

THE GOVERNING BODY FOR ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL
ON TUESDAY 23 MAY 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 vacancies

LA GOVERNORS

*Mr Ernest Ambe

NON-VOTING OBSERVERS

*Mr James Lane
*Mrs M Ekwueme
*Ms Alex Ricketts

PARENT GOVERNORS

*Mr Richard Gaskill
*Mrs Marilyn Amarteifio

HEADTEACHER GOVERNOR

*Mrs Lisa Barton – Interim Headteacher

STAFF GOVERNORS

*Mrs Anette O'Connor

CO-OPTED GOVERNORS

*Ms Sarah Ball
1 x Vacancy

*Denotes person present

IN ATTENDANCE

Mrs Sheila Bennett (Clerk)

17/55 **OPENING PRAYER**

The meeting began in prayer.

17/56 **WELCOME**

The Chairman thanked everyone for attending, and gave a warm welcome to James Lane, the Interim Executive Headteacher.

This would be the last Governing Body meeting for Lisa Barton, Interim Headteacher. She was thanked by the Chairman for her hard work, dedication to the School and care of the children, and was presented with a bouquet of flowers from the Governors.

17/57 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

All Governors were present.

17/58 **DECLARATION OF PECUNIARY INTERESTS**

There were no declarations of pecuniary interests in the business to be discussed in the current agenda.

17/59 **APPROVAL OF THE PART I MINUTES DATED 24 JANUARY 2017**

The Chairman reminded Governors that these minutes had been brought forward for approval, as there had not been enough time to consider them in detail at the last meeting.

Following consideration, the Part I minutes dated 24 January 2017 were **CONFIRMED**, initialled and signed by the Chairman as an accurate record of the meeting.

17/60 **APPROVAL OF THE PART I MINUTES DATED 14 MARCH 2017**

The Part I minutes of the meeting held on 14 March 2017 were **CONFIRMED**, initialled and signed by the Chairman as an accurate record of the meeting, subject to the substitution of the words *Thanksgiving Service* instead of *Consecration Service* on page 4.

17/61 **MATTERS ARISING FROM THE MINUTES DATED 14 MARCH 2017**

17/34 Matters Arising from the Minutes: 116/10 Approval of 20 September 2016 Minutes: Tom Kearns confirmed that these minutes had been signed off.

17/34 Matters Arising from the Minutes: 116/10 Governors' Information Pack It was confirmed that the Governors' Information Pack had been ratified and sent out to all Governors.

17/34 Matters Arising from the Minutes: 116/18 Any Other Business: The Chairman asked about progress in the setting up a suggestion box for staff. In response to a query by the Interim Executive Headteacher, it was confirmed that a staff satisfaction survey had been carried out after Easter 2017. The Chairman said it was important that this idea should prove constructive. She asked Richard Gaskill to get a consensus from staff on the introduction of a suggestion box, and report back to Governors.

Action: Richard Gaskill

17/34 Matters Arising from the Minutes: 17/17 Reports of Committees: The creation of a common calendar of School meetings and events was discussed. Alex Ricketts was thanked for offering to deal with this, and would email Governors about arranging access to a shared calendar. This item would be carried forward.

Action: Alex Ricketts

17/37 Governor Skills Audit & Website Updates The Chairman reminded Governors of the two Foundation Governor vacancies that needed to be filled,

preferably with people having safeguarding or buildings experience. Any suitable suggestions would be welcomed by the Chairman.

Action: All Governors

17/38 Report of the Headteacher: Parental Contributions The LA Governor noted that progress had been made towards the establishment of a Governors' Fund to contribute towards future building costs. Letters to new parents in the Reception Welcome Pack had been signed by the Catholic & Pastoral Life Committee. It was planned that letters to all parents regarding this matter would be sent out shortly.

Action: Ernest Ambe

17/44 Reports Of Committees: Catholic & Pastoral Life When questioned, Tom Kearns confirmed that he would send the minutes of the meeting dated 23 February 2017 to Alex Ricketts.

Action: Tom Kearns

17/44 Reports Of Committees: Teaching & Learning Zara Flitton, the Deputy Headteacher, had prepared an updated spreadsheet giving information on the children in the Pupil Premium category who were not yet meeting expected levels of progress. This information would be sent to all Governors by the Interim Headteacher.

Action: Interim Headteacher (Lisa Barton)

17/44 Reports Of Committees: Teaching & Learning The Interim Headteacher spoke about the Phonics Screening Test that the children had now taken. An update on the results of this test would be given to Governors at the next Governing Body meeting.

