

**GOVERNING BODY FOR ST THERESA'S CATHOLIC PRIMARY SCHOOL MINUTES OF
THE MEETING HELD AT THE SCHOOL ON TUESDAY 1 DECEMBER 2015**

MEMBERS

FOUNDATION GOVERNORS

*Dr Peter Carroll (Chair)
*Miss Gerry Costello
*Revd John Dermody
*Mrs Christine Fleming
*Ms Jane Goring
*Mr Kevin Omar (Vice-Chair)
Lisa Sturley

LA GOVERNOR

1 vacancy

*denotes member present

PARENT GOVERNORS

*Mr Alan Crossan
Mr Onyeabo Ogodazi

STAFF GOVERNORS

*Miss Maureen Kelly (Headteacher)
*Linda O'Melia

ASSOCIATE MEMBERS

*Tony Shotton

In Attendance
Amira Nassr (Clerk)

PART I

15/68 OPENING PRAYER

The Governors joined Father John in an opening prayer.

15/69 WELCOME

Governors were welcomed to the meeting. The Chair introduced Geraldine Collins to the Governors as a prospective Foundation Governor and thanked her for attending. Governors also re-welcomed Tony Shotton to the meeting as an Associate Member.

15/70 ADMINISTRATION

a. Acceptance/Non-Acceptance of Apologies for Absence

Apologies were received and accepted on behalf of Lisa Sturley who was attending a Governing Body meeting at St Catherine's School.

b. Declaration of Pecuniary Interest in the Current Agenda

No Governor present declared a pecuniary interest in the business to be discussed.

c. Minutes of the meeting held on 6 October 2015

The Part I minutes of the meeting held on 6 October 2015, copies of which had been circulated prior to the meeting, were CONFIRMED, initialled and signed by the Chair as a fair representation of the meeting.

d. Matters Arising



15/53 Administration, g. Matters Arising, 15/42 Leadership (f) Report of the Headteacher: Christine Fleming provided Governors with an update on the correspondence with Loreto. The Chair had sent a letter to the school and had received a reply outlining the requirement for St Theresa's to provide evidence that there was no viable alternative for Year 6 girls. Loreto are willing to hold a meeting with the School to discuss this further.

The Chair had drafted a letter of reply and Governors agreed to pursue a meeting, involving the Headteacher, Chair and a Parent Governor. An Admissions meeting was scheduled at Loreto in February 2016 and the Chair would arrange a meeting prior to that.

The Chair agreed to update the Governors once a response had been received from Loreto.

Action: Chair

15/53 Administration, g. Matters Arising, 15/42 Leadership (g) Parent and Pupil Survey results: This was on going with the Chair liaising with the Headteacher to complete the Survey Action Plans.

Action: Chair

15/54 Leadership, a. GB Challenge: Kevin Omar agreed to send the clerk useful information from the Essex Council website. The clerk agreed to use this information as well as any other research to provide guidance for Governors on how to Chair a meeting effectively.

Action: Kevin Omar and Clerk

15/56 Governor Training, Support and Development, b. Code of Conduct: The Chair had reviewed the school websites of St Catherine's and Sacred Heart to obtain further understanding of the necessary Governor information to be published. Both schools had a Code of Conduct on their website. Governors agreed for a baseline document to be uploaded on to the School website that could be reviewed each year.

Action: Chair and Kevin Omar

15/57 Reports, a. Report of the Headteacher: The Finance Committee had discussed and brainstormed ideas relating to the creation of a Finance Risk Register (FRR): the types of risk and the effect on the budget.

The Chair had also raised this at the Chairs' meeting and no school had a FRR.

It was to be included as an item for discussion at the next Chairs' meeting. Once this discussion had been undertaken, the Chair would report back to the School for further action.

Action: Chair

15/57 Reports, a. Report of the Headteacher: The Headteacher agreed to distribute the completed SEF and SIP to the Governors.

Action: Headteacher



15/59 Director of Children's Service Report Autumn 2015: The Chair had submitted the Skills Audit to the Local Authority (LA) and was awaiting feedback. The Chair agreed to send this to the Headteacher to be used in the relevant section of the Schools Financial Value Standard (SFVS).

Action: Chair

e. Ratification of Policies

The following Policies had been approved in the Catholic life Committee and were recommended to the Full Governing Body for ratification:

Administering of Medicines
Equalities
Anti-Bullying
Positive Handling
Safeguarding
School Attendance
Charges & Remissions
Computing
Parents Acceptable Use
Pupils Acceptable Use
E-Safety
Sex & Relationship Education

The policies had received the necessary updates.

Governors **RATIFIED** the above policies.

The following Policies had been approved in the Finance Committee and were recommended to the Full Governing Body for ratification:

Whistleblowing
Anti-Fraud & Corruption

These were **RATIFIED** by the Governors.

Governors were informed that the Financial Management Policy was currently being finalised. The Headteacher agreed to send the relevant section of the policy to the Premises Committee.

Action: Headteacher

The **Pupil Premium** policy had also been updated.

Governors **RATIFIED** this policy.

f. Governing Body Appointments

The Chair informed Governors that Geraldine Collins was awaiting Diocese approval of her Foundation Governor application.

The Chair agreed to contact the Diocese to obtain an update on this application.

