussed that this would depend on how many Year 5 parents would want to subscribe and the condition that payment would need to be taken in advance so that the school is not left to pick up the costs.

Action James lane to look at other local schools that provide this service.

### Governors' Christmas Party with Staff

Ernest Ambe to look into this.

*Action: Ernest Ambe*



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**PART 11**

17/127 There were no previous Part 11 minutes to consider.