



ST JOSEPH'S CATHOLIC SCHOOL
MINUTES OF THE GOVERNING BODY MEETING
HELD ON TUESDAY 2ND JULY 2019 AT 7.00 PM AT THE SCHOOL

ATTENDANCE:

LA (1) * Ernest Ambe (31.08.20)	Staff (2) * James Lane (Executive Headteacher) ex officio * Nicola Matthews (Teaching staff) (23.05.22)
Foundation (9) * Graeme Bass (31.08.23) * Melissa Ekwueme (31.08.20) * Pamela Mezue (31.08.22) Vacancy Vacancy Vacancy Vacancy Vacancy Vacancy	Parents (2) + Marilyn Amarteifio (31.08.20) * Richard Gaskill (31.08.19) VICE CHAIR
Also Present Martina Coen, Clerk	Co-Opted (2) + Andrea Bilbow (18.09.21) Vacancy

* denotes governors present + denoted noted absence

PART ONE

- 1 Welcome, Introductions and Apologies for Absence.**
 - 1.1 Everyone was welcomed to the meeting.
 - 1.2 Apologies were noted from Andrew Bilbow and Marilyn Amarteifio. Governors were advised that Melissa Ekwueme has advised that she will join the meeting later.
- 2 Declarations of Interest, pecuniary or otherwise in respect of items on this agenda**
 - 2.1 There were no declarations of interest in relation to specific items on this agenda.
- 3 Governors Register of Interests**
 - 3.1 All Governors were asked to complete an annual declaration of interests for 2018/19. Governors were reminded that they must submit a new form if any circumstances change. **Action: Marilyn and Andrea to complete 2018/19 Annual declaration forms**
- 4 Governing Body and Committee membership**
 - 4.1 Resignation – Governors were advised that Lisa Sturley has submitted her resignation from the Governing Body for personal reasons. Governors recorded their thanks to Lisa for all her effort and commitment during her time as a Governor at St Joseph's. Governors agreed that Chair and Vice Chair elections will be held in September. **Action: Vice Chair to write to Lisa Sturley to thank her on behalf of Governors**

- 4.2 Reconstitution of the Governing Body - The Clerk advised that the Instrument of Government for the reconstituted Governing Body is with the Diocese awaiting signing and will be passed to the LA for signing. **Action: Graeme to contact Mary Ryan requesting an update on the process**
- 4.3 Current Vacancies –Governors discussed vacancies that will exist once the Governing Body reconstitutes. The Executive Headteacher advised that he expects the new Parish Priest to become a Foundation Governor. Governors were advised that Graeme’s term has been renewed until 2023. Governors discussed ways to advertise the vacancies including an item in the Church Newsletter. **Action: Vice Chair and Executive Headteacher to look on SGOSS for candidates**
- 4.4 Committee structure – Governors agreed that recent positive changes to times/dates of committee meetings have been positive. Governors voted unanimously to agree that in 2019/20 all Governors will be members of all committees. Governors discussed the allocation of key Link Governor roles, better use of Learning Walks and more efficient use of time. Governors discussed the development of a Governor Action Plan to schedule and record all key activities such as Learning Walks, meetings and visits.

Melissa Ekwueme joined the meeting at 7.20 pm

5 Minutes of the previous meeting/matters arising

- 5.1 The minutes of the meeting held on 14th May 2019 were agreed as an accurate record and the Vice Chair duly signed them. Matters arising:
- 5.1.1 Item 4.1.1 – The Executive Headteacher advised that he has identified Governor training for September provided by the LA on Safeguarding and Preparing for an OFSTED inspection. Governors discussed the time allowed for both topics. **Action: Executive Headteacher to obtain more details on the proposed Safeguarding course**
- 5.1.2 Item 4.1.2 – Graeme advised that he has received some responses. Governor agreed to defer the Skills Audit Analysis to the Autumn term due to the number of new Governors due to join.
- 5.1.3 Item 5.2 – Richard advised that he will submit an application to become a Foundation Governor.

