

**GOVERNING BODY FOR ST THERESA'S CATHOLIC PRIMARY SCHOOL MINUTES OF
THE MEETING HELD AT THE SCHOOL ON TUESDAY 6 OCTOBER 2015**

MEMBERS

FOUNDATION GOVERNORS

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

PARENT GOVERNORS

*Mr Alan Crossan
*Mr Onyeabo Ogodazi

STAFF GOVERNORS

*Miss Maureen Kelly (Headteacher)
*Mrs Linda O'Melia

LA GOVERNOR

1 vacancy

ASSOCIATE MEMBERS

15/16 Appointments to be considered

AGENDA

PART I

15/51 OPENING PRAYER

Father John led the Governors in an opening prayer.

15/52 WELCOME

The Chair welcomed Governors to the first Full Governing Body meeting of the academic year. He formally welcomed the new Deputy Headteacher Linda O'Melia to the School and to the Governing Body. The Governors introduced themselves in turn.

All Governors were thanked for their contributions to the new playground with special appreciation paid to Alan Crossan for all his detailed work.

The Chair formally congratulated the Headteacher on the recent Ofsted inspection and asked her to pass on the Governing Body's congratulations and gratitude to the rest of the staff.

15/53 ADMINISTRATION

a. Acceptance/Non-acceptance of Apologies for Absence

Apologies were received and accepted on behalf of Lisa Sturley who was attending another Governing Body meeting.

b. Appointment of Chair (nominations to be invited at the meeting)

Nominations for the position of Chair were invited. Governors considered the one nomination received on behalf of Peter Carroll.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Peter Carroll be re-appointed as Chair for the Academic Year 2015/2016, or until his successor was appointed.

c. Appointment of Vice Chair (nominations to be invited at the meeting)

The Chair invited nominations for the position of Vice Chair. Governors considered the one nomination received on behalf of Kevin Omar.

Upon a show of hands, the Governing Body unanimously **RESOLVED** that Kevin Omar be re-appointed as Vice Chair for the Academic Year 2015/2016; or until his successor was appointed.

Both were congratulated on their position.

d. Governing Body appointments

i. Local Authority (LA) Governor choice

The Chair provided Governors with an update on the nomination of a candidate for the position of LA Governor received from the LA. He explained that once he had been informed of the nomination he had asked the candidate to complete the National Governor Association (NGA) Skills Audit which he then evaluated carefully. Following this, he conducted a meeting with the candidate to discuss their skills and interests and conversely what the School and Governing Body required.

The skills that the Governing Body wanted to strengthen were in finance, leadership and education. The Governing Body was very keen to strengthen these areas and work to make itself more resilient by appointing someone with evident leadership skills that could be utilised immediately.

The Governing Body discussed this further, re iterating the skills that were needed.

Following a vote by the Governors, it was decided that the prospective candidate did not match the skills needed by the Governing Body and they therefore **RESOLVED** not to appoint the candidate.

The Clerk agreed to inform the relevant department of the LA of their decision.

Action: Clerk

ii. New Foundation Governor prospects

Apart from the LA Governor position, the Governing Body was fully staffed. However, the Chair informed Governors that both Lisa Sturley and Jane Goring would be stepping down as Foundation Governors of the School shortly. Lisa Sturley would be undertaking further study and therefore her post would become available more quickly than

Jane Goring's who noted that she could remain as Governor until a replacement had been found.

A recently retired deputy head has been approached and is applying through the Diocese to become a Foundation Governor with a view to joining the Governing Body of St Theresa's.

The Chair asked Governors if they had any Foundation Governor suggestions to approach himself or the Headteacher. He reminded them of the skills gap that the two replacements would need to fill; experienced leaders and ability to lead in Teaching and assessment, Safeguarding and Finance.

iii. Associate members 15/16

The Chair drew Governors' attention to the definition of an Associate Member, circulated with the agenda. He briefly explained the document and welcomed questions and suggestions from the Governors. Associate Members would be invited on a meeting by meeting basis.

Following a show of hands, Governors **AGREED** to accept this definition of Associate Member and adopt it as their basis for appointments.

