

GOVERNING BODY FOR ST THERESA'S CATHOLIC PRIMARY SCHOOL
MINUTES OF THE MEETING HELD AT THE SCHOOL ON
THURSDAY 27 MARCH 2014

FOUNDATION GOVERNORS

- *Mr Peter Carroll
- *Miss Gerry Costello (Chair)
- *Miss Pauline Delius
- *Revd John Dermody
- *Ms Maura Docherty
Miss Amanda Filippi
- *Mrs Christine Fleming
- *Mr Kevin Omar (Vice-Chair)
- *Mrs Christine Psara

PARENT GOVERNORS

- Dr Jean-Marc Evans
- *Mr Sean Tarrant
- Mr Gary Winter

STAFF GOVERNORS

- *Miss Maureen Kelly (Headteacher)
- *Mr Joe Brohan
- *Mr Fortunato Licata

LA GOVERNOR

- *Mrs Colinne Martyn

* denotes member present

ASSOCIATE MEMBER

Mr Curtis Sweetingham (Deputy Headteacher)

In Attendance

Mr Kam Varma (Clerk)

PART I

Opening Prayer

The meeting opened with a prayer.

14/01 **WELCOME**

The Chair and Mr Tarrant had indicated that they would be joining the meeting later and the Vice Chair welcomed everyone to the Spring Term meeting.

14/02 **ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Miss Filippi, Dr Evans, Mr Sweetingham and Mr Winter.

14/03 **DECLARATION OF PECUNIARY INTEREST**

None of the Governors present declared a pecuniary interest in the matters to be discussed.

14/04 **MINUTES**

The Part I Minutes of the meeting held on 26 September 2013 and 6 February 2014 were confirmed, and would be initialled and signed by the Chair at the end of the meeting.

14/05 **MATTERS ARISING**

There were none.

Ms Docherty joined the meeting at this point.

The Vice Chair introduced and welcomed Ms Docherty to her first meeting as a Foundation Governor. Ms Docherty then gave a brief explanation of her background.

14/06 **REPORT OF THE HEADTEACHER**

The report of the Headteacher, a copy of which was held in the Minute Book, was tabled. Governors noted the contents of the report.

The Headteacher stressed that she welcomed questions and queries for her report but asked if a procedure could be formalised. Governors discussed the format of reviewing the Headteacher's Report and after discussion agreed that it was not appropriate to alter or make track changes to the Headteacher's reports and then re-send to all the Governors with individual's thoughts or comments before the meeting,, but to express their thoughts at the meeting or send questions to the Chair before the meeting, who would then bring appropriate questions to the meeting for discussion. Governors **AGREED** to formalise this procedure for future questions for the Headteacher's Report.

Action: All Governors

The Headteacher asked if there were any questions:

A Governor expressed concern about the lesson observations requiring improvement. It was noted that the expectations of the new OFSTED framework were much harder. The statistics for observations on page 4 were more up to date than the ones on page 3. The Headteacher informed Governors that the results had been reviewed in the Personnel and Finance Committee meetings and a strategy had been devised for improvement.

Miss Costello joined the meeting at this point and assumed the position of Chair.

14/07 **RATIFICATION OF POLICIES**

There were no policies for ratification, but Governors were asked if they were happy with the amendments to the School uniform as stipulated on the School website. Governors **AGREED** to the amendments.

14/08 **REPORTS OF COMMITTEES**

- (a) Finance: The Finance Committee had met on 3 December 2013 and 25 March 2014 and the minutes of these meetings were tabled and noted by Governors.

Revd. John Dermody informed Governors that the meeting on the 25 March had been a joint Finance Committee and Personnel Committee meeting. The Headteacher stated that the Finance Committee had agreed and recommended the School budget for the coming year.

Revd. John Dermody told Governors that the contingency for the year was good.

A Governor asked if there had been any major movements within the budget. Revd. John Dermody drew item 5 to Governors' attention, which was a proposed change to staffing. The change had been agreed by the Personnel and Finance committees and involved the addition of a TLR 2B post to the leadership team. This was for leading on SEN and Inclusion and support teachers developing teaching and learning as well as to free up KS2 leaders in class for five days a week.

Revd. John Dermody emphasised the need for a focus on teaching and learning.

A Governor asked if this change in the staffing budget would impact other budgets. The Headteacher told Governors that the budget had been generous this year and they were able to spend on their priorities, which were teaching and learning and safeguarding.

It was noted that staff had been consulted about the new TLR post and there had been no major feedback.

Governors **AGREED** to the Finance and Personnel committees' recommendation for the TLR post.

Governors discussed the current difficulties in acquiring outstanding teachers and the lack of experience of some newly qualified teachers (NQTs). A Governor commented that those undergoing a bachelor of education course had more experience than those who undertook a Post Graduate Certificate in Education. The importance of having the correct fit for the School was emphasised as well as the need to find those committed to the Catholic faith.

It was agreed that the Personnel Committee would review and monitor the new post for a year. The Headteacher stated that monitoring would be on-going and that she would report lesson observations termly to Governors.

Action: Headteacher

A Governor added that when considering lesson observations it was important to note that 'requires improvement' was specifically 'requires

improvement to be good' and that this was a senior leadership team (SLT) target.