6 Chair’s Items

- 6.1 The Vice Chair commented on the recent success of the School Fair. Governors discussed ways to promote next year’s event across the community. Governors discussed presence at the fair to increase awareness of Governors and their role. The Executive Headteacher recorded his thanks to the parents and staff involved in the planning and hosting of the event; it was a very successful community event.
- 6.2 The Vice Chair advised that he plans to liaise with Alex to ensure all Governor pages on the school website are up to date.

7 Headteacher’s Items

- 7.1 School Development Plan (SDP) Priority – Governors noted the report providing an update of progress in the Summer term against the SDP Priorities:
- 7.1.1 Priority 1 – The Executive Headteacher outlined the ongoing development of the Leadership team and Middle Leaders and advised there has been significant improvement in recent years. There is a stable Staffing structure which ensures consistency; there are three new teachers joining the school in September and they plan to visit the school in July to familiarise themselves. Safeguarding systems and processes are secure and robust; MyConcern is used to record any

- disclosures or concerns and Medical Tracker is used to monitor medical plans and record accidents. Governors noted the exceptions that will continue into next year.
- 7.1.2 *Priority 2* – Governors were advised that Curriculum development will continue to be a SDP focus in 2019/20. The St Josephs' Curriculum has been developed this year and continue as a focus in light of the new OFSTED focus. A Governor asked for an example of recent curriculum development; the Staff Governor outlined the work undertaken in Maths including the Maths Hub, Maths Mastery, external work and embedding of good practice – parental workshops and newsletters are scheduled for the new academic year. The Executive Headteacher advised that improved monitoring and planning ensures all pupils are supported and challenged. Governors were advised of the transition process; current class teachers prepare a full year data review and attainment history of each pupil for next year's teacher. A Governor asked about tracking progress; the Executive Headteacher outlined the importance of Pupil Progress Review (PPR) meetings, data analysis and targeted support. Governors were advised that all teaching is currently judged to be Good or Outstanding; the Executive Headteacher outlined the revised Observations process including typicality of teaching and review of planning. Governors noted the exceptions and planned actions for 2019/20
- 7.1.3 *Priority 3* – The Executive Headteacher outlined the review of teaching and lesson delivery to ensure wider learning with increased recall – ensuring that pupils are learning not just preparing for tests. The Executive Headteacher outlined the importance of meta cognition and cognitive learning. Governors noted Continuing Professional Development (CPD) to improve typicality of teaching. Governors noted the exceptions and planned actions for 2019/20. A Governor asked to see examples of meta cognition during the next Learning Walk. A Governor asked how teachers can improve the quality of teaching; Governors were advised that it is discussed in meetings, good practice is shared and there is regular training on challenging pupils of all levels (each piece of work in class offers various levels of challenge).
- 7.1.4 *Priority 4* – Governors were advised that parental and community involvement has increased this year. Systems for managing unwanted behaviour have been embedded and there are visual improvements in behaviour during lunch and break times. SEND systems and processes have been reviewed this year to ensure all pupils' needs are met. Many high level concerns from the Parents Survey have been addressed and a "you said, we did" letter will be circulated; any remaining concerns will feature in the new SDP and the annual survey will be run again next year. Governors noted the exceptions and planned actions for 2019/20
- 7.1.5 *Priority 5* – Governors noted the CPD work undertaken and external work and partnerships. The Executive Headteacher outlined the impact of Daily Supported Reading (DSR) in KS1 and Destination Reader (DR) in KS2. Reading is a central theme in the new OFSTED framework, Governors discussed the importance of Reading and vocabulary and the negative impact of over use of digital devices. Termly PPR meetings closely monitor progress and identify targeted actions. A Governor asked about performance of key groups; the Executive Headteacher advised that validated data will be received in October 2019 and fully analysed. Governors noted the exceptions and planned actions for 2019/20
- 7.2 Data – Governors noted the data report as requested at the previous meeting; the report included 2018/19 data, previous year data, LA and National comparisons. Governors reviewed the Early Years, Phonics Assessment, KS1 and KS2 data. A Governor commented that if a few more pupils achieved Greater Depth then results would have been in line with LA and National; the Executive Headteacher advised that PPR meetings now identify pupils on the cusp and target time/resources to

