

**GOVERNING BODY FOR ST.THERESA'S CATHOLIC PRIMARY SCHOOL**

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON  
TUESDAY 7 NOVEMBER 2017**

**MEMBERS**

**FOUNDATION GOVERNORS**

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

**PARENT GOVERNORS**

\*Onyabo Ogodazi  
1 Vacancy

**STAFF GOVERNOR**

\*Linda O'Mella (Headteacher)  
\*James Troy

**LA GOVERNOR**

\*Tony Shotton

\*denotes member present

**IN ATTENDANCE**

Ms. Elaine La Tegola (Clerk)

**Part I**

**17/40 PRAYER AND WELCOME**

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

**17/41 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Associate Member, Jean Marc Evans and Joe Brohan.

**17/42 DECLARATION OF PECUNIARY INTERESTS**

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

**17/43 APPOINTMENT OF CHAIR FOR THE ACADEMIC YEAR**

Following an unclerked meeting at the start of term, the Governing Body unanimously AGREED to elect and appoint Margaret Cronin as Chair for the Academic Year.

**17/44 APPOINTMENT OF VICE CHAIR FOR THE ACADEMIC YEAR**

Sheena Varnava was confirmed as the appointed vice chair of the governing Body.

**17/45 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on Tuesday 27 June 2017 were **CONFIRMED**.

**17/46 MATTERS ARISING**

**17/47 Brambles**

An update was received from Onyabo Ogodazi regarding the school's playground's ongoing issue with bramble growth. Despite a formal complaint being logged to the Local Authority, no response was received. The Chair AGREED to further escalate complaints to Barnet Council.

**Action: Chair**

**Cracked Flooring**

Negotiations were taking place regarding the cost of contractors undertaking the work. It was quoted that the cost was £160 per visit with at least 3 visits required. Onyabo Ogodazi to continue negotiations and oversee the process.

**Action: Onyabo Ogodazi**

**Fence repairs**

It was reported that maintenance works had been carried out on fence repairs outside lawn area.

**CCTV**

It was reported that the School was changing its security provider to Woodside Security, who would continue to provide security services to the School.

**17/48 Governing Body Membership**

Election process to fill the Parent Governor vacancy took place but it was reported that no nominations were received. A parent, (who is also a teacher from another school in the Borough and as such would not be eligible to be nominated to be a parent governor under LBB guidance), expressed interest in applying for a Foundation Governor position instead. The Chair agreed to contact the nominee and Diocese to confirm eligibility criteria.

**Action: Chair**

**16/49 Governor Evaluation**

The Chair reminded Governors that the Governing Self Evaluation Form was to be submitted soon and asked for feedback from the Governors. The Chair proposed that the Governing Body should keep the evaluation process the same for this academic year and that peer-to-peer reviews should be piloted in the next academic year. It was noted however, in relation to the self-evaluation document that the Governing Body structure had drastically changed over the last year and that the document would require a re-draft to reflect this change. The Chair and Sheena Varnava agreed to re-draft the self-evaluation document and propose to the remaining Governors.

**Action: Chair, Sheena Varnava**

**16/50 Finance**

The Chair to follow up the progress undertaken by the previous (acting) Chair regarding obtaining a refund for the amount spent on Multi-Academy Trust (MAT).

**Action: Chair**

**17/51 Behaviour and Safety**

The Headteacher reported that 30 parents had successfully attended the E-Safety training and encouraged at least one Governor to attend the session. Gerry Costello volunteered to attend the training session on behalf of the Governors.

**17/52 Governor visits**

The Headteacher agreed to follow up investigation of the Evolve computer system, which maintained medical records, incident logs and other risk assessment information.

**Action:** Headteacher  
**Action:** Gerry Costello

**Appendix 1: Contact list**  
Gerry Costello agreed to update the Governing Body contact list.

17/53 **POLICY RATIFICATION**  
Gerry Costello circulated a document containing the review dates, cycles and responsible committees for the School's policies listed on its website. All Governors were asked to review the renewal dates and responsible committees listed on the document and update Gerry Costello.

