



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

ST THERESA'S CATHOLIC PRIMARY SCHOOL GOVERNING BOARD

Minutes of the online GB Meeting Held on
Thursday 12th November 2020 at 7pm

MEMBERS

FOUNDATION GOVERNORS

*Seamus McKenna (Chair) (SM)
*Christine Fleming (Vice Chair) (CF)
*Fr. John Dermody (JD)
*Gerry Costello (GC)
*Marie Forkan (MF)
*Jane Goring (JG)
1 vacancy

Also in attendance

*Helen Holloway - Clerk
*James Troy – Head of School
*Halina Gibson - Observer

STAFF GOVERNORS

*Barbara Costa (Executive HT) (BC)
*Nikki Dias (ND)

PARENT GOVERNORS

*Nick O'Donnell (NO'D)
1 vacancy

LA GOVERNOR

Liz Cormack (awaiting appointment as LA governor)

*denotes member present / ^denotes member absent

PART 1

1. OPENING PRAYER / WELCOME

1.1 The meeting commenced with an opening prayer. The Chair welcomed everyone to the online meeting and introduced Halina Gibson, attending the GB meeting as an observer.

2. APOLOGIES FOR ABSENCE

2.1 There were no absences. Apologies for late arrival received from GC. The meeting was quorate.

3. LATE ITEMS AND ORDER OF BUSINESS

3.1 The Chair has received a request to discuss allocation of policies to committees.

DECLARATIONS OF BUSINESS INTERESTS

3.2 There were no declarations made.

4. GB MEMBERSHIP

4.1 Liz Cormack's application to become the local authority governor is ongoing. The Clerk has been informed from Barnet Governor Services that the next panel meeting to review LA governor nominations is scheduled for early December 2020.

4.2 The Chair of Governors reported he has received written confirmation of Ony's resignation from the GB as the LA Governor.

4.3 Halina Gibson has agreed to take on the role as parent governor, and her DBS application is ongoing. **ACTION: School Office**

4.4 Several attempts have been made to fill the foundation governor role including advertising in the parish newsletter. An expression of interest has been received from a governor at Our Lady of Lourdes Primary School, who is very experienced in governance. A discussion took place and the support of the GB was approved to go ahead with the application to appoint Fiona Kerin as a foundation governor at St Theresa's Primary School. The Clerk will liaise with the DoW to process the application. **ACTION: Clerk**

5. MINUTES AND MATTERS ARISING FROM THE PREVIOUS MEETING

5.1 The Minutes of the GB meeting held on 22nd September 2020 were **APPROVED** as an accurate record subject to a typing correction on page 4, item 12, which should read "sign". The minutes will be signed by the Chair when the GB in due course. **ACTION: CoG**

5.2 MATTERS ARISING FROM GB MEETING 22/09/2020 AND NOT COVERED ON THE AGENDA

5.3 Clerk to send reminder to all GB members to sign

- ROI 2020-2021
- KCSIE; Sept 2020
- Governors' Code of Conduct

ACTION: Clerk

5.4 (Minute ref: 10.1) – All Committee Chairs have set Committee meeting dates for the academic year.

5.5 (Minute ref:12.2.1) – Date for the H&S Audit to be agreed. **ACTION: NoD to liaise with EHT**

5.6 (Minute ref: 14.3) – Staff Absence Policy – All completed.

5.7 A school Fire Drill will be scheduled to take place at St Theresa's by the end of the Autumn Term. **Action: EHT**

6. EXECUTIVE HEADTEACHER'S (EHT) REPORT

The EHT report was shared online at the meeting.

6.1 Pupil attendance across the whole school is 96.9%. Concern has been flagged up for low level attendance in year 1 at 94.4%. The attendance figures for each groups are:

	ATTENDANCE %
Reception	96.2
Year 1	94.4.
Year 2	96.5
Year 3	98.6
Year 4	99.8
Year 5	96.7
Year 6	97.0

6.2 It was noted the Year 1 class profile is made up of 20 boys and 9 girls. There are 7 pupil premium children, 1 LAC, 22 EAL children, and 3 children with EHCP. The class teacher is currently supported by two part-time teaching assistants to meet the high level of need.

