

**THE GOVERNING BODY FOR ST THERESA'S CATHOLIC PRIMARY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL**  
**ON TUESDAY 24 MARCH 2015**

**PART I**

**FOUNDATION GOVERNORS**

\*Dr Peter Carroll  
\*Revd John Dermody  
\*Miss Gerry Costello  
Ms Maura Docherty  
\*Mrs Christine Fleming  
\*Ms Jane Goring  
\*Mr Kevin Omar  
\*Ms Lisa Sturley  
1 x vacancy

**LA GOVERNOR**

1 x vacancy

**PARENT GOVERNORS**

\*Dr Jean Marc Evans  
2 x vacancies

**STAFF GOVERNORS**

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

**ASSOCIATE MEMBERS**

Mr Joe Brohan  
Mrs Colinne Martyn

\*Denotes present

15/18 The meeting opened with a prayer

**15/19 WELCOME**

The Chair welcomed all present to the meeting.

**15/20 ADMINISTRATION**

**a Acceptance/Non-Acceptance of Apologies for Absence**

Apologies for absence had been received from Ms M Docherty

**b Declaration of Pecuniary Interests**

There were none

**c Minutes of the Meeting Held on 10 February 2015**

The minutes of the meeting held on 10 February 2015, copies of which had been circulated prior to the meeting, were CONFIRMED and would be initialled and signed at the next meeting when the clerk was present, subject to the following amendments

**Governor Calendar 15/11** The first Action point should be deleted. The third Action point should read Chair, and not Miss Costello

**d Matters Arising from the Minutes 10 February 2015**

**Leadership 14/38(a) School Improvement Plan (SIP)** This was not yet on the school website.

*Action Headteacher*

**Leadership 14/38(b) School Self Evaluation (SSE) – SSE Baseline Approval** The Curriculum Committee had not been able to undertake this yet.

*Action Curriculum Committee*

**Any Other Business 14/42 Use of Website** This was in process

**Ratification of Policies 15/06 Looked After Children Policy** This item was closed



**Ratification of Policies 15/06 Critical Incident Plan** This item was ongoing

**OFSTED Monitoring Visit 15/07** A new Chair of the Curriculum Committee had been appointed and the Curriculum Committee had held a meeting

**School Improvement Plan (SIP) 15/09** The Headteacher had updated the RAG rating and circulated the SIP to Governors

**Governor Calendar 15/11** The Chair confirmed that he had added the assessment of the Catholic life of the school.

**Review of Committee Membership 15/3 – Health & Safety and Premises Committee**  
Mr Omar confirmed that the Terms of Reference had not be reviewed yet, due to pending changes of Committee Membership

*Action H&S and P Committee*

**Governor Training Support and Development 15/4 – MGA** The clerk was not in a position to report on this at the meeting. Miss Costello had circulated the login details for Modern Governor.

**Reports of Committees 15/16 – Admissions** The Chair confirmed that the letter had been sent to Loretto.

**e Ratification of Policies/Governor responsibilities**

- i. **Equalities Governor** – Dr J-M Evans volunteered for this role
- ii. **Pupil Premium Governor** – Mrs C Fleming volunteered for this role
- iii. **Governor for Supporting Pupils at School with Medical Conditions** – The Chair volunteered for this role.

**15/21 LEADERSHIP**

**a Parent Governor Election Update**

The Chair reported that there had been two applications for the two vacancies, and the closing date was the day before this meeting. Their names were Mr Alan Crossan an architect and a parent of a Year 2 pupil and Mr Onyeabo Ogodazi who is employed in facilities management and premises and is a parent of a pupil in Year 3. The Chair would write to the Local Authority to confirm that they had been duly elected. They would both join the Health & Safety and Premises Committee, and the Chair would undertake their induction programme and Mr Omar would act as their link governor.

It was agreed that Fr J Dermody would leave the Curriculum Committee and join the Health & Safety and Premises Committee to give a link with the Finance Committee

**b School staffing update**

The Headteacher congratulated Mr Sweetingham on his appointment as the Headteacher of St John's Primary School.

It was reported that the Personnel and Pay Committee had approved the proposal from the Headteacher to appoint a part time teacher and a Key Stage 2 leader. The Headteacher said that the interviews for the part time teacher would be held later that week and there had been a lot of interest in the Key Stage 2 leader post. The Committee had also approved the proposal to appoint an Acting Deputy Head for one year, following the Headteacher's concern at advertising for a permanent appointment this late in the year.

*Be*

**c** Learnings from AGM

9 parents attended the AGM. The Headteacher confirmed that the school had done everything they could to notify parents of the date of this meeting. A suggestion was made to link the AGM with something else at the school, and this was agreed so long as it did not involve the children. The concept designs for the proposed new playground were on display at the AGM and it was noted that they were well received.

*Ms Sturley then joined the meeting*

A couple of parents raised issues concerning Year 4 relating to a lack of homework and being behind in the curriculum on certain subjects. The Chair had received letters from two parents which he had responded to, and had asked the Headteacher to perform an evaluation of progress, attainment and activity in Year 4. The Headteacher said that she and Mr Sweetingham had carried out a full review and were pleased to report that both progress and attainment were as expected, that assigning homework had fallen behind and that this was now back on track and that monitoring of progress against the curriculum and setting of homework had been strengthened. The Headteacher added that this would be fed-back to the Year 4 Class Representative. It was suggested that the Homework Policy be circulated to parents, and they be informed that if they had any concerns they should raise them with the teacher first, then with the Class parent representative, then the Headteacher and escalating to Governors only if the response has not met their expectations. The Chair thanked the Headteacher and concluded that this matter should now be considered closed from a Governing Body perspective and hoped that next time it could be resolved through by the school without Governor involvement.

