



*"We learn together, we play together, we pray together,
we grow together in the love of God"*



had been confirmed and signed by MC and were uploaded on the School's website.

18/02e Governor Recruitment update

It was noted that the Parent Representative meeting at which the proposal of setting up "Governor Surgeries" would be raised, was due to take place in 2 weeks from the date of this meeting. LOM would feedback to governors via email.

ACTION: LOM

18/09a Headteacher's report

It was RESOLVED that all EYFS data and the written report by the Challenge Partner audit team were circulated to governors via email.

18/09b SIP Monitoring

It was RESOLVED that the revised SIP was circulated to governors after the previous meeting of the Governing Body.

18/09c Policy ratification

It was RESOLVED that the terms of reference for the new Policy Group was agreed along with a revised schedule of policies to be ratified by the Governing Body for the next academic year.

18/09g Health & Safety and Premises

MC informed governors that following no response after raising a formal complaint to the London Borough of Barnet (LBB), the matter had been escalated to the Ombudsman and MC would continue to follow up until satisfactory action was taken.

ACTION: MC

18/09j Safeguarding – General Data Protection Regulation (GDPR)

LOM informed governors that she was still in discussions with the Business Manager to finalise the compliance report and had assigned a 3 weeks deadline.

ACTION: LOM

18/15a Website

It was RESOLVED that the School's website was updated with the 'Chair's Welcome' and the FGB attendance lists.

18/15b School e-mail address

Governors were advised that the school email address was no longer in use and were reminded to provide LOM with their name and date of birth in order for the school's IT administrator to create new email accounts through LGFL. Governors would confirm to LOM once they received their new email account log-ins and were advised to use the new account for all school correspondences.

ACTION: all

18/15c Ofsted preparation questions

Governors were reminded to forward their feedback/comments on the paper previously circulated to SV by 26 June. This would be received at the next meeting of the FBG.

ACTION: all

18/24 Proposal for Governing Committee Restructure

GOVERNING BODY FOR ST.THERESA'S CATHOLIC PRIMARY SCHOOL

MINUTES OF THE MEETING HELD AT THE SCHOOL ON

TUESDAY 12 JUNE 2018

MEMBERS

FOUNDATION GOVERNORS

*Margaret Cronin	MC (Chair)	STAFF GOVERNORS	
*Sheena Varnava	SV (Vice Chair)	*Linda O'Mella	LOM (Headteacher)
*Gerry Costello	GC	*James Troy	JT
*Fr. John Dermody	Fr.D		
3 Vacancies			

ASSOCIATE MEMBERS

*Jean-Marc Evan JM
*Christine Fleming CF

LOCAL AUTHORITY GOVERNOR

*Tony Shotton TS

PARENT GOVERNORS

1 Vacancy
*Onyeabo Ogodazi OO

*denotes member present

IN ATTENDANCE

Ms. Elaine La Tegola (Clerk)

Part I

18/29 PRAYER AND WELCOME

The meeting opened with a prayer, after which MC welcomed Governors to the meeting.

18/30 ADMINISTRATION

a) **Acceptance/non-acceptance of apologies for absence**
Apologies for absence were received and accepted on behalf of Associate Member, CF.

b) **Declaration of pecuniary interests in the current agenda**
There were no pecuniary interests declared by Governors within the current agenda.

c) Minutes of the previous meeting

The minutes of the meeting held on 1 May 2018, copies of which had been circulated prior to the meeting, were CONFIRMED and signed by MC.

d) Matters arising

18/22 Minutes of the previous meetings
It was RESOLVED that the minutes of the meetings held on:

- 7 November 2017 (clerked)
- 30 January 2018 (un-clerked)
- 27 February 2018 (clerked)



MC agreed to resend the final agreed amendments of the terms of reference and membership of the two newly constituted committees;

- Spiritual, Moral, Social, Cultural Committee (SMSC)
- Finance, Human Resources, Health and Safety Committee (FHRHS)

ACTION: MC

The date of the first Policy Group Meeting would be agreed after the meeting and communicated to governors.

The dates of the first meetings of new committees had been resolved.
ACTION: MC/LOM

18/25 Any other business

18/25a Climbing frame and associated equipment

The Finance Committee had met and allocated funding for the cost of repairing the climbing frame. LOM would communicate to parents that the equipment remained out of use for children until repairs had been carried out.

18/31

REPORTS (BY EXCEPTION ONLY)

a) Report of the Headteacher

The Headteacher's report, a copy of which was circulated prior to the meeting was received and noted by the Governing Body.

LOM invited governors to raise questions/comments arising from the report or to email any comments after the meeting.

A governor queried whether the Reception class teacher would remain into the next academic year. LOM clarified that there were other job opportunities at the School where the teacher in question could apply but her position was not yet resolved.

The following were highlighted from the report:

Peer review

LOM informed governors that the school would be the first in the "schools partnership peer review cluster" to undergo a peer review later on in the term. LOM was in discussion with the lead reviewer to decide a line of enquiry and it was strongly recommended that this would be around increasing the provision for EAL pupils.

