



**ST JOSEPH'S CATHOLIC SCHOOL**  
**MINUTES OF THE GOVERNING BODY MEETING**  
**HELD ON TUESDAY 14<sup>TH</sup> MAY 2019 AT 7.00 PM AT THE SCHOOL**

**ATTENDANCE:**

<b>LA (1)</b> * Ernest Ambe (31.08.20)	<b>Staff (2)</b> * James Lane (Executive Headteacher) ex officio * Nicola Matthews (Teaching staff) (23.05.22)
<b>Foundation (9)</b> * Graeme Bass (31.08.19) * Melissa Ekwueme (31.08.20) * Pamela Mezue (31.08.22) + Lisa Sturley (31.08.19) <b>CHAIR</b> Vacancy Vacancy Vacancy Vacancy Vacancy	<b>Parents (2)</b> * Marilyn Amarteifio (31.08.20) * Richard Gaskill (31.08.19) <b>VICE CHAIR</b>
<b>Also Present</b> Martina Coen, Clerk	<b>Co-Opted (2)</b> + 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, Zara Flitton and Lisa Sturley; Richard Gaskill agreed to Chair the meeting.

**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: Ernest, Marilyn and Andrea to complete 2018/19 Annual declaration forms**

**4 Minutes of the previous meeting/matters arising**

- 4.1 The minutes of the meeting held on 5<sup>th</sup> February 2019 were agreed as an accurate record and the Vice Chair duly signed them. **Matters arising:**
  - 4.1.1 Item 5.1.1 – The Executive Headteacher outlined the new OFSTED framework and changes regarding inspection of data. Governors discussed the changes and agreed that a session on Preparing for an OFSTED inspection would be beneficial

at the start of the new academic year. **Action: Executive Headteacher to liaise with Governors and the training provider**

- 4.1.2 Item 5.1.2 – **Outstanding Action: Graeme requested Governors return their completed Skills Audit analysis forms**
- 4.1.3 Item 5.1.3 – **Outstanding Action: Terms of reference for the Catholic Life committee and Premises committee to be presented to the Governing Body meeting**
- 4.1.4 Item 9.2 – Governors were advised that the report from the recent Diocesan R.E. inspection was shared with members of the Catholic Life committee and is available on the school website.
- 4.1.5 Item 9.4 – **Outstanding Action: Committee Chair to circulate final SFVS submission to Governors**
- 4.2 The minutes of the meeting held on 30<sup>th</sup> April 2019 were agreed as an accurate record and the Vice Chair duly signed them. There were no matters arising.

## **5 Governing Body and Committee membership**

- 5.1 Reconstitution of the Governing Body - The Clerk advised that the Instrument of Government for the reconstituted Governing Body is with the Diocese awaiting signing. **Action: Graeme to contact Mary Ryan requesting an update on the process**
- 5.2 Current Vacancies – Governors discussed vacancies that will exist once the Governing Body reconstitutes. The Executive Headteacher advised that he will send details of remaining meetings to the new parish priest who has expressed an interest in becoming a Foundation Governor. Governors noted that Richard's term as a Parent Governor ends on 31<sup>st</sup> August 2019; Richard advised that he will consider applying to become a Foundation Governor. **Action: Clerk to send the link to the Foundation Governor application form to Richard**
- 5.3 Committee structure – Governors discussed a possible review of the committee structure once the reconstitution process is complete. **Action: Clerk to add item to agenda for July FGB meeting**

## **6 Chair's Items**

- 6.1 The Vice Chair advised he had no items that were not already covered in the agenda.

