



**THE GOVERNING BODY FOR ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON TUESDAY 19 SEPTEMBER 2017**

**MEMBERS**

**FOUNDATION GOVERNORS**

\*Mr Graeme Bass  
Fr Tony Convery  
\*Mr Fabio Sidoli  
\*Ms Lisa Sturley (Chair)  
\*Mrs Melissa Ekwueme  
Mrs Rita Tracey  
4 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  
\*Ms Andrea Bilbow

**CO-OPTED GOVERNORS**

Ms Sarah Ball  
1 x Vacancy

\*denotes person present

**IN ATTENDANCE**

Christine Jesuthasan (Associate Clerk)

**PART 1**

Opening Prayer

**17/97 WELCOME**

The Chair opened by extending a warm welcome to prospective governor, Andrea Bilbow (Observer), the new Associate Clerk and the Governance Advice Officer (GAO).

**17/98 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies were submitted and accepted on behalf of Marilyn Amarteifio, Fr Tony Convery, Sarah Ball and Rita Tracey. The Chair informed the governing body that Rita will not be attending the meetings for a period of time, but will return as soon as she is able to.

The Chair noted that Marc Boucherat and Tom Kearns (Vice Chair) have both resigned from the governing body. The Chair and the Governing body conveyed their thanks to these individuals for their hard work and commitment to St Joseph's School.

**17/99 DECLARATION OF PECUNIARY INTEREST AND CONFLICT OF INTEREST**

None declared.

**17/100 APPOINTMENT OF CHAIR FOR THE ACADEMIC YEAR**

Nominations were invited for Chair and one was received. Upon a show of hands, Lisa Sturley was re-elected as Chair for the academic year 2017/2018, or until her successor is elected.

**17/101 APPOINTMENT OF VICE CHAIR FOR THE ACADEMIC YEAR**

Nominations were invited for Vice-Chair and one was received. Upon a show of hands, Richard Gaskill was elected as Vice Chair for the academic year 2017/2018, or until his successor is elected.

**17/102 APPROVAL OF PART 1 MINUTES OF THE PREVIOUS MEETING HELD ON 04 JULY 2017**

The minutes of the meeting held on 04 July 2017, copies of which had been circulated prior to the meeting, were CONFIRMED, initialled and signed.

**17/103 MATTERS ARISING FROM THE MINUTES OF 04 JULY 2017**

**Self Evaluation Form (SEF) and School Development Plan (SDP) to be circulated to governors for review:** The Headteacher reported that he is working on the updated version together with Barnet and both documents are being developed. The complete SEF and SDP will be presented at the next meeting.

*Action: Headteacher/Clerk*

**Pupil progress data to be circulated to governors:** This has been done and will be discussed later on in today's agenda.

**Staff Disciplinary Policy to be presented to the governing body for ratification:** Richard Gaskill reported that the delegation of authority/responsibility needs to be finalised and this will be circulated ahead of the next meeting.

*Action: Richard Gaskill/Clerk*

**Health and Safety report from Marilyn Amarteifio:** As Marilyn Amarteifio was not present today, premises committee to follow this up with Marilyn.

*Action: Graeme Bass/Clerk*



**Training in OfSTED inspection preparation:** The Headteacher reported that he will follow this up with the Learning Network Inspector, Katie Dawbarn.

**Education and Skills Director's Report:** The GAO reported that she had circulated this to the Chair and Vice Chair.

## 17/104 REPORT OF THE EXECUTIVE HEADTEACHER

The report of the Headteacher, copies of which had been circulated prior to the meeting, was received and noted. The Headteacher reported that the school's aim was on establishing continuity and a joint approach across the classes via the school's mission, vision, values and golden rules.

The Chair asked how the school would share this with parents and the HEADTEACHER stated that this will be communicated to parents via newsletters and posters around school.

### School Development Plan

The Chair noted that the finance element is missing from the SDP and would need to be added as financial management is one of the core functions of the governing body.

**Pupil Premium:** The Headteacher stated that in KS2, there was a significant difference in pupil progress between those on pupil premium and those who were not. The teaching and learning of the pupil premium children will be addressed, taking into consideration other factors such as ethnicity, gender etc.

**Parental Engagement:** The Headteacher stated that it is important for the parents and the community to know that things are changing and improving with the school. It was reported that the parent who offered to be the PTA Chair has now withdrawn due to a promotion at work so a new Chair for the PTA needs to be identified.

**Teaching Learning Assessment:** The Headteacher reported teachers are implementing a no opt-out question strategy where questions are asked of each student in class as opposed to asking for a show of hands. The use of trios will also be put in place in collaboration with St Francis, where teachers will watch and learn from each other.

### Data

The Headteacher informed governors that the deputy Headteacher and other staff are working on identifying pupils on pupil premium, who are boys with SEN and perhaps English as a second language. The data shows that the disadvantaged outperformed non-disadvantaged but not at greater depth.

A governor queried the definition of 'greater depth' and the Chair asked if parents would understand this terminology.



The Headteacher noted that this is the terminology set out by the DfE and the reports to parents are colour-coded hence it would be easy to understand. The Headteacher explained that the outcomes for 2016-2017 were produced by Barnet, whose standards are slightly higher than the National.

The Chair noted that the progress of the underperforming pupils should be tracked and the strategies to address this should be identified. The Chair added that as suggested previously, it would be useful for governors to meet and receive full training on data and pupil progress.