**d** Recent 3<sup>rd</sup> party School Visits

- i. As part of their School Action Plan the Local Authority did an audit on safeguarding. Neil Marlow from the LA had reviewed the books, and was very impressed with the progress that had been made. He also scrutinised every area of the curriculum. He also did a learning walk and identified how well the more able children were progressing. A report will be provided by the LA and circulated to all Governors
- ii. A Health and Safety Audit had been carried out and the results are even better than last year – the result was 99.6%
- iii. An independent Mocksted had been carried out. Before a report could be completed and issued to Governors the Headteacher had been asked to submit the end of Spring term data for review especially in relation to the more able – this data will be available at the beginning of next term.

*Action Headteacher*

**e** Governing Body reconstitution

The Chair reported that Ms L Sturley had been appointed as a Foundation Governor by the Diocese.

The Chair reminded governors that all Governing Bodies had to reconstitute on 01/09/15 and referred to the paper he had circulated from the Diocese ahead of the meeting. The current constitution of our Governing Body was 16 Governors, and the Chair recommended reducing the number to 12 Governors. The rationale for downsizing was that there were always 2-4 vacancies on the Governing Body and that if we downsized and needed more Governors to share the workload, these could be appointed as associate governors to help support specific initiatives. A General discussion followed and the options to reduce the size to 14 or 12 emerged as the preferred models and they were debated. After the discussion Governors were asked to vote in favour or one of these two preferred models. Governors voted, by a majority of 1, to reconstitute as a Governing Body of 12 Governors. It was APPROVED that the Governing Body



reconstitute with 12 Governors on 01/009/15. The Chair would contact the Diocese to inform them of the decision.

*Action Chair*

The Chair reported that the Local Authority was not able to provide an LA Governor at the moment, and Ms Sturley suggested that the Chair contact ESCOS to see if they had anybody suitable for this role.

*Action Chair*

## **15/21 SPECIAL REPORTS**

### **a Safeguarding**

Ms Goring reported on her Safeguarding visit on 17/03/15. She had reviewed the Incident Log, the Medical Log and parental emails. She was pleased to report that the Logs were being completed more accurately. She and the Headteacher had a couple of instances and tightened up some of the procedures. Ms Goring had been very happy with her review.

### **b Parent handbook**

The Chair said that there was a potential gap between what the school intends the policies to be and what the parents believe they are. This creates a potential gap in practice of how policies are used. It had therefore been suggested that a Parent Handbook be created 'for parents by parents', with the school providing guidance. The Governors agreed that this was a good idea and Dr J-M Evans agreed to lead on this project on behalf of the Governing Body.

*Action Dr J-M Evans*

### **c Lesson observations**

Before his resignation, Mr Winters had circulated a report on his lesson observation. Fr Dermody, Mrs Fleming and Miss Costello had also observed lessons and agreed to circulate their reports to all Governors.

*Action Fr Dermody, Mrs Fleming & Miss Costello*

## **15/22 PLAYGROUND UPDATE**

The Headteacher reported that the Project Managers are Axcis Ltd, who were working on a pro bono basis. They had contacted 12 companies to get quotations for equipment for Phase 1, 4 had dropped and he was waiting for replies from the remaining 8. The Headteacher was liaising with the Health & Safety and Premises Committee following agreement that she would lead the project. The Friends will be organising various fund raising events. One of the Directors of Axcis is one of the new Parent Governors and Mr Omar expressed that we would need to be vigilant to ensure that no opportunities for conflict of interests arose as the project progressed.

## **15/23 GOVERNOR TRAINING, SUPPORT AND DEVELOPMENT**

All Governors were reminded to let Miss Costello know when they had attended any training so that she can update the Governor Training Log.

*Action All Governors*

## **15/24 REPORTS (BY EXCEPTION)**

### **a Finance**

The Minutes of the last meeting had already been circulated and Fr Dermody tabled the proposed Budget for ratification by the Governing Body. This was RATIFIED.

### **b Personnel and Pay**

The Minutes of the last meeting had been circulated.

*Be*

**c**     Curriculum

The Minutes of the last meeting had been circulated. The Headteacher confirmed that the Spring Term analysis would be available after Easter.

*Action Headteacher*

**d**     Health & Safety and Premises

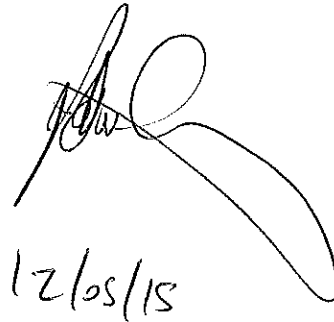
Mr Omar circulated an update as no meeting had been held since the last Governing Body meeting. The School was congratulated on attaining a record 99.6% in the recent Health and Safety Audit.

**e**     Admissions

Mrs Fleming reported that a reply had been received from Loretto, who had agreed to put an item on their next Governing Body Agenda to decide if they would allocate places to St Theresa's girls. The result of the LA consultation on the Admissions Policy was awaited.

**15/25**   ANY OTHER BUSINESS

The Chair thanked Miss Costello for undertaking an audit of the School's Website, which was found to be 95% compliant – the few non-conformances were being addressed.



12/05/15