

**THE GOVERNING BODY FOR ST THERESA'S CATHOLIC PRIMARY SCHOOL**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL ON TUESDAY 12 MAY 2015**

**PART I**

**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)  
\*Mrs Lisa Sturley  
1 vacancy

**LA GOVERNOR**

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

**ASSOCIATE MEMBERS**

Mrs Colinne Martyn  
Mr Joe Brohan

\*denotes members present

**In Attendance**

Amira Nassr (clerk)

The Governors joined Revd John in an opening prayer.

15/26 **WELCOME**

The Chair welcomed the Governors to the first summer meeting expressing a special congratulations and welcome to the two new Parent Governors: Mr Alan Crossan and Mr Onyeabo Ogodazi, who were attending their first full Governing Body meeting.

Governors introduced themselves providing information on their category of governorship as well as any committee membership.

15/27 **ADMINISTRATION**

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

Apologies were received and accepted on behalf of the Headteacher who had been temporarily delayed.

**b. Declaration of Pecuniary Interests**

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

**c. Minutes of the Meeting held on 24 March 2015**

Part I of the minutes held on 24 March 2015 were CONFIRMED, signed and initialled by the Chair as a fair representation of the meeting, subject to the following amendment:

15/21 **Special Reports** (a) *Safeguarding*: correction from 'instances' to 'incidents'.

#### **d.Minutes of the Meeting held on 10 February 2015**

Part I of the minutes of the meeting held on 10 February were initialled and signed by the Chair as the clerk had not been present at the previous meeting.

*The Headteacher arrived at the meeting at this point.*

#### **e.Matters Arising from the Minutes 24 March 2015**

15/20 **Matters Arising**, *Leadership 14/38(a) School Improvement Plan (SIP)*: The Headteacher informed the Governors that changes had been made to the Self Evaluation Form (SEF) as well as the SIP to include a more Catholic element. Once these had been approved by the group involved, both policies would be uploaded onto the website.

**Action: Headteacher to publish SEF and SIP on school website**

15/20 **Matters Arising**, *Review of Committee Membership 15/11*: Mr Kevin Omar informed the Governors that now new members had joined the committee, the Terms of Reference would be updated to include their details. *Action: Kevin Omar*

15/21 **Leadership**, (d) *Recent 3<sup>rd</sup> party School Visits*: The Headteacher informed Governors that she would submit the end of Spring term data once it had been reviewed and evaluated at the upcoming Curriculum meeting. *Action: Headteacher*

(e) *Governing Body Reconstitution*: The Chair had contacted the Diocese to inform them of the decision to reduce the Governing Body to 12; further discussion would take place later in the meeting.

On behalf of the Chair, Mrs Lisa Sturley had contacted School Governors One Stop Shop (SGOSS) to enquire about the availability of a suitable Local Authority (LA) Governor. Positive feedback had been received from the organisation and they were in the process of contacting a potential Governor with the necessary finance skills desired by the School.

**Action: Chair to update Governing Body on outcome of exploring this route.**

15/22 **Special Reports**, (b) *Parent handbook*: Dr J-M Evans and Miss Georgia Reilly would be updating the Governors on this matter later in the meeting.

(c) *Lesson observations*: Revd John, Mrs Christine Fleming and Miss Gerry Costello confirmed that they had circulated their reports to all Governors.

15/24 **Reports**, (c) *Curriculum*: Mrs Lisa Sturley added an action point in reference to re circulating the School's Homework Policy to parents. The Headteacher would check if the policy was on the website and if not, upload it to allow parental access.

**Action: Headteacher**

#### **f. Ratification of policies**

There were no policies to ratify at this point.

## 15/28 **LEADERSHIP**

### **a. Local Authority (LA) More Able Review**

Copies of the Review, circulated prior to the meeting, were received and noted by the Governors.

The Chair provided the Governors with a brief background of the Review and the positive elements it had demonstrated. The Review evaluated the areas for improvement outlined by the most recent Ofsted report by focussing on the achievement of the more able students and assessed whether teaching challenged these pupils. The Review consisted of a Learning Walk, various interviews and scrutiny of books of more able students. The School had also made their More Able Action Plan and their Achievement Headline Data available for the Review.

The Chair noted that the document offered a good calibration of the School's position from an external perspective and highlighted the significance of the School's Learning Culture. He congratulated the staff for all their hard work in supporting this process and in evidencing the progress of the more able students.

The Headteacher noted that the Review reflected the work being undertaken in the School. The Ofsted findings had resulted in more focus being directed at challenging the more able and the School also becoming more adept at being able to provide evidence for this.

It was also noted that this renewed focus had had a positive impact on the achievement and progress of the more able pupils.

