

THE GOVERNING BODY FOR ST JOSEPHS CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL
ON TUESDAY 24 JANUARY 2017

PART I

FOUNDATION GOVERNORS

*Mr Graeme Bass
Mr Marc Boucherat
*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

Mr Mike Pittendreigh – Diocese
Mr Neil Marlow – LA Learning Network Inspector
Ms Madhu Nambiar (Relief Clerk)

17/01 OPENING PRAYER

The meeting began with a prayer led by the Headteacher.

17/02 WELCOME

The Chairman welcomed everyone to the Governing Body meeting.

The Chairman welcomed and introduced the newly appointed and prospective governors, Mrs Amarteifio and Mrs Ekwueme (Observer).

17/03 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies were submitted and accepted on behalf of Mr Fabio Sidoli, Mr Marc Boucherat and Mr Ernest Ambe.

The Chairman noted the resignation of Mrs Jo O'Brien and paid tribute to her valued contribution to the Governing Body.

The Chairman went on to thank Mike Pittendreigh and Neil Marlow for attending the meeting and for the support they had been providing the School.

The Chairman was pleased to acknowledge the support from staff during the recent difficult period and requested that the staff representatives convey her appreciation to the other staff.

17/04 **DECLARATION OF PECUNIARY INTERESTS**

There were none.

17/05 **APPROVAL OF THE MINUTES HELD ON 15 NOVEMBER**

The Minutes of the Meeting held on 15 November 2016 were CONFIRMED, initialled and signed subject to the following amendments:

116/06 Matters arising from the minutes:

'SDP was sent to governors but still required work' should be amended to '...required further working on'.

116/08 Governor Skills audit:

The line 'LS noted that the position in the local community.' should be removed.

116/12 Multi-Agency Trust (MAT) Information from the Diocese

This should be amended to Multi-Academy Trust.

17/06 **MATTERS ARISING FROM THE MINUTES**

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

Action: Tom Kearns

116/10 Update on governor vacancies: Lisa Barton had agreed to fill the role of Foundation Governor.

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

Action: All Governors

116/14 Reports of Committees: Actions carried forward:

LS to send building fund letter to parents, IC to organise Raise Training and AR to send out Raise Training dates.

Action: Lisa Sturley/Lisa Barton

116/15 Training Link Governor Report: The Chairman reported the recent Governance Review had replaced the need for a separate governance audit to be carried out.

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

Action: Richard Gaskill



17/07 **HEADTEACHER APPOINTMENT PANEL – ELECTION OF CHAIRMAN AND DISCUSSION OF PROCESS**

MOTION OF CONFIDENTIALITY

RESOLVED that due to its nature, the business to be transacted is treated as confidential and not for publication.

Part I resumed

Mike Pittendreigh and Neil Marlow left the meeting.

17/08 **UPDATE OF GOVERNOR VACANCIES**

There remained one Foundation Governor and one Parent Governor vacancy.

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.

Action: Graeme Bass

17/10 **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:

NC Year Breakdown: This was noted.

The Governors heard that it was difficult to forecast the number of pupils for the following year despite the closing of the application process since there was further movement due to the migration of families in and out of the borough. It was also noted that numbers would be affected due to offers made to families from other schools between the closing date and the start of the new school term.

It was suggested that the School should raise its profile to the Catholic community by including articles in the local parish magazine. It was noted that although they could accept non-Catholic children, the following year the sibling admission policy would not automatically apply.

The Governors enquired how the 94 places were filled the previous year and a governor undertook to contact the Local Authority (LA) for an analysis of how they allocated places.

Action: Zara Flitton

The Admissions policy for 2017/18 had been sent to the Diocese and there was a comment about the lack of consultation. The Headteacher had contacted Mary Ryan at the Diocese and had been informed that nothing could be changed at that stage.



The Governors agreed that the Admissions policy for the following year would be ratified following a full consultation process.

The Chairman asked for a volunteer to fill the vacancy on the Admission Committee and Rita Tracey agreed to join sit on the committee.

Action Chair of Admissions to ensure dates of admission criteria review are schedule in for the year.

Action Tom Kearns

SEN Data: This was noted

Attendance Return from 1 SEP 2016 to 17 JAN 2017: This was noted.

