

GOVERNING BODY FOR ST. THERESA'S CATHOLIC PRIMARY SCHOOL

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON
TUESDAY 27 FEBRUARY 2018**

MEMBERS

FOUNDATION GOVERNORS

*Margaret Cronin (Chair)
*Sheena Varnava (Vice Chair)
*Gerry Costello
*Fr. John Dermody
3 Vacancies

LA GOVERNOR

*Tony Shotton

PARENT GOVERNORS

1 Vacancy
Onyeabo Ogodazi

STAFF GOVERNOR

*Linda O'Melia (Headteacher)
*James Troy

ASSOCIATE MEMBERS

Jean Marc Evans
Christine Fleming

*denotes member present

IN ATTENDANCE

Ms. Elaine La Tegola (Clerk)

Part I

18/07 **PRAYER AND WELCOME**

The meeting opened with a prayer, after which the Chair welcomed Governors to the meeting.

18/08 **ADMINISTRATION**

a) Acceptance/non-acceptance of apologies for absence

Apologies for absence were received and accepted on behalf of Parent Governor, Onyeabo Ogodazi and Associate Member, Christine Fleming.

b) Declaration of pecuniary interests in the current agenda

There were no pecuniary interests declared by Governors within the current agenda.

c) Minutes of the previous meeting

The minutes of the meeting held on 7 November 2017, copies of which had been circulated prior to the meeting, had been received and reviewed at the unclerked meeting of the Full Governing Body on 30 January 2018.

The Chair reported that the minutes were CONFIRMED subject to substantial amendments to Part 1 and Part II agreed at the un-clerked meeting and were to be circulated to the Governing Body prior to the next clerked meeting due in June

ACTION: Chair

d) Matters arising

There were no matters arising from the meeting held on 7 November 2017. Matters arising from the un-clerked meeting included the new working structure of the un-clerked Governing Body meeting, which the Chair agreed to circulate to governors.

ACTION: Chair

e) Governor recruitment update

The Chair informed Governors that the first potential applicant for the Foundation Governor vacancy had completed and returned the application through the Diocese and the second potential applicant had agreed to contact the Headteacher to begin the application process. No applications had been received for the Parent Governor vacancy.

The Chair invited governors to discuss and share ideas of how to take forward the recruitment of governors. It was discussed that the school had previously conducted "parent coffee mornings" where parents had the opportunity to express and exchange their views. Governors suggested exploring a similar avenue for prospective Parent Governors.

The Governing Body AGREED to consider convening the "governor surgeries" with a complete set of terms of references. The Headteacher would raise the proposal at the next term's Parent Rep meeting.

ACTION: Chair/Headteacher

18/09 **REPORTS (BY EXCEPTION ONLY)**

a) Report of the Headteacher

The Headteacher's report, a copy of which was circulated prior to the meeting was received and noted by the Governing Body.

The Chair stated that all reports received by the Governing Body would be by exception only and commented that children's full names or initials stated in the report would be removed and instead referred to with figures, as discussed at the un-clerked Governing Body meeting.

The Chair also queried the number on roll of the Year 2 class, which alternated between 28 and 29 in the report. The Headteacher explained that an additional child had joined Year 2 in January, increasing the roll from 28 to 29.

The Headteacher highlighted the following arising from the report:

Number of roll

Governors noted the current number of roll following recent joiners and leavers in the Autumn term.

Governors commended the Headteacher for the full classes reported for Years 1, 4, 5 and 6.

Catholic Life

Governors noted the updates outlined in the report arising from the Deanery meeting at St Theresa's hosted by the Headteacher along with the new Diocesan Advisor,

Theresa O'Sullivan. The Headteacher also updated Governors on the Headteacher's conference which addressed some of the matters arising from the Deanery meeting.

Staffing

Governors noted the various staffing changes and cover/support arrangements in place.

The Headteacher raised concerns over the vacancy post of the Facilities – Relief Caretaker, commenting that lack of interest in this post could be due to the job title. However, she was in contact with recruitment agencies of this field and would review any CV's received.

Premises

Governors noted the updates from the Premises meeting

EYFS data

The EYFS Autumn data has been reviewed and finalised by the senior leadership team. The Headteacher will circulate the update summary to governors following the meeting.

