

**GOVERNING BODY FOR ST THERESA'S CATHOLIC PRIMARY SCHOOL MINUTES OF
THE MEETING HELD AT THE SCHOOL ON TUESDAY 23 JUNE 2015**

MEMBERS

FOUNDATION GOVERNORS

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

PARENT GOVERNORS

*Dr Jean Marc Evans
*Mr Alan Crossan
*Mr Onyeabo Ogodazi

STAFF GOVERNORS

*Miss Maureen Kelly (Headteacher)
Mr Curtis Sweetingham
Miss Georgia Reilly

LA GOVERNOR

1 vacancy

ASSOCIATE MEMBERS

Mrs Colinne Martyn
Mr Joe Brohan

NON VOTING OBSERVER

*Tony Shotton

*denotes member present

IN ATTENDANCE

Amira Nassr (Clerk)

The Governors joined Revd John in an opening prayer.

15/40 **WELCOME**

The Chair welcomed Governors to the last Full Governing Body meeting of the academic year. He introduced Tony Shotton, who had been identified by School Governors One Stop Shop (SGOSS) as a potential Local Authority (LA) Governor. The Chair provided a brief outline of Tony Shotton's background, with his expertise in finance and the potential for him to join the Governing Body as the LA Governor.

15/41 **ADMINISTRATION**

a. Acceptance/Non-acceptance of Apologies for Absence

Apologies were received and accepted on behalf of Christine Fleming, Georgia Reilly and Curtis Sweetingham.

b. Declaration of Pecuniary Interests

None of the Governors present expressed a pecuniary interest in the business to be discussed.

c. Minutes of the Meeting held on 12 May 2015

Part I of the minutes held on 12 May 2015 were **CONFIRMED**, signed and initialled by the Chair as a fair representation of the meeting, subject to the following amendment:



Pg 7 d. *Safeguarding*, Action point changed to 'All Governors'.

d. Matters Arising from the Minutes of 12 May 2015

15/20 **Matters Arising, Leadership 14/38 (a) School Improvement Plan (SIP)**: The Headteacher confirmed that the SEF and SIP had been published on the School website.

15/20 **Matters Arising, Review of the Committee Membership 15/11**: Kevin Omar had updated the Premises Committee's Terms of Reference to include the new members.

15/21 **Leadership, (d) Recent 3rd party School Visits**: The Headteacher confirmed that the end of Spring data had been submitted.

15/24 **Reports, (c) Curriculum**: The Headteacher clarified that the School's homework procedures rather than a homework policy were on the website. She noted that there was a page on the website for home work. The Early Years Foundation Stage (EYFS) leader had also emailed the Headteacher a package of what she provided parents with, which was in the process of being uploaded onto the website.

Governors highlighted the importance of parents/carers understanding their role in their child's homework and it was suggested that this be included in the Parents handbook.

Action: Jean Marc Evans

15/28 **Leadership, (c), GB and School Progress**: The Chair of Curriculum was waiting for updated data following which a date for developing the SIP for 2015/16 would be formalised with the Headteacher.

: The Chair had confirmed that he had made the necessary amendments to the Action Plan.

: Kevin Omar had sent the updated Premises actions to the Chair to be included in the document.

: The Chair had added the dates to the documents as requested.

: The Headteacher agreed to look into adding an explanation of the RAG status on the SIP.

(d) **Safeguarding**: Pupils had received a questionnaire on how safe they felt at School and discussion of this was an Agenda item in the meeting.

: The Headteacher had added the new members of the Governing Body to the Single Central Record.

(e) **Parent Handbook**: The Headteacher confirmed that she had raised the Parent Handbook at the Class-Parent representative meeting.



e. Ratification of policies

I. Special Educational Needs Policy (SEND)

The Governors received and noted the SEND policy, copies of which had been circulated with the Agenda.

The Chair provided Governors with a brief overview, noting that the policy had been due for annual review and had been updated to include the latest legislative changes. These included the use of Educational Health Care Plans (EHCPs) from birth until 25 years of age rather than Statements.

Christine Fleming had received training on these changes.

