



*"We learn together, we play together, we pray together,
we grow together in the love of God"*

GOVERNING BODY FOR ST.THERESA'S CATHOLIC PRIMARY SCHOOL

MINUTES OF THE MEETING HELD AT THE SCHOOL ON

TUESDAY 2 APRIL 2019

MEMBERS

FOUNDATION GOVERNORS

- *Margaret Cronin (Chair) (MC)
- *Christine Fleming (Vice Chair) (CF)
- *Gerry Costello (GC)
- *Fr. John Dermody (FJD)
- *Marie Forkan (MF)
- Daniel Hewitt (DH)
- 1 Vacancy

PARENT GOVERNORS

- *Onyeabo Ogodazi (OO)
- *Nick O'Donnell (NOD)

STAFF GOVERNOR

- *Linda O'Melia (LOM)
- *James Troy (JT)

LA GOVERNOR

- 1 Vacancy

GUEST

Richard Atwal – Chair of Friends of St Theresa's

*Denotes members present

ACTION:

PART 1

18/19/24 OPENING PRAYER AND WELCOME

The meeting opened with a Prayer after which MC welcomed all present to the meeting and reminded attendees that this was the postponed meeting from 3 March 2019 (due to Ofsted inspection).

GUEST

MC welcomed RA to the meeting as this was a great opportunity to forge links between the Governors and the Friends. He then circulated a paper to those present outlining the role of the Friends, who organise about 7 – 8 fundraising events a year. This year they are committed to purchase:

- a new sound system for the hall
- an iPad for each class for See Saw
- a defibrillator
- workshops for classes (working with the subject leaders) and finance class boxes for children to have toys to play with at lunchtime.

They also arrange several events where they meet with parents. They are planning to bid for charity status, and have 3 parents (including RA) who are willing to be trustees, and hope to have this completed in the summer term. They are also looking at grant opportunities. MC



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thanked RA and his Committee for the wonderful work that they do, and stressed the gratitude of the Governors. RA then left the meeting.

18/19/25 ADMINISTRATION

a. ACCEPTANCE OF APOLOGIES FOR ABSENCE

Daniel Hewitt

b. WELCOME TO NEW FOUNDATION GOVERNOR

MC welcomed NOD to his first meeting as a Parent Governor, and CF to her first meeting as a Foundation Governor instead of an Associate Governor. She also announced that Daniel Hewitt had been appointed as a Foundation Governor, but was unfortunately not able to attend this meeting.

MC reminded those present that the Local Authority (LA), had still not been able to find a new LA Governor, and said that OO, whose term of office as a Parent Governor expires this month, had expressed his willingness to serve as a LA Governor. MC would speak to the LA about this. That would leave a vacancy for one Parent Governor, and an election would need to be arranged.

ACTION: MC

c. RESIGNATION OF, AND ELECTION OF NEW CHAIR OF GOVERNORS

Following the resignation of the previous Chair, MC was unanimously ELECTED as Chair and CF was unanimously ELECTED as Vice Chair, both until the end of the current academic year.

d. MINUTES OF THE PREVIOUS MEETING 22.01.2019

It was pointed out that the numbering of these Minutes needed to be brought in line with the normal practice, and MC agreed to do this.

ACTION: MC

e. MATTERS ARISING FROM THE MINUTES

6 School Email Addresses
LOM suggested that those Governors experiencing difficulties in access their school email addresses should contact the school's ICT Field Engineer.
ACTION: Affected Governors

Clerking of Future Meetings
It was AGREED that MC would speak to George Peradigou at the LA and reminded those present that the current clerking was on a pay-as-you-go basis.

ACTION: MC

Premises
NOD confirmed that he had spoken to Kompan, who would be at the school the following week to complete the repairs, and would bring an engineer, free of charge, to ascertain



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what the problem actually was. However, they had confirmed that the "sponginess" was part of the design.

Parental Engagement

It was **AGREED** that as the Governing Board was still reforming, the proposed Coffee Mornings would be put on hold, until the next academic year.

18/1/19/26 REPORTS (BY EXCEPTION)

a. Headteacher's Report

LOM said that, following advice, she was working on a new format for her written report for the next meeting.

ACTION: LOM

b. Wellbeing Committee Update

The minutes of the last meeting had already been circulated to all present. There were no matters of exception to report. It was noted that the committee membership was now CF (Chair), MC, GC, F.J.D, DH, LOM and JT, with the Safeguarding Link being MC.

c. Resources Committee

The minutes of the last meeting had already been circulated to all present. It was noted that the committee membership was now F.J.D (Chair), GC (Vice Chair), MF, OO, NOID, LOM, JT and the school Finance Officer.

- The Health & Safety Link was NOID
- the Fire and Asbestos Link was OO.

F.J.D gave an update on the Budget which was the **APPROVED** by the Board. The Health and Safety Audit had been completed. When questioned, LOM reported that she was still waiting for the Fire Risk Assessment report from the London Fire Brigade, but she had been informed that a general fire alarm system has to be installed throughout the whole school, and all classrooms must have fire doors. LOM was aware that the school had six months to complete any required work. OO expressed concern that neither of these requirements had been picked up before. He agreed to follow this up. LOM said that she had spoken to M Merrill from Barkers, and asked for quotations for this work, which she would share with OO and NOID. MM was investigating whether a grant would be available for this work.

ACTION: OO

d. Policy Group

The next meeting would be held in June to ratify any policies – MC to circulate a date to the committee. The committee membership was now MC (Chair), GC, NOID, LOM and JT.

ACTION: MC

e. Admissions Committee

GC said that there was nothing further to report. The Committee membership was now GC (Chair), CF, LOM and Nadia Orsi.



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f. Link Governors

It was **AGREED** that Link Governors must meet a minimum of once a term with their subject lead, and submit their report to the Headteacher.

- | | |
|--|------|
| English | MF |
| Maths | OO |
| Religious Education | GC |
| Special Educational Needs & Disability | CF |
| Safeguarding | MC |
| Pupil Premium/Wellbeing | DH |
| Wider Curriculum (Includes Science) | NOID |

18/1/19/27 GOVERNOR RECRUITMENT UPDATE

This had been covered in 18/1/19/38 above.

18/1/19/28 GOVERNOR VISIBILITY WITH PARENTS

CF reported that she would be attending the parent consultation evenings. It was **AGREED** that future plans would be discussed at the next meeting.

18/1/19/29 REQUEST FOR THE LA TO PROVIDE A GOVERNOR REVIEW

It was **AGREED** that this would be an Agenda Item for the first Board meeting in the Autumn term.

18/1/19/30 LBB DIRECTOR'S BRIEFING

This was **NOTED**.

18/1/19/31 GOVERNOR TRAINING SUPPORT AND DEVELOPMENT

This was **NOTED**.


DATES OF FUTURE MEETINGS

As this meeting had been postponed from 03.03.19, it was **RESOLVED** that the meeting planned for 14.05.19 be cancelled. Therefore, the next meeting would be on:

Tuesday 25 June 19.00-20.30

Minutes agreed at Full Governing Board Meeting 25.06.19

Signed:


Margaret Cronin
Chair of Governors