ACTION: Headteacher

Years 2,3,4 and 5 Autumn data analysis and Year 6 data with end of KS2 predictions

It was noted that the Autumn data analysis and end of KS2 predictions would be received and scrutinised in depth by Governors at the Learning Achievement Committee at its next meeting on 21 May 2018.

It was explained to Governors that where the School had previously focused efforts on ensuring children achieve or exceed attainment levels, more focus would be engaged on monitoring the progress of children transitioning from KS1 to KS2 and identifying where intervention may be needed. A Venn diagram had been created to illustrate where pupils were on track for ARE or above for reading, writing and maths and the Headteacher commented on the straightforwardness of the Venn diagrams for use at pupil progress meetings.

Sports Premium, School Travel Plan and SEND

Governors noted the various sporting events and initiatives the School had invested in also taking note of those pupils in receipt of PPG. This section of the Headteacher's report also outlined updates from the Inclusion Leader on the progress made towards agreed actions for SEND pupils. The Headteacher confirmed that all Educational Healthcare Plans (EHCP) had now been confirmed.

Bullying incidents

Governors noted one allegation of a bullying incident. However, the Headteacher clarified that some allegations of bullying were minor playground incidents or cases of friendship issues, but nevertheless all allegations were closely monitored by the SLT and class teachers.

Challenge Partners

Governors noted the new provisional date of the Challenge Partner review as 23 April – 25 April. The Headteacher clarified that Governors were not required to take part in the review, but welcomed members of the Learning Achievement Committee to meet the review panel.

E-Safety workshop

Governors noted updates from the e-safety workshop led by Education Child Protection Limited that took place in the Autumn term and were informed that following the workshop, the e-safety page on the School's website would be updated to include CEOP information for children.

Governors would be notified of the date of Prevent training for staff and governors when the Headteacher received confirmation.

b) SIP Monitoring

The Headteacher agreed to circulate the SIP monitoring update to governors after the meeting.

ACTION: Headteacher

c) Policy ratification

It was noted that Gerry Costello was still awaiting schedules of policy reviews from the Finance Committee and the Health, Safety and Premises Committee chairs.

ACTION: Chairs of Finance Committee and Health, Safety and Premises Committee

d) Finance- School Financial Value Standard (SFVS)

It was noted that the Chair had reviewed and signed off the SFVS for submission to the local authority. A copy of the SFVS would be circulated to governors for comment and feedback would be given at the next meeting of the Governing Body by the Chair.

ACTION: Chair/ all governors

Fr. John Dermody informed governors that due to various reasons such as staff vacancies lead to cost savings which contributed to the projected surplus for the next year and reported a healthy financial position in the 3-year plan. However, governors were also advised to expect volatility and unpredictability to affect the financial forecast, and that the projected surplus could moderately weaken over the next 3 years.

e) Personnel and Pay

It was noted that the next meeting of the committee would take place on Monday 5 March 2018.

f) Learning and Achievement

The Committee had met on 15 January 2018, the minutes of which had been circulated prior to the meeting. Discussions included; the parent governor update, Pupil Premium budget which was reported as £42,100, the 3rd space learning online intervention and anti-bullying week questionnaire. The Committee also scrutinised in detail the mock SATs results and noted that the Autumn data would be scrutinised at the next meeting.

g) Health & Safety and Premises

The Chair informed governors, on behalf of Ony Ogedazi of the ongoing brambles issues, which was still unresolved and was logged in the risk register. The Chair would escalate the complaint further to the Borough to resolve the issue.

ACTION: Chair

The Headteacher raised concerns of the quality of the work done on the flooring in the hall, commenting that it did not justify the cost of the work. This would be addressed further at the next meeting of the Committee.

h) Catholic Life

The Committee had met on 23 February 2018, the minutes of which had been circulated prior to the meeting. Discussions included the finalisation of the Liturgical calendar. It was confirmed that 4 priests would be attending the reconciliation service however no priests were allocated for the Year 2 mass. The Headteacher agreed to start the Year 5 Blue mass at 2pm to accommodate the attending priest.

i) Admissions

The minutes of the meeting held on Monday 26th February would be received at the next meeting of the Governing Body. Discussions included the ranking of pupil applications against admissions criteria before submitting to the local authority.

j) Safeguarding

The Chair updated governors on the upcoming activities around safeguarding i.e; Single Central Record and Premise log. There was a discussion around the General Data Protection Regulation (GDPR) which would come into effect on 25 May 2018. Governors were informed that there was a debate around the requirements of the Data Protection Officer post, and whether it would recruit internally (staff) or externally which gave rise the opportunity to explore different options and proposals of how the School could recruit to this post.