Following a show of hands, Governors **RATIFIED** the policy.

**II. Behaviour Policy
Assessment and Marking Policy
Teaching and Learning Assessment Policy**

These policies had been reviewed in the Learning and Achievement Committee updates had been made and the Committee was recommending that the FGB ratify the policies.

Following a show of hands, Governors **RATIFIED** these policies.

A Governor asked about the completion of an Initial Equality Impact Assessment Form for these various policies. The Chair re iterated the importance of this document noting that it was a whole Governing Body responsibility. Kevin Omar agreed to circulate the form to all Governors.

Action: Kevin Omar

15/42 **LEADERSHIP**

a. Pupil Premium Review Update

The Headteacher provided Governors with an outline of Pupil Premium, explaining that it referred to funding allocated to children from families on income support. The process of this allocation was quite complicated. The amount of Pupil Premium funds allocated to each school were predicted by the Department of Education (DfE). This added a further variable as funding was based on the financial year of April to April, whereas the School based its funding from September to September.

Based on these predictions, the School currently had 23 children from families receiving income support and therefore eligible for Pupil Premium funds. There was also one service child. The Pupil premium fund was predicted at £43,600.

The Chair added to this explanation by re iterating the importance of Pupil Premium funds and ensuring that they were spent on the correct children. The key question would always focus on whether Pupil Premium funds were having an impact on those disadvantaged children.



The Chair of Learning and Achievement confirmed that the impact of the funding had been analysed in detail with the Headteacher, with numerous strategies being discussed. There had been high levels of progress with these children.

It was also noted that because the number of children being referred to was relatively small, focusing on percentages was not a helpful mechanism for analysis. Other factors were also involved in understanding the progress of these children for example Special Educational Needs (SEN).

Disadvantaged children were making expected levels of progress if not better than expected.

A Governor questioned the Headteacher regarding whether the More Able children who were disadvantaged were receiving a percentage of the Pupil premium funds. The Headteacher confirmed that they were with data evidencing that they had made high levels of improvement.

Governors discussed the benefits of conducting a case study to make this evidence more clear. The Chair of Learning and Achievement agreed to look into this.

Action: Chair of Learning and Achievement

A Governor noted her visit to another school where she had seen Venn diagrams being used in classes to classify children into and across different categories.

The Headteacher noted that such a profile of the class existed in the school in a book in each class.

A Governor challenged the Headteacher with regard to the purchase of iPads outlined in the Pupil Premium report and how this was targeted at disadvantaged children.

The Headteacher clarified that part time teachers had been employed to teach the disadvantaged children, using such iPads and the specific programmes uploaded onto them targeted at those disadvantaged children. She also noted that details of how specific resources were purchased had been broken down in the Learning and Achievement Committee minutes, so that the presentation of how Pupil premium funding was spent was very clear.

The Chair added that the School actually had greater detail of a breakdown than that included in the Pupil Premium report with the Leadership Team's knowledge of the spending being very deep.

A Governor asked for clarity on whether Looked After Children (LAC) were included in the funding and the Headteacher advised that they were not.

b. Safeguarding report

Jane Goring drew Governors' attention to the Safeguarding Procedures checklist tabled at the meeting. All the questions on the checklist had been answered in the affirmative. She also noted that the Single Central Record had been updated



with the new Governors DBS now included as well as the completion of the staff disqualification documents.

c. Review of More Able Action Plan

The Governors noted the Plan, circulated prior to the meeting. The Chair outlined that the plan had been initiated by the last Ofsted inspection as the areas of improvement had been outlined.

The document had been compiled by Lisa Sturley and the Headteacher and focused on the impact of the work being done for the More Able students in the School. The document looked very positive.

The importance of challenging children in the School was a significant element of the Learning Culture with consistency of marking also being important.

The document had been shown to a member of the National Association of Able Children in Education (NACE) who subsequently visited the School. The individual described the document as fantastic evidence indicating that the School is ready to apply for the awards without requiring the next level of training. A member from NACE was scheduled to visit the School in September to inspect with the expectation that to the School receiving its NACE Award.

This was another example of an independent external opinion of how well the School was progressing.