## **7 Headteacher's Items**

- 7.1 Headteacher's report – Governors noted the Headteacher's report. The Executive Headteacher advised that most items in the report have been reported to the recent committee meetings and provided a verbal overview of some areas:
  - 7.1.1 Governors noted that that KS2 SATS are being held this week, the staff provided verbal feedback on this year's papers. Projected results were reviewed at the recent Teaching & Learning committee meeting noting that some cohorts are stronger than others. A Governor asked about the ability of the current cohort compared to previous years; the Staff Governor outlined the ability of the current Year 6 cohort and advised they are similar to last year's cohort. Governors discussed test pressure/anxiety and preparation including test technique. Governors discussed the importance of strong teaching across all year groups.
  - 7.1.2 *Teaching and Learning* – Governors noted the latest Quality of Teaching judgements. The Executive Headteacher outlined work to ensure there is a high quality curriculum and explained the importance of Intent, Implementation and Impact. Governors discussed cross curriculum links and topic based work. Governors noted progress of the School Development Plan (SDP) priorities

including curriculum development, consistency across the school and challenging all pupils. A Governor asked about the projected end of term data; the Executive Headteacher outlined the projected data. A Governor asked about this year's National Expected level; Governors were advised that the levels varies each year and outlined the development of the level. **Action: July Headteacher's report to include data report with 2017/18 school results, LA result and result from time of OFSTED inspection**

- 7.1.3 *Leadership* – The Executive Headteacher advised that since the previous FGB meeting two resignations have been received; the posts were advertised and have now been filled. Governors noted the moderation and monitoring activities. Governors noted partnership work. A Governor asked how St Joseph's benefitted from the LA triad project; the Executive Headteacher outlined the project including staff training and development, metacognition training and sessions for Pupil Premium (PP) pupils. A Governor asked if work will continue as funding for LA triad project has ended; the Executive Headteacher advised that he expects the partnership work to continue. Governors noted the development of Middle Leaders across both phases. Governors noted staff CDP details.
- 7.1.4 *Behaviour* – Governors noted the recent Behaviour data and commented on the good behaviour of pupils with the exception of some minor incidents. A Governor commented on the increased focus on Behaviour in the new OSFTED framework. Governors discussed the importance of support from parents and behaviour management at home.
- 7.1.5 *Premises* – Governors noted the recent works and the planned spend of the new LCVAP funding.
- 7.1.6 Governors noted the anonymised overview of two parental complaints.

## **8 Financial Items**

- 8.1 Governors were advised that there is no further update to the meeting held on 30<sup>th</sup> April 2019.

## **9 Policy reviews**

- 9.1 Uniform policy – The Executive Headteacher outlined two proposed minor amendments to the policy;
- pupils will be able to wear either the Summer or Winter uniform as weather appropriate
  - replace the embroidered white polo shirt with a plain white shirt
- Governors voted unanimously to approve the amendments to the Uniform policy.

## **10 Committee terms of reference**

- 10.1 Catholic Life committee – The Committee Chair advised that the committee has agreed the terms of reference and will submit them for ratification at the FGB meeting on 2<sup>nd</sup> July 2019.
- 10.2 Premises committee – The Committee Chair advised that the committee has agreed the terms of reference and will submit them for ratification at the FGB meeting on 2<sup>nd</sup> July 2019.
- 10.3 Teaching & Learning committee – Governors voted unanimously to ratify the terms of reference for this committee.

## **11 Reports from committees and link governors**

- 11.1 Premises committee – Governors noted the minutes of the recent meeting. The Committee Chair relayed positive feedback from pupils, parents and staff on the new playground equipment. The recent LCVAP bid was successful and the

Committee Chair outlined the proposed projects to be funded from the allocation. The recent Fire Audit went well with some minor actions. The Committee Chair met with the Site Manager and walked through the Fire Evacuation plan; Governors were pleased to note that Nursery and KS1 pupils are evacuated to an area away from the Pastoral Centre. Tree works have been completed and fence works are scheduled for this term.