6.3 To-date there has been no confirmed cases of COIVD-19 in the school.

6.4 Staffing – see Part 2 minutes

6.5 The Risk Assessment is regularly updated and was circulated to the governors ahead of the meeting. There has been minimal change to the Risk Assessment going into the second national lockdown. Following review of the risk assessment arrangements for dismissing Year 2 and year 6 class have been changed. New guidance has also been issued on what can and can't be used in the Early Years.

6.6 Staff CPD training continues via zoom.

6.7 All after school clubs have been cancelled until after the Christmas holiday.

CURRICULUM

6.8 Baseline assessments for all pupils took place the second week of the autumn term.

6.9 The current curriculum focus is on Reading, Phonics, Writing and Maths. Other subjects such as Music, computing, French have been postponed.

6.10 Maths times-tables challenges are taking place with a local school. Sports challenges are continuing and overseen by the Head of School.

6.11 Classes are also doing topic days for example: Charlie and the Chocolate Factory; Year 5 took part in a Tudor Day.

6.12 DATA REVIEW

The data report was shared online during the meeting and report given from the Head of School.

- Year 6 repeated their assessments this week and were given Year 6 past SATs papers to complete. The headlines show the average scale score has risen from 97.89 to 102.6 in six weeks. In arithmetic the average score has increased from 19 to 25.
- In Years 3, 4 and 5 PUMA Maths assessments are being used, and for reading PIRA (Progress in Reading Assessments).
- Year 5:

Reading	57% WA the expected level or above
Writing	50% WA the expected level or above
Maths	68% WA the expected level or above
- In Year 5, 15 out of 28 pupils (54%) are working at the expected level in Reading, Writing and Maths.
- In Year 4, 11 out of 24 pupils (46%) are working at the expected level in Reading, Writing and Maths.
- In Year 3, 14 out of 24 pupils (58%) are working at the expected level in Reading, Writing and Maths. It is anticipated there will be pupils working at greater depth by the year end.

QUESTION: Do you have this year's Y3 data from Y2 (last year)

R: Yes the School has the spring 2020 assessment data for every year group which was taken just ahead of the national lockdown in March 2020.

QUESTION: Do you feel confident the school has the right strategies in place to recoup the lost learning?

R: This term, due to the COVID19 social distancing measures in place, there are less Christmas activities, and therefore more time to focus on Maths, Reading, Writing and Phonics. Robust systems of support are being put in place to support children. SLT have met with teachers and looked at the data for their children, focusing on those not working at the expected level, and looking at the target areas and interventions required. Online resources are available and the teachers are working with the parents.

KS1 DATA

- In Year 1, 11% of the pupils are working at the expected level in Reading, Writing and Maths.
- In Year 2, 19% of the pupils working at the expected level in Reading, Writing and Maths.
- The predicted good level of development is 80%.

- The SENDCo, an English teacher who specialises in phonics, is working with Year 1 children and the class teacher and conducting zoom meetings with year 1 parents.

QUESTION: Do you think the data from Year 1 is to do with the EAL numbers in the cohort?

R: Yes, the higher number of EAL pupils is certainly a factor, and the cohort is a challenging cohort with 3 pupils with EHCP. It was reported the Curriculum and Achievement Committee will review the Year 1 data more closely in their Committee meeting.

ACTION: C&A Committee

6.13 SCHOOL IMPROVEMENT PLAN

The EHT reported the SIP focus includes

- preparing for the section 48 inspection,
- all pupils to make accelerated progress,
- school staffing reflects the needs of the children,
- increase the pupil numbers of roll.- currently there are 32 children down on the school roll)

6.14 The Chair thanked all the governors for their recent responses in connection with the School Improvement Plan and reported the consensus is there will be reduced SIP plan with fewer priorities this academic year to allow for the ongoing demands of lost learning during the national lockdown and COVID-19 related risk assessments.