A Governor asked for clarity over the percentage needed in Teaching and Learning in order for the School to be judged as outstanding. It was clarified that, in line with the Ofsted framework, it was the progress of the children that was more of a deciding factor rather than each individual lesson. Quoting from the most recent Ofsted Report a Governor explained that it referred to "sustained progress that leads to outstanding achievement".

d. Review of Governors Action Plan

The Governors Action Plan was received and noted by the Governors, circulated prior to the meeting.

The Chair provided Governors with an overview of this explaining the BRAG status used. B-blue referred to actions that were complete; noting that some areas for example behaviour were always on going.

All of the areas were either Blue or Green highlighting an excellent achievement. The Chair invited questions from Governors.

A Governor asked how realistic the grading within the plan was to which the Chair responded that the quantity of completed actions was indicative that the action had been responded to with a lot of evidence already available to support it adding that there will always be potential for more progress to be made as resources allow.

Governors were all pleased with the document noting that it was indicative of an effective Governing Body.

e. Section 48 Working Party



Jane Goring provided an overview of a Section 48 inspection, noting that it was carried out by the Church and not Ofsted. It was focused on Religious Education (RE) within the classroom, as dictated by the curriculum as well as the Catholic way of life of the School. The latter included such elements as the quality of prayer/worship, the understanding that the children had of the common good as well as the School's partnership with the Diocese.

A discussion ensued about how the School could best secure these elements. The possibility of contacting Parish Priests was noted as the School served more than one parish.

It was decided that a Working Party would be created to undertake this as well as work on the SEF. The Chair welcomed volunteers to form such a party. It was agreed that Jane Goring, Jean Marc Evans and the RE Leader Mrs Guervitz would be involved in this. Mary Ainger from St Catherine's would also be contacted to assist.

Action: Chair

A Catholic Life Committee would also be created to ensure that work and progress was at the same level across all subjects in the School. This would be undertaken in a September meeting.

Action: Chair

Maura Docherty noted that she had a model of a SEF and agreed to circulate it to those involved.

Action: Maura Docherty

f. Report of Headteacher

The Headteacher provided Governors with an overview of her report, copies of which had been circulated prior to the meeting.

A minor correction to p11 in the second box referring to Pupil Premium for Year Two pupils was made.

Arising from the report:

- The School celebrated the patronal feast day of Blessed Marie Therese with mass on 8 June 2015.
- A Leaver's mass was planned for 10 July 2015 for Year 6 children and their parents
- The end of year data would be completed by the following week and then entered on to the School Pupil Tracker to be analysed. The findings would be discussed at the Curriculum Committee in September.
- Provisional term dates had been included in the report but these were still out at consultation.
- Teacher assessment data for Year Two was included and SATs results for Year 6 were being awaited.
- Pupil Tracker was being used well.
- A breakdown of which secondary schools Year 6 leavers would be attending was provided

- The SLT had monitored teaching and learning through lesson observations, book scrutiny, learning walks and data analysis of each class. Results were outlined in the report.
- An outline of staffing was provided with a final appointment completed meaning the School was fully staffed for September.
- A transition day was scheduled before the end of the academic year.
- New referrals had been made to Speech and Language, EP and CAMHS and all referrals had been accepted and were awaiting follow up appointments
- The SENCO and a TA had attended Better Reading Partners Intervention training
- The SENCO had attended specific literacy difficulties training as well as Safeguarding Level 3 training
- There had been no exclusions.
- There had been five incidents of bullying reported, four of which had been closed.

A Governor queried the low number of children in some year groups and if there were any children on waiting lists. The Headteacher provided an update of children on the waiting list: there had been a recent vacancy in Year One that was not filled yet; Year Two had three children on the waiting list and Year Three had five.

The Headteacher provided clarification of the reasons for an Admissions Appeals, following a Governor question and noted that an appeal had been scheduled for 14 July 2015.

A Governor raised his concern and disappointment about the low number of Year 6 children attending Catholic High Schools. He questioned the School's link with Loretto School and whether this could be explored further.