**Action:** Governors

17/54 **ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE**  
It was noted that there were currently 6 committees in the structure. Due to difficulties in the availability of members and reaching quorum, the Chair proposed to the Body, the possibility of reducing the number of the committees in the structure in order to improve effectiveness. The Body discussed where committees could be amalgamated and suggested new names for the merged bodies. After discussion, the Governing Body proposed in broad terms the following committees:

1. **Admissions Committee** to remain the same;
2. **Premises and Health and Safety Committee**, (name of which to be confirmed).
3. **Finance Committee** and **Personnel Committee** to be amalgamated into **Resources Committee**, (name of which to be confirmed).
4. **Curriculum Committee**, **Catholic Life Committee** and **Safeguarding Committee** to be amalgamated into **Wellbeing Committee**, (name of which to be confirmed).

It was highlighted by Governors that it was important to note the meeting durations of the different committees in order to avoid prolonged meetings and also noted the availability of the Finance Business Manager and implications of the merging of the Finance and Personnel Committees.

The Chair, Gerry Costello and Sheena Varnava agreed to draft a proposal of the new committees, review their terms of references and membership for the next meeting. It was also agreed that the new committee structure would be noted in the OFSTED action plan to start in the new academic year.

**ACTION: Chair, Gerry Costello, Sheena Varnava**

17/55 **ANNUAL REVIEW OF REGISTER OF BUSINESS INTEREST**  
Governors reviewed and signed the Register of Business Interest document for the Schools records.

17/56 **ANNUAL REVIEW OF GOVERNOR CODE OF CONDUCT**  
The Chair reported the Governor Code of Conduct which was previously circulated and noted that concerns previously raised regarding the omission of Catholicity was addressed and was now included in the new draft along with Safeguarding.

The Governors approved and signed the code of conduct for the School's records.

17/57 **REPORT OF THE HEADTEACHER**  
The Headteacher presented her report to the Governors. Arising from the report are the following:

**Catholic life of the School**  
The Headteacher gave thanks to Fr. John Dermody for celebrating the Mass that took place on 5<sup>th</sup> October 2017. It was noted that the Catholic Life Committee reviewed the Liturgical Calendar and would arrange class Masses for 2018 in consultation with priests from the four parishes.

The Headteacher informed Governors the plans by the Diocese of Westminster to change how RE was assessed and would be attending the RE Leader's Conference in November. Internal recruitment for an RE Leader would take place in time for the New Year.

**Staff**  
The Headteacher informed Governors of the new members of staff to St Theresa's. These included a Year 1, Year 6, Year 5 and a French teacher to support Years 1-6 one day a week. The Governors commended the Headteacher for fulfilling all staff vacancies.

**School Travel Plan**  
The school planned to continue running the biking workshops aimed at using bikes and promoting a healthy lifestyle.

**Number on roll**  
The Headteacher announced that the school currently had 234 pupils out of 240 places. She noted that a number of children had left the school due to family relocating. It was commented that Brexit had implications on some of the families and could result in more relocations.

**Achievement – Standards and Progress**  
Governors reviewed the School's achievement standards and Progress data and the Headteacher highlighted the following:

**End of Key Stage 2 Data Summary**  
The Deputy Headteacher announced that the forecast data from the last meeting were nearly a precise representation of the results. In Reading, pupils working at ARE or above was 83%. Two children were reported to attain a mark of 99 out of 100 who subsequently were the only two children that did not meet the end of year expectations. Pupils with EAL working at ARE was 89%.

In Writing, pupils working at ARE or above was at 86%. Four pupils were reported as working below ARE. Analysis of the pupils scoring below ARE noted areas of improvement for these pupils. Pupils with EAL working at ARE or above was 67%.

In Maths, pupils working at ARE or above was 85%. Predictions were correct in identifying pupils who were working below ARE. Pupils with EAL working at ARE or above was 92%.

**Pupil Premium Grant (PPG) and Special Educational Needs and Disabilities (SEND)**  
Governors noted the update from the Inclusion Leader on the interventions targeted at pupils in receipt of PPG and progress of actions in relation to SEND pupils.