Arising from the Review:

#### **Achievement**

- A higher percentage of children achieved a Level 3+ than the national averages in Reading, Writing and Mathematics at the end of KS1 in 2014 and the highest the School had achieved for at least the last three years.
- The more able children progressed well in KS1.
- At the end of KS2 in 2014 a higher percentage of pupils achieved a Level 6 in Mathematics and SPAG, with the percentages achieving Level 5 being above national in all subjects.
- The achievement data in 2014 supported the Ofsted claim that achievement for the more able students was Good but not Outstanding. The School was aware of what was required in order to achieve *Outstanding*.
- A Governor asked for clarification of the cohort of children used for some of the data. It was clarified that Ofsted data had been based on 2013/2014 statistics whereas this LA Review was based on Spring 1 data which illustrated very significant progress.
- Mrs Lisa Sturley added that the presentation and availability of data had allowed for greater, more in depth discussion to take place at

Curriculum Committee meetings. More analysis could now be undertaken and at this stage the data looked very positive overall.

### **Teaching and Learning**

- The School was in the second year of their Learning Culture; an approach that ensured all children were challenged by them taking responsibility for their own learning. The Learning Walk verified that the Learning Culture was positively embedded across the School.
- The Book Scrutiny confirmed that there was a consistency in the approach to marking and feedback across the School. It was also illustrated that the more able pupils were making excellent progress with evidence of work being pitched at the correct level for those more able pupils as well as being appropriately challenging.
- There were good examples of the use of peer assessments.
- Areas for improvement in Science were identified.

### **Behaviour and Safety of Pupils**

- Children were described as extremely polite and engaging with an admirable social behaviour.
- Movement around the School was orderly and controlled.
- Pupils demonstrated an extremely positive attitude toward learning.
- Pupils had a good understanding of targets, and were involved in assessing whether the targets had been met.

### **Leadership and Management**

- A number of INSET days had been dedicated to certain areas in order to help embed the Learning Culture across the School.
- The School had produced a More Able Action Plan which clearly outlined the actions to be completed with timescales and expected outcomes.
- Lesson Study had been used to develop teaching in KS1 and KS2 and the School made use of Team Teaching strategies to support and develop teachers.
- Teaching Assistants (TAs) had also embraced the Learning Culture approach.
- Parental engagement had been apparent through talks on Learning Culture as well as discussions at Parent/Teacher consultations. Parents had requested more opportunities out of class for the more able to extend their understanding.

The Review helped the School to identify a number of strengths in terms of their challenging of the more able students and the tracking of progress. It also helped to identify areas where the School could further improve and embed such progress made.

### **b.School staffing update**

The Headteacher informed Governors that a Staffing update could not be provided at this point in the academic year.

## **PART II**

Motion of Confidentiality: that, because of its nature, the business to be transacted be treated as confidential and not for publication.

## **Part I resumed**

### **c. GB and School progress**

The Chair drew Governors' attention to the Action Plan in response to Governance Review, the School Review and Self Evaluation Cycle, the School's Self Evaluation Form (SEF), the School Improvement Plan (SIP), and the Governing Body's Post Ofsted Plan.

Copies of these documents had been circulated with the Agenda pack prior to the meeting.

The Chair noted that the majority of the content within these documents had not changed since last issued but that there were some important updates in particular to Action plans.

He noted that the Action Plan that was developed in response to the Governance review was progressing very well, with many of the action points having been completed and those that were amber and not yet complete, were being addressed and close to completion.

There would therefore be very few Actions that were incomplete within 12 months of the review; highlighting how much progress the School had made.

He welcomed comments and questions from the Governors.

A Governor asked how the Governing Body would be involved in the SIP of 2015/16. The Headteacher responded that this would follow very much the same process as the previous SIP had. This year, the Curriculum committee had been highly involved in the formulation of the SIP, with in depth discussion taking place and action points being decided collaboratively.

By Summer 2, the School would have the SATs results which would provide the basis of the SIP and by October, the Raise Online data would also be available.

The Headteacher asked the Chair of the Curriculum Committee to arrange a meeting in order to begin to develop the SIP for 2015/16 once again.

### ***Action: Chair of Curriculum***

The Chair of Curriculum noted point 4 on the Action Plan: *'Increase use of trends to identify action points and target groups of children'* and that following the end of the Curriculum meeting, this action could be classed as complete.

The Chair would make this amendment to the document.

### ***Action: Chair***

Mr Kevin Omar added that the updated Governance Review should include those actions that the Premises Committee carried out when they completed their Premises related Review. He would look into updating any actions ahead of the next Premises meeting and send these to the Chair for inclusion.

***Action: Mr Kevin Omar***

Following a Governor query, the Chair confirmed that the Catholic ethos of the School, previously discussed, had been included in the new SEF.