Following Reconstitution, Jean Marc Evans had stepped down from his post as Parent Governor. His skills had been valuable to the Governing Body and therefore it was proposed that he be appointed as an Associate Member to be reviewed after one year.

Governors **AGREED** to appoint Jean Marc Evans as an Associate Member for the year September 2015 to September 2016.

Governors were asked to consider re-appointing Joe Brohan for another year as Associate Member.

Governors **AGREED** to re-appoint Joe Brohan as an Associate Member for the year September 2015 to September 2016.

Governors **AGREED** to appoint Tony Shotton as an Associate Member.

After discussing Colinne Martyn, previously an LA Governor and more recently an associate member, Governors **RESOLVED** not to re-appoint her as an Associate Member and agreed how grateful they were for her long service as LA governor at St Theresa's.

iv. Annual Register of Business Interests

Governors had completed the Annual Register of Business Interests and returned these to the Headteacher at the meeting.

Any Governor who had not completed the form was urged to do so and return as above.

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e. Declaration of Pecuniary Interest in the Current Agenda

No Governor declared a pecuniary interest in the business to be discussed.

f. Minutes of the Meeting held on 23 June 2015

The Part I minutes of the meeting held on 23 June 2015, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chair.

g. Matters Arising from the Minutes 23 June 2015

15/41 **Administration (d) Matters Arising, 15/24 Reports (c) Curriculum:** Jean Marc Evans informed Governors that he would be meeting with Georgia Reilley to finalise the handbook.

15/41 **Administration (e) Ratification of Policies:** Kevin Omar had circulated the Initial Equality Impact Assessment Form to all Governors.

15/42 **Leadership (a) Pupil Premium Update:** The Chair of Learning and Achievement had conducted a case study to make the evidence more clear.

15/42 **Leadership (e) Section 48 Working Party:** The Catholic Life committee had been set up and had met.

15/42 **Leadership (f) Report of the Headteacher:** Letters had already been sent to Loretto School and a third one was to be sent soon. Christine Fleming had sent the draft to the School office.

Action: Christine Fleming

15/42 **Leadership (g) Parent and Pupil Survey results:** The Chair agreed to complete the Survey Action Plans and distribute once complete.

Action: Chair

15/42 **Leadership (g) Parent and Pupil Survey results:** Year Three students had visited St Philip's to explore symbols of baptism. This had allowed for a greater partnership between the School and the parishes. Father John was also scheduled to visit every class in the following week.

15/42 **Leadership (i) Governor School Review Cycle:** The Chair had added the phrase 'Rolling programme policy review' to the middle of the document as indicated.

15/44 **Governor training, support and development (b) Committee Structure:** Committees and their structure would be discussed later in the meeting. Many of the committees had updated their Terms of Reference and appointed a Vice Chair. The Pay and Personnel Committee and Finance Committee still needed to appoint a Vice Chair.

15/45 **Reports (a) Finance:** Breakfast club had been discussed and the process regarding an audit trial was still in progress.

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It was therefore important to have a Vice Chair on each committee. It was proposed that for the first or second meeting of the following term, the Vice Chair chair the meeting.

Comments and suggestions were welcomed from all Governors.

A Governor raised the concern that with only a few members on each committee, this made workload difficult.

A discussion ensued about the benefits of such a proposal for the resilience of the Governing Body and what it would involve in terms of chairing a committee as Vice Chair.

It was noted that it would provide the Vice Chair with the opportunity to experience agenda-writing as well as minute writing. It was also highlighted that the chair's focus was always on outcome and therefore it could work to make other members more focused too.

A Governor noted that it would be useful to share guidance on how to chair a meeting effectively. The Clerk agreed to investigate this further.

Action: Clerk

b. Safeguarding

Governors' attention was drawn to the Safeguarding Audit that had been completed by Jane Goring and the Headteacher, circulated with the agenda.

Governors thanked them for all their hard work in the completion of the document.

Jane Goring explained that she had used the audit to identify key aspects that needed to be looked for to ensure that the School was correct in its safeguarding procedures. She noted that she was very happy with what she had witnessed.

The action point that originated from the audit was to ensure that all training was up to date and that staff signed to certify understanding and/or attendance. This would be completed after the training had been updated.

