

THE GOVERNING BODY FOR ST JOSEPHS CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON TUESDAY 14 MARCH 2017

PART I

FOUNDATION GOVERNORS

*Mr Graeme Bass
*Mr Marc Boucherat
Fr Tony Convery
*Mr Tom Kearns (Vice Chair)
*Mrs Rita Tracey
*Mr Fabio Sidoli
*Ms Lisa Sturley (Chair)
2 x Vacancy (one possibly filled)

LA GOVERNORS

*Mr Ernest Ambe

NON-VOTING MEMBER

*Miss Zara Flitton
Mrs M Ekwueme

*Denotes person present

PARENT GOVERNORS

*Mr Richard Gaskill

*Mrs Marilyn Amarteifio

HEADTEACHER GOVERNOR

*Mrs Lisa Barton

STAFF GOVERNORS

*Mrs Anette O'Connor

CO-OPTED GOVERNORS

*Ms Sarah Ball
1 x Vacancy

IN ATTENDANCE

Ms Madhu Nambiar (Relief Clerk)

17/29 **OPENING PRAYER**

The meeting began with a prayer led by the Headteacher.

17/30 **WELCOME**

The Chairman welcomed everyone to the Governing Body meeting.

The Chairman apologised for the delay in sending out the agenda and papers for the meeting. Governor Services had been made aware they were clerking meetings in the future.

17/31 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies were submitted and accepted on behalf of Fr Tony Convery.

17/32 **DECLARATION OF PECUNIARY INTERESTS**

There were none.

17/33 **APPROVAL OF THE MINUTES HELD ON 24 JANUARY 2017**

The Minutes of the meeting held on 24 January were received and noted. Due to the fact that the Governors had not had enough time to consider the contents in detail, it was agreed to defer confirmation of the minutes until the next meeting, and following amendments by the Clerk as noted by the Chairman.

17/34 **MATTERS ARISING FROM THE MINUTES**

116/10 Approval of the 20 September 2016 minutes: This required sign off by TK who was due to visit the School in order to complete the action.

This was an ongoing action.

Action: Tom Kearns

116/10 Governors Information Pack to be ratified: All Governors were required to ratify the policies by email.

It was agreed the pack would be sent out to all Governors.

Action: All Governors

116/18 AOB: It was an ongoing action for Richard Gaskill to get more information from his colleagues about the use of a suggestion box.

Ideas for the suggestion box would be collated by Richard Gaskill who would send the list to all Governors for their consideration.

Action: Richard Gaskill

17/09 Governor Skills Audit and Website Updates: The audit of skills was up to date and new Governors were informed that Graeme Bass would be sending them an audit to complete.

17/17 Reports of Committees, setting up common calendar of meetings and events: Tom Kearns would be arranging a meeting with the Share Point lead at the school to discuss the options.

Action: Tom Kearns

The Chairman asked the Clerk to find out if other schools have a template for recording and managing meeting timetables.

Action: Clerk

17/20 Health and Safety Policy: Zara Flitton would notify the Governors when the policy was ready to be ratified.

17/35 **HEADTEACHER APPOINTMENT PANEL UPDATE**

It was reported that the vacancy had not been filled at the recent interviews and that the vacancy had again been advertised in the Times Educational Supplement.. The shortlisting was due to take place on 24 April and the interviews on 25/26 April.

The Chairman thanked Graeme Bass and the rest of the recruitment panel for their work to date and asked the Headteacher to convey the Governing Body's appreciation to the teachers and children who had been involved in the process.

17/36 UPDATE ON GOVERNOR VACANCIES

There remained two Foundation Governor vacancies on the Governing Body.

17/37 GOVERNOR SKILLS AUDIT AND WEBSITE UPDATES

Following a brief discussion about the skills that would benefit the Governing Body, it was agreed that someone who had significant safeguarding experience would be an asset. The Governors were asked to think about anyone they might be able to invite on to the board.

Action: All Governors

17/38 REPORT OF THE HEADTEACHER

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

Arising from the Report:

Data from spring 2017 up to 10.3.17: This was noted.

SEN Data: This was noted

Attendance Return from 5.1.17 – 10.3.17: This was noted.

Staff Absence Report as at 17.01.17: This was noted.

Religious Life of the School: This was noted.

It was reported that the children had been invited to think about including prayers that were special to them.

It should read that standards in RE. are variable and there is insufficient evidence in the teaching and learning to indicate pupils are being taught to achieve lev 1 5. This is only possible if pupils are taught to apply scripture and use it to support their answers. It necessitates teaching and modelling the higher order thinking skills.

Behaviour and Safety of Pupils: This was noted.