**Behaviour and Safety**  
The Headteacher reported on the incidence of bullying/discrimination in the year to date, including the number of multi-agency referrals. It was noted that an anonymous bullying allegation had been sent through to Ofsted. The allegation was

already in the process of investigation and the Headteacher was able to assure Ofsted regulators the matter was being treated seriously. Governors were informed that the Headteacher had since met with the parent of the victim and a mutually agreed action plan was in place to address the allegation/incident.

#### **Partnership 9**

The Headteacher informed Governors that she had met with the Headteachers at the partnership schools to share good practice. She noted that the meetings were an opportunity for collaborative projects within the partnership.

#### **Judgement on Teaching & Learning**

In a recent assessment a standard of good teaching was reported across the school, with at least 60% of assessed criteria meeting a standard of outstanding. Governors commended the teachers for their continuous efforts and initiatives to engage and encourage pupils to challenge themselves.

#### **School visits & Workshops**

The Headteacher raised concerns over the cost of school trips especially travel costs for coaches. Public transport was considered however, it was noted that parents were not in favour of this following recent safety concerns on the London Underground.

#### **17/58 SCHOOL EVALUATION FORM (DRAFT) AND SCHOOL IMPROVEMENT**

##### **PLAN (DRAFT)**

The Chair informed Governors that the format and content of the School Evaluation Form and School Improvement Plan had changed. The Headteacher had provisionally completed the new forms which have been sent to a Local Authority (LA) advisor for further review and advice on amendments. Currently the Headteacher is awaiting feedback. The Governing Body agreed that both documents would be circulated and ratified via Chair's actions once final drafts had been received.

**Action:** **Chair**

#### **17/59 FINANCE COMMITTEE MINUTES**

The Governing Body received and noted the minutes from the last meeting of the Finance Committee. The following matters arising from the minutes were highlighted:

- Governors' funds could not be used to repay the (£21,000) loan,
- A sum of £7,000 would be repaid towards the loan in the current School term with the remaining being repaid in instalments,
- Difficulties in receiving voluntary contributions from parents,
- Contingency in the School's budget had increased to £16,000.

#### **17/60 PERSONNEL AND PAY COMMITTEE MINUTES**

Minutes of the Personnel and Pay Committee would be received at the next Governing Body meeting.

#### **17/61 LEARNING AND ACHIEVEMENT COMMITTEE MINUTES**

Minutes of the Learning and Achievement Committee would be reported at the next Governing Body meeting.

#### **17/62 HEALTH AND SAFETY/ PREMISES COMMITTEE MINUTES**

The Governing Body received and noted the minutes from the last meeting of the Health and Safety and Premises Committee. The following matters arising from the minutes were highlighted:

- The School was still awaiting bollards from the Council to prevent parking in front of the School's entrance

#### **17/63 CATHOLIC LIFE COMMITTEE MINUTES**

The Governing Body received and noted the minutes from the last meeting of the Catholic Life Committee.

#### **17/64 ADMISSIONS COMMITTEE MINUTES**

The Governing Body received and noted the minutes from the last meeting of the Admissions Committee.

#### **17/65 SAFEGUARDING LEAD GOVERNOR REPORT**

The Governing Body received and noted the verbal report of the Safeguarding Lead Governor. It was noted that following the Single Central Record Audit, and guidance from the LA, DBS certificates could not be held for longer than 6 months. Therefore, the school will review all personnel files in relation to DBS records, removing and ensuring compliance with confidential waste requirements of non-essential records.

#### **17/66 PREPARATION FOR POSSIBLE OFSTED INSPECTION**

The Chair reported feedback from the Governor training on the Ofsted framework and noted the requirements and expectations that would be reviewed by Ofsted, including:

- Governor's understanding of the School's conduct and role of Governors
- Handling of complaints
- Parental views on the Ofsted website
- Minimum of Level 1 Safeguarding training for all Governors
- Understanding of relevant sections of the Keeping Children Safe in Education guidelines,
- Succession plan for the Senior Leadership Team
- Demonstrate understanding of leadership, safeguarding, Prevent, equality etc
- Impact of Pupil Premium
- Interaction of the Headteacher in classrooms
- How to escalate concerns
- Quality of teaching, learning and assessments

Sheena Varnava agreed to create a live document of the working progress of the outlined Ofsted requirements and expectations, which would be updated regularly.