Action: Jane Goring

Jane Goring also referred Governors to a hand-out, tabled at the meeting, which outlined the Single Central Record check. All was in accordance and documents in place.

c. Parent handbook

Jean Marc Evans was scheduled to meet with Georgia Reilly on Wednesday 7 October to finalise the last sections of the handbook. Governors discussed how best to circulate the handbook.

It was **RESOLVED** that the handbook would be uploaded onto the School website and made reference to in the school newsletter.

The School would review any feedback.

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15/55 SPECIAL REPORTS

Governor Visits

Jane Goring informed Governors of her recent visit to the School which she said was lovely. Father John had also contributed to the formal opening of the playground. Gerry Costello had attended the School's Yearly Mass.

Governors were reminded of the Learning Walk scheduled for 16 October 2015.

15/56 GOVERNOR TRAINING, SUPPORT AND DEVELOPMENT

<https://www.barnet.gov.uk/wwc-home/information-for-schools/school-governors/governor-development-programme.html>

Ony Ogodazi notified Governors of training that he had attended on finance. This was not organised by the LA but he had found it helpful in giving him a better understanding.

A Governor enquired into whether there had been any notification from the Diocese about the training that they offered to Governors as there was a training session scheduled for 17 October 2015 that looked useful.

Gerry Costello asked that Governors advise her of all training attended so that she could update the records.

Action: All Governors

Governors were notified of and invited to the Safeguarding training taking place at the School on Tuesday 10 November 2015 between 3.45 and 5.30.

Alan Crossan, Ony Ogodazi, Gerry Costello and Christine Fleming all intended to attend. Any additional Governors that wished to attend were asked to notify the Headteacher.

a) Reconstitution

The Clerk agreed to redistribute the signed and sealed copy of the Instrument of Government.

Action: Clerk

b) Code of Conduct

The Clerk informed Governors of the new stipulations regarding the necessary Governor information to be published on the School website. It was also advised that an indication of this be outlined in the Governor Code of Conduct.

The Clerk agreed to send the Chair a model of the Code of Conduct to review and to send all Governors the Director's Report where these new guidelines were outlined.

Action: Clerk

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Kevin Omar agreed to review the document in more detail regarding the new stipulations, to be discussed at the next Governing Body meeting.

Action: Kevin Omar

The Chair suggested that he would approach other Barnet Schools to see how they would be approaching this.

Action: Chair

15/57 REPORTS

a) Report of the Headteacher

The Headteacher drew Governors' attention to her report, copies of which had been circulated with the agenda.

Suggestions and questions were welcomed from the Governors.

The various elements of the Catholic Life of the School were outlined. The beginning of year mass had been celebrated on Monday 28 September in which the children had been fully involved.

The Senior Leadership Team (SLT) had met twice to complete the SEF 48 which was to be shared with the Catholic Life Committee and the staff.

The first Catholic Life Committee had been held on 25 September and it had been very productive in providing a wonderful opportunity for the sharing of Catholic Life and RE teaching and learning in the School with the Governors in more detail.

The front of the School had been refurbished with a new entrance gate and pathway and positive feedback had been received.

The number on roll was 241 with 221 Catholic children.

Achievement results for 2015 were very positive with the children continuing to reach standards well above the national in many areas.

For Key Stage 1 (KS1) Assessments Year 2 children had achieved more than national and many of the children achieved much higher than a Level 2b (the expected level).

A Governor asked if there was any identifiable reason why the KS1 Writing level for Level 3+ was 17% compared to the national average of 17.5%.

The Headteacher explained that there was a specific group of Year 2 children with Special Educational Needs (SEN); being the highest cohort with SEN. She noted however that the cohort did make a high level of progress.

A Governor reiterated how incredible the Year 1 Phonics Screening was with only one child not achieving a GLD.

The School was also very pleased with the Key Stage 2 Assessments. Level 6 in Reading and Writing had been achieved for the first time in the School.

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In the 2015 cohort there were four children with SEND and one child who had arrived in the country during Year 5. They all made above expected progress in all areas during Year 6 with 2 unable to achieve Level 4 in all the subjects.