The Governors agreed that the children's behaviour was good overall but there needed to be direct referencing to expectations in the Bible.

A Governor asked if all Safeguarding training was up to date and after some discussion it was agreed that training would be arranged for teachers during the day followed by a session for Governors in the evening.

Pupil Achievement: This was noted.

It was remarked that due to recent publicity in the media about league tables, parents had been asking about the School's ranking; it was clarified that enquiries were to be directed to the Headteacher.

Quality of Teaching: This was noted.

The Governors asked how the Headteacher was improving the quality of teaching and she described how she had been undertaking observations and the individual and general recommendations she had been sharing.

Leadership and Management: This was noted.

On being asked by a Governor, the Headteacher elucidated how the current budget position would impact the following year.

The Governors were invited to ask questions related to the report:

A Governor asked if British Values would be added to the curriculum and was informed that the Curriculum Committee would be adding this to the next meeting agenda and the Headteacher would provide an update at the next Full Governors meeting.

A Governor enquired about collecting contributions from parents to help deal with deficits in the budget and the Headteacher said that they could ask parents for donations towards the building fund but no decisions had been made regarding when that would happen. A Governor would inform the Headteacher if he was able to lead on exploring how a fund could be set up and what the money could be used for.

Action: Ernest Ambe

The Governors thanked the Headteacher and the leadership on putting together the ~~Consecration~~ Service.
Thanks giving

On being asked about the low attendance data, the Headteacher mentioned that the School were buying into the LA Education Welfare Team (EWT) services to challenge families who were either absent without leave or had lateness issues.

The Governors spoke about how effective marking was being fostered by teachers in order to inspire children to produce higher qualities of work and in particular with those that had reached the highest levels of expectations. The Headteacher described how the teachers were being shown how to manage higher order questions in order to achieve differentiated learning.

This was followed with a question about how staff were being supervised in order to increase their knowledge and achieve their potential to attain Outstanding in some

cases. The Headteacher stated that there was capacity in the Teaching and Learning budget to support peer support learning which was thought to be effective; there would however, need to be monitoring of cover provided as training was being administered.

A Governor asked if homework was given to children in order to help them prepare for upcoming subjects and the Headteacher explained they were often asked to explore a future topic at home in order to gain a basic understanding before a full discussion and more in-depth learning took place in the classroom.

The Headteacher was asked what the policy was on sports and if the School met the minimum requirements for providing adequate time to physical activities. She replied that this area was being monitored. The children had been practising for the upcoming sports week and the teachers were making suitable provision in the playground to top up further exercise time to meet the targets.

The Chairman thanked the Headteacher for her Report.

17/39 **GOVERNORS INFORMATION PACK UPDATE – Governor Specialism, H&S, Safeguarding, PP, British Values, SEND, Link**

The Chairman reminded Chairs of committees to review their Terms of Reference at each meeting to ensure all matters and policies were up to date or bring to the Full Governing Body (FGB) meeting if any needed ratifying.

17/40 **BPSI GOVERNANCE REVIEW**

Fabio Sidoli reported on the actions prioritised in the Action Plan following the review. He said that the Chairs of the Committees would need to follow up on actions related to their area but updates should be circulated to all Governors as ultimate accountability fell to the Governing Body. Based on current updates, further actions would be sent to the committee Chairs. The Headteacher reminded the committees that the minutes of their meeting should be filed with the School Office.

The Governors agreed to the suggestion made by the Chairman that a further BPSI review should be commissioned within the next couple of terms to confirm and evidence improvements in the case of an Ofsted visit.

17/41 **SELF-EVALUATION UPDATE**

The Headteacher would provide an update at the next meeting.

17/42 **CATHOLIC ACADEMY TRUST (CAT) - UPDATE FROM DIOCESE**

Zara Flitton noted that the next CAT meeting she would be attending would be held at Finchley Catholic School on 22 March and the meeting at the Diocese was on 30 March.

17/43 **SAFEGUARDING, E-SAFETY AND DATA PROTECTION**

The Governors confirmed Marilyn Amartefio as the Safeguarding Link Officer. The Governor would be completing the on-line training and would find out about the training on offer from the LA. There were recommendations made to the Safeguarding Link Officer about the kind of training other Governors had attended and would be suitable for her.

17/44 REPORTS OF COMMITTEES

Catholic and Pastoral Life

There had been a meeting held in February at which the Terms of Reference were approved. Tom Kearns undertook to circulate the minutes of the meeting.

Action: Tom Kearns

The Home School Agreement Policy was tabled, received and noted. It had been considered carefully at committee level and upon a show of hands the Governors RATIFIED the policy.