Premises

LOM reported that the Health & Safety audit had been carried out but the outcome of the audit was yet to be received from the LBB. LOM however, was confident that there would be no major actions identified. MC commended the school for the continuous diligence around health and safety.

It was also reported that arising from the Fire Risk Assessment action plan were a number of actions, one of which was regarding call points. It was noted that this matter had been discussed by the Premises Committee and action had been taken. The cost to carry out work identified by the electrician was estimated at around £2000 for call points and around £3000 for lighting.



OO of the Premises, Health and Safety Committee anticipated that the project could be ongoing for a few years and that the committee would monitor the progress.

- b) Pupil Premium and Sports Premium Plans for year ahead**
It was noted that the SLT would meet at the end of the term to evaluate the impact of the year's Pupil Premium and to set the next academic year's budget. This would be received at the next Full Governing Body meeting.
ACTION: LOM

c) Policy ratification

There were no policies recommended for ratification by the Governing Body.

d) Committee reports

I. Admissions Committee

The meeting which had been scheduled in February had been postponed. GC would confirm the new date for the meeting.
ACTION: GC

II. Finance Committee

The minutes of the meetings held on January 23 January 2018, 20 March 2018 and 22 May 2018 had been agreed and circulated to the Governing Body.

Arising since the last meeting of the committee, Fr.D announced that he had received a communication from Barclay's Bank notifying the closure of the "governors funds" account which had approximately £3000 of emergency funds raised by Governors (previous and current), due to inactivity.

Fr.D proposed to the Governing Body to move the funds and combine it with the funds in the RBS governor's funds account. The Governing Body AGREED with the proposal and Fr.D notify governors when the RBS account had been credited with the funds.
ACTION: Fr.D

III. Pay and Personnel Committee

The Committee had met in April, the minutes of which had been agreed and circulated to the Governing Body.

IV. Health & Safety and Premises Committee

The Committee had met in May 2018, the minutes of which would be agreed electronically and circulated to the Governing Body after the meeting.
ACTION: OO

V. Learning and Achievement Committee

The minutes of the meeting held in May 2018 would be agreed electronically and circulated to the Governing Body after the meeting.
ACTION: SV

VI. Catholic Life Committee

The Committee had met on 11 May 2018, the minutes of which had been agreed and circulated to the Governing Body.



18/32

New committee start-up: progress report

a) Policy Group

The Policy Group had met on 24 May 2018 and a report had been circulated to Governors prior to the Governing Body meeting.

b) Committee dates

It was resolved that committee dates had been agreed and noted prior to the Governing Body meeting.

The following dates were agreed:

- FHRSH 3 July 2018
- SMSC 9 July 2018

MC agreed to circulate a list of committee membership to the Governing Body.

ACTION: MC

18/33

General Data Protection Regulation (GDPR) – Compliance report

GC requested permission from governors to keep a record of their personal information (name, address, email address and contact number) on the Governor's Register. Governors granted their permission and it was clarified that the list was for the Governing Body's use only.

LOM gave an update of the compliance activities that the School had taken since the rollout of the GDPR. The following were reported

- A Privacy Notice letter was sent to all parents to sign and return;
- working through the Information Asset Register (IAR) and have completed an associated action plan;
- consultation with a Data Protection Officer from Inspire ICT;
- windows by the entrances are to be tinted with images of pupils (permission granted from parents) in order to obscure view inside offices;
- secure storage of information around offices in locked drawers and cupboards;
- Retention Policy was to be reviewed by GC and recommended for ratification

ACTION: GC

18/34

SECURE E-MAIL ACCESS FOR GOVERNORS

This item was discussed under 18/30d Matters arising.

18/35

SAFEGUARDING

MC informed the Governing Body the Safeguarding Lead from the Local Authority (LA) visited the School and was pleased with the standard of Safeguarding in the School and had provided the School with some guidance on improvements to be made. A report of recommendations following this visit would be drafted by the School and MC would review the report before disseminating to the Governing Body.

MC was pleased that the School had demonstrated Safeguarding process were in place and that the Policy was adhered to following meetings with LOM.

LOM also informed the Governing Body that Prevent training by the Prevent Education Officer and Safeguarding Level 3 training for five members of staff around the School had taken place. A Safeguarding review was to be expected in September.

18/36

GOVERNOR RECRUITMENT

MC was pleased to announce that Marie Forkan had been accepted by the Diocese for the position of Foundation Governor. MC had provided the new governor with the schedule of meetings for the next academic year and would invite her to various committees. A training pack would also be provided to the governor.

Another prospective governor had confirmed that she would re-apply for the position of Foundation Governor and the Diocese was expecting her application.

The Parent Vacancy remained opened.

18/37

GOVERNOR VISITS

a) Learning Walk

GC reported on her recent visit to the school and informed Governors that the Catholic Life learning walk would be rescheduled before the end of term.