It was noted that the School were informed on the first week back that the Department of Education (DfE) were going to reduce the amount of Pupil Premium funding by £12,000. Therefore the budget for 2015-16 which was planned using the entire amount the DfE had indicated that they would originally give the School was now at a shortfall of £12,000. This short-fall would need to be subsidized from the schools contingency.

Fortunately, the Schools contingency was healthy and the School was able to manage this loss of revenue whilst meeting all its obligations.

Governors raised concern about this and asked for some further clarification.

The Headteacher explained that the DfE funding was based on the estimated amount of children in the School and that the School always had a below average amount. This was the first year that the DfE had reduced the amount of funds given to the School.

A Governor asked if the DfE had given any warning of the reduction in funds to which the Headteacher replied in the negative, noting that there had been complaints amongst many Headteachers in Barnet.

It was also suggested that the effect on Pupil Premium funding was as high due to the introduction of Universal Free School Meals (FSM) and its impact on eligibility declaration.

The Headteacher had sent out a letter to all parents to ask for eligibility details. The School had also bought into the traded services which provided information on family's eligibility in each School. The cost of this service was less than that of one Pupil Premium child funding and was therefore viewed as of value.

A Governor raised the concern of the School having to use the contingency to pay salaries. The Headteacher noted that this had also been made worse by the new Pay Scales implemented on 1 September 2015 which introduced an increase in percentage of all pay scales; 1% at the bottom pay scale and 2% at the upper pay scale.

The School had therefore reviewed and where possible trimmed every part of the budget. There was now £20,000 in the contingency and staff had been informed that there were no funds to make additional resource purchases. Staff had assured the Headteacher that they were fully resourced and that this would have no impact.

A Governor enquired into how this would affect the budget in the following year. The Headteacher explained that the School would need to make a Three Year Plan. Having now secured the stable provision of a business manager the schools was in a position to develop a more robust Three Year Plan.

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A Governor questioned what risk the School carried in its budget each year and how the School would continue so forth. The Headteacher explained that the budget would be set putting aside any Pupil Premium funding.

It was suggested that the School create a Finance Risk Register that sat alongside the budget for the School. This would therefore enable the School to be better placed to deal with such risks and support the budget setting process. This would be an action for the Finance Committee. The Chair agreed to help establish this register.

Action: Finance Committee

An update on Staffing and responsibilities was provided in the report. All new staff had been welcomed to the School.

The Special Educational Needs and Disability (SEND) and Inclusion Update noted that there had been new referrals made to Speech and Language, the Educational Psychologist, Occupational Therapy and Children and Adolescent Mental Health Service (CAMHS).

Teaching Assistant training had been provided on how to support guided reading and Education Health Care Plan (EHCP) training for the Special Educational Needs Co-ordinator (SENCO) had been booked.

All interventions were in place and English Additional Language (EAL) groups had been set.

Appraisals for teachers would be completed by 31 October, in line with the updated Appraisal Policy.

Each class teacher had held a Curriculum Meeting for parents to inform them of the expectations of the children this year. Parent Consultations had been scheduled for 20 and 22 October.

There had been no exclusions or reports of discrimination incidents. The School continued to use the School Behaviour Tracker. The tracker would be analysed by the Senior Leadership Team (SLT) each half term and actions put in place to reduce further incidents.

Over the summer holidays the first phase of the playground project had been implemented. This had a huge impact on the children's physical development and wellbeing at playtimes. A special thank you was attributed to Alan and Blanca Crossan for generously volunteering their time and expertise to the School.

The Learning and Achievement Committee and the SLT had contributed to the formulation of the School Self Evaluation Form (SSEF) and the School Improvement Plan (SIP) and drafts would be continued to be updated until confirmed by the Committee.

Action: Lisa Sturley – distribute final SEF and SIP to GB

The Headteacher was thanked for her report.

b) Chairs

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The Minutes of the meeting held on 11 September had been circulated to all Governors with the agenda.

The meeting had discussed the imminent Section 48 Inspection, the need for succession planning as well as the LCVP application.

c) Finance

The Finance report had been circulated to Governors prior to the meeting.