QUESTION: If the School goes into lockdown again, does the school have contingency planning in place? Is the online learning fit-for-purpose?

R: The school recognises the request from parents for live teaching in the event of a second school lockdown; however, the Unions are one hundred percent against this due to safeguarding aspects. The school would consider using Google Class or something similar in the future.

QUESTION: In the event the learning gap doesn't close, is there any guidance from the DfE to straddle work for example, roll year 2 work into year 3?

R: No. Currently the DfE expectation is all teaching to resume to normal curriculum by summer 2021.

QUESTION: Has the school received catch-up funding?

R: Yes, the first tranche of catch up funding has been received and the school is still looking at how to spend the money. The catch up funding is £14k approximately.

7. COMMITTEES

7.1 Terms of Reference

The Finance and Resources Committee reviewed their terms of reference and they were circulated to the GB ahead of the meeting. The others committee Terms of Reference were not received by all members of the GB so it was

agreed to carry forward all terms of reference for approval at the next GB meeting.

ACTION: Clerk / agenda item

Reports from Committee Chairs

7.2 RE And Spiritual Life

The Committee are still awaiting appointment of a staff RE lead and no meeting has taken place.

7.3 Finance and Resources Committee

7.3.1 The minutes of the recent meeting held on 5th November 2020 were circulated to the GB ahead of the meeting. Fr John Dermody was elected as Chair of the Committee.

7.3.2 The Committee reviewed the budget and the forecast shows £24k at year end. This surplus figure does not include all the extra expenditure related to COVID and supply cover, and reduced lettings income.

7.3.3 The Committee reviewed and commend the Financial Management Policy and the Whistle Blowing Policy to the GB.

7.4 Wellbeing Committee

7.4.1 The minutes of the recent Wellbeing Committee meeting held on 19th October 2020 were circulated to the GB ahead of the meeting. Liz Cormack was elected as Chair of the Committee.

7.4.2 The Chair of the committee asked the GB to review the responsibility for review of the Complaints Policy, Grievance Policy and Governors Code of Conduct.

The GB **AGREED** the following policy responsibilities:

Governors' Code of Conduct	–Governing Board
Complaints Policy	– Wellbeing Committee
Grievance Policy	– Wellbeing Committee
Staff Code of Conduct	– Curriculum and Achievement Committee

7.4.3 The committee reviewed the SIP priority looking at the mental and wellbeing of staff and pupils.

7.5 Curriculum and Achievement Committee

7.5.1 No meeting has taken place. The date of the first meeting this term to be arranged.

ACTION: Head of School

7.6 Admissions Committee

No meeting had taken place.

7.7 Pay Committee

7.7.1 The Pay Committee met in October. The EHT reported that in the absence of last year's staff appraisals, the DfE guidance was followed. This will impact on the UPR and any member of staff transferring from M6 payscale to UPR will be penalised without their staff appraisals. The Pay Committee will reconvene to address this situation.

7.8 HT's Performance Review Panel

Date to be arranged.

8. POLICIES FOR REVIEW

8.1 The following policies were reviewed and agreed by the Finance and Resources Committee and commended to the GB. The GB **APPROVED** the

- Financial Management Policy
- Whistle Blowing Policy

9. CHAIR'S ITEMS

9.1 The Chair asked if the children were having any Christmas celebrations. The EHT reported the nativity performance will not go ahead and there will be no carol concert. Christmas lunch will take place and there will be Christmas liturgy in classes. Each class bubble will also conduct their own parties.

10. PARTNERSHIP AGREEMENT

10.1 NoD reported no follow-up meeting has taken place.

10.2 The Chair reported as FK has volunteered to join the GB at St Theresa's it will be necessary to find another governor at OLOL to take over the partnership review meetings with NoD to avoid conflict of interests.