The Chair recommended that the Personnel and Pay Committee and the Finance Committee explore the following options:

- Buying in the services from external companies;
- Employing and training to the post of Data Protection Officer and selling these services to other Schools.

The Committees were advised to consider factors such as the person specification, skills and remuneration (to reflect increase in responsibility if recruiting internally).

ACTION: Chairs of Personnel and Pay Committee and Finance Committee

18/10 PROPOSED NEW COMMITTEE STRUCTURE FOR 2018-19

The Headteacher reported that the un-clerked meeting of the Governing Body discussed the committee structure for 2018-19 and recommended a proposal which the Chair agreed to circulate to the Governing Body.

ACTION: Chair

18/11 GOVERNOR VISITS

Governors reported on their Governor visits and noted updates from Father John on his e-safety training and the Chair's recent meeting with the SLT to resolve a parental concern.

The Headteacher noted to governors that an internal advert would be erected for the vacancy of an R.E lead which was covered by the Headteacher in the interim.

18/12 DIOCESE EDUCATION SERVICE BULLETIN

Governors noted that the Diocese Education Service bulletin was available at <http://rcdow.org.uk/education/schools-bulletins/schools-bulletin-januarv-2018>.

18/13 REPORT OF THE DIRECTOR OF EDUCATION AND SKILLS

Governors noted that the report of the Education and Skills Director was available at <https://www.barnet.gov.uk/lwvc-home/information-for-schools/school-governors/meetings-and-reports.html>. Governors were advised to read through the report and contact the relevant local authority officers authoring the items therein should they have any enquiries

18/14 GOVERNOR TRAINING, SUPPORT AND DEVELOPMENT

Governors noted that any Governor training, support and development courses were available to book for the diocese or the local borough through the following links:

a) Diocese

<http://rcdoweducationservice.eventbrite.com/>

b) LBB

http://cpd10q.schoolcircular.co.uk/pls/dad_cpd/gen_bystrand_fr_pub

18/15 ANY OTHER BUSINESS

a) Website

The Headteacher reminded governors to ensure that the website is kept up to date with all of the Governing Body and committee's Part I confirmed and initialled minutes (by the Chair) from the current year and previous academic year, included all associated agenda items. A register of attendance of all the meetings of the Governing Body was also required by Ofsted to be available on the website. Gerry Costello agreed to create an attendance register of the clerked Governing Body meetings from the past academic year.

ACTION: Gerry Costello

It was requested that the Governor Update letter to parents from the last term was to be circulated to Governors.

ACTION: Headteacher

b) School email address

The Headteacher informed governors that the diocese would provide email address accounts to be implemented before the summer term for use with the school and urged governors to discontinue the use of the school email address. However, in the meantime it was strongly advised that sensitive or personal information of the school or children/staff should not be disclosed through personal email accounts.

A discussion around the distribution of Governing Body papers and password protecting the files ensued and the clerk would take this further with George Peradigou, the Governance Advice Officer.

ACTION: Clerk

Committee chairs were reminded to ensure personal information were not disclosed in the minutes and that Part II matters would only be necessary where it was imperative to disclose confidential matters such as matters from Personnel and Pay Committee.

It was agreed that the SLT would meet with the IT technician and discuss systems for secure file distribution and access such as a cloud-based storage and suspend the use of the school email address.

ACTION: Headteacher

c) Ofsted preparation questions

Sheena Varnava was to circulate a template of proposed questions arising from the Ofsted preparatory training for governors to populate ideas and comments. Governors were asked to feedback comments and ideas to the Chair before 20th April. This would then be reviewed at the next meeting of the Governing Body.

ACTION: Sheena Varnava/ all governors

The Chair reminded the Finance Committee to set a budget ratification meeting before the 31st March 2018 and it was agreed that the budget would be circulated to the Governing Body following the Finance Committee on 20th March.

18/16 DATES OF GOVERNING BODY MEETING


The next meetings of the Governing Body were confirmed as:

Unclerked: Tuesday 1 May 2018

Clerked: Tuesday 12 June 2018

Minutes **agy** Full Governing Board at 1 May 2018 meeting

Signed:

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Margaret Cronin
Chair of Governors