Action: Interim Headteacher

17/44 Reports Of Committees: Teaching & Learning The Chairman said that the RAISEonline training was very expensive. Governors heard that the Department for Education (DfE) was due to replace RAISEonline by Analyse School Performance (ASP). The Clerk undertook to send a link regarding this information to the Chairman.

Action: Clerk

The Chairman emphasised the importance of Governors having a good understanding of the School's data information, including its strengths and areas for development. She would arrange training to update Governors' School data knowledge shortly.

Action: Training Link Governor

The Interim Executive Headteacher reminded all Governors that they needed to be familiar with the online Data Dashboard information. This data showed the progress and attainment of the School in comparison with similar settings.

Action: All Governors

17/62 **RATIFICATION OF THE SCHOOL BUDGET 2017/18**

MOTION OF CONFIDENTIALITY

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

Part I Resumed

17/63 **SAFEGUARDING UPDATE**

Graeme Bass, the Governor with responsibility for Safeguarding, stated that the safety of the children, staff and visitors to the School was paramount. He updated Governors on the review of safeguarding, carried out by Lead Ofsted Inspector, Andy Phillips.

MOTION OF CONFIDENTIALITY

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

Part I Resumed

17/64 **REPORT OF THE INTERIM HEADTEACHER**

The report of the Interim Headteacher, copies of which had been circulated prior to the meeting, was received and noted. The Chairman reminded Governors that this was their opportunity to question the Interim Headteacher on any matters of concern to them. Arising from the report:

Pupil Progress

When questioned, the Interim Headteacher was pleased to say that the progress of pupils was improving. It was noted that Writing across the School needed improvement. Strategies, such as individual support and intervention groups, were in place to bring this about. This support was regularly monitored to ensure that it was effective.

Parental Questionnaire

Governors were concerned about the parental response regarding the question on bullying. The Interim Headteacher explained that this related to some parents experiencing issues that had not been completely resolved to their satisfaction.

It was noted that there was also some dissatisfaction relating to the question on homework.

The Interim Headteacher highlighted the excellent response from parents; 98% of them had replied to this questionnaire. The Governors commended the parents for their involvement in this survey.

School Development Plan (SDP) & Self Evaluation Form (SEF)

The Chairman spoke about the new, streamlined design of the SDP. She said that this new format would make it more accessible to Governors to ensure they understood how to challenge the Interim Headteacher on progress in identified areas. Once updated, both documents would be placed on the Governors' Page. All Governors were reminded of the need to completely familiarise themselves with both documents.

Action: All Governors

Attendance

The Interim Headteacher reported that during the spring term 2017 there had been 4.08% unauthorised absence. She explained that she did not authorise a child's absence during term time unless their attendance was over 97%. At present the attendance rate was just below 96%. Governors were pleased to hear that fewer requests for holidays during term time had been received from parents recently.

Governors noted that the School now bought into the LA's Educational Welfare Officer (EWO) traded service. The EWO would work with the parents, children and the School to try to bring about an improvement in the attendance percentage.

It was noted that Melissa Ekwueme had taken over responsibility for monitoring attendance from Marc Boucherat.

17/65 RATIFICATION OF POLICIES

The following policies, which had been circulated and considered by all members of the Governing Body prior to the meeting, were **RATIFIED**:

Absence; Accessibility Plan; Acceptable Use; Anti-Bullying;

**Behaviour & Assertive Discipline; British Values;
Capability of Staff; Charging & Remissions; Child Protection &
Safeguarding; Code of Conduct for Staff; Communication; Complaints
Procedure;**

Disciplinary of Staff;

**Equality; Early Years Foundation Stage (EYFS); E-Safety & Data
Protection;**

**Finance Management; Fire Evacuation; Freedom of Information
Publication Scheme;**

Health, Safety & Welfare;

Grievance; Governors' Allowance;

Intimate Care;

Marking;

Premises Management; Positive Handling; Pupil Premium;

Relationships & Sex Education;

Special Educational Needs & Disabilities (SEND); SEN Information Report; Supporting Looked-After Learners; Supporting Pupils with Medical Conditions;

Teaching, Learning & Achievement; Teacher Appraisal; Teachers' Pay (including Pay & Personnel Staffing Structure linked to the Individual School Range (ISR).

The Chairman highlighted that the Teachers' Pay Policy would be reviewed again in September 2017 as the pay scales would change.