A Governor asked about the dates of when each document had been updated and whether this information could be added to the top of each document.

The Chair ensured that he would add this.

***Action: Chair***

A Governor also noted the benefits of a key explanation of the RAG Status on the SIP as this would add clarity to the documents. The Headteacher agreed to add this.

***Action: Headteacher***

A Governor challenged the Headteacher regarding how a SEF for Section 48 would be completed in the climate of a pending Ofsted.

The Headteacher clarified that with the Governing Body undergoing Reconstitution, this would allow for a configuration of committees and committee membership and thus a committee focused on the Catholic way of the School could be created to help with formulation of the SEF covering religious education.

She joined the Governors in asserting the importance of the Catholic life in the school and that this would be reflected in the SEF.

The Chair of Curriculum highlighted the benefits of leveraging other schools in terms of the SEF. It was suggested that a working party be formulated to undertake this. This would then allow for recommendations to be made pending the creation of a specific committee following Reconstitution. This suggestion was met with universal approval from the Governing Body.

***Action: Chair to establish working party for Section 48 SEF***

**d.Safeguarding**

Mrs Jane Goring provided Governors with an update on Safeguarding and informed Governors that she would circulate her notes in due course.

Governors were informed that the Safeguarding Team had undertaken training updates. The Headteacher, Deputy Head teacher and Mrs Jane Goring had all had their level 3 safeguarding updated.

The Headteacher and Mrs Jane Goring had also undertaken Safer Recruitment Training.

Mrs S O'Brien, the school's inclusion leader, had received Level 3 Child Protection training as well as attending training on Female Genital Mutilation, Child Sexual Exploitation and Domestic Violence. The information from the training had been circulated to staff.

The Health and Safety Audit had been completed successfully.

Pupils were to receive a questionnaire on how safe they felt at School.

***Action: Headteacher***

A parent questionnaire undertaken by an independent group, needed further analysis of the results which were made available the day before this meeting. Two headline findings were very positive: 92% of parents had stated that their child/children felt safe in the School. 96% had answered positively to the question: 'Is your child happy at the School?'

Results also showed that parents were possibly uncertain about bullying procedures in the School as depicted by the number of answers selected as 'I don't know'. As a result, parents were to be alerted to the School website to and understand the School's bullying policies and procedures.

Action: Headteacher

The results needed to be analysed further – and thereafter an update will be provided to Governors.

***Action: Chair***

The recording of all incidents had been very robust with the logs being examined at in great detail. There had been no significant issues.

There had been one parental complaint that had been dealt with satisfactorily.

The Headteacher and Mrs S O'Brien had received Common Assessment Framework (CAF) training.

Miss Gerry Costello asked for information on training be submitted to her after it had been undertaken so that she could update the Governor Training list.

***Action: Mrs Jane Goring and Miss Gerry Costello***

There had been a greater focus on safer recruitment. The Single central Record had been checked and was up to date, with new members of the Governing Body to be added immediately.

Action: Headteacher

A checklist had been created for Personnel files to enable office staff to check policies and forms and ensure all necessary documents were signed.

There had been three referrals made to the Barnet Multi-Agency Safeguarding Hub (MASH) Team.

There had been three safeguarding issues dealt with within the School. One of these was closed and two were on going.

The School had undergone another Local Authority (LA) Safeguarding Audit. A Barnet Safeguarding Lead had visited the School. Feedback was very positive with evidence being presented to illustrate how the processes set out in November had been embedded positively.

The Chair added the importance of ensuring that a new Deputy Headteacher would have the appropriate safeguarding training if they were to become the deputy safeguarding lead in the school.

Action: Headteacher

#### **e. Parent handbook**

Dr Jean-Marc Evans and Miss Georgia Reilly provided the Governors with an update on the status of the Parent handbook. They thanked Mr Kevin Omar for his assistance in sharing various templates, noting that it had been decided to follow a handbook that was 'for parents, by parents'. A template with sub headings had been formulated.

Parents had been invited to volunteer to partake in the production of the handbook and given a closing date in the most recent Governors update. This has not yielded any volunteers.

The Headteacher agreed to raise this at the Class-Parent representative meeting in the following week.

***Action: Headteacher***

It was resolved that following the above meeting, if no volunteers came forward, then parents would be approached for involvement

An update would be provided at the next Governing Body meeting.

***Action: Dr Jean-Marc Evans and Ms Georgia Reilly***

### 15/29 **SPECIAL REPORTS**

#### **a. Governor visits**

There had been no visits since the last full Governing Body meeting. The Chair encouraged Governors to book visits with their Year group.