It was agreed that Ernest Ambe would join the Committee.

The Governors were informed that the Easter plays were being planned.

Premises

The next meeting was due to be held on 29 March at 12.30.

Admissions

The Link Governor reported that the admissions process had progressed smoothly overall but asked for involvement from all the governors with the appeals which were likely to be presented if they were oversubscribed and also to monitor the criteria, to ensure this was applied rigorously. The Governors asked questions to clarify what was expected from them. The Headteacher confirmed that an updated boundary map for their parish was provided by the diocese every year.

The Headteacher described the process for appeal panels and it was confirmed that Rita Tracey would Chair the panels.

Teaching and Learning / Data

Following a meeting held the previous week, the following policies which had been approved by the Committee were tabled, received and noted:

- Supporting Pupils at School with Medical Conditions Policy
- Positive Handling Policy
- Supporting Looked after Learners

It was agreed that a pro-forma should be added to the Medical Conditions Policy to detail why and who had administered medication.

After a detailed consideration by the Governors and upon a show of hands the Governors RATIFIED the policies subject to the changes discussed.

The Chair of the Teaching and Learning Committee tabled the minutes from the last meeting which were received and noted.

The Governors considered the contents of the report at length and arising from the discussions:

Governors asked for a thorough explanation of how progress was measured, the time periods covered and how progress was evidenced. They were told about how children who have reached the top levels in year six would focus their learning on improving the breadth of their understanding. The Headteacher went on to explain the levels of expected learning and how they were linked to age related potential.

Governors probed for data to be explained regarding Pupil Premium children and how they were being tracked. They were informed that the gap was closing and some children in this category were doing better than children in more advantaged groups. On being questioned Zara Flitton confirmed that children who were not disadvantaged were included in the report but fell within other categories. The Governors asked for more specific data to show if any of these children were not meeting the expected levels of progress.

Action: Zara Flitton

The Headteacher conveyed that a phonics test had been done and the results were being analysed; she would report back to the Governors when this was completed.

Action: Headteacher

It was noted that the data on behaviour had been fully discussed at committee level.

The Headteacher would notify the Governors about the next RAISEonline training.

Action: Headteacher

Finance / Pay and Personnel

The committee had not met since the last FGB.

At the next meeting the minutes of the previous meeting and the revised Terms of Reference would be reviewed. The agenda would also include an item to lock down the Full Time Equivalent (FTE) staffing levels in order to manage budgets.

The Chairman reminded the Governors of the need to minute the meetings using the agreed template which had been circulated earlier in the year and the minutes to be sent to Alex in the office. She added that pecuniary interests and apologies should be recorded.

17/45 TRAINING LINK GOVERNORS REPORT

The Training Link Governor requested that all training requirements and records of completed training be returned to him. There followed a brief discussion about the places that Governors could source training which include from the diocese, the LA



and the online organisation Key Support; their website was noted as www.thekeysupport.com/govsinduction and recommended to new governors.

17/46 EDUCATION AND SKILLS DIRECTORS SPRING TERM 2017 REPORT

The contents of the report were noted.

17/47 POLICIES TO BE RATIFIED

All policies were discussed as noted in the Committee Report's section.

17/48 ANY OTHER BUSINESS

Governors were reminded that Any other Business items should be sent to the Chairman before the meetings.

Extra nursery hours – A Governor asked if the School would be offering extra hours as part of the Government's plan to offer additional funding and the Headteacher said they were looking into this and would be sending out a letter to all parents shortly.

17/49 DATES OF COMMITTEE MEETINGS

The Governors would be advised of these by email.

17/50 DATES OF FGB's

23 May 2017

4 July 2017

Action: Clerk

17/51 WHAT HAVE WE DONE FOR THE CHILDREN

- Admissions policy – planning for the future of the children.
- Celebration within the school for the retiring Headteacher involved the children joining together to say goodbye.
- Governor vacancies being filled were good for the children as providing proper governance for their care and discussions about safeguarding ensured their safety and wellbeing.
- The consecration of the chapel meant the children were able to use the chapel for prayer and reflection.
- Training teachers and supporting them appropriately would deal with challenge in providing relevant services for the children.
- The work on Pupil Achievement would focus on attainment and producing sustained pieces of writing.
- The Headteacher's Report informed current Governors of the School's position and allowed them to ask challenging questions on behalf of the children.
- EWO service would support achieving higher rates of attendance which would benefit the children's learning and socialisation.
- Policies would support the children's learning and drive progress and attainment forward.



- School Building Fund would provide finances towards planning and providing for the children's futures.

A handwritten signature in black ink, appearing to be 'A. Smith', located in the lower right quadrant of the page.