



GOVERNING BODY FOR ST.THERESA'S CATHOLIC PRIMARY SCHOOL

MINUTES OF THE MEETING HELD AT THE SCHOOL ON

TUESDAY 1 May 2018

MEMBERS

*Denotes members present

FOUNDATION GOVERNORS

*Margaret Cronin (Chair) (MC)
*Sheena Varnava (SV)
*Gerry Costello (GC)
*Fr. John Dermody (FrJD)
3 Vacancies

LA GOVERNOR

*Tony Shotton (TS)

PARENT GOVERNORS

Onyeabo Ogodazi (OO)
1 Vacancy

STAFF GOVERNOR

*Linda O'Mella (LOM)
*James Troy (JT)

ASSOCIATE GOVERNORS

*Jean-Marc Evans (JME)
Christine Fleming (CF)

PART 1

18/20 OPENING PRAYER AND WELCOME

The meeting opened with a Prayer after which MC welcomed all present to the meeting.

18/21 ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from OO

18/22 MINUTES OF THE PREVIOUS MEETINGS

Minutes for meetings held:

7 November 2017 (clerked)
30 January 2018 (unclerked)
27 February 2018 (clerked)

had been circulated by MC prior to meeting. These were reviewed and agreed as accurate records of the meetings. Minutes are to be signed by the Chair and forwarded to Full Governing Board (FGB) members and Clerking Officer. Copies are to be placed on the website.

Action:

MC/LOM

18/23 MATTERS ARISING FROM THE MINUTES (27 February 2018)

17/46 Cracked Floor

LOM reported that Barkers, had finally repaired the flooring. However, the standard of repair was below expectations. Although the repair appears structurally sound the colour match of the repair to the existing flooring is in stark contrast. The matter is now closed, but staff will be monitoring the integrity of the work over the coming months.

Action:

Closed

18/02e Governor recruitment update

LOM informed Governors that initially there had been interest expressed from two potential candidates for Foundation Governors. One has since withdrawn from the process, and another has almost completed the process of applying. There is a final document that is due to be reviewed and sent to the Diocese later this week.

Action:

LOM/MC

In regards to the possibility of setting up Governor Surgeries, LOM explained that she is still awaiting an agreed Parent Representative Meeting at which the proposal will be raised.

18/09a Headteacher report

EYFS data has been reviewed and finalised by the Senior Leadership Team (SLT) earlier in the term. This was examined by our Challenge Partners auditors last week, who complimented the positive verbal report given by the auditors at the end of the process. The data will be forwarded to Governors immediately after this meeting, followed by the written report by the Challenge Partner audit team when it becomes available.

Action:

LOM

18/09b SIP Monitoring

The revised SIP will be forwarded to Governors immediately after this meeting.

Action:

LOM

18/09c Policy ratification

GC confirmed that she had received the relevant information from chairs of committees and a definitive list of policies is now available. The members of the FGB present, agreed this should be updated in the light of the new Policy Group due to be established under the revised FGB restructuring of committees (see agenda item below). The members agreed that four FGB members will convene to agree the terms of reference for the new group, and revise the schedule of policies in time for the next FGB clerked meeting.

Action: GC/LOM/MC/SV

18/09d Finance – School Financial Value Standard (SFVS)

MC confirmed the document had been circulated to FGB members following the last meeting. There were no comments or further feedback received.

Action: Closed

18/09g Health & Safety and Premises

LOM confirmed that although the London Borough of Barnet (LBB), had sent a representative to review the problem, there had been no further actions taken. Currently the school's caretaker was reviewing the perimeter fence daily and taking remedial action against brambles and other debris that breached the fence. This situation remains unsatisfactory. MC will raise this matter as a formal complaint with LBB.