- (b) Personnel: The Personnel Committee had not met apart from the shared meeting with Finance on 25 March.
- (c) Curriculum: The Curriculum Committee had not met but a meeting was scheduled after the Easter break.
- (d) Health and Safety/Premises: The Committee had not met but the Committee Chair gave a verbal update. The following points were noted:

The School had received a cheque for £5,000 for 'settlement of party wall award' in relation to the movement on the garage with adjoining owners the New North London Synagogue (NLS). This money had been ring-fenced for use on the garage in due course.

Following a Health and Safety Audit the consultant's comments were "The overall % score was 95%. This is an increase of 11% on the previous audit score. This is reward for the significant and hard effort made by the School. Well done and congratulations". Governors welcomed these comments and thanked all those involved at the School who were responsible for this accolade.

Governors heard that the total budget costs for windows/façade replacement would be £136,727.03, and unusually the Diocese may be asking for a further 10% contribution this year, despite the fact that the form that had been completed for the original grant was for 10% only. There was no official statement about this increase as yet.

Governors discussed the Universal Infant Free School Meals Strategy (UIFSM) which had been introduced by the Government. The School was expecting to cater for an extra 50 pupils along with the purchase of new equipment and possible lack of space.

- (e) Admissions: The Committee had met last year when the admission criteria had been approved and another meeting was planned after Easter.

14/09 **REPORT OF DIRECTOR OF CHILDREN'S SERVICE**

The spring 2014 report (found at http://www.barnet.gov.uk/WorkingWithChildrenInBarnet/info/30034/meetings_and_reports) was noted by Governors:

A Governor drew Governors' attention to the item about questions asked at OFSTED inspections and asked if the Inspectors talked to all Governors. It was noted that it was hoped that the Chair and Vice Chair would be available to the inspector in the case of OFSTED inspection and as many other Governors as possible.

Ms Docherty stated that it was important for Governors who were present at an Inspection to be able to answer questions about School performance, School priorities, achievement, Pupil Premium money and how it was used, Olympic legacy funding and how it was used and the link between teachers' performance and pay. She suggested a skills audit for Governors and volunteered to be available for any future OFSTED inspection.

14/10 **GOVERNOR SUPPORT AND DEVELOPMENT**

The Vice Chair asked Governors to distribute any useful any information they received from courses to the other Governors.

Mrs Fleming and Mrs Psara informed Governors that they had attended two courses, one of which was about RaiseOnline data delivered by an OFSTED Inspector. They thanked the Headteacher for providing them with relevant data from the School for the course.

Revd. John Dermody stated that he had also attended two courses.

The Chair commented that she had attended a data protection course run by the Diocese of Westminster.

The Headteacher informed Governors that she had bought into the Modern Governor on-line training and Governor Services training package. Governors were encouraged to attend relevant courses, including courses run by the Diocese.

14/11 **GOVERNORS' INFORMATION FOR SCHOOL WEBSITE**

The Chair informed Governors that their information on the School website was in need of updating and suggested a working party to complete this task. Volunteers were requested to draft information about Governors for the website and look at other schools websites for ideas and suggestions.

MrsPsara, Mrs Fleming and Mr Omar volunteered, and agreed to have a draft proposal ready for consideration by the Chair by the end of April 2014.

Action: Mrs Psara, Mrs Fleming and Mr Omar

14/12 **GOVERNORS' MEETING WITH PARENTS**

It was noted that previous meetings arranged between parents and Governors had ended with low numbers.

Governors discussed the format of such a meeting and agreed that parents should be encouraged to submit questions in advance of the meeting, to allow Governors to prepare and answer. It was emphasised that if parents wanted to contact Governors about any questions regarding the running of the School then Governors should direct them to the Headteacher in the first

instance. Any parents with Governance queries should be directed to the Chair.

Governors' were asked to volunteer to form another working group to organise an agenda and topics for a Governors' meeting with Parents. Mr Omar, Ms Docherty and Mr Tarrant, as well as the Headteacher volunteered to help with this task.

It was **AGREED** that a date for a meeting would be on Tuesday 29 April 2014 and that the working party would organise this meeting.

14/13 **ANY OTHER BUSINESS**

Committee Membership

It was noted that a volunteer was needed for the Finance committee as Mr Carroll had left the committee. Revd. John Dermody was now the Chair of the Finance Committee. Ms Docherty volunteered to join the Finance Committee.

It was noted that the Chair of the Curriculum Committee was Mrs Psara and not Revd. John Dermody.

Ms Docherty also volunteered to join the Curriculum Committee.

Governors' Contact Details List

The Clerk tabled a Governors' contact details list and undertook to post it to Governors who were absent from the meeting.

Action: Clerk

MOTION OF CONFIDENTIALITY

RESOLVED that, because of its nature, the business to be discussed be treated as confidential and not for publication. Governors were asked to ensure that, should information contained in the meeting or the minutes be shared with Governors' partners, their partners were bound by the same rules of confidentiality.

14/14 **DATE OF NEXT MEETING**

The date of the next clerked Governing Body meeting was confirmed as Tuesday **3 June 2014 at 7.00 pm at the School.**

Committees undertook to organise and inform members of their meeting dates.

Action: Committees