### Staffing Update

The Headteacher stated that there have been 9 resignations but these positions have all now been filled.

The Chair noted that the governing body would need to have sight of the staffing structure and ratify it. She also noted that as the school expands, the structure will change. It would be good to understand the forward plan.

### Barnet Action Plan

An action plan by Barnet is in place addressing key issues which mean that the school is not securely Good and the Lead Officer on this is Katie Dawbarn. The Headteacher stated that he will invite Katie to a governing body meeting.

The Chair asked if this action plan has been shared with the staff and the Headteacher noted that this was only received last week and this will be included in the SDP, which staff will have access to.

The Chair stated that pupils and staff should know who the governors are and although photos of the governors were previously taken, these have not been displayed. It is also helpful for governors to visit the school often so that they are visually present.

*Action: Headteacher*

The Headteacher suggested that the Teaching and Learning committee could perhaps meet during the school day and this would be a valuable way of getting governors into the school.

The Headteacher also stated that a governors' tea party (tea and cakes with staff) would help to raise the profile of the governors.

*Action: Headteacher*

On behalf of all the governors, the Chair thanked the Headteacher and the senior leadership team for their hard work.

## **17/105 POLICIES TO BE RATIFIED**

The staff disciplinary policy would need to be presented to the governing body for ratification.

*Action: Richard Gaskill/Clerk*



## 17/106 COMMITTEE MEMBERSHIP

### Resources Committee

No change to membership –Richard Gaskill (Chair)

### Premises Committee

Melissa Ekwueme no longer a member. No other changes to membership – Graeme Bass (Chair)

### Teaching and Learning Committee

The Chair of the governing body to chair this committee but the meetings would need to be held on a Friday. Andrea Bilbow (observing today) expressed a wish to become a co-opted governor and stated that if co-opted, she would be interested in joining the T & L committee.

### Catholic Life

Fabio Sidoli to speak to Fr Tony re chiring Catholic Life. If Fr Tony is in agreement, Melissa Ekwueme to leave this committee and join T & L committee.

*Action: Fabio Sidoli*

## 17/107 REVIEW OF GOVERNING BODY MEMBERSHIP

The Chair stated that it would be useful to look at local parishes to recruit governors who could make a valuable contribution to the governing body.

The Headteacher said that he will ask Fr Dominic if he would be allowed to speak to the parish after mass as this would help to raise the profile of the school as well.

*Action: Headteacher*

Graeme Bass requested governors to return the completed skills audit which was circulated previously.

## 17/108 REPORTS OF COMMITTEES

### Resources Committee

There is a committee meeting scheduled for tomorrow which will be attended by a representative from Barnet Finance team.

The Pay policy has been looked at as there has been a shift in pay nationally. The inconsistencies in the TA contracts are being looked at.

The Chair asked if the new contracts are now in place and Mr Richard Gaskill stated that these are being ironed out so there should be some movement on it.

### Premises Committee

The next meeting is scheduled for 05 October and regular site meetings are being held with the pastoral centre. The fence work will be done next week.



The Headteacher noted that the school is working hard to ensure a collaborative relationship with the pastoral centre and there is a meeting scheduled for tomorrow.

The Chair noted that not all the committee meeting minutes are on the school website and it is essential that these are uploaded.

*Action: Committee Chairs/Headteacher*

\* Ernest Ambe and Andrea Bilbow left the meeting at this point

The governing body were unanimously in agreement for Ms Bilbow to be elected as a co-opted governor.

## **17/109 REPORTS FROM GOVERNOR SPECIALISMS**

### Safeguarding

The outcome of the meeting next Wednesday (27/09/17) will be reported to the next governing body meeting.

### SEND

Richard Gaskill will be going on a visit soon.

### Pupil Premium

The Chair to take over this role as Marc has now resigned.

### Sports Premium

Fabio Sidoli to take over this role as Marc has now resigned. The contact at school is Zara Flitton.

## **17/110 ANNUAL REGISTER OF PECUNIARY INTERESTS**

The registers were signed by each governor and passed to the Headteacher. Those governors not present today would need to sign the register at the next governing body meeting.

*Action: Governors not present today*

## **17/111 TRAINING LINK GOVERNORS' REPORT**

Richard Gaskill stated that the training spreadsheet will be updated and circulated next week and confirmed that a log of training completed by governors is in place.

*Action: Richard Gaskill*

## **17/112 EDUCATION AND SKILLS DIRECTOR'S REPORT**

The GAO, Sarah Beaumont, stated that this has not been published online yet but she would forward this on as soon as it is available.



*Action: Sarah Beaumont*

**17/113 ANY OTHER BUSINESS**

Governors' Tea Party

A date in early October (before half-term) to be identified.

School premises hire

Richard Gaskill informed governors that he had been approached with requests for hall hire, including the side rooms.

The governors discussed and agreed that it would not be feasible to hire these out currently.

Governors' Review

The Chair queried the progress on this and Fabio Sidoli stated that there are still some sections that are incomplete but he could circulate it as it is.

The Chair noted that it would be good to have another review to identify what progress has been made.

Fabio Sidoli to circulate Governors' Review to the governing body.

*Action: Fabio Sidoli*

A handwritten signature in black ink, appearing to read 'Fabio Sidoli', written in a cursive style.