Action: MC

In an e-mail report to the FGB (20180501), OO confirmed there had been a meeting with the contractors responsible for the school hall flooring repair on 7 November 2018. Although OO had not secured a personal conversation with Mr Cook (representative of the contracting company), the works had gone ahead. Final works appear satisfactory on the surface, (despite floor surfaces between old and new, not matching). The premises supervisor and SLT will continue monitoring for any signs of floor movement in the future. It was agreed this will be reported through the Premises Committee, a meeting for which is to be agreed.

Action: MC

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

LOM reported that she and other members of the SLT as well as clerical staff had undertaken training in relation to the new GDPR. The school has appointed INSPIRE (IT consultants), to undertake an audit and risk assessment by the end of next week. This will provide the SLT and Governors with a compliance report, for the SLT and FGB to consider, including options for a nominated Data Protection Officer (DPO). LOM will forward the final report and recommendations as soon as it becomes available.

Action: LOM

18/15a Website

LOM and JT reminded members of the importance for the website to be up-to-date. Two areas need to be updated, the Chair's Welcome, and the FGB attendance list. MC and GC respectively, to deal with as soon as possible.

LOM noted the last Chair of Governor's Update was now available on the website.

Action: MC/GC

18/15b School e-mail address

There have been no further developments around this item. MC will contact the diocese for advice

Action: MC

LOM and JT met with the school's IT administrator to explore options for a cloud-based storage system for Governor's to use. The administrator is due to respond with suggestions shortly, which will be forwarded to Governor's for consideration.

Action: LOM/JT

18/15c OSTED preparation questions

Some Governors need to forward their feedback/comments on the paper previously circulated to SV by 31 May 2018. SV will then collate responses to be tabled at the next FGB.

Action: All Governors

18/24 PROPOSAL FOR GOVERNING COMMITTEE RESTRUCTURE

MC tabled final draft documents of the terms of reference (ToR) for the agreed two new committees. The new committees will be provisionally referred to as:

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

The FGB members reviewed the documents and agreed final amendments, which will be forwarded to members in the next two weeks.

Action: MC

The FGB agreed the Chairs for each new committee as:

SMSC SV
FHRHS FJUD

Membership for each committee was also agreed and will be included in the final ToR to be forwarded in two weeks. The Chairs will be contacting members to agree a first meeting date for each committee, to be held in July. At the meetings members will agree the Vice Chair and Clerk. They will also ratify policies arising out of the policy group (see below)

The FGB also agreed the time-line for 2017-19. Next events for the remainder of this academic year are:

- May: Pre-Policy Group meeting to confirm policy timetables and meeting agenda for first Policy Group Meeting to be held in June.

Action: GC/MC/LOM

- June: First Policy Group Meeting.

Action: TBC

- July: First meeting of new committees.

Action: SV/FJUD

18/25 ANY OTHER BUSINESS

18/25a Climbing frame and associated equipment
It was noted that the above equipment has been out of service for some time following a fault with the ladder. OO tabled an email report in which he outlined the current position. OO has made contact with the suppliers of the equipment (Martin Pots of Kompan), and a meeting has been set up for 3 May to discuss the repair of the

equipment and installation of planned preventative maintenance (PPM), in line with industry best practice and safety guidance. In the mean-time parents are to be kept informed by LOM that the equipment will remain out of use for the foreseeable future.

Action: LOM

JME explained that parents had approached him to express their concern and have requested a speedy solution to the matter.

OO in his email report (20180501), together with FGB members, noted that the Premises Committee had not convened to discuss this and other matters relating to health and safety. Members noted that the Chair of the Premises and Health and Safety Committee had not been confirmed. The FGB agreed MC and LOM would meet to agree an urgent meeting and plan for the year forward.

Action: MC/LOM

The Chair circulated The School Bus Governing body planning and preparation checklist for the academic year.

DATES OF FULL GOVERNING BOARD MEETING

The next meeting of the Full Governing Board was confirmed as

Clerked: Tuesday 12 June 2018 19.00-21.00

Minutes agreed by Full Governing Board at 12 June 2018 meeting

Signed:



Margaret Cronin

Chair of Governors