The Chairman was very pleased to report that she had been informed by the Chairs of Committees that the School now had a full set of policies in place. She thanked the Governors and members of staff involved for their hard work to achieve this. She reminded everyone that the policies were listed on the Governors' Page. Governors confirmed that they found the Governors' Page very useful.

In reply to a Governor's query, the Interim Headteacher said that the full list of statutory policies was listed online by The Key.

17/66 **REPORTS OF COMMITTEES**

Finance

An extraordinary meeting of this committee had taken place on 2 March 2017 to discuss the deficit budget, staffing structure and job descriptions.

Premises

Governors noted that meetings with the insurance company, loss adjusters and other occupants of the property were in hand.

Governors were informed of a request from the Cardinal to use the Chapel to promote The Way, The Truth & The Life on 11 July 2017. The lighting for this event was expected to cost £2,200. The Premises Committee would not fund this as this was not part of the School's premises.

A discussion ensued on the need for everyone to sign in and out when accessing the Chapel. When questioned, the Safeguarding Governor confirmed that this was absolutely necessary on every occasion as it was a safeguarding issue.

Teaching, Learning & Achievement Data

A document, prepared by the Deputy Headteacher at the request of Governors, was tabled and considered. This showed the progress and attainment of each year group, together with this information split into each individual category of children. Predictions for the end of each Key Stage were also given.

The progress of children in the Pupil Premium category was especially noted, and the need for the gap between their progress and their peers to be narrowed.

The Interim Headteacher said that the main priorities were to improve the number of children reaching Greater Depth Standard (GDS) and improve progress in Maths and Writing across the School.

Governors noted that 64% of the children had achieved Age Related Expectations (ARE) in Reading, Writing and Maths in this year's SATS. They were pleased to hear that this was an improvement on the previous year.

Catholic and Pastoral Life

Governors heard that the RE Coordinator had attended the last meeting of this committee to explain child-initiated prayer, which Governors had found very moving.

Rita Tracey spoke about Yr 4 and Yr 6 children's prayer groups contributing to Mass by liaising with class teachers and Father Tony. The children were also being involved with the musical choices. Rita Tracey and Father Tony had observed good behaviour during prayer sessions in classrooms. Governors noted that parents had been invited to the children's prayer groups in Yr 2 and Yr 6.

When questioned by a Governor about increasing the provision of music across the School, the Interim Headteacher replied that it was important to consider the workload of the music teacher, who collaborated with class teachers to provide musical opportunities where possible.

17/67 REPORTS FROM GOVERNOR SPECIALISMS

The Chairman stated that a summary of the Governor Specialisms' Reports should in future be circulated to all Governors before the meeting, to enable them to have time to ask questions.

Safeguarding and Health & Safety

It was confirmed that Marilyn Amarteifio was the Governor with responsibility for Safeguarding and Health & Safety.

A meeting would take place on 15 June 2017 when all policies and documents relating to safeguarding and health and safety would be reviewed with the assistance of the LA.

British Values

Ernest Ambe, the Governor with responsibility for this area of the School, had nothing new to report at present. This item would be carried forward to the next Governing Body meeting.

Action: Ernest Ambe

Special Educational Needs & Disabilities (SEND)

Richard Gaskill was the Governor with responsibility for SEND. He had not visited the School yet in this regard. This item would be carried forward to the next Governing Body meeting.

Action: Richard Gaskill

Pupil Premium

The Interim Headteacher confirmed that there were 84 children in this category across the School, and that the statutory Pupil Premium information had been published on the School's website. Governors noted that the School had received £89,000 this year to support these children.

Governors noted that the attainment of the children in this category was a concern, particularly in Yr 5. Assessments were being carried out at present and would continue until the end of term. The importance of motivating the children receiving Pupil Premium support, especially in Yr 5 and Yr 6, was emphasised.

The Chairman had discussed the effect of the interventions and support for children in the Pupil Premium category with the Deputy Headteacher, and the differences between cohorts had been considered. Pupil Premium funding was spent on various individual and group work interventions, support, contributions and assistance with the cost of School trips.

Governors discussed the importance of monitoring the effect of Pupil Premium funding to ensure that the strategies were working well, and the attainment and progress of the children was improving as a result.

The Interim Executive Headteacher said that Governors needed to be fully aware how Pupil Premium funding was being used to close the gap between these children and their peers. All Governors were reminded of the need for them to be familiar with this and the other key documents on the Governors' Page.

Action: All Governors

In reply to a Governor's question, Alex Ricketts regretted to report that the parental take-up of Pupil Premium funding was low. A drive by the School to encourage more parents to do so was planned, as part of the drive to improve communications between parents and the School.