SV reported on her learning walk with LOM and JT. She commended the teaching staff for their commitment into teaching and was pleased by the high standards evident throughout the school. A report of the learning walk would be circulated to Governors.

ACTION: SV

MC encouraged Governors to meet with their subject links to stay informed of what's happening in the school and as an opportunity to interact with pupils. Governors were reminded of their subject links.

b) Health and Safety Audit

This item was noted in the Headteachers report.

18/38 DIOCESE EDUCATION SERVICE BULLETIN

Governors noted that the Diocese Education Service bulletin was available at <http://rcdow.org.uk/education/schools-bulletins/schools-bulletin-january-2018>

18/39

REPORT OF THE DIRECTOR OF EDUCATION AND SKILLS

Governors noted that the report of the Education and Skills Director was available at <https://www.barnet.gov.uk/vwvc-home/information-for-schools/school-governors/meetings-and-reports.html>.

Governors were advised to read through the report and contact the relevant local authority officers authoring the items therein should they have any enquiries

18/40

GOVERNOR TRAINING, SUPPORT AND DEVELOPMENT

Governors noted that any Governor training, support and development courses were available to book for the diocese or the local borough through the following links:

a) Diocese

<http://rcdoweducationservice.eventbrite.com/>

b) London Borough of Barnet LA

http://cpd10g.schoolcircular.co.uk/pls/dad_cpd/gen_bystrand_fr_pub



18/41

BARNET SCHOOL IMPROVEMENT PARTNERSHIP PROGRESS UPDATE

This item was noted in the Headteachers report.

18/42 ANY OTHER BUSINESS

a) Clerking

MC informed governors that following communication from the Barnet Partnership for School Improvement (BPSI), the Governing Body was required to reach a decision on its clerked FBG meetings.

MC recommended to the Finance and Resources Committee to explore the different options available to the School regarding clerking services. This could include the use of agencies.

ACTION: Fr.D

b) Encrypted memory sticks

MC advised governors that they would each receive an encrypted memory stick formatted with relevant governance documents. MC however, stressed to governors the importance of keeping their passwords secure and warned that passwords could not be retrieved.

DATES OF GOVERNING BODY MEETING

The next meetings of the Governing Body were confirmed as:

Clerked: Tuesday 5th March 2019
Tuesday 25th June 2019

Un-clerked: Tuesday 22 January 2019
Tuesday 14th May 2019

Minutes agreed by Full Governing Board at 25 September 2018 meeting

Signed: 
Margaret Cronin
Chair of Governors



Appendix 1: GOVERNING BODY OF ST THERESA'S CATHOLIC PRIMARY SCHOOL - CONTACT DETAILS

Name	Type of Gov	Committees	Link	Contact No.	Address	Email address
Miss Gerry Costello	Foundation	Catholic Life, Admissions (Chair), Personnel & Pay (Chair)	Governor	020 8445 5614 07976 27965	13 Green Bank North Finchley N12 8AS	geraldine.costello@ntlworld.com
Ms Margaret Cronin	Foundation	Personnel & Pay Learning & Achievement	Safeguarding	020 8346 7597 07989 479537	207 Squires Lane Finchley N3 2QS	margaret.cronin16@gmail.com
Fr John Dermody	Foundation	Finance (Chair), Catholic Life (Chair), Personnel & Pay	Finance	020 8346 2459	St Philip the Apostle Gravel Hill, Finchley N3 3RU	pp@stpphilipfinchley.org.uk
Mrs Linda O'Melia	Staff	All committees		020 8346 8826	c/o the school	head@sttheresasbarnetmail.net
James Troy	Staff			020 8346 8826	c/o the school	troy@sttheresasbarnetmail.net
Mr Ony Ogodazi	Parent	Health & Safety/ Premises (Vice Chair)		07952 984359	136 Deans Lane Edgware Middlesex HA8 9NR	onyeabo@hotmail.com
Mr Tony Shotton	Local Authority	Finance			50 Hoop Lane Golders Green NW11 7NH	tony.shotton@uk.pwc.com
Mrs Sheena Varava	Foundation	Admissions, Learning & Achievement (Chair)	Learning & Achievement	07701 297205 07947 35249	92 Watlington Fold Finchley, N12 7U	miznisa@aol.com
Vacancy	Staff					
Vacancy	Foundation					
Vacancy	Foundation					
Mr Jean-Marc Evans	Associate	Catholic Life Learning & Achievement		020 8369 6863 07901 603076	7 Little Cedars, Woodside Pk North Finchley N12 8TH	jean-marc.evans@casematpublishinguk.com
Mrs Christine Fleming	Associate	Catholic Life		020 8349 2633 07709 721957	37 Redbourne Avenue Finchley N3 2BP	chrissfleming49@gmail.com
Mr Joe Brohan	Associate	Health & Safety/Prem		020 8346 8826	c/o the school	

ST THERESA'S PRIMARY RC SCHOOL
FULL GOVERNING BOARD MEETING PART 1 (20180612 (DRAFT))