### 15/30 **GOVERNOR TRAINING, SUPPORT AND DEVELOPMENT**

#### **a. Reconstitution**

The Chair drew Governors' attention to the copies of the proposed Instrument of Government, circulated with the agenda.

In the last full Governing Body meeting it had been resolved to decrease Governing Body membership to 12. The Diocese had been informed of this decision and a draft Instrument of Government had been formulated ready for Governor Ratification.

A Governor asked for clarification about point 7 on the Instrument which detailed the terms of office of the Foundation Governors.

It was clarified that the phrase '...following the third anniversary' was very similar to the current four year terms in existence.

Following a show of hands, the Governing body ACCEPTED the Instrument of Government.

The Chair would send the update to the Diocese following the signatures of two Foundation Governors.

The potential for a new Deputy Headteacher joining the Governing Body as an Associate Member was noted.

## 15/31 **REPORTS (BY EXCEPTION)**

### **a. Chairs**

Minutes of the meeting held on 24 April 2015, circulated prior to the meeting, were received and noted by the Governors.

This was the first meeting in which the Chairs had met. The Terms of Reference had been agreed. The committee had set up some new initiatives for the term and discussed their roles and responsibilities as a committee and how to work best across committees.

### **b. Finance**

There had been no further meetings since the last full Governing Body meeting. The committee agreed to organise a meeting very soon. The Finance draft Audit had been received and this would need to be discussed at the next meeting.

### **c. Personnel**

A meeting had been arranged for later in the term to review appraisals.

### **d. Curriculum**

A meeting had taken place on 8 May 2015. The meeting had discussed spring data in great detail, from which numerous questions had been formulated. The Headteacher and Deputy Headteacher had been able to provide answers to these questions and provide sufficient evidence and examples of where children had not received targets and the interventions in place to address and improve this.

The committee had also discussed the potential of undertaking Learning Walks. The members would split into two groups, led by the Headteacher and Deputy Headteacher respectively. Each group would take an element of the SIP and look at and monitor those areas more specifically. At the end of the Learning Walk, the committee intended to look through books to analyse marking strategies as well as children and teacher responses.

It was noted that this was a provisional idea to be tested.

Clarification was provided between a Learning Walk and a Link Governor Visit.

The committee had agreed to have two meetings per term.

The Chair extended his appreciation and gratitude to those involved in the creation of the spring data which dealt with the new national curriculum. The

new data had allowed for greater analysis and evaluation, helping to create a more detailed narrative of School progress and achievement.

The data would be shared with the Governing Body at a later date.

Following a Governor question about whether there were any concerns, the Chair of the committee clarified that the progress of the children looked very good. Whilst some of the children had not achieved the expected two levels of progress, there had been good reason for this and there were interventions already in place to address any gaps.

Minutes of the meeting would be circulated to the Governors.

***Action: Chair of Curriculum***

#### **e. Health & Safety/Premises**

An update of the committee's work had been provided for the Governors, circulated with the Agenda pack.

The replacement garage had been ordered and was due in approximately four weeks.

The committee was to review an update on the playground/landscaping of the grassed area from the new parent governor Mr Alan Crossan.

The Headteacher and Mr Kevin Omar had met with the surveyors about the Phase 3 LCVAP windows works and were awaiting detailed proposals from surveyors.

Mr Alan Crossan and Mr Onyeabo Ogodazi had been formally welcomed as members of the committee and had met the previous day with Mr Kevin Omar to explain roles and responsibilities.

The next committee meeting was scheduled for 8 June 2015.

#### **f. Admissions**

The date of the next meeting was scheduled for 18 May 2015.

### **15/32 DIRECTOR'S REPORT**

Copies of the Report, circulated prior to the meeting, were received and noted by the Governors. The Chair drew the Governor's attention to the importance of the document.

### **15/33 ANY OTHER BUSINESS**

- a. Summer Fair: Miss Gerry Costello reminded Governors of the upcoming School Summer Fair. This was to take place on 13 June 2015. Governors were asked if they wanted to continue their involvement.

Governors agreed to continue their contribution to the Fair. Miss Gerry Costello would organise the hamper and Mrs Christine Fleming would coordinate the rota for Splat the Rat.

b. Sister Carmel (previously a Foundation Governor): Governors were informed of Sister Carmel's Golden Jubilee. Her Jubilee Mass was scheduled for Tuesday 19 May 2015 at Our Lady of Muswell.

c. FGB Organisation: Mr Kevin Omar asked if the Governing Body would be reverting back to the idea of a business and training focus for meetings.

The Chair noted the difficulty of such an organised form being undertaken at present, but that this would be discussed next term.

#### 15/34 **DATES OF FUTURE MEETINGS**

The date of the next Full Governing Body Meeting was confirmed as 23 June 2015 at 7pm at the School.