- 11.2 Teaching & Learning committee – Governors noted the Learning Walk Feedback Form. Governors were advised that the committee met last week, the Committee Chair provided a verbal update. The committee reviewed recent data and the SDP priorities noting that challenging Greater Depth pupils continues to be an area for action. The Committee Chair plans to complete another Learning Walk in Summer term to focus on the wider curriculum. The Committee Chair also attended a Maths Mastery staff training session and found it to be very helpful.
- 11.3 Catholic Life committee – The Committee Chair advised that the committee met on 9<sup>th</sup> May 2019 and provided verbal feedback from the meeting. The committee reviewed the summary report from the Diocesan inspection; it was a positive inspection with some areas for action. The committee noted the R.E. development plan. The committee reviewed Attendance and noted no serious issues. The committee discussed communication between Governors, the school and parent/carers. The school Summer Fayre will be held on 29<sup>th</sup> June 2019 and Governors discussed attendance at the event.
- 11.4 Resources committee – The Committee Chair provided verbal feedback from the meeting.
- 11.5 Sports premium Link Governor – Ernest advised that he will schedule a visit in the Summer term and commented on the new playground equipment that was part funded by the Sports Premium.
- 11.6 British Values Link Governor – Ernest outlined involvement in the Red Box project.
- 11.7 School Building Fund (SBF) Link Governor – Ernest thanked Margaret for compiling the report on SBF contributions so far. Governors noted that £10,000 has been received this academic year so far and noted this is slightly lower than at this point last year. Ernest outlined the trend in contributions in recent years. Ernest advised of SBF amounts at local schools. Governors discussed the timing of letters requesting payment of SBF and the need to clearly outline how the money is used to benefit pupils. Governors discussed revising the SBF amount per pupil and capping the amount per family. A Governor asked if the SBF collection rate has increased since it was added to ParentPay; the Executive Headteacher advised it is 17%. Governors voted unanimously to agree the 2019/20 SBF amount for each child as £40 to be capped at £100 per family.
- 11.8 SEN Link Governor – Richard advised that he visited the school on 26<sup>th</sup> March 2019 and provided verbal feedback from the visit. During the visit he reviewed the SEN action plan and commented on progress. Richard undertook a Learning Walk and viewed a Daily Supported Reading intervention and provided positive verbal feedback.
- 11.9 Safeguarding Link Governor – Graeme advised that he visited the school on 9<sup>th</sup> May 2019 and provided verbal feedback. He checked the Single Central Record (SCR) with no issues identified. He plans to visit the school again to meet the Inclusion Manager.
- 11.10 The Clerk reminded Governors to complete Governor Visit Feedback forms after each visit.

**12 Health & Safety**

12.1 The Link Governor for H&S advised that she visited the school on 30 April 2019 and completed a Premises Walk to view the new outdoor gym equipment and provided positive verbal feedback from pupils, staff and parents. Governors noted the Governor Visit Feedback form. During the visit she observed a Fire Evacuation drill and advised Governors that all classes have two evacuation routes. Marilyn identified that some new door signs are required and have been ordered. There has been positive feedback from pupils and parent regarding the tree works and plans to replace the old fences. Marilyn has suggested that a new Quiet area is identified for pupils to use during playtime and lunchtime.

**13 Governors' Visits**

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

**14 Governors' training**

- 14.1 Pamela advised that she attended an LA session for new Governors and found it to helpful and informative.
- 14.2 Graeme advised that he will update the training matrix to identify any knowledge gaps and share the results with Governors.
- 14.3 Governors discussed a Safeguarding training session for the whole Governing Body and agreed to wait for the start of the new academic to allow new Governors to participate. **Action: Safeguarding training session for all Governors to be scheduled for the new academic year**

**15 Meeting dates for 2018/19**

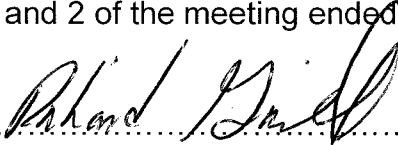
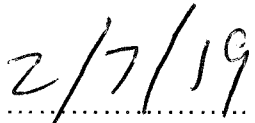
- 15.1 Governors agreed the following dates:
  - 2 July 2019 at 7pm

**16 Any Other Business**

16.1 Richard advised that he plans to liaise with Alex to ensure all Governor details on the school website are up to date.

Nicola Matthews left the meeting.

Parts 1 and 2 of the meeting ended at 9.30 pm.

Signed  Date 

**LISA STURLEY, CHAIR**