This had been discussed in the Admissions meeting and the School had been very proactive having written several letters to Loretto. Consideration was given to the possibility of inviting a member senior leader from Loretto to visit the School.

Action: Chair

The Headteacher was thanked for her report.

g. Parent and Pupil Survey results

The Chair drew Governors' attention to the questionnaire, copies of which had been circulated prior to the meeting.

Survey results had been sent to all parents with the School newsletter.

Governors shared his view in noting that it was very positive with a lot of green responses providing good evidence that the parents are generally very happy with the school

The Chair noted that Survey Action Plans had been written in draft form and would be distributed once complete.

Action: Chair

The document was indicative of how safe children felt in the School and parents supported this also.

A Governor pointed to a particular question posed to the children: 'Are you given a chance to help outside the School?'. It was noted that many children were not aware of the work they were already undertaking outside of School. Many children helped within their parishes for example serving as well as singing in the church. It was therefore important to identify what children were doing outside of the School and bringing back into the community.

A further discussion would take place between the Headteacher and Father John to include the potential of taking children up to parishes for services.
Action: Headteacher and Father John

Another Governor drew attention to a question asked regarding if children understood the 'dangers of such things as alcohol and drugs' as the responses had the most 'I don't know'. These responses were mainly from Year Four, which is to be expected as while an overview of this topic is provided by Year 4, detailed learning takes place in Year 5 and 6, helping to explain the outlying data point.

h. Parent handbook update

Jean Marc Evans informed Governors of the useful meeting that had taken place with those parents involved in the handbook. A list of headings had been compiled and delegated to parents. The deadline for the first draft of these areas was Friday 26 June 2015 from which the handbook could then be formulated. The same document format initially planned would be used.

A Governor enquired into when these handbooks would be distributed. It was clarified that the School would need to confirm that it was compliant first and the aim was for September.

Jean Marc Evans was thanked for his contributions.

i. Governor School Review Cycle

The Chair provided an outline of the document, copies of which had been circulated prior to the meeting.

The Chair noted that this was the eighth Governing Body meeting of the year and there had been a substantial amount of work undertaken, for which he thanked all the Governors.

The document was published in the PPA room and acted as an important source of guidance for the teachers about Governors activity.

Governors agreed to add the phrase 'Rolling programme policy review' to the middle of the document.

Action: Chair



Gerry Costello had very helpfully circulated a list of the necessary renewal dates of policies.

15/43 **SPECIAL REPORTS**

a. Governor visits

The Chair informed Governors of his recent judging of Year Fives 'Dragon's Den' themed competition. He and a fellow 'Dragon' had reviewed all six proposals and had selected the most promising entrepreneurial stalls for the Summer Fair. In following up with the Year Five after the summer fair he was delighted to report that the children had beaten their own expectations of funds raised by 100%.

He also drew Governors' attention to the visit report provided from Christine Fleming, which had been circulated prior to the meeting.

15/44 **GOVERNOR TRAINING, SUPPORT AND DEVELOPMENT**

a. Reconstitution and re-organising for 01/09/15

The Chair provided a recap of the previous decision to reduce the Governing Body from 16 to 12 members and the potential manner in which this would be achieved.

Governors **AGREED** that the new Deputy Headteacher would join the Governing Body as an Associate Member.

The Chair pointed to numerous possibilities to help achieve this lower number of Governors.

All Governors (with the exception of Alan Crossan and Onyeabo Ogodazi) would be invited to complete a Self Evaluation form which would be helpful when looking at what the School required in terms of skills and potential fits for Associate Member roles. Governors were also asked to complete a short paragraph on their contributions to the Governing Body in the last 12 months.

These would both be confidential.

It would be very useful to look at the strategic direction of the School and the role the Governors played in this.

The Chair would circulate the necessary papers to the Governors.

Action: Chair

b. Committee Succession Planning

The importance of having Vice Chairs for committees was noted and Governors **AGREED** that this was a positive step.

The Chairs of the committees would need to update their Terms of Reference if they have not already organised Vice Chairs

Action: Chairs of Committees



a) Finance

There had been a Finance Committee meeting on 2 June 2015, minutes of which had been circulated by email.