10.3 The review date for the partnership agreement was agreed and scheduled for January 2021. However, due to the extraordinary circumstances of the national lockdown, both schools agreed they are not in a position to make any reasonable judgement to consider the impact of the partnership. The GB will need to consider do we extend the partnership agreement, and if so, for how long.

11. SAFEGUARDING

JG, safeguarding link governor reported.

11.1 JG attended the Safeguarding training course on 5th November. All governors were reminded of their responsibility to read parts 1 and 2 of KCSIE. All governors must also be regularly trained on safeguarding and each governor is responsible to ensure they attend safeguarding regularly.

12. MARKETING THE SCHOOL

12.1 In September 2020, the school intake was 40 pupils below capacity, and now in November 2020 the school has reduced this down to 32 vacancies. It

was reported the Head of School has been very pro-active is recruiting pupils and managing enquiries immediately. The Chair on behalf of the GB thanked the Head of School for all his efforts.

12.2 During a discussion about marketing the school the GB the following was noted to assist with increasing the marketing of the school:

- Photographer is booked to take pictures of the school which will be published on the school website.
- A school banner is being completed.
- EHT and NoD have spoken about the expertise amongst parents who may be able to offer support in marketing the school.
- The signage outside the school is very small and in a poor position obscured by a tree. A lower sign on the pillar of the wall, with a clearer typeface was recommended.
- The Early Years area needs to be refurbished to attract potential admissions on first impressions.
- A proposal was made to use the local press to promote school achievements.
- Pupils' art work could be displayed in the local supermarket.
- Make parents more aware of the roll they can play in advertising the school.
- Encourage pupils from other faiths. It was confirmed the Certificate of Catholic practice has been removed from the admissions policy.
QUESTION: How many non-Catholic pupils are on roll?
R: Under 20 pupils.

12.3 The GB agreed marketing the school will be included as an action on the School Improvement Plan. Marketing the School will be revisited at the next GB meeting on 28th January 2021

ACTION: Clerk / agenda item

13. FUTURE GB MEETING DATES FOR 2020-2021

SPRING TERM 2021

Thursday 28th January @ 7pm
Thursday 4th March @ 7pm

SUMMER TERM 2021

Thursday 20th May @ 7pm
Thursday 8th July @ 7pm

14. ANY OTHER BUSINESS

No items to report.

Part 1 meeting ended at 20.58 hours. Halina Gibson left the meeting.

Part 2 meeting follows. .

Signed: _____ Date: _____
Chair of Governors

SUMMARY OF AGREED ACTIONS - GB MEETING 12th November 2020

Minute ref.	Action	By Whom
	CoG to sign GB approved minutes of <ul style="list-style-type: none"> ➤ 18th May 2020 ➤ 8th June 2020 ➤ 1st July 2020 ➤ 22nd September 2020 	
5.3	Clerk to remind all governors to sign document circulated in September re: <ul style="list-style-type: none"> - Register of Business Interests for 2020-2021 - Keeping Children Safe In Education Sept 2020 - Governors' Code of Conduct 2020-2021 	Clerk / GB
4.0	GB Membership: Awaiting confirmation of LA governor appointment. Awaiting confirmation of Foundation governor appointment from DoW Parent governor to complete DBS	Clerk to follow up Clerk to follow up School office
5.5	Health and Safety audit is due. NOD agreed to conduct the audit.	NoD
5.7	A school Fire Drill will be scheduled to take place at St Theresa's by the end of the Autumn Term.	EHT
6.12	The Curriculum and Achievement Committee will review the Year 1 data more closely in their committee meeting.	C&A Committee
7.1	All Committees Terms of Reference to be approved by the GB.	Committee Chairs
7.5.1	Curriculum and Achievement Committee meeting to be arranged.	Head of School
12.3	Marketing the School will be an agenda item at the next GB meeting on 28 th January 2021	Clerk / agenda item