Staff Absence Report as at 17.01.17: This was noted.

A Governor asked if the number of working days lost due to illness could be shown as a percentage. The Headteacher replied it was difficult to do this since staff had different working patterns which made it difficult to quantify as a whole number from which to make a calculation.

There followed a brief discussion about the reasons for the high number of absences and the Headteacher explained the leadership would be analysing attendance data for patterns of behaviour before putting triggers into place which would initiate formal processes for staff members who were seen to have high absenteeism rates. The Governors asked that this be monitored and the processes be rigorous and fair to all staff.

Religious Life of the School: This was noted.

Behaviour and Safety of Pupils: This was noted.

Pupil Achievement: This was noted.

Quality of Teaching: This was noted.

Leadership and Management: This was noted.

The Headteacher tabled the achievement data and drew the Governors' attention to the Pupil Placement data. She noted that although the gap between non-advantaged and advantaged pupils did not appear to be considerable, further analysis needed to be done to test the robustness of the data.

The Headteacher went on to describe how the leadership were drilling down into all the data to identify anomalies and areas that needed more focussed support.

In response to questions raised by the Governors the headteacher reported that there is considerable work to be done in relation to raising school improvement. This is considerably more than was initially thought when she first was introduced to the school.

17/11 CATHOLIC LIFE OF THE SCHOOL

This item was covered in item 18 with the Committee Report on Catholic and Pastoral Life

17/12 GOVERNORS INFORMATION PACK UPDATE

It was noted that the following parts had not been allocated to Governors under Governor Responsibilities:

- Health and Safety – Graeme Bass
- Safeguarding - Graeme Bass
- Pupil Premium – Marc Boucherat TBC
- British Values – Ernest Ambe TBC

The Chairman requested that all policies that were circulated to Governors are returned by the next meeting with any comments or as agreed.

17/13 INITIAL FEEDBACK FROM BPSI GOVERNANCE REVIEW

The Chairman undertook to circulate the Action Plan drafted by Fabio Sidoli who would monitor and track progress on the actions.

The Governors asked for details of how the Plan would be implemented and the Chairman explained the process and how the objectives would be measured.

Action Lisa Sturley

17/14 SELF-EVALUATION UPDATE

The Headteacher was pleased to report on her meeting with the School Council and said they were positive ambassadors for the School. She went on to suggest the implementation of a reward system based around a house arrangement. There was significant potential to raise attainment and the Governors agreed this should be harnessed for the benefit of the children and the School. The Governors agreed the children should be able to experience clearly the impact of any changes and feel any benefits made to the School.

There was a meeting scheduled with the Teaching Assistants and the Headteacher commented she was pleased she was getting to know all the people involved in the running of the School.

Action Lisa Barton

17/15 CATHOLIC ACADEMY TRUST (CAT) - UPDATE FROM DIOCESE

Graeme Bass informed the Governors he had attended a meeting at the Diocese before Christmas at which it was confirmed that the Diocese would be supporting CATs for all schools.



The CATs would consist of schools in a regional area and St Joseph would be included with the other 13 Catholic schools in Barnet. The plans were to push this through quickly and possibly as soon as by the end of this year or early next year. The Governor said he would leave some pamphlets from the meeting in the School office.

Action: Graeme Bass

The Governor went on to briefly describe the proposed structure of the CAT and stated that he would update the Governors of developments in due course. The Governors suggested that the CAT school members should be known as 'families of schools' to emphasise the close working relationship that was hoped would exist between them.

17/16 SAFEGUARDING, E-SAFETY AND DATA PROTECTION

The Headteacher informed Governors that the 7 February would be e-safety day and the School would be doing something to highlight the messages from the day; parents would be informed through the newsletter.

17/17 REPORTS OF COMMITTEES

Finance, Pay and Personnel

RESOLVED that due to its nature, the business to be transacted is treated as confidential and not for publication.

Premises

There had been an evacuation following the fire alarm being set off accidentally which showed up that the procedures needed reviewing and revising. It was agreed that there should be two full site evacuations every year once the processes were certain.

It was noted that the quotes from Synergy remained due.

The Health and Safety report was being processed and the quotes were being examined and it was noted that there were no major concerns expected.