Father John provided an overview of what had been discussed and then invited Governor questions.

A Governor questioned Item 2 Audit Finding in regard to the Breakfast club income having no audit trail.

The Headteacher clarified this to Governors, noting that there was always a list of children attending Breakfast club as well as the need to have a working float.

The discussion was referred back to the Finance Committee to review whether a system could be put in place.

Action: Finance Committee

b) Personnel

A meeting had been scheduled for the beginning of July where teachers' salaries would be reviewed based on performance.

There would be a review of a draft for a policy of staff exit interviews. This draft would be taken to the Personnel Committee and then to the full Governing Body for ratification. Gerry Costello had agreed to undertake this.

c) Learning and Achievement

The Committee had met on June 19 2015 and had undertaken data analysis, discussion of the SEND policy and the provision for the disadvantaged and English Additional Language (EAL) children.

The committee also changed their name to the Learning and Achievement committee.

The Chair of the committee informed Governors that a Learning Walk had been undertaken focused on writing, an area lifted from the School Improvement Plan (SIP). The walk had been split into two, one led by the Deputy Headteacher in Key Stage One and the other by the Headteacher in Key Stage Two.

Governors were able to review how the Senior Leadership Team (SLT) made decisions and judgements on teaching as well as looking at class room displays; speaking to children on why they had chosen specific hot, spicy or mild tasks; the work of the More Able children; book scrutiny and the programme and marking policy.

It was noted that the provision in the School was amazing and children took high levels of pride in their work.



Another Learning Walk was planned for 16 October 2015, focused on an action point from the SIP. A Learning Walk focused on RE would also be scheduled.

Governors would be informed and invited to these Learning Walks.

d) Health & Safety/Premises

The committee had met on 8th June, minutes circulated and the Chair provided an overview of what had been discussed.

The external shed was programmed to be replaced in the first week in the summer holidays.

An update was provided on the LCVAP bid to include works a to the rear façade and windows and possibly a new canopy. Improvements would also be made to the car park area to improve safety.

The costs of these were still being finalised with works programmed to commence over the Summer holidays.

A Full Asset Management Plan /Condition Survey report had arrived last week to be reviewed in detail at the next committee meeting.

Alan Crossan provided Governors with information about the Playground Regeneration Programme providing them with detailed diagrams and pictures of the potential planned works. A phasing programme for the work was in place with the first phase consisting of playground markings and new play equipment expected to commence over the Summer holiday following further discussion with the Headteacher finalising details. He would put the document into a pdf and circulate it to Governors if requested.

Action: Alan Crossan

A Governor asked if the School had Three and Five Year Plans for building work. The Chair of the committee clarified that this was encompassed in the Asset Management Plan as well as a 'wish list' that was devised at the start of the year.

e) Admissions

Minutes of the meeting had been circulated. The Schools' Admission policy would be uploaded onto the website in July pending any changes.

There was currently a waiting list of 11/12 children as well as a full Reception class, the vast majority of which were Catholic. More families were putting the School down as their first choice.

15/46 ANY OTHER BUSINESS

School Website



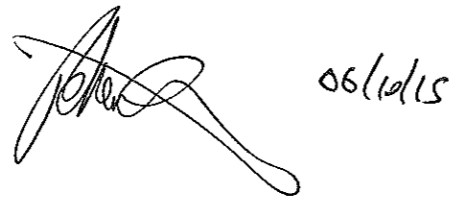
Gerry Costello had received training regarding the School website and she had made changes to the Governor Area. The Chair displayed the web page on the Smart board for Governors. The page currently acted as a document library where documents could be downloaded and printed. It will be decided by September what information was to be included. It was noted that only the very latest version of a document would be made available on the website.

Action: Chair

Gerry Costello was thanked for all her hard work on this.

15/47 DATES OF FUTURE MEETINGS

Dates of future meetings: Tuesday 6 October 2015 at 7.00pm
Tuesday 3 November 2015 at 7.00pm



A handwritten signature, possibly 'Gerry Costello', is written in black ink. To the right of the signature, the date '06/10/15' is written in a similar cursive style.