support them. A Governor commented on the importance of parental engagement/parental support for pupils' learning and development at home. Governors noted the increasing number of pupils with additional needs in the Early Years and KS1. A Governor asked about the definition of Disadvantaged pupils; the Executive Headteacher advised that any pupil who has qualified for Free School Meals in the past six years is recognised as Disadvantaged. Governors reviewed the draft data for the 2018/19 SATS; the Executive Headteacher outlined the information and use of teacher assessment. Governors commented on the visible improvements in the draft data compared to the previous year; the Executive Headteacher advised that programmes are embedding and the improved use of data identifies areas for action and ways to support pupils. Governors were advised that the draft results are based on teacher judgements and SATS results will be received on 9th July 2019. Governors commented on the positive progress over the past two years and pupils' transition journeys into secondary schools.

- 7.3 Staffing – Governors were advised that the school will be fully staffed at the start of the new academic year.

8 Policy reviews

- 8.1 SEND policy – Governors were advised that this is an annual review of the policy. The Link Governor has reviewed the policy. Subject to the inclusion of numbered paragraphs, page numbers and a version control panel on the front page Governors voted unanimously to approve the policy.

9 Committee terms of reference

- 9.1 Catholic Life committee – Governors were advised that the terms of reference for this committee have not changed since they were ratified by the Governing Body in 2017/18. Governors voted unanimously to ratify the terms of reference for this committee.
- 9.2 Premises committee – Governors were advised that the terms of reference for this committee have not changed since they were ratified by the Governing Body in 2017/18. Governors voted unanimously to ratify the terms of reference for this committee.

10 Reports from committees and link governors

- 10.1 Premises committee – Governors were advised that the committee has not met since the previous FGB meeting.
- 10.2 Teaching & Learning committee – Governors were advised that the committee has not met since the previous FGB meeting.
- 10.3 Catholic Life committee – Governors were advised that the committee has not met since the previous FGB meeting.
- 10.4 Resources committee – Governors were advised that the committee has not met since the previous FGB meeting.
- 10.5 SEN Link Governor – Richard advised that he visited on 18th March 2019 and met with the SENCO to review the updated SEND Action Plan.

11 Health & Safety

- 11.1 Accidents & Incidents – there were no accidents or incidents reported.

12 Governors' Visits

- 12.1 Governors were reminded to liaise with the Executive Headteacher to schedule their visits to the school.

13 Governors' training

13.1 Governors discussed training and agreed the Skills Audit Analysis will identify knowledge gaps. The Executive Headteacher advised he will confirm the current Governor training provision. **Action: Executive Headteacher to circulate log in details for The Key**

14 Meeting dates for 2019/20

14.1 Governors were advised that the meeting dates for 2019/20 will be drafted and circulated with final dates agreed at the FGB meeting in September.

15 Any Other Business

15.1 Ernest relayed positive verbal feedback on the recent School Fair and advised that he met the Chairs of the Friends of St Joseph's (FSJ). The Executive Headteacher advised that there have been recent donations from the FSJ for Chromebooks, funding towards school trips, Early Years equipment and activities on St Catherine's day. Governors discussed ways to improve awareness of Governors and their role. Governors discussed attendance at the next FSJ meeting and a social gathering at the end of term.

15.2 Governors were invited to the Year 6 Summer play on 17th July 2019.

What have we done for the children:

- Governor vacancies are advertised. There is good leadership to support the school and Executive Headteacher. Vice Chair to liaise with Chairs of sub committees to put all headlines on one document to record progress of the school in the past year. Governors to build links with the Friends of St Joseph.
- SDP Priority 1 - The SDP records progress across the school including the use of MyConcern and Medical Tracker to support consistency in Safeguarding.
- SDP Priority 2 – Curriculum development supports pupils' understanding including Maths mastery. Assessment and tracking processes capture pupil progress including their starting points at each stage. Targets for children are becoming more challenging.
- SDP Priority 3 – Staff are trained to challenge pupils and teach with impact.
- SDP Priority 4 - Parental involvement has increased.

Nicola Matthews left the meeting.

Parts 1 and 2 of the meeting ended at 9.05 pm.

Signed .....
RICHARD GASKILL, VICE CHAIR

Date 24/9/19