Action: Chair

It was also noted that with both Lisa Sturley and Jane Goring stepping down from their position, a further Foundation Governor vacancy would remain. The Governors highlighted the importance of having a full membership with members having the necessary skills. Suggestions of potential Governors were welcomed.

It was clarified, according to the Instrument of Government that *a) seven foundation governors (of whom no more than two shall, at the time of their appointment, be eligible for election or appointment as parent governors).*

The Chair suggested the potential of liaising with nearby Catholic Schools in order to explore the possibility of a Parent Governor- Foundation Governor exchange.

The Chair also provided Governors with an update on the position of LA Governor and Tony Shotton's application following a recent conversation with a member of the LA. The Chair had been re-informed of the mix of political and administrative processes involved in the nomination and appointment of a LA Governor.

The LA representative had assured the Chair that the case would be reviewed at the next General Functions Committee along with the application received from Tony Shotton. The Chair would update Governors with any further information.

15/71 LEADERSHIP

a. Commendations

The Chair drew Governors' attention to the Challenge Partnership Report, circulated prior to the meeting. The School had achieved highly following the Audit, receiving outstanding across the board. The Report had also recognised the high level of outreach work undertaken in the School.

The School had also received a visit from the Learning Network Inspector (LNI) who agreed that the School was outstanding.

The views from both the LA and Challenge Partnership acted as affirmation of the high provision for the children at St Theresa's.

These results had been published in the School newsletter with a direction to the School website. They were also displayed on the School notice board.

The Governors highlighted the amazing work that had been undertaken in the past few weeks and the constant drive evident in the School. They wished to formally congratulate all the staff for their great work.

It was suggested that the Governors contribute £250 from the Sundries Account to the Christmas staff celebration.

All Governors **AGREED** to this.

The Chair agreed to send a letter to parents providing them with an update of all achievements.

Action: Chair

b. Safeguarding Report



Jane Goring provided Governors with a verbal report. The Single central Record and Safeguarding structures had been reviewed and were up to date. The Behaviour Logs had been analysed; there had been two incidents of bullying which were anticipated to be closed by Christmas with appropriate strategies in place. The Medical Logs had been investigated and there were no evident patterns to report.

It had also been agreed that mobile phones would be banned in Year 6 following the sharing of inappropriate videos. Parents were being notified of this.

Jane Goring agreed to distribute the written Safeguarding report to Governors.

Action: Jane Goring

15/72 SPECIAL REPORTS

a. Governor Visits

Christine Fleming informed Governors that she, in her role as SEND officer, had visited the School and met with Sinead O' Brien. A more formal report of the visit had been presented at the Learning and Achievement committee. The report had been discussed and scrutinised, recorded in the committee minutes.

It was noted that there were 28 children currently on the Special Needs Register. Following a Governor question, it was noted that this number was relatively low.

It was confirmed that all children were receiving the correct provision and all were progressing.

15/73 GOVERNOR TRAINING, SUPPORT AND DEVELOPMENT

The Headteacher reminded Governors that National Governor Association (NGA) training was an extra cost for the School. The School had bought into the Barnet package which covered Barnet-run training for Governors. Governors were redirected to this.

The Chair had attended two Chairs' forums: The NGA Regional Meeting and the LA meeting. The main challenges that schools in general are experiencing Headteacher recruitment, Governor Recruitment and budget management.

15/74 REPORTS

a. Finance

A meeting had been held on 1 December 2015. An overview of the meeting was provided for Governors.

The School had bought into the Pupil Premium checker offered by the Local Authority at a cost of £600. As a result of some analysis performed by the School, it was found that we were entitled to receive an additional £9,000.

The School budget remained tight and was working toward exiting the financial year with a contingency of £20,000 . The Three Year Plan was being undertaken and the Business Manager had made the committee aware of budget predictions for the

following years. The School would need to continue to investigate and discuss mechanisms to address the challenges of ever-increasing pressure on budgets.

Governor Funds were sufficient to pay the loan repayment required for the building work of 2014. For this year's building work an amount was still outstanding.

Parental contributions thus far had been slower than the previous year.

The signatories on the Barclays Account needed review and the account required auditing. Linda O'Melia needed to be formally added to the Committee list as a full Governor.

Action: Clerk

b. Personnel

The committee had not yet met.

c. Learning and Achievement

An overview of the meeting was provided for Governors. Policies had been reviewed and Christine Fleming's visit to the School discussed.

d. Health & Safety/Premises

Another meeting had not yet been held.

e. Catholic Life

Copies of the minutes from 25 September 2015, 16 October 2015 and 6 November 2015, as well as an updated Terms of Reference, circulated prior to the meeting, were received and noted.

The meetings had discussed the Diocesan SEF. This involved two areas: the Catholic Life of the School and the Religious Education provided. On every category outlined in the SEF, the School was grade one and therefore in a positive position pending a formal inspection.

f. Admissions

The Committee had met on 28 September 2015. Another meeting needed to be scheduled. The Admissions Policy 2017/18 was currently out for consultation with a cut-off date of 15 January 2016.

This would be presented at the next Full Governing Body meeting.

Action: Admissions Committee

15/75 ANY OTHER BUSINESS

This was deferred to Part II.



02/02/16