#### **17/67 GOVERNOR VISITS**

Sheena Varnava updated Governors on her recent visit to the School and her one-to-one meetings with the Senior Leadership Team, where she discussed how aspects of the curriculum interlink with each other e.g. teaching, assessment, extra help for pupils etc.

She reported feedback from staff that welcomed and encouraged Governors to interact with subject leads by representing a particular subject area and meeting with the subject lead at least once per term. Governors discussed and agreed the allocations for the following core subject areas:

- Maths – Oryeabo Ogodazi
- English – Tony Shotton
- RE – Gerry Costello
- Science – Sheena Varnava
- SEND – Margaret Cronin

A full Governor visit report was available and would be circulated to all Governors and members of staff that participated in the meetings with Sheena Varnava.

The Headteacher invited Governors to attend the Christmas nativity assemblies.

**REPORT OF THE DIRECTOR OF EDUCATION AND SKILLS**

The report of the Director of Education and Skills was circulated – Governors were directed to a link sent in the agenda

**GOVERNOR TRAINING, SUPPORT AND DEVELOPMENT**

A link to the Governor Training Programme was circulated, – Governors were directed to a link sent in the agenda

**ANY OTHER BUSINESS**


No other business.

**DATES OF GOVERNING BODY MEETING**

Unclerked: 7pm Tuesday 30 January 2018  
7pm Tuesday 1 May 2018

Clerked: 7pm Tuesday 27 February 2018  
7pm Tuesday 12 June 2018

Agreed by Full Governing Board at 1 May 2018 meeting

  
Margaret Cronin  
Chair of Governors

Appendix 1: GOVERNING BODY OF ST THERESA'S CATHOLIC PRIMARY SCHOOL - CONTACT DETAILS

Name	Type of Gov	Committees	Link Governor	Contact No.	Address	Email address
Miss Gerry Costello	Foundation	Catholic Life, Admissions (Chair), Personnel & Pay (Chair)	Catholic Life	020 8345 5614 07976 274965	13 Green Bank North Finchley N12 8AS	geraldine.costello@ntlworld.com
Mrs Margaret Cronin	Foundation	Personnel & Pay Learning & Achievement	Safeguarding	020 8346 7597 07989 479637	207 Squires Lane Finchley N3 2QS	margaret.cronin1@gmail.com pp@stpblinesfinchley.org.uk
Fr John Dermody	Foundation	Finance (Chair), Catholic Life (Chair), Personnel & Pay	Finance	020 8346 2459	St Philip the Apostle Gravel Hill, Finchley N3 3RU	head@sttheresas.barnetmail.com troy@sttheresas.barnetmail.com
Mrs Linda O'Melia	Headteacher	All committees		020 8346 8826	c/o the school	onyeebood@hotmail.com
James Troy	Staff Governor					
Mr Ony Ogodazi	Parent VICE CHAIR	Health & Safety/ Finance (Vice Chair)		07932 984359	136 Deans Lane Edgware Middlesex HA8 9NR	onyeebood@hotmail.com
Mr Tony Shorton	LA	Finance		07701 297205	50 Hoop Lane Golders Green NW11 7NH	tony.shorton@uk.pwc.com
Mrs Sheena Varnava	Foundation	Admissions, Learning & Achievement (Chair)	Learning & Achievement	07947 355249	92 Wainington Fold Finchley, N12 7LU	mizrisis@aol.com
Mrs Geraldine Pears	Executive Head			c/o school	c/o school	pears@theeeddominic.barnetmail.com
Vacancy	Staff					hulk
Vacancy	Foundation					
Vacancy	Foundation					
Vacancy	Foundation					
Mr Iean-Marc Evans	Associate	Catholic Life Learning & Achievement		020 8369 6863 07901 603076	7 Little Cedar, Woodside PK North Finchley N12 8TH	iean.evans@casematpublicschool.co.uk
Mrs Christine Fleming	Associate	Catholic Life		020 8349 2633 07709 721957	37 Redbourne Avenue Finchley N3 2BP	christinefleming49@gmail.com
Mr Ioe Brohan	Associate	Health & Safety/From				