Father John invited questions from the Governors.

A Governor asked if the total liabilities against the bank balance were known. Father John explained that there was a loan repayment for the work undertaken over the summer and the final account was being completed currently. The suppliers had indicated that most of the funds had been spent and therefore there was an expectation of an extra £16,000 over the next year.

A Governor asked how long the School had to repay the loan and whether the School had placed a limit on any amount of liability. It was explained that the School expected to complete the repayment by the end of the next calendar year. The School expected to receive approximately £7000 a year from parental contributions along with gift aid and contributions from the Diocese. It was a general principle of the School that loans would be repaid within an eighteen month period.

A Governor enquired into the details of the loan, to which it was clarified that it was an interest free loan from the dedicated Diocese Building Fund and not limited to a particular time frame for repayment.

d) Personnel

Minutes of the meeting had been circulated amongst the Governors.

e) Learning and Achievement

The Minutes of the meeting had been distributed amongst the Governors.

f) Health & Safety/Premises

The minutes of the meeting held on 28 September 2015 had been circulated to Governors. It was noted that many of the planned works had been completed over the summer. The Asset Management Plan was to be the biggest challenge this year, which detailed the various areas for work and improvements.

g) Catholic Life

Draft minutes of the meeting held on 25 September had been circulated to Governors.

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Father John provided an overview of what had been discussed at the meeting. The Final version of the minutes would be circulated once completed along with the Terms of Reference.

Action: Chair of committee

h) Admissions

The minutes of the meeting had been circulated to Governors. Governors were informed that the Reception class was now full, with three children on the waiting list.

A new requirement for families to secure a certificate of Religious Practice to certify that a family attended mass every week is now needed as part of the application to Catholic Schools in the Diocese.

The 2017-18 Admissions Policy contained reference to this new Practice following recent receipt from the Diocese.

The Policy would need to be uploaded onto the School website once it had been discussed and ratified at the next Full Governing Body meeting.

A Governor asked about the number of children on roll in the School considering there had been quite a lot of movement over the summer due to families leaving the borough. The Headteacher clarified that there was no concern and 8 children had joined the School. In addition, there were more families on the waiting list although typically these had more than one child on the waiting list and, in practice, it can be difficult to secure a place for each child at the same time.

A Governor asked for clarification about the waiting list in terms of first refusal and how it worked with families. The Headteacher affirmed that it worked on a first refusal basis.

15/58 ANNUAL REVIEW OF COMMITTEE STRUCTURE, MEMBERSHIP AND TERMS OF REFERENCE

Governors discussed the current committee structure and membership.

The list was updated and it was decided that the Chair's Committee be retired.

It was ensured that each committee had sufficient members and Vice Chairs could be appointed to each.

See Appendix.

15/59 DIRECTOR OF CHILDREN'S SERVICE REPORT AUTUMN 2015

An overview of the document was provided by the Clerk for the Governors.

The Chair was reminded that the Skills Audit appendixes to the document needed to be completed and returned to Sarah Beaumont by 23 October 2015. He agreed to undertake this, alongside the Headteacher.

Action: Chair

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The information about Governors to be included on the website, identified in item 8 CHECK had already been identified as an action.

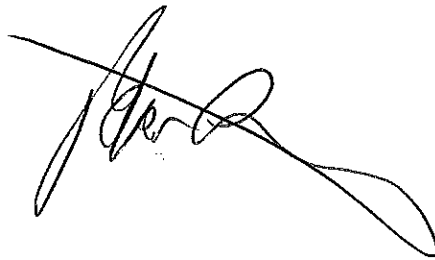
15/60 **ANY OTHER BUSINESS**

There was none.

15/61 **DATES OF FUTURE MEETINGS**

- Autumn 2: Tuesday 3 November 2015 at 7pm
- Spring 1: Tuesday 2 February 2016 at 7pm
- Spring 2: Tuesday 29 March 2016 at 7pm
- Summer 1: Tuesday 17 May 2016 at 7pm
- Summer 2: Tuesday 28 June 2016 at 7pm

Part I ended at 9.15pm

A handwritten signature in black ink, appearing to be 'A. G. O.', written in a cursive style.