The LA had sent a list of measures and checks that all schools needed to carry out to comply with Health and Safety standards which had been useful and particularly for the caretaker who had been dealing with any identified issues.

MOTION OF CONFIDENTIALITY

RESOLVED that, because of its nature, the business to be transacted be treated as confidential and not for publication.

PART I RESUMED

The Governors asked if various areas in the School that required work had been dealt with and the Headteacher provided an update and assurances that she would look into anything that was outstanding.

The Headteacher requested that she be notified - along with the Premises Committee - of any issues found to enable her to monitor works being undertaken on the premises.

On being asked by the Governors, the Headteacher confirmed that the School buy into the Health and Safety packages from the LA which included Fire and Asbestos.

Teaching and Learning

The Headteacher asked to be notified of any future meetings as she wished to attend the meetings regarding the analysis of performance data.

Catholic and Pastoral Life

It was noted that the Chair for the Committee had not been confirmed.

The Terms of Reference had been agreed and the officers would be elected at the next meeting.

The two policies which would be circulated to the Governors by email and ratified at the next meeting were the School Equality Policy and the Sex Education and Relationships Policy.

The Governors agreed that it would be helpful to have a shared calendar or planner in which the meetings could be noted to remind them of when the various meetings were being held and to plan others. Potential ways of doing this would be explored.

Action: Tom Kearns

17/18 TRAINING LINK GOVERNORS REPORT

A discussion took place about all Governors accessing the training available to them through the LA's Governor Services team and the Diocese. It was agreed that it was good practice to keep a record of all the training done and it was recommended that all Governors should attend the Ofsted training so they were aware of what was expected of them during an Ofsted inspection. The Governors would try to attend in small groups so that any training could be made specific to as many of the School's areas as possible.

17/19 EDUCATION AND SKILLS DIRECTORS SPRING TERM 2017 REPORT

The contents of the report were noted.

17/20 POLICIES TO BE RATIFIED

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



It was noted that the Health and Safety Policy was being drafted by the working group that was being organised and an update would be provided by the next Governors meeting.

Action: Zara Flitton

17/21 ANY OTHER BUSINESS

The Chairman reminded Governors notification of AoB items should be sent to her before the meeting in future.

Previous Headteachers Leaving Party – A working party would be convened to plan a leaving party for the retiring Headteacher to be held at the Feast of St Joseph.

Action: Anette O'Connor and Rita Tracy

Accessibility Plan – It was agreed that an Accessibility Plan was needed as part of the Health and Safety Policy and this would be drafted; once ratified by the Governors, the plan would be added to the School website. The Headteacher would send Graeme Bass a template to draft the Plan.

*Action: Headteacher
Action: Graeme Bass*

Inset Day Agenda – The Headteacher informed the Governors that the inset day on 10 February would be around prayer. The Headteacher undertook to circulate the agenda to the Governors and invited them to join the activities if they wished to do so.

Action: Headteacher

17/22 DATES FOR THE ACADEMIC YEAR 2017-18

The Headteacher had circulated the dates for the Academic Year 2017-18 which had been recommended by the LA. The LA had suggested that the Autumn Term ends on 21 December and the Spring Term starts on 2 January. Following a brief discussion the Governors stated that they would prefer to start back on 3 January.

Upon a show of hands it was AGREED that the spring term would begin on the 3 January and parents would be notified accordingly.

The Headteacher asked the Governors to note that the inset days on 4 and 5 September would include the introduction of the new headteacher who should have been appointed by then.

17/23 DATES OF COMMITTEE MEETINGS

The Governors would be advised of these by email.

17/24 DATES OF FGB's


14 March 2017



23 May 2017
4 July 2017

17/25 **WHAT HAVE WE DONE FOR THE CHILDREN**

- By appointing a new headteacher, it was thought plans could go ahead to make further progress for the children.
- The advertisements in the parish papers and locally would identify children to increase the intake for the School.
- The challenge around data highlighted the areas for development that the leadership could work towards.
- Celebrating the pupil voice would put the children's ideas at the forefront of matters.
- The fire drill and playground repairs improved the safeguarding of the children.
- The celebrations for the retiring head would give the children the opportunity to express their gratitude and say goodbye properly.

A handwritten signature in black ink, appearing to be 'S. Taylor', written in a cursive style.