Sports Premium

Marc Boucherat reminded Governors that the School's strategy in respect of spending Sports Premium funding was on the website for the financial year 2016/17. The funding for this financial year would be spent on PE specialist sessions to introduce the children to different sports, sports coaches and playground equipment. He and the Deputy Headteacher monitored this to ensure that the funding was used wisely for the children's benefit.

Religious Education RE

Governors were reminded that Father Tony had recently written and circulated a report on RE in the School.

When questioned by a Governor, the Interim Headteacher confirmed that there was a budget allowance for children in respect of bereavement issues. This funding was used to provide support to help children and the rest of the family cope during a very upsetting time in their lives.

17/68 TRAINING LINK GOVERNORS REPORT

Richard Gaskill, the Training Link Governor, had emailed all Governors regarding forthcoming training opportunities for them to consider. A separate sheet had been emailed for the forward planning of new Governors. Everyone was reminded that they should prioritise keeping their Ofsted and Safeguarding training up to date.

The Chairman highlighted to Governors that it was vital to improve their skills. The School bought into the LA's Governor Development Programme. It was important to take advantage of this training for their own professional development as members of the Governing Body and to make the cost of buying into this traded service worthwhile.

Action: All Governors

The Clerk undertook to email the direct link to access this training to all Governors after the meeting.

Action: Clerk

17/69 EDUCATION AND SKILLS DIRECTOR'S SPRING TERM 2017 REPORT

The Clerk undertook to email this document again to Governors.

Action: Clerk

The following items were noted:

1 Proposed Term Dates 2018 - 2021

These proposed term dates for community schools, which were subject to consultation, were included in the report as Appendix 1.

2 Competency Framework for Governors

This item detailed the knowledge, competencies, skills and behaviours needed for effective governorship as published by the Department for Education (DfE). A Chairs' and Vice Chairs' Discussion Forum was planned for 20 June 2017 at the BEST Hub from 7 pm until 9 pm to discuss how this framework could be used most effectively.

3 Governance Handbook

Information was given on the changes in the new Governance Handbook, together with the Competency Framework for Governors (in the previous item) that had been published in January 2017.

The handbook was available at:

[:https://www.gov.uk/government/publications/governance-handbook.](https://www.gov.uk/government/publications/governance-handbook)

4 The Apprenticeship Levy

The item outlined key information regarding the Government's introduction of the UK Apprenticeship Levy on UK employers to fund new apprenticeships from 6 April 2017. It was noted that the Governing Body had three main areas for consideration:

1. To consider how to establish a programme of apprenticeship awareness for all students, parents and teachers.
2. To research the School's position with regards to the apprenticeship levy and calculate if it would be paying or not.
3. To look at roles within the School and whether apprenticeships could support its future recruitment and retention needs either through up-skilling existing staff or recruiting new staff.

5 Local Area Special Educational Needs & Disabilities (SEND) Review

Information on the new joint inspection framework by Ofsted and the Care Quality Commission (CQC) was given in this item.

6 Supreme Court Ruling: Regular Attendance & Term Time Holidays

This item reported on the recent ruling of the Supreme Court, and in particular paragraphs 40 and 4, which explained that the actions of a minority of parents had an adverse impact on the school as a whole.

Schools were reminded to continue to issue Fixed Penalty Notices to parents for poor attendance as they had in the past. The LA would shortly notify schools of administrative changes in respect of processing.

7 Annual Conference for Governors & Headteachers

This conference had been held on 18 May 2017 at the BEST Hub.

8 Governor Skills Audit

The new Governance Handbook 2017 highlighted the need for governing bodies to carry out regular skills audits, taking into account the Competency Framework for Governance. A recommended example could be found at the National Governors Association (NGA) website, at www.nga.org.uk.

17/70 ANY OTHER BUSINESS

There was no other business.

17/71 DATES OF COMMITTEE MEETINGS

The dates of all future committee meetings were listed on the Governors' Page.

17/72 DATE OF NEXT GOVERNING BODY MEETING

The second summer term Governing Body meeting would take place on:

Tuesday 4 July 2017 at 7 pm.

17/73 WHAT HAVE WE DONE FOR THE CHILDREN

The Chairman said that the Governing Body had worked for the benefit of the children throughout the meeting, with an emphasis on the children's safeguarding and health and safety. This item would be expanded in future minutes.

Action: Chairman

17/74 MOTION OF CONFIDENTIALITY

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